DD Mmm YY

MEMORANDUM FOR 341 FSS/FSWU

FROM: Sq/CC

SUBJECT: Appointment of Unite POC’s

1. You are hereby appointed as a Unite program POC.

PRIMARY:

NAME/RANK OFFICE SYMBOL PHONE NUMBER

SMITH, JOHN XXXX

ALTERNATE:

NAME/RANK OFFICE SYMBOL PHONE NUMBER

SMITH, JANE XXXX

1. The squadron Unite POC will ensure the CC’s vision for a Unite event is met. Requirements include at a minimum: confirm the event date, time and location with the CC and C3 after the planning meeting; complete request form at least two weeks prior to the event and obtain the CC signature; submit the final attendee count to the C3; and assist with the after action report (AAR) within 72 hours of the completed event.
2. The above squadron POC is authorized to sign contracts on behalf of the squadron CC when applicable.
3. The Unite C3 is your main focal point for the planning, developing and execution of the squadron Unite program. Please contact Malmstrom’s Unite C3, Ms. Cindy Berg; 341 FSS/FSWU, at (406) 731-4549 or via email at cynthia.berg@us.af.mil for all Unite assistance.

 FIRST NAME MI. LAST NAME

 Commander, Name of Squadron