

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 65-603**



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Supplement**

**8 AUGUST 2014**

**Financial Management**

**OFFICIAL REPRESENTATION FUNDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Instruction implements AFD 65-6, *Budget Policy*, and DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*. It also aligns with AFI 65-601, Vol. 1, *Budget Guidance and Procedures*, and HAF MD 1-6, *The Administrative Assistant to the Secretary of the Air Force*. It governs the use of Official Representation Funds (ORF) by all activities issued ORF. Major commands (MAJCOM), Direct Reporting Units (DRU), and Field Operating Agencies (FOA) may supplement this Instruction to furnish detailed guidance for base-level operations and provide for periodic self-inspections. All requests to issue supplements must be addressed to the Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AA) and submitted through Headquarters Air Force Resource Management (HAF/RM). This publication applies to Air National Guard and Air Force Reserve. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Send comments and suggested

improvements for this Instruction on an AF Form 847, *Recommendation for Change of Publication*, through channels, to HAF/RM, [hafrm.workflow@pentagon.af.mil](mailto:hafrm.workflow@pentagon.af.mil).

**(ACC) AFI65-603 is supplemented as follows:** This supplement provides command specific guidance for processing requests for official representation funds and quarterly reporting requirements. It prescribes procedures and responsibilities governing the use of appropriated funds for official entertainment expenses of units receiving appropriated funding through Air Combat Command (ACC). It applies to the comptroller, executive support and staff judge advocate communities, and project officer personnel. This supplement does not apply to Air National Guard (ANG) or the Air Force Reserve Command (AFRC) units and members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Send comments and suggested improvements concerning this supplement using an AF Form 847, *Recommendation for Change of Publication*, through channels to the ACC Audit Readiness and Accounting Branch (HQ ACC/FMPA), 216 Sweeney Blvd Suite 210, Langley AFB VA 23665-2792. Base/Wing-level supplements to this supplement or the basic Air Force (AF) instruction will be sent to HQ ACC/FMPA for approval prior to publication. Local directives published in lieu of supplements to this instruction by ACC bases and units also must be sent to HQ ACC/FMPA for prepublication review and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1. for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This Instruction is substantially rewritten to more accurately reflect authorities and current Department of Defense (DoD) and Air Force (AF) governances and to provide program, procedural, and terminology clarifications. It aligns with DoDI 7250.13 and provides significant updates to all previous editions. Offices must thoroughly review this version to ensure compliance.

**Paragraph 1** identifies Congressional and Secretarial authority and defines commanders that have *designated authority* to expend ORF. **Paragraph 2** provides ORF Designated Authorities additional guidance on their responsibilities to *program, budget, monitor, and approve* ORF expenditures. It emphasizes the requirement to *provide justification* of the cost of each attendee whose participation is paid by ORF, to seek a *legal review* prior to event approval, and to ensure that semi-annual *ORF Self-Inspection Reviews* are accomplished in accordance with (IAW) AFI 65-201, *Managers’ Internal Control Program Procedures* and AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*. Additionally, **paragraph 2** defines *modest official courtesies* and provides references to the four new **Attachments** included in this Instruction for program implementation. **Paragraph 5** revisions include *other service senior leaders under the joint basing initiative* as members of the commander’s official party when

*mission justified.* **Paragraph 6** sets the current limit of the *aggregate cost of mementos and gifts* presented to authorized non-DoD ORF guest at \$350.00. In addition, **paragraph 6** sets the *aggregate cost of mementos* to each authorized DoD guest at \$50.00. **Paragraph 7** revisions: distinguish between the CSAF Counterpart Visits and the CSAF-hosted Regional Air Chiefs' Conferences; include *gift bags/boxes* for the preparation of gifts or mementos for presentation; constrains alcohol purchase to *evening receptions or dinners*; and increases the purchase limit for a modest welcome basket from \$12.00 to \$20.00. **Paragraph 8** revisions include instructions to *ensure the integrity of the Congressional limitation on emergency and extraordinary expenses*, and procedural clarifications for Financial Management and Comptroller regarding: selection of the ORF Accountable Officer, maintenance of ORF documents and financial records IAW AF RDS in AFRIMS, accomplishment of the semi-annual self-inspections and annual impartial inventory reviews, submission of the fiscal year ORF authority request to HAF/RM, and guidance provided in the Attachments for ORF approval request/justification documents and reconciliations. **Paragraph 9** revisions update references. **Paragraph 10** revisions provide procedural clarifications by identifying the responsibilities of Financial Management and Comptroller, the Accountable Officer and the inventory custodians regarding proper maintenance of ORF inventories. **Paragraph 13** revisions update references and provide procedural clarification regarding *unapplied GPC rebates*. In addition, **paragraph 13** implements a change to the submission schedule for the quarterly Reports of Contingency Expenditures. They are to be submitted to the HAF/RM Workflow, [hafrm.workflow@pentagon.af.mil](mailto:hafrm.workflow@pentagon.af.mil), not later than *20 calendar days* after the close of the quarter. Revisions to previous **Attachments** and the introduction of new **Attachments** to aid program implementation follows. **Attachment 1** contains a new section, *Definition of Terms*; **Attachment 2**, the previous *Official Representation Funds Approval Document* has been revised and is a guide for an *Official Representation Fund Request*; **Attachment 3**, a new attachment, is a guide for an *ORF Event Planning and Reconciliation*; **Attachment 4** contains revised examples, relocated from **paragraph 3**, that illustrate how to determine *ORF Ratios*; **Attachment 5**, also new, is a guide for conducting an *Official Representation Fund Self Inspection*.

**(ACC) This document is substantially revised and must be completely reviewed.** This revision clarifies the use of ACC Form 202, *Commander's Official Representation Fund*, and clarifies the use of the RCS: ACC-FMF Q0601, HQ ACC Contingency Reporting System Program, for which a sample report is provided.

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## 1. Authority.

1.1. Title 10, United States Code, Section 127 authorizes the Secretary of the Air Force (SECAF) to provide for any emergency or extraordinary expense which cannot be anticipated or classified. Official Representation Funds are one of the types of funds whose use is authorized by Section 127. These funds may be spent for purposes determined to be proper by the Secretary, or designee, within the limitations of appropriations made available for such purpose, such as to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to certain officials and dignitaries of the United States (U.S.) and foreign countries, in order to maintain the standing and prestige of the U.S. The SECAF may authorize the limited use of representation funds by commanders in the field for official courtesies considered appropriate according to established Air Force and Department of Defense (DoD) policy and guidance.

1.2. Only the SECAF or the Chief of Staff of the Air Force (CSAF) may extend invitations to foreign dignitaries to visit the U.S. at the expense of the Department of the Air Force. Expenses for SECAF and CSAF hosted events may include the cost of travel, lodging, meals, and other official courtesies as authorized in this Instruction. MAJCOMs and below are not authorized to use ORF for foreign dignitary travel and lodging expenses for visits to U.S. installations.

1.3. For official courtesies and purposes related to but not specifically addressed in this instruction, designated authorities may spend ORF only when no other funding source is authorized and only when approved by SAF/AA. SAF/AA provides final approval authority for all uses of ORF not specifically covered by this Instruction, provided that such use is consistent with the general policies and guidelines set forth in DoDI 7250.13. All requests to use ORF in a manner not covered by this Instruction must be submitted through HAF/RM and addressed to SAF/AA for approval prior to the commitment or expenditure of ORF.

1.4. A commander who receives an allocation of the Fiscal Year Emergency Extraordinary Expense limitation authority for Miscellaneous Current Expenses (Official Representation Fund) within the Operation and Maintenance, Air Force Appropriation as determined by SAF/AA and submitted by HAF/RM to SAF/FM for distribution through funding authority documents or a commander/director who receives a sub allocation of official representation funding authority from their MAJCOM commander is referred to as a Designated Authority, see *Definition of Terms* at [Attachment 1](#).

## 2. Designated Authorities Responsibilities.

2.1. Program, budget and account for the resources necessary to support ORF requirements.

2.2. Personally monitor the use of ORF to ensure that expenditures made for official courtesies are modest and not wasteful or extravagant from the perspective of the general public, and that they comply with the socially acceptable mores of American society while jointly serving the policy objectives of the U.S. and the interests of the taxpayer.

