

UNITE Program 2022

In response to the Air Force Chief of Staff's 2016 focus on squadrons and taking care of Airmen, the Air Force Services Center (AFSVC) was asked to establish an activity rich program that would equip Squadron/Unit commanders with options to facilitate unit cohesion. The UNITE program is the result of this focus and ultimately encompasses the Total Force (AD, AF Res and APF/NAF Civilians).

We are now ready to start authorizing/executing UNITE funds for 2022. Funding is authorized at \$13.50 per person for Reg AF units at Wing-level and below (Active Duty, AF Res, APF & NAF Civilians). Authorization numbers are based on authorized positions received from Manpower.

1. Squadron/Unit commanders will determine a primary POC and an alternate who will work with the Community Cohesion Coordinator (C3) on all events and programs for squadrons/units.
2. Prior approval from AFSVC is required for all Unit Developed Programs (UDP) and Ready to Execute (RTE) programs. [AFSVC recommends squadrons submit UNITE Event Requests 30 days in advance to receive/review/approval, but requires a minimum of 14 days.](#)
3. Unit Developed Programs (UDP), Ready to Execute (RTE) Programs and NAF funding requests for food/beverages (\$5.00 per person) must have unit CC approval and a unit cohesion/recreation activity component included in each program.
4. UNITE funds may NOT be used to fund holiday parties (i.e. Christmas parties), transportation, lodging, movies, concerts, theater events, prizes, promo items, squadron training, dining in/out, equipment purchases, gambling, alcoholic beverages or in conjunction with any other funding (R4R, etc, but Booster Club funds may be used with UNITE funding).
5. UNITE funds may be used to pay for events through FSS activities such as Outdoor Recreation (ODR), the Bowling Center, Arts & Crafts, Auto Skills and the Golf Course as well as Unit Developed programs (funded at \$13.50 per person).
6. FSS has developed Ready to Execute (RTE) programming options (Unite 2022 quadfold) to assist commanders and unit POC's with quick and easy execution of Unite funding.

7. Flow:

Squadron CC will designate a POC for their squadron
POC completes event request form, squadron CC signs form authorizing use of SQ funds
C3 reviews and uploads event request form for AFSVC approval
Once approved, event is coordinated and C3 pays for event with NAF PCard
POC completes AAR within 2 working days of event with photos
FSS C3 uploads AAR to AFSVC for reimbursement approval