



**DEPARTMENT OF THE AIR FORCE**  
**NAME OF DEPARTMENT**  
**NAME AND LOCATION OF YOUR BASE**

MEMORANDUM FOR 4FSS/FSW Community Cohesion Program

FROM:

SUBJECT: Letter of Appointment  
Squadron Unite Program Representative

1. The following personnel are appointed Primary and Alternate Squadron Unite Program Representatives for the

	<b>Grade</b>	<b>Name</b>	<b>Email Address</b>	<b>Duty Phone</b>
<b>Primary</b>				
<b>Alternate</b>				

2. The Representatives 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.
- b. Complete an Event Request Form provided by the installation C3.
- c. Obtain squadron commander's acknowledgment/signature on the request form and forward to C3 at least 14 calendar days before event date. Alternatively, in being appointed as a representative, is authorized to sign request form in lieu of the squadron commander.
- d. Ensure allocated budget limits are maintained at all times.
- e. Provide C3 with After Action Report and Photos within 5 business days after event date.