

# UNITE

## Because you want to...

- Develop a New Skill
- Improve Physical Fitness
- Increase Camaraderie
- Promote Interaction
- Foster Fun and Relaxation
- Reinforce Team Values
- Work on Team Building Skills



## TYPES OF EVENTS

### 1. Ready to Execute (RTE)

RTE programs are pre-approved and easy to Implement. FSS related events keep funds on the installation and should be considered first.

### 2. Unit Developed Program (UDP)

Squadron leaders are given the discretion to create UDP's that capitalize on opportunities available in the local area. UDP's require prior approval through the Air Force Services Activity (AFSVA) and may take up to 30 days.

### 3. Free/Volunteer

Charitable work provides a cost effective team building activity that allows co-workers to see each other in a new light and can make a real difference in your community. Free events do not need prior approval, but we still need to capture the event information.

*The **UNITE Program** was developed to provide squadron leaders with the maximum flexibility to deliver programs that build cohesion for personnel within their unit. This includes assigned Air Force Active Duty, Reserves, and local APF and NAF Civilians.*



*"Recreation with Purpose"*

**Beth Cooper**

*Community Cohesion Coordinator (C3)*

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# HOST YOUR FIRST UNITE EVENT IN **5** EASY STEPS

**1 Complete the POC Appointment Letter**  
Squadron Commanders will appoint a squadron UNITE POC, in writing to your installation C3 lead coordinator. The POC appointment letter is available at the UNITE Icon—6 FSS website. Once complete, email the form to [bethzaida.cooper.1@us.af.mil](mailto:bethzaida.cooper.1@us.af.mil).

**2 Event Proposal**  
The C3 will assist/advise squadron UNITE POC's to develop programs for their squadrons but will not be responsible for the direct execution of the event. Meet with your C3 lead to discuss your objectives, event ideas, and to complete the "Event Proposal Form". AFSVA event approval may take up to 30 days. The form is available at the UNITE Icon—6 FSS website.

**3 Collect Participant Names**  
Participant names are required to track funding and attendance. Names will also be used by the RAND Corporation to evaluate the program's success through a 90 second survey that will be emailed to participants after the event.

**4 HAVE FUN AT YOUR EVENT!**

**5 Submit After Action Information**  
Your installation C3 lead typically won't attend your Unite events so we are relying on you to provide detailed after action information to improve the program.



## FY19 Funded Units

- 6th Air Mobility Wing Staff
- 6th Comptroller Squadron
- 6th Mission Support Group
- 6th Force Support Squadron
- 6th Communications Squadron
- 6th Security Forces Squadron
- 6th Civil Engineer Squadron
- 6th Contracting Squadron
- 6th Logistics Readiness Squadron
- 6th Maintenance Group
- 6th Aircraft Maintenance Squadron
- 6th Maintenance Squadron
- 6th Medical Group
- 6th Dental Squadron
- 6th Medical Operations Squadron
- 6th Aerospace Medicine Squadron
- 6th Medical Support Squadron
- 6th Operations Group
- 6th Operations Support Squadron
- 91st Air Refueling Squadron
- 310th Airlift Squadron
- 50th Air Refueling Squadron
- AMC Air Operations Squadron (OL J)
- 4 Space OPNS Squadron (OL B)
- 73rd Training Squadron (DET 2)
- 70th Intl-Surveil-Recon Wing (OL NSAF)
- 598th Range Squadron (OL A)
- 361st Intl-Surveil-Recon Group (OL C)
- 22nd Intelligence Squadron (OL QB)



## Funding

**FY19 Allocations per person \$5 NAF**

The **UNITE CONOPS** were approved 15 February 2019 and program funding was allocated 4 March. The installation C3 lead coordinator can confirm your allocation which was based on unite end strength as of 31 September 2018.

**Food Allowance**  
**One meal & one non-alcoholic beverage.**  
*Allowance must be used in conjunction with a UNITE event.*

## Paying for UNITE

Your installation C3 will make UNITE payments on your behalf via a non-appropriated purchase card or FSS internal transfer. You must ensure budget limits are maintained at all times. If the actual number is greater than what was planned you'll be invoiced for the balance. Final attendance count is due at least 72 hours prior to your ON-BASE event and will be used to invoice meals planned at FSS facilities. Off-base attendance or DeCA bulk purchase requirements may differ.