



AIR FORCE



UNITE PROGRAM

CY26 UNITE PROGRAM GUIDE

AFSVC/VCCR
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I. UNITE

The Unite Program empowers Squadron commanders to create new opportunities for recreational and cohesive activities to strengthen the bond between members within their unit. All Air Force and Space Force Active Duty, Reserve, Guard, and Civilian (Appropriated and Non-appropriated) members are authorized Unite funds for CY26 and their squadron will be allocated \$13.50 per member in APF funding and \$6.00 in NAF funding. APF dollars are provided to pay for or offset the cost of cohesive recreational activities, while NAF dollars are used for the purchase of food and beverages in support of that recreational activity.

A. ROLES AND RESPONSIBILITIES

UNIT COMMANDERS (CC) AND CIVILIAN LEADERS (CL):

- Plan programs that contribute to unit cohesion and encourage squadron personnel to participate.
- Ensure funds are expensed following established guidelines; AFIs, CONOPS, and Unite Guide.
- To the maximum extent, use FSS programs and facilities to achieve desired effects through cost savings, geographic proximity to meet squadron needs and flexibility to military missions.
- Designate in writing the squadron points of contact (POC)s to perform Unite duties on CCs behalf.

COMMUNITY COHESION COORDINATOR (C3):

- Installation C3 will facilitate effective funded or free programming of high-interest recreational cohesive activities, teamwork, and camaraderie (esprit de corps).
- Installation C3 will work with squadrons to determine their needs and interests, and help develop recreational programs, and make purchases based on their priorities.
- Installation C3 will brief all Unit Commanders and Civilian Leaders about the Unite program's intent, guidelines, program changes, and finances. Encourage the utilization of Unite funds throughout the installation by actively promoting Unite to installation leadership.
- Coordinate all submissions for APF and NAF dollars with AFSVC for approval of Unite events. Verify that the total amount for the event does not exceed the limit of funding per person. Must verify that the event the unit is submitting is a recreational, unit cohesion activity-based program and not an event centered on using NAF dollars only. (Example of unauthorized events: burger burn and two truths and a lie, food-eating contest, squadron luncheon with required training i.e., SAPR and/or Green Dot). **Please note: Group or Wing events are allowed, however, the purpose of Unite is to strengthen the bond between members within a squadron or smaller subsets of the squadron and every effort should be made to adhere to the intent of the program.**
- Act as the liaison and work with squadron POCs to oversee program execution and adherence to the budget.
- Assist/advise squadron Unite POCs in developing programs, whether on or off the installation.

- Work with FSS managers to develop and bolster new and exciting activities within their program to encourage FSS activities for Unite events.
- Ensure fiscal responsibility and adhere to all APF and NAF instructions.
- When funding is allocated, identify all eligible units and manpower numbers for funding per person information. Organize fund allocation for each eligible squadron.
- Submit Unite event requests for funding through the Central Programs Management System located at
- Responsible for tracking the status of a request from submission to approval and after execution.
- After the event has been approved by AFSVC, purchase and procure products and services using a NAF Purchase Card to directly execute a Unite activity.
- Submit event After Action Report (AAR) after expenditure reports are completed by the base-level resource management team.
- Post photos of each Unite event on the [Air Force C3 Facebook Page](#) or send to AFSVC if not on Facebook after the event.
- Ensure proper documentation (event receipts, approval email, and signed event request forms) is submitted monthly to the Resource Management Flight Chief. This effort will ensure that the NAF Approving Official can complete the Expense Report for reimbursement by the 10th of every month. Reports are completed by the Resource Manager (RM) electronically at
- Actively participate in AFSVC led training. All new C3s are encouraged to request one-on-one training via the Unite organizational box (AFSVA.SVPCL.UniteProgram@us.af.mil) and/or attend scheduled virtual training. Registration dates for any training will be announced through the AFSVC Unite team via the Community Services Flight Chiefs (or their proxy).

