



UNITE POC APPOINTMENT & SPOUSE/DEPENDENT AUTHORIZATION FORM (CY26)

REVITALIZING SQUADRONS "...the beating heart of the Air Force."

REQUESTING UNIT:

1. The following personnel are appointed UNITE Program Unit POCs for:

PRIMARY UNIT POC

NAME: RANK:
EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

NAME: RANK:
EMAIL: DUTY PHONE:

ADDITIONAL UNIT POCs

ALTERNATE UNIT POC

NAME: RANK:
EMAIL: DUTY PHONE:

ALTERNATE UNIT POC

NAME: RANK:
EMAIL: DUTY PHONE:

2. POC Responsibilities

The POC(s) agree to comply with the following UNITE program requirements:

- a. Contact the installation Community Cohesion Coordinator (C3) to discuss the proposed squadron event and authorized expenses to ensure program compliance. Complete a UNITE Event Proposal Form provided by the installation C3 and email the completed form to 374FSS.FSBU.UNITEPROGRAM@us.af.mil.
- b. Obtain Commander's acknowledgment/signature on the UNITE Event Proposal Form and forward to C3 at least 10 days prior to the proposed event. C3 will submit the request to the Air Force Services Center (AFSVC) for approval. All requests must be approved prior to the event.
- c. Confirm the event date, time, and location and provide the final attendee count NLT 72 hours prior for on base events. Off-base event timeline may vary by vendor.
- d. Ensure budget limits are always maintained. UNITE APF (activity) funding is \$13.50/person per CY and NAF (food) funding is \$6.00/person per CY. Units must not exceed total annual budget based on UMD personnel numbers.
- e. All payments for UNITE-approved items and/or activities must be processed by the UNITE C3 via NAF P-Card or TBCC (FSS Activities). All UNITE payments must be tax exempt, must not include gratuity, and vendors must have a valid Section 889 Form on file. Requesting units will not be reimbursed for payments made using personal credit cards, checks, or cash.
- f. Submit an After Action Report (AAR) with photos to C3 within 3 business days after the event.

3. Spouse/Dependent Authorization

Per the CY26 UNITE Program Guide, Squadron Commanders may authorize spouses and dependents to receive the allocated per person amount of \$13.50/person in APF (activity) funds and \$6.00/person in NAF (food) funds for approved UNITE events.

- a. Acknowledge that authorization of spouses and dependents as UNITE Program participants does not result in additional funding for the unit. Funding continues to be determined by the number of individuals assigned to the unit based on the current UMD.
- b. Include the number of spouses and dependents attending events in the After Action Report (AAR) submitted by the Unit POC for each event.
- c. Authorize the use of UNITE funding for Airmen/Guardians' spouses and dependents of individuals assigned within the unit for the selected event option below:

UNIT:

- SINGLE UNITE EVENT** **DATE(s):**
- ALL CY26 UNITE EVENTS**

4. Questions

For any questions, contact the Yokota AB UNITE C3 via email at 374FSS.FSBU.UNITEPROGRAM@us.af.mil or 315-255-1434/1435, or visit <https://yokota374fss.com/unite-program/> for more information.

REQUESTING UNIT COMMANDER SIGNATURE:

A Commander's or Designee signature is required prior to Event Proposal submission and is valid for the current CY. This signature authorizes Unit POC appointment and spouse/dependent participation using UNITE funding from the unit's allocation.

Submit this form to Yokota AB UNITE C3 for a single event or all events with the current CY.