



## DEPARTMENT OF THE AIR FORCE

56<sup>TH</sup> FIGHTER WING (AETC)  
LUKE AIR FORCE BASE ARIZONA

MEMORANDUM FOR 56 FSS/FSWU

FROM: 56 FSS/CC

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

1. The following personnel are appointed as the Unite Program POC for the 56th Force Support Squadron:

Grade	Name	Office Symbol	Duty Phone
MSgt	Smith, John	56 XXX/XXX	6-xxxx

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

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed event and authorized expenses.
- b. Complete a Unit Development Program Request Form provided by C3. POC will obtain squadron commander's acknowledgment/signature and forward to C3. C3 will submit to AFSVA for approval.
- c. 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 contractor.
- d. Initiate and sign contracts on behalf of the squadron commander for 56 FSS and civilian vendors.
- e. Ensure budget limits are maintained at all times (food and beverage = \$5/person).
- f. Obtain DoD ID #'s, prior to event, for each participant in unit and email 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 within one business day after every event.

MARITZEL G. CASTRELLON, Lt Col, USAF  
Commander