

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



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AIR FORCE RESERVE COMMAND

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Financial Management

**OFFICIAL REPRESENTATION
FUNDS-GUIDANCE AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 65-6, *Budget*, and governs the use of official representation funds (ORF) to all activities issued ORF. It implements DoDD 7250.13, *Official Representation Funds (ORF)*, September 10, 2002. 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 submitted to the Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AA) through Headquarters Air Force ResourceManagement (HAF/RM). This publication applies to the Air National Guard. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*, AFD 37-1, *Information Management*, and AFMAN 37-123, *Management of Records*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to HAF/RM, 1720 Air Force Pentagon, Washington DC 20330-1720.

(AFRC) The OPR for this supplement is HQ AFRC/PAC (Ms. Pamela N. Thompson). This supplement implements and extends the guidance of Air Force Instruction (AFI) 65-603, 17 February 2004. Air Force Reserve supplementary material is indicated by (AFRC) in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision aligns with DoDD 7250.13. It also provides significant updates to all previous editions. Offices must thoroughly review this version to ensure compliance.

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1. Official Representation Funds (ORF).

1.1. The Secretary of the Air Force is authorized to approve the use of appropriated funds for upholding the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries. The Secretary of the Air Force may authorize the limited use of representation funds to commanders in the field for any purpose considered appropriate according to established Air Force and DoD policies.

1.1.1. Only the SECAF or the CSAF may extend invitations to foreign dignitaries to visit the United States at the expense (cost of travel, lodging, and all others involved in getting them to a location) of the Department of the Air Force. MAJCOMs and below are not authorized to use ORF for foreign dignitary travel and lodging expenses for visits to US installations.

1.2. Unless specifically authorized by the Secretary of the Air Force or designee, commanders may spend ORFs only for official courtesies and purposes expressly authorized in this instruction.

1.2.1. SAF/AA is responsible for reviewing requests for exceptions to this instruction. All such requests must be submitted through HAF/RM prior to expenditures of ORF.

1.3. Commanders authorized ORF are referred to as designated authorities.

2. Designated Authority Responsibilities.

2.1. Ensure courtesies are modest, not wasteful or extravagant from the perspective of the general public, and comply with the socially acceptable mores of American society while jointly serving the policy objectives of the United States and the interests of the taxpayer.

2.1.1. Invite the minimum number of guests necessary to extend proper courtesy to the guest(s) of honor. When honoring guests from outside the DoD, observe the ratios in paragraph 3. of DoD to non-DoD attendees.

2.2. Ensure all ORF managers and individuals involved in the planning, execution and processing of ORF understand and comply with this instruction; are properly trained in inventory management; complete government purchase card (GPC) training; and adhere to AFI 64-117 concerning GPC use and requirements.

2.3. Review all events for propriety and provide written approval prior to use of ORF. Approval letters must be kept as part of the official record of the event.

2.4. Keep records for each event documenting the following using the format prescribed in [Attachment 2](#):

2.4.1. Purpose of and prior-approval for the event.

2.4.2. All DoD and non-DoD invitees with duty titles.

2.4.3. Individual(s) being hosted.

2.4.4. Total cost.

2.4.5. Any personnel invited but not paid for with ORF.

2.4.6. Location and date of the event.

2.5. Designated authorities with joint or unified command responsibility may not use funds provided by the Secretary of the Air Force to host events in their joint or unified capacity. Reference CJCSI

7201.01A, *Combatant Commanders' Official Representation Funds*, for guidance regarding events of this type.

2.6. Designated authorities may delegate hosting responsibilities in instances when they, as authorized hosts, are unavailable. The delegated authority must be in writing, result from extenuating circumstances, and should normally be made to the next highest ranking individual in the organizational chain of command.

2.6.1. **(Added-AFRC)** HQ USAF/RE, HQ AFRC/CV, HQ ARPC/CC, NAF/CC, and WG/CC are AFRC ORF designated authorities. If under extenuating circumstances, the designated authority cannot host an ORF-funded event, the above commanders must delegate the authority, in writing, to the next individual in the chain of command.

3. ORF Ratios.

3.1. When providing modest courtesies using ORF, ensure attendance follows these ratios:

3.1.1. Parties of less than 30 persons--not more than 80 percent will be DoD personnel.

3.1.2. Parties of 30 or more persons--not more than 50 percent will be DoD personnel.

3.2. 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 are counted as DoD personnel for ratio-computing purposes.

