



**DEPARTMENT OF THE AIR FORCE**  
**UNITED STATES SPACE FORCE**  
**SPACE LAUNCH DELTA 30**

MEMORANDUM FOR 30 FSS/FSWU

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 XXX Squadron:

	Grade	Name	Email Address	Duty Phone
<b>Primary</b>	MSgt	Smith, John		X-xxxx
<b>Alternate</b>	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. Events must be BOTH recreational and unit cohesive.

b. Complete an Event Proposal Form provided on the Unite website, [vandenbergfss.com/unite-program](http://vandenbergfss.com/unite-program). See “Basic Rules of Engagement” for instructions.

c. POC will obtain squadron commander’s acknowledgment/signature on the Event Proposal form and forward to C3 within 21 business days of event. C3 will submit to AFSVC for approval.

d. Confirm event date, time, and location with C3 NLT 72 hours prior to the event.

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 five business days after every event.

g. Contact C3-Mrs. Edwina Williams, 30 FSS at DSN 606-8040 or via email at [edwina.williams.1@spaceforce.mil](mailto:edwina.williams.1@spaceforce.mil) for Unite assistance.

Name, Rank, USAF  
Commander