



UNITE POC APPOINTMENT FORM

REVITALIZING SQUADRONS ...the beating heart of the Air Force."

CY24
Form 1

REQUESTING UNIT:

1. The following personnel are appointed Unite Program Unit POCs for:

PRIMARY UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

See page 2 for any additional Unit POCs named.

2. The POC(s) will agree to comply with the following requirements:

a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses to ensure program compliance. Complete a Unite Event Proposal form provided by the installation C3 and email complete form to 88FSS.Unite.WPAFB@us.af.mil.

b. POC(s) will obtain Commander's acknowledgment/signature on the Unite Event Proposal form and forward to C3. C3 will submit to Air Force Services Center (AFSVC) for approval. All requests must be approved prior to event.

c. Confirm event date, time, and location and provide final attendee count NLT 72 hours prior for on base events. Off-base events may vary by vendor.

d. Ensure budget limits are always maintained. Unite Activity budget = \$13.50/person per CY. Unite Food budget = \$5.00/person per CY. Units must not exceed total annual budget based on UMD personnel numbers times \$18.50/person. *CY24 authorizes up to \$15.00/person in Activity funds to be used in a single event.

e. All payments towards Unite approved items and/or activities must be paid for by the Unite C3 via NAF PCard or TBCC (FSS Activities). All Unite payments must be tax exempt, must not include gratuity, and have valid 889 Form on file for vendor. Requesting units will not be reimbursed for payments made via personal credit cards, checks, or cash.

f. Submit After Action Report with minimum 5 photos to C3 within 2 business days after the event.

3. C3s for Wright-Patterson AFB are Kaley Bartosik, 88FSS.Unite.WPAFB@us.af.mil, DSN 713-2777 and Liezel Armijo, 88FSS.Unite.WPAFB@us.af.mil, DSN 787-.6068.

REQUESTING UNIT COMMANDER OR DESIGNEE SIGNATURE:

Appointment Forms require a Commander's or Designee signature prior to Event Proposal submission. Valid for current CY.

Submit this form to 88FSS.Unite.WPAFB@us.af.mil. Units must submit an Appointment Form prior to submitting Event Proposal.

ADDITIONAL UNIT POCs:

ALTERNATE UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

NAME: RANK:

EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

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ALTERNATE UNIT POC

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