NOTE: DoD personnel are active duty military and civilian employees of DoD and the Coast Guard; students of the military academies; reservists on active duty; members of the National Guard; former military and civilian employees of DoD not holding a position of prominence in the non-DoD community; and spouses of those in the preceding categories. Former DoD military and civilian personnel who held the rank of 4-star general, or equivalent, are considered prominent U.S. citizens and should be counted as non-DoD, as well as their spouse.

3.3. The practice of inviting unnecessary personnel to meet an exact ratio is specifically prohibited.

3.4. DoD personnel in excess of the ratios may attend functions by paying the pro rata share of the total expense.

3.4.1. Pro rata expenses are determined by dividing the entire cost of the event by the number of attendees. All attendees, above the authorized ratios or who do not meet the intent for using ORF, must pay the pro rata costs when attending events.

Example 1) An official guest list contains 50 personnel requiring a 50% ratio. 10 personnel are authorized guests. Applying the 1 to 1 ratio only 10 DoD personnel may be properly funded with ORF. These 20 people (10 authorized and 10 DoD) comprise 40% of the total guest list and, therefore, ORF may cover 40% of the total cost of the function. The remaining 60% of the cost must be paid either on a pro rata basis by the additional 30 DoD persons or divided among all DoD attendees.

Example 2) An official guest list contains 25 people requiring a 20% ratio. 3 personnel on the list are authorized guests. Applying the 1 to 4 ratio only 12 DoD personnel may also be properly funded with ORF. These 15 people (3 authorized and 12 DoD) comprise 60% of the total guest list and, therefore, ORF may cover 60% of the total cost of the function. The remaining 40% must be

paid either on a pro rata basis by the additional 10 DoD personnel or divided among all DoD attendees.

3.4.2. **(Added-AFRC)** All AFRC-assigned personnel, and spouses, will use personal funds to attend/participate in commander-hosted ORF events.

3.5. Deviations from the maximum number of DoD participants paid from ORF is not authorized without the advance approval of SAF/AA.

NOTE: When an event's actual attendee deviation is more than 5%, all documentation concerning the event and an explanation of the deviation must be forwarded through the MAJCOM to SAF/AA for review.

4. Authorized Categories.

4.1. For purposes of this instruction, the term 'official courtesies' includes:

4.1.1. Community Relations. Entertainment of individuals specified in paragraph 5.2. to maintain civic standing.

4.1.2. International Relations. Entertainment in honor of visiting distinguished foreign nationals as specified in paragraph 5.1.

4.1.3. Public Relations. Entertainment for a visiting distinguished American citizen as specified in paragraph 5.3.

4.1.4. DoD Protocol. Entertainment incidental to a visit by DoD personnel as specified in paragraph 5.4.

4.1.5. Other Expenditures. 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 events not covered in above categories.

4.1.5.1. Place all such items into inventory and strictly control and document use.

5. Individuals On Whom ORF May Be Expended.

5.1. Distinguished citizens, military personnel and government officials of foreign countries whose rank, position, function or stature clearly justify use of these funds.

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

5.3. Prominent U.S. citizens, whose rank, position, function or stature warrant the extension of official courtesies by the U.S. Government. This includes those in leadership positions who significantly impact local support (for example, members of the Board of Directors) of citizens' committees, such as the local Chamber of Commerce.

NOTE: Former DoD members, military or civilian, who held the rank, or a position equivalent, of 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.

5.3.1. **(Added-AFRC)** Civilian (non-DoD) employers of Reservists, whose support makes it possible for Reservists to honor their Reserve obligations.

5.3.2. **(Added-AFRC)** Elected officials, community leaders, key educators, clergy members, and non-DOD civilian employers of reservists, etc., and their spouses, attending a commander-hosted community relations event qualify for ORF expenditures as non-DOD guests. All other DOD personnel (civilian, active duty, reserve forces and retired military members and their spouses), except those listed in Para 5.4., must use personal funds to attend/participate. They must be assessed a pro rata cost.

5.4. Select senior DoD personnel while on official visits to the field. Events should be 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.

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. Inspector General of the Department of Defense

5.4.1.7. Director, Operational Test and Evaluation

5.4.1.8. Assistants to the Secretary of Defense

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. Director, Joint Staff

5.4.2.3. Deputy Commander in Chief, Europe (DCINCEUR)

5.4.2.4. Combatant Commanders

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. Directors of the Defense Agencies

5.4.4.2. President, Uniformed Services University of the Health Sciences

5.5. Costs of an event honoring authorized individuals may also include the ORF hosting official, senior members of their staff and local officials as designated in paragraph 5. The hosting official and senior members of their staff count as DoD attendees for purposes of determining ratios under paragraph 3.