2.2.1. Modest official courtesies may include the cost of luncheons, dinners, receptions, mementos, and participation expenses at DoD-sponsored events. Other expenses may be approved with specific justification.

- 2.2.2. Invite only the minimum number of guests necessary to extend proper courtesy to the guest(s) of honor.
  - 2.2.3. Ensure all official events observe the ratios of non-DoD authorized guest(s) to DoD personnel, as defined in [paragraph 3](#)
  - 2.2.4. Provide justification for the participation of each attendee paid for with ORF.
- 2.3. Ensure all personnel involved in the planning, execution, processing and accounting for ORF (to include protocol personnel, accountable officers, and enlisted aides, as appropriate) understand and comply with applicable fiscal law, DoD and AF guidance listed under *References* at [Attachment 1](#). Additionally, they must:
- 2.3.1. Receive and comply with proper guidance in inventory management; see *Maintaining Inventories* at [paragraphs 10.2](#) through [10.4](#);
  - 2.3.2. Complete government authorized purchase card training and adhere to AFI 64-117, *Air Force Government-wide Purchase Card Program*, concerning its use and requirements;
  - 2.3.3. Prepare a request for each ORF event and each ORF inventory purchase and maintain a copy with all supporting documentation for six years and three months IAW AF RDS in AFRIMS. See a guide of an ORF request at [Attachment 2](#);
  - 2.3.4. Reconcile each ORF event and retain a copy of the reconciliation, see a guide of an ORF Event Planning and Reconciliation at [Attachment 3](#);
  - 2.3.5. Seek a legal review for situations that present new or novel questions or otherwise raise potential concerns about ORF use;
  - 2.3.6. Accomplish semi-annual Self Inspection Reviews IAW AFI 65-201 and AFI 65-202; see a guide of an ORF Self - Inspection at [Attachment 5](#).
- 2.4. Only approve purchase requests for items required to meet current fiscal year stock levels and exceptional cross-fiscal year requests, see [paragraph 10](#).
- 2.5. Review all events for which ORF funding is requested for propriety and provide written approval prior to the use of ORF. Approval letters must be kept as part of the official record of the event and are maintained by Financial Management and Comptroller.
- 2.6. Delegate his or her hosting responsibilities for a scheduled event as appropriate to the next highest grade individual in the organizational chain of command when, due to extenuating circumstances, he or she, as the authorized host, is no longer available to host. The delegation of hosting responsibilities must be in writing for an event and any event requirements, such as the presentation of a memento, or gift, to the authorized ORF recipient/honoree, see [paragraphs 5.1 - 5.4](#), and [paragraph 6.1](#).
- 2.7. Designated authorities with joint, unified, or non-U.S. command responsibility may only use funds provided by the SECAF to host events held in their Air Force capacity. **Note:** Reference CJCSI 7201.01A, *Combatant Commanders' Official Representation Funds*, or non-US command rules for guidance regarding non-Air Force events.

### 3. ORF Ratios.

3.1. To ensure that the costs of official courtesies are modest and kept to a minimum, the guidelines for ratios of non-DoD authorized guests to DoD attendees (including spouses) are as follows:

3.1.1. Parties of less than 30 persons: a minimum of 20 percent of invitees expected to attend should be non-DoD authorized guests, see [A4.1](#), at [Attachment 4](#).

3.1.2. Parties of 30 or more persons: a minimum of 50 percent of invitees expected to attend should be non-DoD authorized guests, see [A4.2](#), at [Attachment 4](#).

3.2. The practice of inviting unnecessary personnel to reach the maximum level allowed by the appropriate ratio is specifically prohibited. Consistent with [paragraph 2.2.2](#) above, DoD invitees should be kept to the minimum required to extend appropriate courtesies. While the applicable ratio may technically allow invitation of a greater number of personnel, justification must be provided for the participation of each attendee whose participation is paid for with ORF.

3.3. Foreign military personnel assigned to the host activity or who are assigned to an organization which operates as a subordinate part of a United States command (and their spouses) are counted as DoD personnel for ratio-computing purposes.

3.4. "DoD personnel" include active duty military and civilian employees of DoD; students of the military academies; reservists on active duty; members of the National Guard; retired military and civilian employees of DoD not holding a position of prominence in the non-DoD community; spouses of personnel in the preceding categories; and the widow or widower of a DoD military or civilian who held the grade of 4-star general or equivalent.

3.5. Former DoD military and civilian personnel who held the grade of 4-star general, or equivalent, are considered *prominent U.S. citizens* and should be counted (along with their spouse if also invited) as non-DoD authorized guests for purposes of computing ratios, see [Note in paragraph 5.3](#)

3.6. Select senior DoD personnel listed in [paragraph 5.4](#) while on official visits to the field, if honored by the extension of official courtesies, are to be counted as the honored "non-DoD authorized guest(s)" for the purpose of computing ORF ratios.

3.7. DoD personnel in excess of the authorized ratios may attend functions by paying from personal funds the pro rata share of the additional event expenses incurred due to their attendance.

3.7.1. Pro rata expenses are determined by dividing the additional event expenses by the number of DoD attendees in excess of the ratios. All DoD attendees who are in excess of the number of DoD attendees allowed by the authorized ratios or who do not meet the criteria for using ORF must pay his/her share of the pro rata costs when attending events.

3.7.2. If the Designated Authority desires, the additional expenses incurred due to attendance of DoD personnel in excess of the ratio may be shared and collected from all the DoD attendees to include those DoD personnel allowed by the authorized ratios who meet the criteria for using ORF and those DoD attendees who are either in excess of the authorized ratios or who do not meet the criteria for using ORF.

3.8. Deviations in actual attendance of more than 5% above the maximum number of DoD participants whose cost of participation is paid by ORF are not authorized without prior approval from SAF/AA. **Note:** Whenever the actual number of ORF funded DoD attendees at an event is more than 5% above the prescribed ratio, all documentation concerning the event and a justification for the deviation must be forwarded through the MAJCOM and HAF/RM to SAF/AA for review and approval of the additional ORF expenses. If the deviation is not approved the additional expenses must be collected from all DoD attendees who were in excess of the number of DoD attendees allowed by the authorized ratios.

#### 4. Authorized Categories of Official Courtesies.

4.1. International Relations. Modest courtesies in honor of visiting distinguished foreign nationals as specified in [paragraph 5.1](#)

4.1. (ACC) Report functions as international relations-- breakfast, luncheon, dinner, reception, meals or amenities as applicable. See example of reporting format for international relations at Attachment 6b.

4.2. Community Relations. Modest courtesies in honor of individuals as specified in [paragraph 5.2](#)

4.2. (ACC) Modest courtesies in honor of individuals as specified in [paragraph 5.2](#) to maintain civic standing. Report functions as community relations--breakfast, luncheon, dinner, reception or amenities as applicable. See example of reporting format for community relations at Attachment 6a.

4.3. Public Relations. Modest courtesies in honor of visiting distinguished American citizens as specified in [paragraph 5.3](#)

4.3. (ACC) Report functions as public relations--breakfast, luncheon, dinner, reception or amenities as applicable. See example of reporting format for public relations at Attachment 6c.

4.4. DoD Protocol. Modest courtesies incidental to a visit by DoD personnel as specified in [paragraph 5.4](#)

4.4. (ACC) Report functions as DoD Protocol--breakfast, luncheon, dinner or reception, as applicable. See example of reporting format for DoD Protocol functions at Attachment 6d.

4.5. Other Expenses. Mementos and non-perishables such as packaged food items, alcohol, disposable serving items and refreshments, to include coffee, tea and associated condiments purchased for approved ORF events not covered in above categories. These items must be placed into an ORF inventory, and their usage strictly controlled and documented, see **Note** at [paragraph 10.4.2](#).

4.5. (ACC) In addition to mementos and non-perishables, report items not assigned to a specific function, such as Government Purchase Card (GPC) rebates and adjustments, in this category. See examples of reporting formats for other expenditures at Attachment 6e (inventory example) and Attachment 6f (GPC rebate example).

## 5. Authorized Categories of Individuals.

5.1. Foreign Personnel. Distinguished citizens, military personnel and government officials of foreign countries whose grade, position, function or stature clearly justify the extension of official courtesies by the U.S. government.

