DEPARTMENT OF THE AIR FORCE
100TH AIR REFUELING WING (USAFE)
ROYAL AIR FORCE MILDENHALL, UNITED KINGDOM

Date:

MEMORANDUM FOR 100 FSS/FSW

FROM: UNIT/CC

SUBJECT: Unite Program Point of Contact (POC) Letter of Appointment

1. The following personnel are appointed as the Unite Program POC:

Grade	Name	Phone	Email

2. **Fund Utilization and Deadlines:** Unite funds are allocated on a calendar-year basis and must be managed to meet end-of-year cutoffs as outlined below for CY26.

3. **Activity Funds:** For "fun-activity" events, the authorized Appropriated Fund (APF) expenditure is $13.50 per person. Squadrons may spend up to $15.00 per person if they choose to supplement the cost with Unite funds. This increase does not expand your overall budget.

4. **Food and Beverage:** The authorized Non-Appropriated Fund (NAF) food and beverage expenditure is a maximum of $6.00 per person. These funds may not be used for alcoholic beverages and can only be used in conjunction with an approved "fun-activity".

5. **Program Intent and Scope:** The primary purpose of the Unite Program is to provide commanders with resources to build unit cohesion and strengthen connections within their squadron or smaller sub-groups.

a. If unit overall funds are not spent by 30 September 2026, or if funds allocated for an approved event between 30 September and 15 December 2026 remaining unspent, the 100 FSS/CC will reallocate those funds to Group or Wing-level events.

6. **The Unit POC agrees to comply with the following requirements:**

a. Contact the installation Community Cohesion Coordinator (C3), Sara Moscoso, at sara.moscoso@us.af.mil to discuss proposed events and authorized expenses.

b. Complete the Event Proposal and obtain their squadron commander's acknowledgment/signature and return to the C3 to submit for AFSVC approval NLT 21 days prior to proposed event date.

c. Confirm the event date, time, and location, and provide the final attendee count no later than 72 hours prior for on-base events; ensure all activities remain within budget limits; attend Unite POC training and any quarterly meetings; and provide the C3 with the After-Action Report and event photos within three business days following each event.

7. This letter supersedes all previous letters, same subject.

Unit Commanders Signature block
FULL NAME, Rank, USAF
Duty Title

(UNIT LETTER OUTSIDE ARW CAN BE USED)