5.5.1. DoD spouses may be included in the official party at such events when spouses of authorized guests are invited and expected to attend, and the authorized host determines that attendance of DoD spouses is appropriate and desirable under the circumstances.

5.5.1.1. Do not authorize separate events for spouses of visiting officials unless specifically related to the official purpose of the visit.

5.5.2. 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 or gifts to those listed in paragraph 5. while hosting them at their installation or while on TDY and calling on an authorized recipient.

6.1.1. Other officials may present ORF mementos or gifts only in extenuating circumstances. 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 ranking individual.

6.1.2. **(Added-AFRC)** HQ USAF/RE, HQ AFRC/CV, HQ ARPC/CC, NAF/CC, AND WG/CC are AFRC designated authorities for presenting ORF-purchased mementos. If under extenuating circumstances, the designated authority cannot make an ORF-purchased memento presentation, the above commanders must delegate the authority, in writing, to the next individual in the chain of command.

6.1.3. **(Added-AFRC)** ORF-purchased mementos may be presented to non-DOD guests. Mementos may be presented to the senior non-DoD guest as a remembrance of an official event. Examples include, but are not limited to plaques, aircraft models, and framed aircraft paintings/lithographs, etc. Mementos should be purchased as part of the official event. However, nominal valued mementos may be purchased in bulk for future planned events (i.e. annual employer day). Examples include, but are not limited to, a coin or cap with unit or command crest or a photo of the non-DOD group participating in an official commander-hosted community relations event such as a civic leader flight, employer day, etc.) Mementos must not exceed the monetary limits in para 6.

6.2. The aggregate cost of mementos and gifts presented to an authorized guest (including spouse as appropriate) shall not exceed the published guidance in DoDD 7250.13. The current limit is \$285.00. This amount is subject to change. Consult the reference for most recent authorized amount.

6.2.1. For U.S. Government employees listed in paragraph 5.2., check the ethics rules for the current dollar limitation allowable for gifts received. Check government agency websites or call the visitor's office to inquire about that agency's current ethics rules.

6.2.2. The aggregate cost of mementos purchased for any DoD official listed in paragraph 5.4. must not exceed \$40.

6.3. All mementos or gifts presented must be documented following the procedures outlined in paragraph 10.

7. Authorized and Unauthorized ORF Expenses.

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 CSAF Counterpart Program and Congressional member/staff only.

7.1.3. Gratuities for services rendered by non-governmental personnel for CSAF Counterpart Program visits and legislative liaison delegations only.

7.1.4. Official courtesies, as defined in paragraph 4.

7.1.4.1. Recreational events such as sporting activities and concerts as authorized and required for personnel listed in paragraph 5.1.

7.1.4.1.1. ORF ratios, defined in paragraph 3., do not apply. ORF is only authorized to cover the cost of appropriate foreign guest(s) and the DoD host and spouse when applicable.

7.1.5. Food and refreshments purchased for in-flight meals for personnel listed in paragraph 5. participating in CSAF Counterpart Program visits and legislative liaison delegations only.

7.1.5.1. Chief of Staff Counterpart Program foreign participant expenses may also include sightseeing tours, rental of movies and purchase of sundry items (snacks) in lodging.

7.1.6. Perishable flower and/or candle arrangements (centerpieces or the like) for receptions/meals.

7.1.7. Costs of wrapping paper and ribbon/bows associated with the preparation of gift or memento for presentation. If an item must be professionally wrapped, the cost must be included as part of the aggregate per paragraph 6.2. or 6.3. as appropriate.

7.1.8. Alcohol for receptions/meals. Any alcohol purchased for use at a commander's quarters must be entered into inventory and its use documented in event documentation.

7.1.9. 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 so long as the command or unit logo is affixed and the item does not exceed the monetary limitations of paragraph 6.

7.1.10. A modest welcome basket for individuals listed in paragraph 5. not to exceed \$12.

7.1.10.1. Welcome basket expense must be counted against the aggregate per paragraph 6.2. or 6.3., as appropriate.

7.1.11. **(Added-AFRC)** For AFRC commander-hosted ORF civilian employer events, HQ ESGR participation is authorized. This is not to preclude HQ ESGR funding a specific portion of the overall cost of the event. ORF and ESGR costs must be completely separate.

