



UNITE POC APPOINTMENT FORM

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

CY26
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:

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

a. Complete a Unite Event Proposal form provided by the installation Unite C3 or located on WrightPattFSS.com/Unite. Unit POC(s) will obtain Commander's or designee signature on the form and email the signed form to 88FSS.Unite.WPAFB@us.af.mil. Event Proposal forms must be submitted at least 10 business days prior to event. Last day to submit Event Proposals for approval will be 30 November 2026.

b. Unite C3 will submit the Event Proposal to Air Force Services Center (AFSVC) for approval. All requests must be approved by AFSVC prior to event and/or payments. December holiday parties are not authorized. Please see Unite Quick Guide for full list of unauthorized uses. Events must be recreational and activity-based to receive Unite funding. Unite C3s will send an Approval Notification to POC once approved.

c. Confirm event date, time, location, and final attendee count. Schedule payments with Unite C3 for all off-base events. Off-base payment processes may vary based on vendor.

d. Ensure budget limits are always maintained. Unite Activity budget = \$13.50/person per CY. Unite Food budget = \$6.00/person per CY. Units must not exceed total annual budget based on UMD personnel numbers times \$19.50/person. *CY26 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/alcohol, 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. Units are responsible for any remaining balance above Unite amounts.

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

3. Contact Wright-Patterson AFB Unite C3s via email at 88FSS.Unite.WPAFB@us.af.mil.

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.
See page 2 for any additional Unit POCs named. *Units are limited to allocated funding based on \$13.50/person in activity funds.

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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