



AIR FORCE



UNITE PROGRAM

## CY2023 UNITE PROGRAM GUIDE

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# I. UNITE

The Unite Program empowers unit commanders to create new opportunities for recreational and cohesive activities to strengthen the bond between members within the unit. All assigned Air Force and Space Force Active Duty, Reserve, Guard, and civilian (appropriated and non-appropriated) members are authorized Unite funds for CY23.

## A. ROLES AND RESPONSIBILITIES

### FSS-C3:

- Facilitate effective funded or free programming of high-interest recreational cohesive activities, teamwork, and camaraderie (esprit de corps).

### 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 R4R Guide.
- To the maximum extent, use FSS programs and facilities to achieve desired effects through cost savings, geographic proximity to meet their needs and flexibility to military missions.
- Designate in writing the squadron POC(s) to perform Unite duties on CCs behalf.

### COMMUNITY COHESION COORDINATOR (C3):

- 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 leaders about the Unite program's background, guidelines, program changes, and finances. Encourage the utilization of Unite funds throughout the installation by actively promoting Unite to installation leadership.
- Coordinate all submissions with AFSVC for approval of Unite events, for both APF and NAF dollars. 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 clear recreational, unit cohesion activity-based program and not an event centered on using NAF dollars only. (Example: burger burn and two truths and a lie, food-eating contest with trivia, squadron luncheon with required training i.e., SAPR and/or Green Dot).
- Act as the liaison and work with squadron Unite points of contact (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 programs within their program to encourage FSS activities for Unite events.
- Ensure fiscal responsibility and adhere to all APF & 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.
- Purchase and procure products and services being obtained using a Purchase Card to directly execute a recreational Unite activity after the event has been approved from AFSVC.
- Submit Unite event requests for funding through CPMS.
- Responsible for tracking the status of a request from submission to approval and after execution.
- Submit event After Action Report (AAR) after expenses are completed by resource management team.
- Ensure proper documentation (event receipts, approval email, and signed event request forms) are submitted monthly to the Resource Management Flight Chief. This effort will ensure that the NAF AO can complete the Expense Report for reimbursement by the 10th of every month.
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## **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. As a trial period through CY 2024, Squadron Commanders can authorize spouses and dependents to receive the allocated per person amount. The dollar figures will continue to be based on unit official manpower totals and will not increase with the inclusion of dependents.

### **FUNDS FOR FOOD AND BEVERAGE (NON-APPROPRIATED FUNDS)**

NAF dollars are used for the purchase of food and beverages in support of R4R 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 directly in conjunction with an approved Unite event. Unite is not a food and beverage-based program; an event centered on just eating without an approved Unite cohesive and or team building event is NOT authorized and will not be approved. NAF funds are also approved as a trial period for dependents through CY 2024. Squadron Commanders can authorize spouses and dependents to receive the allocated amount per person. The dollar figures will continue to be based on unit official manpower totals and will not increase with the inclusion of dependents.

#### UNAUTHORIZED USE OF R4R (UNITE) FUNDS

- Unite funds are not to be used for the following: December holiday parties, end of year events, balls, banquets, dining/out, combat dining in/out, squadron training/meetings, change of commands, eating events, promotion/retirements, or base-wide special events. (December holiday, Christmas, Hanukkah, End of Year celebrations are typically subsidized by squadron booster club funding.)
- 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 gloves, tools, paint, or supplies.
- Unite funds cannot be used to purchase cleaning supplies, hand sanitizer, gloves, masks, faceshields, thermometers, or medical equipment as these are considered Personal Protective Equipment (PPE). Food service gloves 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, giveaways, or promotional items (examples: trophies, medals, plaques, banners, marketing/advertisements, apparel, cups, personalization of objects, murals, shirts, hats, and jerseys).
- Unite funds cannot be used to purchase equipment to donate to charities (examples: 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 a 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 acknowledgment of each participating Unit Commander agrees to the use of his/her funding.

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

### C. FOOD AND BEVERAGE

AFSVC will provide centrally-funded NAFs (currently \$5.00 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 driver is approvable.

### 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 recreational cohesion for personnel within their unit, or subset of the unit, to include spouses and dependents at their discretion through CY2024. 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 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 he/she is aware of the event and how his/her allocations are being spent. The POC will provide a detailed cost breakdown of how funds will be paid.

**Step 3.** C3 will submit requests to AFSVC C3s through the CPMS website.

**Step 4.** Fill out the required information in each block and press submit. Once the process is complete, a tracking I.D. will be assigned for your submission.

**Step 5.** Once the event is approved, C3 will pay using the P-Card for event expenses, and the squadron will then host the event.

**Step 6.** After the event, coordinate delivery of receipts and backup documentation to the installation

**Step 7.** Complete an After Action Report (AAR)

**NOTE:** AFSVC's goal is to review requests within seven business days of the installation's submission.