



DEPARTMENT OF THE AIR FORCE
6TH AIR REFUELING WING (AMC)
MACDILL AIR FORCE BASE, FLORIDA

DD Month YYYY

MEMORANDUM FOR 6 FSS/FSWU

FROM: (Unit CC or CD)

SUBJECT: Appointment of Unite POCs

References: CY2024 Unite Program Guide, Section I, Para A.

1. The intent of the Unite program is to provide Unit Commanders with the maximum flexibility to develop and deliver programs that build cohesion within the organization. You are hereby appointed as the **UNIT NAME** Unite program Point of Contact (POC).

PRIMARY:

NAME/RANK

Smith, John/TSgt

OFFICE SYMBOL

FSWU

ALTERNATE:

NAME/RANK

Rose, Julie/Civ

OFFICE SYMBOL

FSWP

2. Your responsibilities as the Squadron POC are as follows:

- a. Coordinate with Unit Commander (CC) or Civilian Leader (CL) to plan Unite programs and events that contribute to unit cohesion and encourage all squadron personnel to participate. To the maximum extent, POCs are encouraged to utilize FSS programs and facilities to achieve desired effects through cost savings and geographic proximity to meet organizational needs. A spending plan must be in place by 1 Oct or funds will be redistributed as needed.
- b. Keep the Unit CC updated on current Unite funding allocations and spending.

3. The C3 (Community Cohesion Coordinator) is your main focal point for the planning, developing and execution of Unite programs and events. Please contact Unite POC, Ms. Selina Dellafosse, 6 FSS/FSWU, at (813) 828-7806 or via email at selina.dellafosse.1@us.af.mil

CC NAME, Rank, USAF
Duty Title, Unit

CHARGE THE STORM...LET'S GO!