



**DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
SPACE BASE DELTA 1**

MEMORANDUM FOR 21 FSS

FROM:

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

1. The following personnel are appointment Primary and Alternate Squadron Unite Program POCs:

PRIMARY:

<u>Name/Rank</u>	<u>DSN</u>	<u>EMAIL</u>
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ALTERNATE:

<u>Name/Rank</u>	<u>DSN</u>	<u>EMAIL</u>
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2. The POC(s) agree to comply with the following requirements:
 - a. Contact the UNITE funding office to discuss the proposed squadron event and authorized expenses.
 - b. Complete an Event Proposal Form provided by the UNITE office. (Downloadable form available at 21fss.com/UNITE)
 - c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to UNITE org box.
 - 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: (NAF food and beverage = \$5/person and APF program costs = \$13.50/person)
 - f. Provide C3 with After Action Report and event photos within two business days after every event.
3. For any questions, please contact the Unite office via email at 21FSS.FSW.UniteProgram@spaceforce.mil

Commander

SEMPER SUPRA