5.2. U.S. Government Leaders. Federal, state, county and local officials, such as the President and the Vice President of the U.S.; members of the Cabinet; members of Congress and their professional staff; other U.S. Government officials (non-DoD) comparable to those DoD officials listed in [paragraph 5.4](#)

5.3. Prominent U.S. Citizens. U.S. citizens who have made a substantial contribution to the Nation or the Department of Defense, or whose grade, position, function or stature warrants the extension of official courtesies by the U.S. Government. This category may include those in leadership positions of citizens' committees, such as the local Chamber of Commerce. **Note:** Former DoD members, military or civilian, who held the grade, or a position equivalent, of (4-star) general are the only former DoD members authorized to be hosted with ORF unless they now hold a position of prominence in the non-DoD community eligible for the use of ORF as outlined in this Instruction.

5.4. Select senior DoD personnel while on official visits to the field. Events should involve the minimal required courtesies (small, modest functions) where attendance is strictly limited to only the necessary local DoD and/or non-DoD officials and senior members of the official party, as defined by [paragraph 5.5](#). See [paragraph 6.2](#), regarding limitations of the use of ORF to fund gifts for DoD officials.

### 5.4.1. Office of the Secretary of Defense

5.4.1.1. Secretary of Defense and Deputy Secretary of Defense

5.4.1.2. Under Secretaries of Defense

5.4.1.3. Director, Defense Research and Engineering

5.4.1.4. Assistant Secretaries of Defense

5.4.1.5. General Counsel of the Department of Defense

5.4.1.6. Director, Operational Test and Evaluation

5.4.1.7. Inspector General of the Department of Defense

5.4.1.8. Assistants to the Secretary of Defense

5.4.1.9. Director of Administration and Management (DA&M)

5.4.1.10. Director, Cost Assessment and Program Evaluation

5.4.1.11. Director of Net Assessment

5.4.1.12. Secretary of Defense Representative to Europe

### 5.4.2. Joint Chiefs of Staff

5.4.2.1. Chairman and Vice Chairman of the Joint Chiefs of Staff

5.4.2.2. Combatant Commanders

5.4.2.3. Deputy Commander, United States European Command

5.4.2.4. Director of the Joint Staff

5.4.3. Military Departments

5.4.3.1. Secretaries, Under Secretaries, Assistant Secretaries and General Counsels

5.4.3.2. Chiefs and Vice Chiefs of Staff of the Army and Air Force

5.4.3.3. Chief and Vice Chief of Naval Operations

5.4.3.4. Commandant and Assistant Commandant of the Marine Corps

5.4.4. Other

5.4.4.1. Chief Judge and Associate Judges of the U.S. Court of Appeals for the Armed Forces

5.4.4.2. Directors of the Defense Agencies

5.4.4.3. Directors of DoD Field Activities (including President, Uniformed Services University of the Health Sciences)

5.5. Costs of an event honoring authorized individuals may also include the Designated Authority, senior members of his or her staff, to include other Service senior leaders under the joint basing initiatives and tenant commanders when mission justified, as well as local officials as authorized in [paragraph 5.4](#)

5.5.1. The hosting official and senior members of his or her staff count as DoD attendees for purposes of determining ratios under [paragraph 3](#)

5.5.2. Normally, spouses of DoD attendees shall not be included as members of the official party for ORF-funded events. DoD spouses (or non-spouse guests) may be included in the official party at such events when the spouses of authorized guests are invited and expected to attend and the authorized host determines that attendance of DoD spouses is appropriate and desirable. **Note:** Separate events for spouses of visiting officials are not authorized unless specifically related to the official purpose of the visit.

5.5.3. The use of ORF for support personnel traveling with eligible senior DoD member or for support personnel from the hosting official's organization (i.e., executive officers, aides-de-camp, protocol staff, transportation drivers, personal security team members) is expressly forbidden.

**6. Presenting Mementos and Gifts.**

6.1. Designated authorities may present mementos and/or gifts, in accordance with this Instruction and DoDI 7250.13, to those authorized recipients listed in [paragraph 5](#) while hosting them at their installation or when calling on them while on temporary duty (TDY). **Note:** Other officials may present ORF mementos or gifts only when specifically authorized to do so. Commanders may delegate their authority in instances where they, as authorized host, are unavailable. The delegated authority must be in writing, result from extenuating circumstances, and should normally be made to the next highest grade individual in the chain of command.

6.2. The aggregate cost of mementos and gifts presented by the Designated Authority to an authorized non-DoD guest as listed in **paragraphs 5.1** through **5.3** (including spouse as appropriate) may not exceed the minimal value as established under Title 41, CFR, Section 102-42 *Change in Consumer Price Index Minimal Value, Federal Management Regulation* and as applicable, Title 22, U.S. Code, Section 2694, *Limitation on purchase of gifts for foreign individuals, Foreign Relations and Intercourse, Department of State*. The current limit is \$350.00. This amount is subject to change. Consult Title 41, CFR, Section 102-42 for the most recent authorized amount. **Note:** For U.S. Government employees listed in **paragraph 5.2**, check the ethics rules applicable to them for the current dollar limitation on gifts they may accept. Check government agency websites or call the visitor's office to inquire about that agency's current ethics rules.

6.3. Items presented by DoD organizations to authorized DoD officials listed in **paragraph 5.4** (and their spouses) are limited to mementos, see DoDI 7250.13, Enclosure 3. For this purpose, mementos are items that cost less than \$50.00 and are of little intrinsic value, such as coins, paperweights, lapel pins, plaques, and welcome baskets/boxes. Such mementos may be funded by ORF for purposes consistent with this Instruction, and DoDI 7250.13. Under no circumstances may mementos for visiting DoD officials be purchased with standard Operation and Maintenance (O&M) funds or with Special Morale, and Welfare (SM&W) funds. **Note:** The aggregate cost of mementos purchased for any DoD official listed in **paragraph 5.4** (and his or her spouse) must not exceed \$50.00 per visit.

6.4. All mementos or gifts presented must be documented using the procedures outlined in **paragraph 10**

## 7. Authorized and Unauthorized Uses of ORF.

7.1. Authorized expenses to support events for personnel listed in **paragraph 5**

7.1.1. Meals and refreshments.

7.1.2. Official communications for foreign participants in the SECAF/CSAF Foreign Counterpart Visits or CSAF-hosted Regional Air Chiefs' Conferences.

7.1.3. Reasonable gratuities for services rendered by non-governmental personnel.

7.1.4. Official courtesies, as defined in **paragraph 4**.

7.1.4.1. Recreational events such as sporting activities, sightseeing tours and concerts as authorized for personnel listed in **paragraph 5.1**. **Note:** During a SECAF/CSAF-hosted Counterpart Visit or Regional Air Chiefs' Conferences, ORF is only authorized to cover the cost of appropriate foreign guest(s) and DoD host (and spouse when a Counterpart's spouse is in attendance), see **paragraph 5.2.2**.

7.1.4.2. Food and refreshments purchased for in-flight meals for personnel listed in **paragraph 5.1** when participating in SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Conferences. **Note:** Expenses for ORF eligible foreign participants in SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Conferences may also include the purchase of sundry items (snacks) in lodging.

7.1.5. Perishable floral and/or candle centerpieces for receptions/meals.

7.1.6. Costs of wrapping paper, gift bags/boxes, and ribbon/bows associated with the preparation of a gift or memento for presentation. If an item must be professionally wrapped, the cost of wrapping must be included as part of the aggregate value of the gifts or mementos to be presented per **paragraphs 6.2** or **6.3** as appropriate.

7.1.7. Alcohol for evening receptions or dinners. Any alcohol purchased for use at an ORF event held at a commander's quarters must be entered into an ORF inventory record and its use recorded in event documentation, see **Note** at **paragraph 10.4.1**

7.1.8. ORF shall not be used to pay for clothing unless the item bears a command or unit logo so as to be in the nature of a memento. For example, hats, shirts, ties, and scarves would be permissible mementos as long as the command or unit logo is affixed to the item and the item does not exceed the monetary limitations of **paragraphs 6.2** and **6.3**

7.1.9. A modest welcome basket/box for individuals listed in **paragraph 5**, not to exceed \$20. **Note:** Welcome basket expenses are considered part of the aggregate cost of gifts or mementos given to authorized non-DoD or authorized DoD recipients, see **paragraphs 6.2**, or **6.3**, as appropriate.

