DEPARTMENT OF THE AIR FORCE
4TH FIGHTER WING (ACC)
SEYMOUR JOHNSON AIR FORCE BASE NC

MEMORANDUM FOR 4FSS/FSW Unite Program Coordinator

FROM: /CC

SUBJECT: Letter of Appointment – Squadron Unite Program Representative

1. The following personnel are appointed by Primary and Alternate Squadron Unite Program Representatives (Sq Reps) for the _____ squadron.

	Rank/ Grade	Name	Email Address	Duty Phone Number
Primary				
Alternate				

2. Sq Reps will agree to comply with the following requirements and responsibilities:

a. Prior to submitting any event request, Sq Reps must attend one-on-one training with the Unite coordinator. Once training is complete, Sq Reps are authorized to sign Event Request Forms in lieu of CC approval signature. If funds are being used for spouse attendance, CC signature is required.

b. Sq Reps will act as embedded program coordinators in their respective squadrons for the Unite coordinator, meaning they will assist squadron event POCs in the planning, coordination and implementation of squadron Unite events. These responsibilities include but are not limited to:

i.Maintaining accurate budget tracking of events throughout the year. Tracker template is provided to Sq Reps upon completion of initial training. Sq Reps must ensure allocated budget is maintained at all times.

ii.Providing event POCs with required event documents, assisting with completing, reviewing/approving documents for adherence to program regulations.

iii.Signing and submitting event request form, invoices, and completed 889 forms to Unite coordinator at least two-weeks in advance of the event date. If dependents costs are being covered by funds request, Sq Reps will rout the form for CC approval prior to submission.

iv.Ensure events POC takes photos at the event and completes the required Aar. Sq Reps will provide Unite coordinator with AAR and photos within one week of the event date.

Commander