



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCE
YOKOTA AIR BASE JAPAN**



13 Feb 24

MEMORANDUM FOR 374 FSS/FSWU

FROM: 374 SQUADRON/CC

SUBJECT: Squadron Unite Program Point of Contacts (POCs) Appointment Letter

1. The following personnel are appointed Primary and Alternate Squadron Unite Program POCs for the 374 UNIT SYMBOL

	Grade	Name	Email Address	Duty Phone
Primary	TSgt	Iverson, Allen	Allen.iverson@us.af.mil	225-XXXX
Alternate				

2. The POCs must have minimum of 12-month retainability at Yokota Air Base and will agree to comply with the following requirements:

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses. Complete the Event Proposal Form provided by the installation C3 (available on 374fss.com/unite) and email the form to 374FSS.FSBUNITEPROGRAM@us.af.mil NLT 15 days (required) in advance of the requested event (30 days in advance suggested by the Services Agency). Be sure to state that your event is for unit/team cohesion. Follow the Unite How to Training Guide provided by the C3.
- b. Ensure that event requests are for authorized UNITE events and not for unauthorized events/purchases (ie. Holiday Parties, Balls, Banquets, Dining In/Out Functions, etc.). Refer to page 6 of the CY2024 Unite Guide.
- c. Confirm the event date, time, location, final attendance count with vendor/activity (may vary off base) at least 2 days prior to your event. Coordinate commissary shopping cart/food orders if applicable. C3 will make a 1 time purchase.
- d. Ensure budget limits are always maintained. NAF food and beverage = \$5 per person, APF activity/program costs up to \$15 per person) NAF funds must be used in conjunction with APF funds. You must receive an email from the C3 stating that your event request form was approved by the HQSVA, prior to executing your event. Cancellations, late fees, insurance and reimbursements (to include events executed without agency approval) are **not** covered by UNITE.
- e. Submit the completed After Action Report with a minimum of 2-3 team photos during your event featuring the UNITE banner **no later than 3 business days** after every event. Pick up your UNITE banner from the Yujo Community Center.
- f. **Failure to submit your After-Action Report (photos included) to the C3 will result in your funds being frozen and your squadron will be unable to host another event until completed.** C3 for Yokota Air Base is TSgt Keosha Middleton, keosha.middleton@us.af.mil, 225-1435 and SrA Ernest Nichols, ernest.nichols@us.af.mil, 225-1433.

ALLEN E. IVERSON , Rank,USAF
Commander, 374 Squadron

