



**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(s) POC(s) Letter of Appointment

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

Grade	Name	Office Symbol	Email	Cell 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 the C3s. POC(s) will obtain squadron commander’s acknowledgment/signature and forward to the C3s three weeks prior to event date. If the request form is submitted under the 3 week deadline, approval is not guaranteed. C3s will submit to AFSVC for approval.
- c. Confirm event date, time, location and final attendee count NLT 5 days prior for on and off base events. Off-base events may vary by contractor.
- d. Initiate and sign contracts on behalf of the squadron commander and civilian vendors.
- e. Ensure budget limits are maintained at all times for activity and food/beverage funding.
- f. Provide C3s with After Action Report and photos within 72 hours after event event.

3. C3s 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.