



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

DATED:

MEMORANDUM FOR 50FSS/FSV

FROM: (Commander, Unit)

SUBJECT: Squadron Unite Program Point of Contact (POC)

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

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

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. (Downloadable form available at <https://www.50fss.com/unite-program/>)
 - 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 and program costs = \$15.00/person)
 - f. Provide C3 with an After Action Report and pictures from the event within two business days after every event.
3. For any questions, please contact the Unite office via email at 50FSS.Schriever.Events@spaceforce.mil.

Unit Commander

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