



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
JOINT BASE CHARLESTON SC**

MEMORANDUM FOR 628 FSS/FSWU

**FROM:**

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

1. The following personnel are appointed as the Unite Program POC for the **XXXX Squadron**:

Grade	Name	Office Symbol	Duty Phone

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

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed event and authorized expenses.
- b. Complete a Unit Development Program Request Form provided by C3. POC will obtain squadron commander's acknowledgment/signature and forward to C3. C3 will submit to AFSVA for approval.
- c. 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 contractor.
- d. Initiate and sign contracts on behalf of the squadron commander for 628 FSS and civilian vendors.
- e. Ensure budget limits are maintained at all times (food and beverage = \$5/person and program costs = \$17.50/person).
- f. Obtain DoD ID #'s, prior to event, for each participant in unit and email to C3 in excel spreadsheet format.
- g. Ensure RAND Corporation Surveys are completed five business days after every event by participants.
- h. Provide C3 with After Action Report within one business day after every event.

3. The C3 (Community Cohesion Coordinator) is your main focal point for the planning, developing and execution of Unite programs. Please contact your Unite POC, Shannon Hebert, 628 FSS/FSWU, at (843) 963-0010 or via email at [shannon.hebert@us.af.mil](mailto:shannon.hebert@us.af.mil).

**FIRST NAME MI. LAST NAME**  
**Commander, Name of Squadron**