AIR FORCE

UNITE PROGRAM

Flowchart text:

- I want to submit a UNITE request
- Have you been trained by the C3? — **YES** → Start by choosing an event and location
  - **NO** → Do you have a UNITE POC in your Squadron? — **YES** → They can do the process for you → Start by choosing an event and location
    - **NO** → Talk to your Commander or Shirt about becoming a POC. Then call the C3 to get trained.
- Start by choosing an event and location → Is the Event 10+days out and are the people attending ONLY Active Duty, Reserve, and or GS/NAF employees?
  - **Yes** → Does it have a recreational element?
    - **Yes** → Contact the location and get an invoice, then reserve the date
      - **On Base** → Submit UNITE Request form to C3
      - **Off Base** → Is the Event Tax Free or you have Tax free paperwork?
        - **Yes** → Can payments be made over the phone?
          - **YES** → Submit UNITE Request form to C3
          - **No** → Contact C3 to discuss your event and get approval
            - **Approved** → Submit UNITE Request form to C3
            - **Disapproved** → One or more elements of your request are missing. Also your request may not meet Air Force standards. Your C3 will work with you on how best to proceed.
  - **NO** → Your event does not meet the criteria and you need to start over
- Submit UNITE Request form to C3
  - **Approved** → Congratulations! You will receive a checklist from the C3 and instructions on what's next.
  - **Disapproved** → One or more elements of your request are missing. Also your request may not meet Air Force standards. Your C3 will work with you on how best to proceed.

Your UNITE event has been approved! What's Next?

Payment

Your Recreational Activity

ON BASE?

OFF BASE?

You don't need to do anything.

As long as you turned in an invoice with your initial UNITE request form. The C3 will use your approved request to pay for event

You don't need to do anything.

As long as you turned in an invoice, tax free form, and contact info with your initial UNITE request form.

The C3 will use your approved request to pay for event .

Checklist after your event:

POC will take 5+ photos at event

1 photo will have everyone that attended the event

POC will submit AAR with Photos within 3 days of event

All other requirements are listed in your training you received.

Your Food

ON BASE?

OFF BASE?

At an FSS Facility

Commissary

Catering or Order

Other

You don't need to do anything.

As long as you turned in an invoice with your initial UNITE request form. The C3 will use your approved request to pay for event

You don't need to do anything.

As long as you turned in an invoice, tax free form, and contact info with your initial UNITE request form.

The C3 will use your approved request to pay for event .

Call the C3 to arrange a time the week of the event.

Do not check out before the C3 gets there.

The C3 will meet you and pay for the food.

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This information is for approved UNITE events only.