7.1.10. ORF may also be used for official courtesies overseas.

7.2. Unauthorized uses, unless an exception is specifically approved by SAF/AA.

7.2.1. Lodging expenses, except for designated members of the official party participating in SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Conferences as approved by SAF/AA.

7.2.2. Personal items, such as clothing (other than exceptions specifically listed in **paragraph 7.1.8**), toiletry articles, tobacco products, hair and beauty care, shoeshine and souvenirs.

7.2.3. Personal telephone calls or transportation where official duties are not involved.

7.2.4. Expenses for crewmembers of military aircraft, official drivers, protocol personnel, executive officers, aides-de-camp and other support personnel. These individuals are not considered members of the official party, and ORF will not be used to defray their expenses.

7.2.5. DoD members' (and spouses') costs for recreational activities, concerts, sightseeing tours and the purchase of sundry items (snacks) in lodging, unless authorized by SAF/AA in conjunction with SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Conferences. **Note:** Entrance fees and related cultural event expenses for Air Force Foreign Liaison (AF/CVAI) personnel, while acting in their official capacity as escorts to foreign visitors participating in SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Conferences, may be authorized on an event-by-event basis when approved in advance by SAF/AA.

7.2.6. Gifts, flowers, or wreaths for presentation by authorized guests.

7.2.7. Costs for retirement or change-of-command ceremonies, unless specifically approved in advance by SAF/AA.

7.2.7.1. SAF/AA may consider requests for events associated with change-of-command ceremonies for MAJCOMs and other select organizations. If approved,

ORF support is generally limited to the pro rata costs for authorized non-DoD attendees.

7.2.7.2. Requests must include a mission justification, an itemized estimate of costs and a list of the proposed distinguished guests, to include their title and ORF eligible position, as applicable. Requests must be forwarded to the HAF/RM Workflow no later than 10 working days before issuance of invitations. Do not issue invitations prior to receipt of SAF/AA approval.

7.2.8. Payment for membership fees or dues.

7.2.9. Expenses, other than authorized official courtesies, connected with conferences, conventions, seminars, or working groups.

7.2.10. Expenditures for seasonal greetings and calling cards.

7.2.11. Expenses for projects for classified intelligence purposes.

7.2.12. Repairs, maintenance and renovation projects to enhance the appearance of DoD facilities.

7.2.13. Invitations, mailing cost, decorations, and supply items.

7.2.14. Any cost associated with routine (weekly, monthly, and quarterly) inter- or intra-agency meetings or meals.

7.2.15. Cost of music/entertainment for social hours, receptions, and dinner or after-dinner events.

7.2.16. Any expense not specifically authorized in this Instruction unless approved by SAF/AA in advance of the commitment of funds.

## **8. Fund Authority.**

8.1. To ensure the integrity of the constraints imposed by the Congressional Limitation Authority on Emergency and Extraordinary Expenses, per DoDI 7250.13, the following guidance shall be observed.

8.1.1. Expenses incurred solely because of the authorized representation function(s) shall be charged to ORF that are a part of the emergency and extraordinary expense limitation.

8.1.2. Other costs required to complete the official representation mission, such as transportation and interpreter costs when DoD assets are not available or salary and travel costs for DoD escort personnel, shall be charged to the appropriation fund properly chargeable for such costs.

8.1.3. Under no circumstances may ORF expenses be charged to non-ORF funds to avoid emergency and extraordinary expense limitations.

8.1.4. Combining of ORF with any other monies (contractor, corporation or outside-DoD funds or SM&W monies) to fund the full cost of events may only be authorized with prior approval from SAF/AA.

8.1.5. Use of ORF to pay for requirements when other funding is authorized or to circumvent administrative or legal restrictions on the use of other appropriated or non-appropriated funds is unauthorized. However, pro rata costs (food, tax, gratuity, service

charges, set-up fees, bartender fees, etc.) for participation by authorized non-DoD guests in Morale, Welfare, and Recreation activities may be paid from ORF, unless otherwise prohibited.

8.2. Allocation of the Fiscal Year Emergency Extraordinary Expense limitation authority for Miscellaneous Current Expenses (Official Representation Fund) within the Operation and Maintenance, Air Force Appropriation is determined by SAF/AA and is forwarded by HAF/RM to SAF/FM for distribution through funding authority documents to the designated authority.

8.3. The Designated Authority must personally monitor the use of ORF, review requests to ensure the highest order of propriety and integrity for all ORF expenditures and provide written approval prior to the obligation of these funds. This authority may not be delegated.

8.4. Financial Management and Comptroller Responsibilities.

8.4.1. Selects an ORF Accountable Officer for appointment by the Designated Authority.

8.4.2. Reviews ORF requests forwarded by Protocol prior to approval and certifies fund availability. **Note:** Protocol should forward ORF requests to Financial Management and Comptroller (FM) 10 to 15 days prior to the event. This allows time for a thorough review and allows time for the legal office to review any requests forwarded by FM that present new or novel questions or otherwise raise potential concerns about the proper use of ORF.

8.4.3. Maintains ORF approval letters and expenditure reconciliation documents with the financial records for six years and three months. See AFRIMS RDS.

8.4.4. Ensures that semi-annual self-inspections and annual impartial inventories are accomplished.

8.4.5. Forwards the next fiscal year ORF authority request to HAF/RM by 31 July of the current fiscal year.

8.5. Mission Justification.

8.5.1. All ORF requests must justify the expenditure of ORF. The guides at [Attachment 2](#) and [3](#) identify information required in the ORF request and identify documentation required in the ORF expenditure reconciliation, respectively.

8.5.1.1. **(Added-ACC)** Comptroller--Validation and Funds Certification. **(T-1)**.

8.5.1.2. **(Added-ACC)** The Financial Services Officer (FSO): Determines the validity of the function, ensures the request identifies only one guest of honor and initials ACC Form 202, Section II. **(T-1)**.

8.5.1.3. **(Added-ACC)** The Financial Analyses Officer (FMA): Obtains certification of funds availability and commitment in Section III, provides fund balance, initials Section II, and forwards ACC Form 202 to the Comptroller. **(T-1)**.

8.5.1.4. **(Added-ACC)** Comptroller: Review Section II and III, and forward to the Staff Judge Advocate. **(T-1)**.

8.5.1.5. **(Added-ACC)** Staff Judge Advocate:

8.5.1.5.1. **(Added-ACC)** Review each request to ensure expenditure is authorized and in accordance with this AFI. **(T-1)**.

8.5.1.5.2. **(Added-ACC)** Complete Section IV and forward to the appropriate commander or designee as outlined in paragraph **11**. ACC headquarters staff agencies will forward to the ACC Vice Commander (HQ ACC/CV). **(T-2)**.

8.5.1.6. **(Added-ACC)** Commander or Designee:

8.5.1.6.1. **(Added-ACC)** Complete Section V and return form to FM. **(T-2)**.

8.5.1.6.2. **(Added-ACC)** Send the original ACC Form 202, when applicable, to the base contracting office. **Note:** ACC Form 202 will be hand carried when time does not permit routing between staff agencies. Electronic coordination is permitted. However, signatures of the funds certifying official and the commander must be original. **(T-2)**.

8.5.1.7. **(Added-ACC)** Comptroller--Disbursement:

8.5.1.7.1. **(Added-ACC)** Obtain necessary documents from the project officer to validate processing of payment. **(T-2)**.

8.5.1.7.2. **(Added-ACC)** Monitor the accounting for the commander's ORF (Program Element 91515, Cost Center XX8911) and coordinate updates or corrections with FMA as necessary. **(T-1)**.

8.5.2. The final reconciliation of an ORF event must document the actual event attendance and list the name, grade and position title of each attendee and must verify that the DoD attendance was within the ORF ratio requirements of **paragraph 3**.

8.5.2.1. Defense Finance and Accounting Service (DFAS) requires approved and certified ORF requests along with supporting documentation to commit and obligate ORF for purchases and payments.

8.5.2.2. The annual Statement of Assurance submission and the Unit Compliance Inspection of the ORF program must verify adequate supporting documentation of approved ORF requests, reconciliations, payments, self-inspections, and impartial inventory reviews.

