



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

DD Mm YY

MEMORANDUM FOR Community Cohesion Program

FROM: Squadron Name/CC

SUBJECT: Letter of Appointment
Squadron Unite Program Point of Contact (POC)

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the 325th Force Support Squadron:

	Grade	Name	Email Address	Duty Phone
Primary	MSgt	Smith, John		X-xxxx
Alternate	TSgt	Doolittle, Tom		X-xxxx

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.
- b. Complete an Event Proposal Form provided by the installation C3.
- c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVA for approval.
- d. 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.
- e. Ensure budget limits are maintained at all times.
(Food and beverage = \$5/person and program costs = \$13.50/person)
- f. Request DoD ID #'s, prior to event, for each participant in unit and provide to C3 in excel spreadsheet format at the time of the request.
- g. Ensure RAND Corporation Surveys are completed five business days after every event by participants. (email will be sent by DOD ID submitted)
- h. Provide C3 with After Action Report with photos (5 minimum) within two business days after every event.

NAME, Rank, USAF