FSS RESOURCE MANAGER RESPONSIBILITIES:

- Collaborate with the C3 and submit expenditure reports via for installation reimbursement. The installation's C3 properly accounts for receipt and distribution of all MOA (APF) and non-MOA (NAF) funding involving AFSVC and the installation's squadrons.
- Ensure the installation's C3 provides proper documentation requesting reimbursement event receipts, approval email, and signed event request forms.
- RMs will certify monthly financial statements. Before approving the installation's MWRF, the RM will verify the GLAC 1140000. See detailed Unite GLAC instructions in Section VI "Accounting Instructions" on page 10 of this guide.

B. FUNDING

FUNDS FOR THE RECREATIONAL ACTIVITIES (APPROPRIATED MOA FUNDS)

APF dollars are designated to pay for or offset the cost of cohesive recreational programs and services. Funds are allocated on a calendar year. Squadron Commanders can authorize spouses and dependents to receive the allocated per person amount. However, the APF dollar allocation will continue to be based on official manpower totals and will not increase with the inclusion of dependents. Squadrons are authorized to spend no more than \$15 for every individual attending a unite event.

FUNDS FOR FOOD AND BEVERAGE (NON-APPROPRIATED FUNDS)

NAF dollars are used for the purchase of food and beverages in support of Unite recreational cohesive programs. Funds are allocated on a calendar year. The Unite program is activity-based, and NAF dollars are only an added benefit. NAF funds must be utilized in conjunction with APF dollars. Unite is not a food and beverage-based program; an event centered on just eating without a recreational and/or team building event is NOT authorized and will not be approved. Squadron Commanders can authorize spouses and dependents to be included in Unite events. However, the NAF dollar allocation will continue to be based on official manpower totals and will not increase with the inclusion of dependents.

UNAUTHORIZED USE OF UNITE FUNDS

- Unite funds are not to be used for the following: holiday parties, end of year events, balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotions/retirements/graduations, or base-wide special events.
- Unite funds cannot be used to purchase alcoholic beverages.
- Unite funds cannot be used to purchase equipment, including electronics. However, funds are authorized to rent recreational equipment in support of a unit cohesive event. Unauthorized rentals include but are not limited to portable toilets, trash services, cleaning fees, cleaning supplies or cleaning companies, and lodging. Contact AFSVC if the cost of renting equipment exceeds the cost of procuring the equipment.
- Unite funds are not authorized to purchase items for volunteer events, such as protective gloves, tools, paint, or supplies.
- Unite funds cannot be used to purchase cleaning supplies, hand sanitizer, etc. latex food service gloves and trash bags are authorized.
- Unite funds cannot be used to cover the cost of damages, late fees, or insurance.
 - Unite funds cannot be used to purchase prizes, gift cards (to include digital), giveaways, or promotional items. (Examples include trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects, murals, shirts, hats, jerseys, etc.)

- Unite funds cannot be used to purchase equipment to donate to charities (Example: Build-A-Bed and Build-A-Bike).
- Unite funds cannot be used for gambling or to purchase gambling products, including traditional bingo games, where funds are accumulated and paid to a winner. Such an arrangement is a prohibited practice that conveys personal benefit to a winner.
- Decorations for Unite events should not exceed more than 10% of the event's total cost. (Example: squadron teambuilding event cost \$1000, then the cost of decorations should not exceed \$100).
- AFSVC will not provide reimbursement to events that have not been approved. If a squadron executes an event without approval, all expenses will be the responsibility of the squadron.
- Commanders should make every effort to ensure all authorized members of a unit have an opportunity to participate in Unite events; inclusive to all Airmen and Guardians in a unit and cannot be divided based on age, race, gender, or religion. **A Unite event cannot be held for dependents only.**
- Wing or Group events may be held with written agreement from each participating Unit Commander for the use of their funding. **During multi-day events, each squadron must have a specific time to participate in activities, which should also be detailed within the submission. Remember, the purpose of Unite is to strengthen the bond between members within a squadron or smaller subsets of the squadron.**

NOTE: APF dollars are intended to fund the actual team-building event only.

