

FUNDING

FY19 Allocations

per person

\$5 NAF

The **UNITE CONOPS** were approved 15 February 2019 and program funding was allocated 4 March.

The installation C3 can confirm your allocation which was based on unit end strength as of 31 September 2018.

Food Allowance

One meal and one non-alcoholic beverage:
Meal *must* be used in conjunction with a Unite event.

UNITE funds CANNOT be used to augment holiday parties on or off the installation. Units are responsible for expenses that exceed the allotted amount. UNITE funds CANNOT be combined with Unit Enhancement Funds or SM&W Funds. Private Org funds may be used. Unutilized UNITE funds will be returned to AFSVA mid-September 2019. Event must be executed NLT 15 September 2019.



PAYING FOR UNITE

Your installation C3 will make the UNITE payments on your behalf via a purchasing card or a TBCC, though you must ensure budget limits are maintained at all times. Final attendance count is due at least 72-hours prior to your ON-BASE event and will be used to invoice meals planned at FSS facilities. If the actual number is greater than what was planned, you'll be invoiced for the greater number. Off-base attendance requirements may differ. Family members are welcome to participate, but they must pay any associated fees.

Phase 1: FY 2019 - RegAF Units at Wing-level and below

Phase 2: FY 2020 - Phase 1 + ARC units at Wing-level and below

Phase 3: FY 2021 - Phase 2 + AF HQs & Centers above Wing-level

FY19 FUNDED UNITS

17 Force Support Squadron	17 Mission Support Group
17 Civil Engineer Squadron	17 Logistics Readiness Squadron
17 Security Forces Squadron	17 Training Support Squadron
17 Training Wing	17 Communications Squadron
316 Training Squadron	17 Contracting Squadron
315 Training Squadron	17 Medical Support Squadron
314 Training Squadron	17 Medical Operations Squadron
17 Medical Group	17 Comptroller Squadron
17 Training Group	93 Intelligence Squadron (OL FO)
312 Training Squadron	

UNITE PROGRAM

Revitalizing Squadrons

"...the beating heart of the Air Force"

Sarah Sweatman

Community Cohesion Coordinator

325-654-5880



5 EASY STEPS

to host your first
Unite event

1 Complete the POC Appointment Letter

Squadron Commanders will appoint a squadron UNITE POC, in writing, to the FSS C3. The POC Appointment letter form is available at gogoodfellow.com. Once complete, email the form to sarah.sweatman@us.af.mil

2 Event Proposal

Meet with your installation C3 to discuss your objectives, event ideas, and to complete the "Event Proposal Form". AFSVA event approval may take up to 30-days. The form is available at gogoodfellow.com

3 Collect DoD ID Numbers

DoD numbers are used to track funding and attendance. They will also be used by the RAND

Corporation to evaluate the program's success through a 90-second survey that will be emailed to participants after the event

4 HAVE FUN

5 Submit After Action Information & Pictures

The installation C3 will not always be in attendance for your UNITE events, so we are relying on you to provide detailed after action information and photos to improve the program.

UNITE

BECAUSE YOU WANT TO...

- VALIDATE YOUR AIRMEN
- INCREASE COMRADERY
- PROMOTE INTERACTION
- FOSTER FUN OR RELAXATION
- REINFORCE TEAM VALUES
- IMPROVE COMMUNICATION
- BOOST TEAMWORK

The **UNITE Program** was developed to provide squadron leaders with the maximum flexibility to deliver programs that build cohesion for personnel within their unit. This includes assigned Active Duty, Reserve, and both APF and NAF Civilians

TYPES OF EVENTS

Ready to Execute (RTE)

RTE programs are pre-approved and easy to implement. FSS related events keep funds on the installation and should be considered first.

Unit Developed Program (UDP)

Squadron leaders are given the discretion to create UDPs that capitalize on opportunities available in the local area. UDPs require prior approval through the Air Force Services Activity (AFSVA) and may take up to 30-days.

Free/Volunteer

Charitable work provides a cost effective team building activity that allows co-workers to see each other in a new light and can make a real difference in your community.