



DEPARTMENT OF THE AIR FORCE
48TH FIGHTER WING (USAFE)

01 January 2024

MEMORANDUM FOR: 48 FSS/FSW RAFL UNITE PROGRAM MANAGER (C3)

FROM: Squadron/CC

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

1. The following personnel are appointed as Primary and Alternate Squadron Unite Program POCs:

Table with 6 columns: Sq Unite POC, Grade, Name, Email Address, DSN, DEROS. Rows for Primary and Alternate.

2. The Squadron Unite Program POCs have been trained and agree to comply with the following Unite Program requirements:

- a. Contact the RAFL Unite Program Manager (C3) to discuss the proposed Unite event, authorized expenses, and any questions or concerns via email or telephone at 48FSS.Unite.Program@us.af.mil or 314-226-5931.
b. Squadron Unite POC will obtain Squadron Commander's approval, complete an Event Request Form provided by the installation's C3, and sign as the designee. Squadron Unite POC will forward this to the C3 NLT than 14 business days in advance of the requested event. The C3 will submit to AFSVC for approval.
c. Confirm event date, time, location, and provide final attendee count NLT 72 hours prior for on-base events. Off-base events may vary by vendor.
d. Ensure budget limits are always maintained. Any overages will be paid for by the squadron with appropriate funding sources. APF (activity/program) = \$13.50 per person and NAF (food & non-alcoholic beverages) = \$5 per person.
e. Provide the RAFL Unite Program Manager an After-Action Report (AAR) and pictures of the Squadron Unite Event NLT 5 business days after every event.
f. All requests must be submitted to the C3 no later than 30 NOV of the calendar year in which the request is made. Any funding that remains unallocated after this date shall be authorized for reallocation at the discretion of the Unite Program Manager.

3. The personnel appointed as Primary and Alternate Squadron Unite Program POCs listed above are authorized to submit Event Request Forms and After-Action Reports.

Name
CC/Squadron