



**DEPARTMENT OF THE AIR FORCE
WARNER ROBINS AIR LOGISTICS COMPLEX (AFMC)
ROBINS AIR FORCE BASE GEORGIA**



DD Mm YY

MEMORANDUM FOR

FROM: Squadron Name/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 78th Force Support Squadron:

	Grade	Name	Email Address	Duty Phone
Primary	MSgt	Smith, John		X-XXXX
Alternate	TSgt	Doolittle, Tom		X-XXXX

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 at venus.mansourzadeh.1@us.af.mil
 - 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 one week 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 = \$13.50/person)
 - f. Provide C3 with After Action Report within two business days after every event.
 - g. Ensure Airman participation to the fullest extent.

NAME, Rank, USAF