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POINT PAPER

10 November 1997

SUBJECT: Official Representation Funds

PURPOSE: Provide information on the proper use of official representation funds (ORFs)

FACTS:

- < Governing regulation is AR 37-47, Representation Funds of the Secretary of the Army, dated 31 May 96.
- < ORFs are a subset of the OMA account; identified through an .0012 limitation in fund cite.
- < Purpose - extend "official courtesies" to "authorized guests."
- < "Official courtesies" are events to maintain standing and prestige of the United States at home and abroad. E.g.:
 - < Dinners and receptions in honor of authorized guests
 - < Entertainment to maintain civic or community relations
 - < Receptions for local authorized guests to meet with newly assigned commanders or other senior officials
- < Three categories of "authorized guests":
 - < Foreign citizens of suitable stature
 - < Federal, state, county, and local government officials
 - < National or regional dignitaries, and prominent local citizens - includes individuals who are recognized leaders in their fields of expertise
- < Spend ORFs only on functions conducted on a "modest basis."
- < As a general rule, ORFs may not be used solely for the entertainment of, or in honor of, DOD personnel.
- < Whether ORFs may be used to pay for DOD personnel attending an event depends on ratio of authorized guests to DOD personnel:

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- < For parties of < 30 persons, 20% of the official guest list must be authorized guests and members of their party.
- < For parties • 30, 50% of the official guest list must be authorized guests and members of their party.
- < If these ratios are met, ORFs pay 100%. If they are not met, DOD personnel must pay pro rata share out of pocket.

- < ORFs may also be used for gifts, momentos, or tokens that will be presented to authorized guests.

- < Incidental costs (e.g., salaries and transportation of DOD personnel) shall be charged to the normal appropriation legally available for such purposes.

- < Specific prohibitions - ORFs may not be used for:
 - < Entertainment of, or gifts to, DOD personnel (limited exceptions)
 - < Expenses for classified projects for intelligence purposes
 - < Membership fees or dues
 - < Personal obligations such as greeting cards or the purchase of flowers to mark a purely personnel occasion
 - < Gifts or flowers that an authorized guest wishes to present to any other individual
 - < Clothing, toilet articles, or other personal items a guest purchases
 - < Long distance calls placed by authorized guests
 - < Repair, maintenance, or renovation projects to enhance appearance of DOD facilities

- < AR 37-47 requires legal review before the certifying and approving officer acts on a request to use ORFs.

- < Exceptions to AR 37-47 require SECARMY approval.

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