



DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO



MEMORANDUM FOR 502 FSS/FSWU

FROM:

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

1. The following personnel are appointed as the Unite Program POC for the

Grade	Name	Office Symbol	Email	Duty Phone

2. The POC will agree to comply with the following requirements:

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed event and authorized expenses.
- b. Complete a Unite Event Request Form provided by C3. POC will obtain squadron commander's acknowledgment/signature and forward to C3 three weeks prior to event date. C3 will submit to AFSVC for approval.
- c. 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 contractor.
- d. Initiate and sign contracts on behalf of the squadron commander for and civilian vendors.
- e. Ensure budget limits are maintained at all times for Activity and Food/Beverage funding.
- f. Obtain DoD ID #'s, prior to event, for each participant in unit and email to C3 in word document format provided by C3.
- g. Provide C3 with After Action Report and photos within 72 hours after every event.

3. C3 for Joint Base San Antonio are Ashley Lopez, ashley.n.lopez2.civ@mail.mil, (210) 267-7358 and Steve Sarandos, steven.c.sarandos.civ@mail.mil, (210) 278-2392.