## **9. ORF Government Purchase Card.**

9.1. A government purchase card (GPC) is authorized for payment of ORF expenditures and must be designated and coded solely for ORF purposes.

9.2. Designated Authority's Responsibilities.

9.2.1. To approve, in advance, ORF purchases made using a GPC, see **paragraphs 2.4** and **2.5**

9.2.2. To ensure personnel complete GPC training, maintain documentation of training completion and comply with AFI 64-117, *Air Force Government-wide Purchase Card Program*, at all times.

9.3. Cardholders' Responsibilities.

9.3.1. To complete all required GPC training and maintain their certification by completing annual training requirements.

9.3.2. To provide all required management accountability actions and safeguard the card and items purchased with the card until accountability is accepted by the ORF inventory custodian.

## 10. ORF Inventory Management.

10.1. The Designated Authority appoints the Accountable Officer, the ORF inventory custodian, and alternate custodian, in writing and should only approve purchases for enough inventory stock to meet current fiscal year requirements, see DoD 7000.14-R, Volume 3, Chapter 8, *Standards For Recording And Reviewing Commitments And Obligations*, and Volume 5, Chapter 33, *Certifying Officers, Departmental Accountable Officials, And Review Officials*, and AFI 23-111, *Management of Government Property in Possession of the Air Force*, [Attachment 1](#).

10.1. (ACC) The designated authority will appoint an ORF inventory custodian outside the comptroller function to administer the ORF inventory. (T-1).

10.2. Financial Management and Comptroller Responsibilities.

10.2.1. Selects the Accountable Officer and submits his or her name for appointment.

10.2.2. Receives names submitted for the ORF inventory custodian and alternate custodian and forwards them to the Designated Authority for appointment.

10.2.3. Ensures Accountable Officer and ORF Inventory Custodians:

10.2.3.1. Are briefed regarding their pecuniary liabilities and inventory responsibilities to include a review of this Instruction and instructions concerning the maintenance of a current inventory record that ensures the record is continually in agreement with the inventory stock on hand. See DoD 7000.14-R, Volume 3, Chapter 8, and AFI 23-111, as well as *Current Inventory Record, Definition of Terms*, at [Attachment 1](#).

10.2.3.2. Complete GPC and ethics training prior to submission of their names for appointment.

10.2.4. Ensures an annual inventory review is accomplished by impartial personnel who reconcile the beginning inventory record, purchases, and items presented, consumed or transferred with the inventory on hand. Report findings are submitted to the Designated Authority, the Comptroller, MAJCOM/FM and HAF/RM. A copy is maintained with inventory records for audit purposes.

10.3. Accountable Officer's Responsibilities.

10.3.1. Controls inventory purchase requests, maintains documentation for each inventory action, and reviews inventories to include all purchases of stock refreshments, supplies, gifts and mementos to ensure:

10.3.1.1. Items purchased with ORF are strictly accounted for, not co-mingled with SM&W items and not stored with office supplies.

10.3.1.2. There is a current and accurate inventory record and it is continually in agreement with the inventory stock on hand.

10.3.1.3. A clear audit trail is maintained of all inventory items presented as gifts, consumed for an event, or transferred that includes:

10.3.1.3.1. Item name and description

10.3.1.3.2. Dates purchased and issued or transferred

10.3.1.3.3. Recipient/honoree name, title, and official position

10.3.1.3.4. Purpose of event and issuance or transfer.

10.3.2. Requests an impartial inventory annually or prior to a change of inventory custodian.

10.3.2. **(ACC)** Inventory team will consist of disinterested personnel outside of FM and independent of the ORF inventory custodian.

10.3.3. **(Added-ACC)** Inventory team will perform physical inventory of stock and compare with control logs. **(T-1)**.

10.3.4. **(Added-ACC)** Inventory team will prepare a written report of results to the designated authority. All team members will sign the report. **(T-2)**.

#### 10.4. Inventory Custodian's Responsibilities.

10.4.1. Maintains a current inventory record by entering each purchase, issuance or transfer of inventory into the record as the action or event occurs to ensure that it is continually in agreement with the inventory stock on hand. **Note:** Any alcohol purchased for ORF events held at the commander's quarters must be secured in a separate storage container and entered into the inventory record to include an accounting of the number and portion of bottles on hand using the "1/4 bottle increment" method. Opened wine and beer containers are perishable and considered fully consumed for inventory record purposes. For additional information contact the Enlisted Aides Special Duty Manager. Find contact information for the Enlisted Aides Special Duty Manager listed on the Air Force Portal by selecting, 1040 AF PENTAGON RM 4D1066, WASHINGTON DC 20330-1040, DSN: 312-225-5910, Comm: 703-695-5910, [lori.kelly@pentagon.af.mil](mailto:lori.kelly@pentagon.af.mil)  
All Organizations : HAF -Headquarters Air Force : A 1 - Deputy Chief of Staff, Manpower, Personnel & Services : AF/DPG - General Officer Management Office : Air Force Enlisted Aides.

10.4.2. Submits requests for inventory requirements and re-stock to the Accountable Officer.

10.4.3. Documents all items purchased in the ORF inventory record prior to issuing them.

10.4.4. Identifies coins issued from ORF inventories by presentation date, location/event, recipient's name, grade/title and official position.

10.4.5. **(Added-ACC)** Establish storage requirements locally with particular emphasis on safeguarding inventory. **(T-1)**.

10.4.6. **(Added-ACC)** Upon receipt of merchandise, the inventory custodian will inventory shipment for accuracy, certify receipt of merchandise by signing the appropriate section of the purchase order, and forward the receiving report and invoice, if received, to FM. **(T-1)**.

10.4.7. **(Added-ACC)** Keep detailed records to account for inventory. Record a description of the item, source of purchase, number of units purchased, unit price, date received and the purchase order number. **(T-2)**.

10.4.8. **(Added-ACC)** Physically store inventory in a secured area. **(T-2)**.

10.4.9. **(Added-ACC)** Requests for withdrawals from stock must be in writing. Only the designated authority will authorize withdrawals. **(T-1)**.

10.4.10. **(Added-ACC)** Record an entry in the control log identifying the recipient (name, rank and title) and occasion for issuance when issuing inventory from stock. **(T-2)**.

#### 10.5. ORF Inventory Constraints.

10.5.1. ORF inventories should be held to a minimum.

10.5.2. Gifts and mementos may include the organization's name and the position of the Designated Authority, but may not be personalized unless preapproved by SAF/AA.

10.5.3. End-of-year purchasing of items not needed in the current fiscal year is highly discouraged, as it can create inappropriate excess inventory. The servicing legal office should be consulted regarding the bona fide needs requirement for any end of fiscal year or cross fiscal year purchases. See DoD 7000.14-R, Volume 3, Chapter 8.

#### 10.6. ORF Inventory Disposal.

10.6.1. Excess items in a MAJCOM ORF gift and memento inventory can be transferred to other units within the MAJCOM, as appropriate, for use consistent with this Instruction.

10.6.2. Disposal of items from ORF inventories due to damage or extenuating circumstance should be in accordance with local supply procedures to ensure proper turn-in to the Defense Reutilization and Marketing Office (DRMO) or otherwise authorized disposal.

### 11. Responsibility for Administering Funds.

11.1. The SECAF is the final approval authority for all ORF expenditures. The Secretary delegates overall management authority of the ORF program and establishment and clarification of ORF policy guidance to the SAF/AA, in accordance with HAF MD 1-6. SAF/AA will also ensure the Air Force Audit Agency conducts yearly audits.

11.2. All DoD personnel authorized to expend ORF must personally monitor the use of such funds to ensure the highest order of propriety and integrity.

11.3. **(Added-ACC)** Designated commanders are responsible for approval or disapproval of functions, ensuring availability of funds prior to making or authorizing commitments, and preparation and submission of the report of contingency expenditures. **(T-1)**.

## 12. Special Exception Requests.

12.1. Use of ORF for purposes not authorized in this Instruction must receive prior written approval from SECAF, or SAF/AA as delegated.

12.2. Requests must justify the need for an exception to this Instruction and provide all information regarding the proposed expenditure, see a guide of an ORF request at [Attachment 2](#).

12.3. Requests must be submitted to HAF/RM at least 15 working days prior to event date, or date invitations are to be sent, to allow proper review.

## 13. Reporting Required.

13.1. The following quarterly reports are required:

13.1.1. The Quarterly Report of Emergency and Extraordinary Expenses, Report Control Symbol (RCS): DD-COMP (Q) 1390 is required to be submitted by SECAF in accordance with DoDI 7250.13. Report of cumulative accrued expenditures unpaid and accrued expenditures paid in Program Element Code (PEC) 91515F will be extracted by Defense Finance and Accounting Service (DFAS). DFAS will report for each operating agency code by fiscal year, for current year and the five previous years. Report will be submitted to HAF/RM, using mutually agreed upon method, not later than 20 calendar days after the close of the fiscal quarter.

13.1.1. **(ACC)** All HQ ACC host and tenant units receiving official representation funds will produce the report utilizing the HQ ACC Contingency Report System (sample at [Attachment 6](#)). Use instructions provided with the program to prepare the report. **(T-2)**.

13.1.2. Report of Contingency Expenditures, RCS: SAF-FM (Q) 7113. This quarterly report is required in accordance with DoDI 7250.13 and must be submitted to HAF/RM not later than 20 calendar days after the close of the fiscal quarter. It carries emergency status code C-2; continue reporting during emergency conditions, precedence normal. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

13.1.3. **(Added-ACC)** Report paid functions using the categories outlined in paragraph **5**. and in the formats outlined in the examples in [Attachment 6](#). Obtain function category from the ACC Form 202. **(T-2)**.

13.1.4. **(Added-ACC)** List only one guest of honor. Obtain the guest of honor name from the ACC Form 202, showing only the position or title (e.g., Mayor, Riverside CA or U.S. Representative, Richmond VA). **(T-2)**.

13.1.5. **(Added-ACC)** Reflect zero (0) if no DoD personnel expenses were paid from ORF. Ensure the ratio of DoD personnel to non-DoD guests is in line with the requirements of paragraph **3**.

13.1.6. **(Added-ACC)** Submit the original report to HQ ACC/FMPA, with courtesy copy to the numbered air force if requested. The due-in date is the 3rd calendar day following the end of each quarter. If it is anticipated that an ORF charge will hit Accrued Expenditures Paid (AEP) the last day of the quarter, wait until the 4th calendar day following the end of the quarter to submit the report. Send an unsigned report via

facsimile machine or electronic mail if the commander is not available to sign the report by the due date and follow up with a signed copy as soon as possible. (T-2).

13.1.7. (Added-ACC) Negative reports (no disbursements during current reporting period) are required. (T-2).

13.2. AF IMT 134, *Report of Contingency Expenditures*, is available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for use to submit the SAF-FM (Q) 7113, Quarterly Report of Contingency Expenditures.

13.2.1. Column A. *DATE OF PAYMENT*: Self explanatory.

13.2.2. Column B. *TYPE - FUNCTION - GUEST/S OF HONOR -ACTUAL HOST OF EVENT - LOCATION - DATE*: To prepare report, organize functions by categories of entertainment per paragraphs 4.1 through 4.5 and subtotal each category. **Note:** Include type of function (lunch, dinner, reception, etc.), guest/group being honored with duty title, actual host of event, location and date held.

13.2.3. Column C. *DOD*: Number of DoD attendees to include spouses funded by ORF.

13.2.4. Column D. *NON-DOD*: Number of non-DoD authorized guests funded by ORF. **Note:** Columns C and D added together should equal the total number of attendees except those who paid a pro rata share to attend the event.

13.2.5. Column E. *FOOD & BEVERAGE*: List the cost(s) funded by ORF to include meal costs, beverages and any other food/drink items considered to be refreshments.

13.2.6. Column F. *OTHER*: List the cost of floral centerpieces, gifts/mementos or miscellaneous items to include GPC rebates.

13.2.6.1. Miscellaneous expenses such as recreational activities or amenities must be clearly described in detail on an addendum.

13.2.6.2. Reflect GPC rebates as a separate line item on the report. **Note:** Unapplied rebate amounts will not be reflected on the end of the month Status of Funds Data Base Transmission. List these as separate line items on the report, annotating that they will be applied to the first ORF GPC event/purchase charge in the next reporting period.

13.2.7. Column G. *TOTAL COST*: Total ORF cost of all expenditures related to this entry.

13.2.8. Enter "SAF-FM (Q) 7113" in the block, *REPORT CONTROL SYMBOL* in the upper right-hand corner of the report.

13.2.9. Block 1. *TOTAL ACCRUED EXPENDITURES PAID (Disbursements) THIS REPORTING PERIOD*: Enter total of the amounts shown under column G. Include only those items representing disbursements during the current reporting period in this total.

13.2.10. Block 2. *ACCRUED EXPENDITURES PAID TO DATE (Disbursements)*: Enter the cumulative disbursements to date. **Note:** Amount must agree with disbursements reflected on the final Operating Budget and Allotment Ledgers (the position reported in the Status of Funds Data Base Transmission) for the same month that the AF IMT 134 shows as the ending month of the reporting period.

13.2.11. Block 3. *TOTAL ACCRUED EXPENDITURES UNPAID AND UNDELIVERED ORDERS OUTSTANDING*: Enter the cumulative, to date, accrued expenditures unpaid and undelivered orders outstanding.

13.2.12. Block 4. *TOTAL OBLIGATIONS*: Enter the cumulative obligations to date (block 2 plus block 3). **Note:** Amount must agree with the cumulative obligations reflected on the final Operating Budget and Allotment Ledgers (the position reported in the Status of Funds Data Base Transmission) for the same month that the AF IMT 134 shows as the ending month of the reporting period.

13.3. Send quarterly Reports of Contingency Expenditures, SAF/FM (Q) 7113, as of 31 December, 31 March, 30 June and 30 September, not later than 20 calendar days after the close of the quarter to HAF/RM Workflow, [hafrm.workflow@pentagon.af.mil](mailto:hafrm.workflow@pentagon.af.mil).

13.4. Continue reporting until all obligations for a fiscal year have been liquidated. Block 2 and block 4 should be identical on final report.

13.5. The Designated Authority or designee must sign the report. A computer-generated signature is acceptable. If the report consists of more than one page, the Designated Authority's signature is only required on the first page of the report.

13.6. Negative reports are required.

JAMIE MORIN  
Assistant Secretary of the Air Force  
Financial Management and Comptroller

(ACC)

TIMOTHY E. DUNSTER, Colonel, USAF  
Acting Deputy Director, Financial Management and  
Comptroller

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

- Title 10, U.S. Code, Section 127, *Emergency and Extraordinary Expense*
- Title 22, U.S. Code, Section 2694, *Limitation on Purchase of Gifts for Foreign Individuals*
- Title 41, CFR 102-42, *Change in Consumer Price Index Minimal Value, Federal Management Regulation*, January 1, 2011
- DoD 7000.14-R, Volume 3, Chapter 8, *Standards For Recording And Reviewing Commitments And Obligations, Financial Management Regulation (FMR)*, September 2009
- DoD 7000.14-R, Volume 5, Chapter 33, *Certifying Officers, Departmental Accountable Officials, And Review Officials, Financial Management Regulation (FMR)*, August 2010
- DoDI 7250.13, *Official Representation Funds (ORF)*, June 29, 2009
- CJCSI 7201.01A, *Combatant Commanders' Official Representation Funds*, November 7, 2006
- AFPD 65-6, *Budget*, May 1, 1998
- AFI 23-111, *Management of Government Property in Possession of the Air Force*, July 25, 2005
- AFI 64-117, *Air Force Government-wide Purchase Card Program*, January 31, 2006
- AFI 65-201, *Managers' Internal Control Program Procedures*, October 12, 2006
- AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*, November 16, 2000
- AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005, Incorporating through Change 3, 6 November 2009, and AFI65-601V1\_AFGM1 dated 10 Nov 2010
- AFMAN 33-363, *Management of Records*, March 1, 2008
- AFRIMS, "Records Disposition Schedule Table 65-19 Rule 13.00," *Air Force Records Information Management System*, August 10, 2007,  
<https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>
- HAF MD 1-6, *The Administrative Assistant to the Secretary of the Air Force*, December 22, 2008

#### **Prescribed Form**

AF IMT 134, *Report of Contingency Expenditures*.

#### **Adopted Form**

AF Form 847, *Recommendation of Change for Publication*

#### *Abbreviations and Acronyms*

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive  
**AF RDS**—Air Force Records Disposition Schedule  
**CFR**—Code of Federal Regulation  
**CJCSI**—Chairman of the Joint Chiefs of Staff Instruction  
**CSAF**—Chief of Staff of the Air Force  
**DD**—COMP-Department of Defense, Comptroller  
**DFAS**—Defense Finance and Accounting Service  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**DRU**—Direct Reporting Unit  
**FMR**—Financial Management Regulation  
**FOA**—Field Operating Agency  
**GPC**—Government Purchase Card  
**HAF**—Headquarters Air Force  
**HAF MD**—Headquarters Air Force Mission Directive  
**MAJCOM**—Major Command  
**MWR**—Morale, Welfare, and Recreation  
**ORF**—Official Representation Funds  
**OSD**—Office of the Secretary of Defense  
**PEC**—Program Element Code  
**Q**—Quarterly  
**RCS**—Report Control Symbol  
**SAF/AA**—Administrative Assistant to the Secretary of the Air Force  
**SAF/FM**—Assistant Secretary of the Air Force, Financial Management and Comptroller  
**SECAF**—Secretary of the Air Force  
**SM&W**—Special Morale and Welfare  
**US**—United States

### *Terms*

**Accountable Officer**— An individual appointed by proper authority who is responsible in the performance of their duties to provide to a certifying officer information, data, or services that the certifying officer directly relies upon in the certification of vouchers for payment. Accountable officers are pecuniarily liable for illegal, improper or incorrect payments in certain cases, in accordance with section 2773a of Title 10 United States Code. Duties include maintaining item records and/or financial records in connection with Government property,

irrespective of whether the property is in his or her possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or for care and safekeeping.

**Current Inventory Record**— A current inventory record is maintained by ensuring that the inventory record is continuously in agreement with the inventory stock on hand. Each change to the inventory, such as the purchase of additional inventory, usage or transfer of items out of the inventory, is entered into the record as the action or event occurs.

**Designated Authority**— The head of an organization who receives an allocation of the Fiscal Year Emergency and Extraordinary Expense limitation authority for Miscellaneous Current Expenses (Official Representation Fund) within the Operation and Maintenance, Air Force Appropriation as determined by SAF/AA and submitted by HAF/RM to SAF/FM for distribution through funding authority documents or the head of an organization that receives a sub allocation of Official Representation funding authority from their MAJCOM commander.

**Inventory/Property Custodian**— Any person designated by the organization commander or chief of staff agency to have custodial responsibility for Government property in their possession.

**Modest Official Courtesies**— May include the cost of luncheons, dinners, receptions, mementos, and participation expenses at DoD-sponsored events. Other expenses may be approved with specific justification.

**Official Party**— Non-DoD authorized guests and DoD attendees allowed by the authorized ratios and the policies set out in this Instruction who meet the criteria for using ORF. See paragraphs 3 through 5.

**Protocol Office**— Establishes protocol programs, identifies requirements and executes their programs to include customs and courtesies during Air Force ceremonies, conferences and social events; when hosting distinguished visitors; and when providing honors afforded at military funerals.

**Attachment 1 (ACC)**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI65-603, *Official Representation Funds--Guidance and Procedures*, 24 August 2011

**Prescribed Forms**

ACC 202, *Commander's Official Representation Funds*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**FMA**—Financial Analyses Officer

**FSO**—Financial Services Officer

**FM**—Comptroller

**GPC**—Government Purchase Card

**HQ ACC/CV**—ACC Vice Commander

**HQ ACC/FMPA**—Audit Readiness and Accounting Branch

**ORF**—Official Representation Funds

**Attachment 2****OFFICIAL REPRESENTATION FUNDS REQUEST**

**A2.1.** Name of Event/Item To Be Purchased:

**A2.2.** Date of Event/ Proposed Purchase:

**A2.3.** Location:

**A2.4.** Host:

**A2.5.** Guest(s) of Honor:

**A2.6.** Purpose and Type of Event/Item to be Purchased:

**A2.7.** Total Number of DoD attendees to be paid from ORF (include: name, duty title, and mission justification for each invitee):

**A2.8.** Total Number of non-DoD, guest(s) to be paid from ORF (include the name, duty title, and mission justification for each invitee):

**A2.9.** Other Invitee(s) (e.g. Foreign Military Personnel):

**A2.10.** Cost(s) of Food or Item(s) to be purchased:

**A2.11.** Beverage Costs:

**A2.12.** Perishable Centerpiece(s) Cost:

**A2.13.** Memento Costs:

**A2.14.** Other Costs (e.g. wait staff, gratuities, shipping and handling, etc.):

**A2.15.** Total Event ORF Costs (include food, beverage, perishable centerpiece(s), memento costs and other costs):

**A2.16.** Total Cost of Item(s) to be purchased with ORF (include cost of item(s) to be purchased and any Other Costs that are applicable):

**A2.17.** ORF Cost per Person or per Item to be purchased:

**Attachment 3****OFFICIAL REPRESENTATION FUND EVENT PLANNING AND RECONCILIATION**

**A3.1.** Event:

**A3.2.** Date:

**A3.3.** Purpose:

**A3.4.** Total Cost:

**A3.5.** Previous ORF History: (ORF cost of this or similar events held during the last 2 to 3 fiscal years)

**A3.6.** Official Party - (Non-DoD authorized guests and DoD attendees allowed by the authorized ratios who meet the criteria for using ORF):

A3.6.1. What is the proposed number of Authorized non-DoD Guest(s) expected to attend?

A3.6.2. What is the proposed number of DoD Official Party invited?

A3.6.3. Proposed ORF Ratio: Authorized non-DoD Guest(s) \_\_\_\_ to DoD Official Party members \_\_\_\_?

A3.6.4. Does the size of the proposed Official Party meet the ORF ratio test? (See paragraph 3.1, and Attachment 4.)

**A3.7.** Did Financial Management review this ORF request?

A3.7.1. Was the availability of ORF certified?

A3.7.2. Is the certification attached to the request/reconciliation package?

A3.7.3. Was the request forwarded to FM 10 to 15 days prior to the event? See Note at paragraph 8.4.2.

**A3.8.** Was a legal review obtained?

A3.8.1. Is the legal review attached to the ORF request/reconciliation package?

A3.8.2. If no legal review was obtained, was a history of this or similar ORF requests/approvals attached to the request/reconciliation?

**A3.9.** Did the Designated Authority approve the request in writing prior to the event?

A3.9.1. If no written approval was received, why not?

A3.9.2. Is the written approval included in the reconciliation package?

**A3.10.** Were the actual event costs reconciled to the approved ORF request?

A3.10.1. Are actual event costs equal to or less than the approved ORF request?

A3.10.2. If the ORF event costs were expected to exceed the initial written approval, was advance written or verbal approval obtained for the expenditure of additional ORF?

A3.10.3. If an additional ORF expenditure was authorized verbally, was a written approval obtained and attached to the reconciliation package?"

A3.10.4. Are the receipts attached to the reconciliation package?

**A3.11.** Is the actual attendance list included in the reconciliation?

A3.11.1. How many Authorized non-DoD Guest(s) attended?

A3.11.2. How many DoD Official party members attended?

A3.11.3. Actual ORF-funded Attendance: Authorized non-DoD Guest(s) \_\_\_\_\_ to DoD Official Party member(s) \_\_\_\_\_?

A3.11.4. Did the actual attendance meet the ORF ratio test?

A3.11.4.1. If not, was the deviation of the maximum number of DoD participants paid with ORF more than 5%?

A3.11.4.2. If the deviation is more than 5%, has all documentation concerning the event and a justification for the ratio deviation been forwarded through the MAJCOM and HAF/RM to SAF/AA for review and approval?

A3.11.4.3. Was the ratio deviation justification approved?

A3.11.4.4. If the ratio deviation justification was not approved, have the additional expenses been collected from the DoD attendees who were in excess of the number of DoD attendees allowed by the authorized ratios?

## Attachment 4

## ORF RATIO EXAMPLES

**A4.1.** The following examples illustrate how to calculate ORF ratios.

**A4.2.** An official guest list contains 22 people. Three of the guests are non-DoD individuals authorized to receive ORF courtesies. According to paragraph 3.1.1, for events with fewer than 30 persons, a minimum of 20 percent of the invitees must be non-DoD authorized guests. Applying the 20 percent ratio, to the number of invited non-DoD guests, the maximum number of DoD personnel whose attendance can be funded with ORF is 12, so 7 DoD attendees will have to pay a pro rata share in order to attend.

Calculations:

$X$  = total allowable number of official guests funded with ORF

.20 of  $X$  = 3 authorized non-DoD guests

$X$  = 3 divided by .20

$X$  = 15

15 = total allowable number of official guests funded with ORF

15	total allowable number of official guests funded with ORF
- 3	<u>authorized non-DoD guests</u>
12	maximum number of DoD personnel whose attendance can be funded with ORF

22	proposed guest list
- 15	<u>total allowable number of official guests funded with ORF</u>
7	DoD attendees who will have to pay a pro rata share in order to attend the event

**A4.3.** An official guest list contains 51 people. Ten of the guests are non-DoD individuals authorized to receive ORF courtesies. According to paragraph 3.1.2, parties of 30 or more persons require that a minimum of 50 percent of the invitees be non-DoD authorized ORF guests. Applying the 50 percent ratio to the number of invited non-DoD guests, the maximum number of DoD personnel whose attendance can be funded with ORF is 10, so 31 DoD attendees will have to pay a pro rata share in order to attend.

Calculations:

$X$  = total allowable number of official guests funded with ORF

.50 of  $X$  = 10 authorized non-DoD guests

$X$  = 10 divided by .50

X = 20

20 = total allowable number of official guests funded with ORF

20 total allowable number of official guests funded with ORF  
- 10 authorized non-DoD guests  
10 maximum number of DoD personnel whose attendance can be funded with ORF

51 proposed guest list  
- 20 total allowable number of official guests funded with ORF  
31 DoD attendees who will have to pay a pro rata share in order to attend the event

**Attachment 5****OFFICIAL REPRESENTATION FUNDS EVENT SELF INSPECTION**

- A5.1.** Were all ORF events reviewed IAW AFI 65-603 for propriety and mission justification and approved in writing before ORF funds were spent?
- A5.2.** Are verbal approvals granted in advance by proper authority and are these verbal decisions and the justification documented?
- A5.3.** Were ORF ratios followed in ORF events? If not, is the deviation properly documented?
- A5.4.** Was ORF expended only on individuals as authorized in AFI 65-603, paragraph 5?
- A5.5.** Has the ORF GPC been so designated and used only for authorized expenses?
- A5.6.** Is there a current, accurate inventory of ORF items with a clear audit trail of all items purchased and issued by name of item, title of recipient, occasion, mission justification, and issue date, as instructed in AFI 65-603, paragraph 10?
- A5.7.** Have the Accountable Officer, inventory custodian and alternate custodian been appointed in writing?
- A5.8.** Have the Accountable Officer, inventory custodian and alternate custodian been briefed on their liabilities and responsibilities and completed their GPC training?
- A5.9.** Was an annual inventory of ORF purchases accomplished by an impartial party that reconciled the beginning inventory, items purchased, and items presented, to the inventory on hand?
- A5.10.** Have gift locker stock levels been held to a minimum with purchases only made for current fiscal year requirements?
- A5.11.** Was the Quarterly Report of Contingency Expenditures, SAF/FM (Q) 7113, prepared and submitted in a timely manner?
- A5.12.** Are records maintained for ORF event and ORF inventory purchases IAW the AF Disposition Schedule in AFRIMS?

## Attachment 6 (Added-ACC)

## AUTHORIZED CATEGORIES OF OFFICIAL COURTESIES – EXAMPLES

**A6.1.** This table, **Table A6.1**, provides formatting examples to be used when reporting authorized courtesies for Community Relations, International Relations, Public Relations, DoD Protocol, and Other Expenses.

**Table A6.1. Authorized Categories of Official Courtesies – Examples.**

<b>a. Community Relations:</b>							
.....							
Date of Payment	Function, Guest(s) of Honor, Type and Date of Event	No. Persons		Contingency Funds Expended			
A	B	C	D	Food, Bev, etc.	Other	Total Cost	
.....							
COMMUNITY RELATIONS							
09/19/05	FUNCTION: RECEPTION HOST: 20 FW, SHAW AFB SC GUEST OF HONOR: MAYOR, SUMTER SC  DATE: 08/18/05 COLUMN F (OTHER): PLAQUE	3	10	\$98.00	\$28.00	\$126.00	
				# Units	U/Cost	O/Cost	T/Cost
				1	\$28.00	\$0.00	\$28.00
<b>b. International Relations:</b>							
.....							
Date of Payment	Function, Guest(s) of Honor, Type and Date of Event	No. Persons		Contingency Funds Expended			
A	B	C	D	Food, Bev, etc.	Other	Total Cost	
.....							
INTERNATIONAL RELATIONS							
09/14/05	FUNCTION: DINNER HOST: 55 FW, OFFUTT AFB NE GUEST OF HONOR: COMMANDER, ROYAL AIR FORCE, SAUDI ARABIA  DATE: 08/12/05 COLUMN F (OTHER): PEWTER BOWL	2	6	\$144.00	\$35.00	\$179.00	
				# Units	U/Cost	O/Cost	T/Cost
				1	\$35.00	\$0.00	\$35.00
<b>c. Public Relations:</b>							
.....							
Date of Payment	Function, Guest(s) of Honor, Type and Date of Event	No. Persons		Contingency Funds Expended			
A	B	C	D	Food, Bev, etc.	Other	Total Cost	
.....							
PUBLIC RELATIONS							
09/29/05	FUNCTION: LUNCHEON HOST: 1 FW, LANGLEY AFB VA GUEST OF HONOR: US CONGRESSMAN, 1ST DISTRICT, HAMPTON VA	1	2	\$20.00	\$0.00	\$20.00	

DATE: 08/19/05

**d. DoD Protocol:**

Date of Payment	Function, Guest(s) of Honor, Type and Date of Event	No. Persons		Contingency Funds Expended		
		DOD	Total	Food, Bev, etc.	Other	Total Cost
		A	B	C	D	E

DOD PROTOCOL

09/06/05	FUNCTION: BREAKFAST	5	5	\$45.00	\$0.00	\$45.00
	HOST: 28 BW, ELLSWORTH AFB SD					
	GUEST OF HONOR: DEPUTY SECRETARY OF DEFENSE, WASHINGTON DC					
	DATE: 08/14/05					

**e. Other Expenditures (Inventory):**

Date of Payment	Function, Guest(s) of Honor, Type and Date of Event	No. Persons		Contingency Funds Expended		
		DOD	Total	Food, Bev, etc.	Other	Total Cost
		A	B	C	D	E

DESCRIPTION OF OTHER EXPENDITURES

09/14/05	FUNCTION: OTHER - INVENTORY	0	0	\$0.00	\$350.00	\$350.00	
	HOST: 366 FW, MOUNTAIN HOME AFB ID						
	GUEST OF HONOR:						
	DATE: 08/12/05						
	Column F (OTHER): GOLF SHIRT			# Units	U/Cost	O/Cost	T/Cost
				10	\$35.00	\$0.00	\$350.00

**f. Other Expenditures (GPC Rebate):**

Date of Payment	Function, Guest(s) of Honor, Type and Date of Event	No. Persons		Contingency Funds Expended		
		DOD	Total	Food, Bev, etc.	Other	Total Cost
		A	B	C	D	E

DESCRIPTION OF OTHER EXPENDITURES

09/14/05	FUNCTION: OTHER - GPC REBATE	0	0	\$0.00	(\$10.60)	(\$10.60)	
	HOST: 1 FW, LANGLEY AFB VA						
	GUEST OF HONOR:						
	DATE: 09/15/05						
	Column F (OTHER): GPC REBATE			# Units	U/Cost	O/Cost	T/Cost
				1	(\$10.60)	\$0.00	(\$10.60)