



**DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
SPACE BASE DELTA 41**



MEMORANDUM FOR 50FSS/FSWU

FROM:

SUBJECT: Unite Program Unit POC Appointment

1. The following personnel are appointed as Unite Program POCs for

	Grade	Name	Email Address	Duty Phone
Primary				
Alternate				

2. The POC(s) will ensure compliance with the following requirements:

- a. Obtain unit commander’s approval for all Unite Program requests
- b. Contact the installation Community Cohesion Coordinator NLT 14 days prior to proposed Unite Event
- c. Complete and submit Unite Program Request Form to installation Community Cohesion Coordinator
- d. Confirm date, time, location, and provide final attendee counts to installation Community Cohesion Coordinator NLT 72 hours prior to Unite Event for on-base events. Off-base events may vary by vendor
- e. Ensure the following budget limits are maintained at all times: \$13.50/unit member for Program and Activity Expenses. \$6/unit member for Food and Beverage Expenses
- f. Ensure that no purchases are made for Unite Expenses with personal funds without prior coordination from Community Cohesion Coordinator, as reimbursements for such purchases will not be authorized without prior approval.
- g. Provide detailed After Action Report to Community Cohesion Coordinator within 2 duty days of executed Unite Event.

3. For questions regarding this form, please contact the installation Community Cohesion Coordinator at 719-567-2525.