



**DEPARTMENT OF THE AIR FORCE**  
**17TH TRAINING WING (AETC)**  
**GOODFELLOW AIR FORCE BASE TEXAS**

DATE:

MEMORANDUM FOR RECORD

FROM: Squadron/CC:

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

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the Squadron/Unit:

	<b>Grade</b>	<b>Name</b>	<b>Email Address</b>	<b>Duty Phone</b>
<b>Primary</b>				
<b>Alternate</b>				

2. The POC(s) will agree to comply with the following requirements:

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses.
- b. Complete an Event Proposal Form provided by the installation C3.
- c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to C3. C3 will submit to AFSVA for approval.
- 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.  
(Food and beverage = \$5/person)
- f. Request DoD ID #'s, prior to event, for each participant in unit and provide to C3 in excel spreadsheet format.
- g. Ensure RAND Corporation Surveys are completed five business days after every event by participants.
- h. Provide C3 with After Action Report and event photos within two business days after every event.

NAME, Rank, USAF