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**DEPARTMENT OF THE AIR FORCE**  
**23D FORCE SUPPORT SQUADRON (ACC)**  
**MOODY AIR FORCE BASE GEORGIA**

MEMORANDUM FOR MOODY AFB GROUP AND SQUADRON COMMANDERS

FROM: 23 FSS/CC

SUBJECT: Availability and Use of Annual Unit Funds and Quarterly Unit Funds

1. Effective 14 Dec 20, this letter establishes Moody Air Force Base's (AFB) policy on the use of Unit Funds available through the 23d Force Support Squadron (FSS).

2. Currently, there are two types of Unit Funds available, Annual Unit Funds and Quarterly Unit Funds. These funds differ in the amount of funds authorized and in the manner in which the funds can be expended. In all cases these funds must be accounted for through the collection of receipts and other supporting data.

a. Annual Unit Fund Authorization: All Moody AFB Squadrons are authorized \$2.00 per assigned member in a fiscal year to be used for squadron picnics, holiday parties and other squadron functions that are **hosted** by FSS activities. The funds may be used to offset any expenses except those involving alcohol or tobacco products. Squadrons will not receive actual dollars; the amount authorized will be credited towards the total cost of subject events and the events must be **held** in FSS activities.

b. Quarterly Unit Fund Authorization: All Moody AFB Groups and Moody AFB Squadrons are authorized \$1.00 per quarter per assigned member to offset the cost of Commander's calls or other functions, i.e., bowling, golf, paintball, etc., that are **hosted** by FSS facilities. Funds may be used for refreshments (alcohol and tobacco products prohibited) or to help defray the cost of the activities themselves. This is a Moody unique program intended to help offset squadron costs and encourage use of FSS facilities. Groups nor Squadrons will receive actual dollars; instead, the amount authorized will be credited towards the total cost of subject events and the events must be **held** in FSS activities.

3. Requests for Unit Funds must be submitted a minimum of fourteen (14) working days in advance of subject event to allow for processing of required documentation. Last minute requests cannot be guaranteed. Questions on this program can be directed to the Resource Management Flight at (229) 257-4361.

JESSA M. KLING, Lt Col, USAF  
Commander

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