C. FOOD AND BEVERAGE

AFSVC will provide centrally funded NAFs (\$6.00 per person) to subsidize meals in conjunction with approved Unite cohesive activities. The C3 will coordinate with FSS food activities when possible. (i.e., club, bowling center, golf course and snack bar operations, etc.)

D. TRANSPORTATION

Unite funds are not authorized to pay for rental vehicles; utilizing ITT/ODR vehicles with a driver is authorized.

E. EQUIPMENT

Unite funds are not authorized to pay for equipment purchases. APF funds can be used to rent equipment for the approved event (i.e., FSS equipment rental through ODR).

F. TYPES OF PROGRAMS

The Unite Program intends to provide unit leaders with the maximum flexibility to develop and deliver recreational programs to build cohesion for personnel within their unit, or subset of the unit, to include spouses and dependents at their discretion. Installation C3s provide squadron leaders with program ideas that are authorized uses of Unite funds. Squadron leaders are given the discretion to create Unit-Developed Programs (UDP) that capitalize on opportunities available in the geographic area. C3s are encouraged to offer volunteer and no-cost programs in addition to UDPs. Events must be both recreational and unit cohesive to utilize Unite funds. *All programs must be submitted to AFSVC for approval at least **seven business days** before the event date.*

SAMPLES		
UNIT-DEVELOPED	VOLUNTEER /FREE	VIRTUAL
Bowling	Food Bank	Teambuilding.com
Axe Throwing	Highway Cleanup	Teambonding.com
Squadron Fun Day	Squadron Fun Run	Wildly Different
Golf/Top Golf	Unit/Squadron Olympics	Virtual 5K

G. SUBMISSION PROCESS

- Step 1.** Meet with squadron POC to select and develop a unit cohesive program. Provide an event request form to squadron POC. Inform the POC they are responsible for getting prices, quantity, and description of purchases for squadron events.
- Step 2.** POC will return the event request form signed by the Squadron Commander to the C3. **Note: The Squadron Commander's signature acknowledges that they are aware of the event and how their allocations are being spent. The POC will provide a detailed cost breakdown of how funds will be paid.**
- Step 3.** C3 will submit requests through the system. Select the "Submit Unite Funding Request", the "Request Form" should be the default screen. If not, then click "Request Form" from the top menu options. Once the form is complete, scroll down and select "Submit". The CPMS will then provide a tracking ID for your program request submission. If you do not receive a tracking ID, then the database has not accepted your form. **NOTE: If you do not already have a profile, click "If you need to request access, please click here".**
- Step 4.** Check on your submission until approval is confirmed in the database. If your request is "Declined" or "Returned for Modification" there will be feedback on the submission to clarify. Once a "Returned for Modification" submission is updated by the C3, the status will change to "New" placing it back on AFSVCs radar for approval review. If an "Approved" submission is updated by a C3, the status will change to "New" meaning it will have to be re-reviewed for approval. At the time a submission reverts to "New" status, the seven-business day cycle begins anew. **NOTE: Last day for submission adjustments is 5 January (2359 CST) 2027.**
- Step 5.** Once the event is approved, the C3 will pay for event expenses with the P-Card (observing 889 requirements) and the squadron will proceed with their activity.
NOTE: Unite funding for room rentals will max at \$500. Unite funding for DJs will max at \$500. NOTE: Members may not profit from vendor services provided during their squadron's Unite event(s).
- Step 6.** After the event, coordinate delivery of receipts and backup documentation to the installation NAF Accounting Office (AO) to allow them to complete expenditure reports C3 internal site to submit reimbursement for all incurred/approved expenses.
- Step 7.** Complete an After-Action Report (AAR) within 10 days of the event at <https://cpms.afsv.net> to detail the success and learning points. This will serve as a reminder for you, or as guidance for the C3 that takes the role once you depart. If the APF/NAF dollar amounts do not match your records, discuss the discrepancy with the Accounting Office.
- Step 8.** Photos are essential to support continued funding each year. Post photos of the event onto the Air Force C3 Facebook page or send to AFSVC after the event (AFSVA.SVPCL.UniteProgram@us.af.mil).