



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA**

MEMORANDUM FOR COMMUNITY COHESION COORDINATOR

FROM:

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

1. The following personnel are appointed Unite Program POCs for the

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

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 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 & Beverages = \$5.00/person
 - Activities = \$13.50/person
 - C3 will pay for everything. NO reimbursements.**
- f. Provide C3 with After Action Report plus photos of personnel enjoying the event within two business days after every event.

Commander's Signature:

Squadron Commander Rank/Title