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EASY STEPS

to host your first
Unite event

1

Complete the POC Appointment Letter

Squadron Commanders will appoint a squadron UNITE POC, in writing, to the FSS C3. The POC Appointment letter form is available at gogoodfellow.com. Once complete, email the form to sarah.sweatman@us.af.mil

2

Event Proposal

Meet with your installation C3 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 gogoodfellow.com

3

HAVE FUN

4

Submit After Action Information & Pictures

The installation C3 will not always be in attendance for your UNITE events, so we are relying on you to provide detailed after action information and photos to improve the program.