7.2. Unauthorized expenses:

7.2.1. Lodging expenses, except for members of the official party participating in the Chief of Staff Counterpart Program or traveling as 31 USC 1108 (g), OSD or SECAF- directed Congressional travelers.

7.2.1.1. **(Added-AFRC)** Expenses for food, beverages, lodging and mementos associated with AFRC Civic Leader Tours, Employer Travel, and Employer Support of the Guard and Reserve (ESGR) Bosslifts.

7.2.2. Personal items, such as clothing (other than listed in para 7.1.9.), toiletry articles, cigarettes, hair and beauty care, shoeshine and souvenirs.

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

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

7.2.4.1. Air Force Foreign Liaison (AF/CVAI) personnel, while acting in their official capacity, may be authorized on an event-by-event basis with prior approval from SAF/AA.

7.2.5. DoD members' cost for recreational activities, concerts, sightseeing tours and the purchase of sundry items (snacks) in lodging, unless authorized by SAF/AA in conjunction with CSAF Counterpart Program visits.

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

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

7.2.7.1. SAF/AA will consider requests for events associated with MAJCOM change-of-command ceremonies. If approved, ORF support is generally limited to the pro rata costs for authorized non-DoD attendees.

7.2.7.2. Requests must include itemized estimated costs and the proposed list of distinguished guests with their titles. SAF/AA should receive the request no later than 10 working days before issuance of invitations. Do not issue invitations prior to notification of 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, except when specifically approved in advance by SAF/AA.

7.2.10. Expenditures for seasonal greetings and calling cards.

7.2.11. Expenses for classified projects for intelligence purposes.

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

7.2.13. Combining of ORF with any other monies (contractor, corporation or outside-DoD funds or SM&W monies) to fund the full cost of events without the prior approval of SAF/AA.

7.2.13.1. Expenses for any purpose for which funding is otherwise available or to circumvent administrative or legal restrictions on the use of other appropriated or non-appropriated funds. However, pro rata costs (food, tax, gratuity, service charges, set-up fees, bartender fees, etc.) of non-DoD authorized guests' participation in morale, welfare, and recreation activities may be paid from ORF, unless otherwise prohibited here.

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

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

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

7.2.17. Any expense not specifically authorized in the instruction without advance approval of SAF/AA.

8. Fund Authorization.

8.1. Official budget authorizations issued through comptroller channels convey Secretarial authority to use ORF.

8.2. After Financial Management and Comptroller has reviewed requests for use of ORF and certified their availability, the designated authority must review the propriety of using ORF and provide written approval prior to obligating funds.

8.2.1. It is unauthorized to delegate approval authority.

8.2.2. A local legal review is encouraged before a proposed ORF expenditure may be approved.

8.3. Requests must justify expenditure of ORF.

8.3.1. Approval documents must contain the data elements listed in the example at [Attachment 2](#) to ensure proper documentation for expenditures and to enable propriety determinations.

8.3.2. Final documentation must include a revised guest list of actual attendees with duty titles.

8.4. The Defense Finance and Accounting Service (DFAS) uses the approved requests to obligate funds pending disbursement action.

9. Use of the Government Purchase Card (GPC).

9.1. The GPC is approved for payment of ORF expenses.

9.1.1. GPC used to pay ORF expenses must be designated solely for this purpose.

9.1.2. In accordance with paragraph [2.3](#), designated authorities must approve, in advance, purchases made using GPC.

9.1.3. **(Added-AFRC)** AFRC commanders will use the Government Purchase Card (GPC), designated for ORF expenditures only, as the primary method for purchasing items to support ORF requirements. They must also ensure the proposed vendors will accept GPC. (ORFs are only issued in Air Force O&M, Fund Code 30).

9.2. Designated authorities are responsible to ensure personnel complete GPC training, maintain documentation of training completion and are in accordance with AFI 64-117, Air Force Government-Wide Purchase Card Program, at all times.

9.2.1. Once trained, GPC holders must provide all required management accountability and safeguarding of the card and items purchased with the card until accountability is accepted by the ORF inventory custodian.

10. Maintaining Inventories.

10.1. The designated authority appoints inventory custodian (accountable individual) and alternates in writing and ensures they are briefed on their responsibilities for controlling the inventory.

10.1.1. **(Added-AFRC)** AFRC Commanders must send a memo to HQ AFRC/PAC identifying primary and alternate inventory custodians, and an impartial auditor (excluding representatives from PA/FM/IG) to conduct an annual physical inventory of mementos, etc.)

