



**DEPARTMENT OF THE AIR FORCE  
354TH FIGHTER WING**

MEMORANDUM FOR 354 FSS/FSWU

FROM:

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 :

	Grade	Name	Email Address	Duty Phone
<b>Primary</b>				
<b>Alternate</b>				

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

- a. Contact the installation UNITE Program Coordinator (UPC) to discuss the proposed squadron event and authorized expenses.
    - i. Your UPC is: **Edison Ruland, edison.ruland.1@us.af.mil, 907-482-7483**
  - b. Complete an Event Proposal Form provided by the installation UPC.
  - c. POC will obtain squadron commander's acknowledgment/signature on the Event Proposal form and forward to UPC. UPC will submit to AFSVC for approval.
  - d. 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 vendor.
  - e. Ensure budget limits are maintained at all times. (Budget limits can be acquired through your UPC)
  - f. Request DoD ID #'s, prior to event, for each participant in unit and provide to UPC in excel spreadsheet format.
  - g. Ensure RAND Corporation Surveys are completed five business days after every event by participants.
  - h. Provide UPC with After Action Report within two business days after every event.
3. The below names are authorized to sign the event proposal form and obligate funds on the Commander's behalf. (E-5 or above only)

	Grade	Name	Email Address	Duty Phone
<b>Primary</b>				
<b>Alternate</b>				

Please forward this completed memo to  
edison.ruland.1@us.af.mil