7 Jan 2021

MEMORANDUM FOR 27 SOFSS/FSWU

FROM: (YOUR UNIT)

SUBJECT: Appointment of Unit Cohesion POC – Unite Initiative

1. The following individuals are appointed as primary and alternate Unit POC’s for the Unite Initiative, and are delegated the authority to obligate funds and sign event proposal requests on the Commander's behalf. (E-5 or above only)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name/Rank | Phone | Email |
| Primary |  |  |  |
| Alternate |  |  |  |
| Alternate |  |  |  |

1. The POC(s) will agree to comply with the following requirements:
	1. Contact the installation UNITE Program Coordinator (UPC) to discuss the proposed squadron event and authorized expenses.

# **Your UPC is:** Steven Bowlin, steven.bowlin@us.af.mil, 505-904-5041

* 1. Complete an Event Proposal Form provided by the installation UPC.
	2. POC will obtain squadron commander’s acknowledgment/signature on the Event Proposal form and forward to UPC. UPC will submit to AFSVC for approval.
	3. 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.
	4. Ensure budget limits are maintained at all times. (Budget limits can be acquired through your UPC)
	5. Request attendance prior to event, for each participant in unit and provide a sign in sheet to UPC in excel spreadsheet format.
	6. Provide UPC with After Action Report within 5 days after every event .

3. POC’s are responsible for attending training provided by the Community Cohesion Coordinator (C3) . POC Group Training dates will be provided and Individual Training will be provided on an as needed basis.

4. All Unit events must be approved by AVSA and budgeted for by 30 Sep 2021.

 Deadline for submissions for 2021 is 30 Aug 2021.

 Events may still occur until Dec 30, 2021.

 (Your Commander’s Signature Block)

Please forward this completed memo to

Bowlin.Steven@us.af.mil