10.2. Control and inventory all purchases of refreshments, supplies and mementos for stock to ensure:

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

10.2.2. There is a current, accurate inventory, at all times, with a clear audit trail of all items purchased and issued by name of item, title of recipient, occasion, and issue date using the format at [Attachment 3](#). All items purchased must be documented in inventory prior to issue.

10.2.2.1. Coins issued from ORF inventories must be identified by presentation date, location and recipient's name.

10.2.2.2. **(Added-AFRC)** Use AFRC IMT 306, *ORF-Purchased Memento Log*.

Mementos and/or non-perishable food items, etc., purchased in bulk with ORFs for official functions, must have internal controls for proper and accurate account of the inventory. A copy of the inventory log, signed by the auditor, must be forwarded to HQ AFRC/PAC by COB 30 Sep each year. The auditor reconciles the beginning inventory, purchases and items presented, to the inventory on hand. A report of findings is submitted to the designated funds approval official (HQ AFRC/PA) and a report filed with inventory records for audit purposes on an excel spread sheet. The inventory log must include: the name and title of the memento recipient, date and location of presentation, who made the presentation, and items presented. All mementos must be secured.

10.3. An annual inventory is required by impartial personnel who reconcile the beginning inventory, purchases and items presented, to the inventory on hand. Report findings to the designated authority and file a report with inventory records for audit purposes.

10.3.1. Complete inventory reconciliation is required any time inventory custodianship changes.

10.4. Gift locker inventories should be held to a minimum. Designated authorities should only approve purchases of enough stock for the current fiscal year.

10.4.1. Personalized items should be kept to a minimum to avoid disposal at the conclusion of the command tour.

10.4.2. End-of-year purchasing is highly discouraged, as it creates inappropriate excess inventory.

10.5. 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 to SAF/AA, who also ensures 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 of all expenditures.

11.2.1. **(Added-AFRC)** HQ AFRC/PA/FM authorize the use of ORFs, acting as an advisor, and making recommendations to AFRC/CV/CVA concerning allocation of ORF. Requests for funds will be handled on a case-by-case basis. Units must have written authorization from HQ AFRC/PA/FM prior to the expenditure of funds for an authorized event. When an AFRC unit considers it beneficial to co-sponsor a community relations event with another Air Force or other military service/DoD agency, the policy established in the basic instruction concerning use of ORF applies.

12. Special Requirements.

12.1. Use of ORF for purposes not authorized in this instruction must receive prior approval from SAF/AA.

12.1.1. Requests must justify the need for an exception to policy and provide all information regarding the event as outlined in [Attachment 2](#).

12.1.2. Requests must be submitted at least 10 days prior to event date or date invitations are to be sent to ensure review.

12.1.2.1. **(Added-AFRC)** (See [Attachment 4 \(Added\)](#) - REQUEST FOR ORF) AFRC commanders must submit requests for ORF a minimum of 10 workdays prior to the event/expenditure and include all required information including a complete invitation guest list (non-DOD and DOD personnel with name, title/rank, city and state). AFRC commanders must have written authorization from

HQ AFRC/PA/FM prior to extending invitations. Request must include the statement: "All DOD personnel (civilian, active duty, reserve forces and retired military and their spouses), except those listed in AFI 65-603, para [5.4](#), will not benefit from ORF. They will use personal funds."

12.1.2.2. **(Added-AFRC)** (See [Attachment 5 \(Added\)](#) - SUMMARY OF ORF EXPENDITURE) AFRC commanders must submit a Summary of ORF Expenditure to their Unit Financial Services Officer (FSO) and a copy to HQ AFRC/PAC within 10 work days after the event/expenditure. The Summary of ORF Expenditure must include the statement: "CERTIFICATE OF EXPENDITURE FOR AUTHORIZED OFFICIAL FUNCTION – I certify that the itemized costs properly chargeable to Operation and Maintenance Official Representation Funds, applicable to the official function described below, were necessary in the interests of the United States and the United States Air Force."

12.1.2.3. **(Added-AFRC)** HQ AFRC/PA will publish a Weekly ORF Tracker advising status of requests for funds and authorization process.

13. Reporting Required.

13.1. The following quarterly reports are required:

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

13.1.2. Report of Contingency Expenditures (RCS: SAF-FM(Q)7113). This report is required in accordance with DoDD 7250.13 and 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. When MINIMIZE conditions are in effect, send report priority mail.

13.2. Use AF Form 134, Report of Contingency Expenditures. If the report consists of more than one page, the Commander's signature is required only on the first page. A computer-generated product is acceptable provided prescribed format is followed.

13.2.1. