DD Month YYYY

MEMORANDUM FOR COMMUNITY COHESION COORDINATOR (C3)

FROM: ORG/SYM

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

1. Recharge for Resiliency CY2022 Program Guide
2. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the xxxth Air Base Squadron:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Grade | Name | Email Address | Duty Phone | DEROS |
| Primary  |  |  |  |  |  |
| Alternate |  |  |  |  |  |

1. The POC(s) will agree to comply with the following requirements:
	1. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses.
	2. Complete an Event Request Form provided by the installation C3.
	3. POC will obtain squadron commander’s acknowledgment/signature on the Event Request form and forward to C3. The C3 will submit to AFSVA for approval.
	4. 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.
	5. Ensure budget limits are always maintained. (Food and beverage = $5/person and program costs = $13.50/person)
	6. Provide C3 with After Action Report within two business days after every event.
	7. Fully ensure Airmen participation.
2. If you have any questions, please contact my front office staff at DSN 314-535-xxxx.

 JOHN C. SMITH, Lt Col, USAF

 Commander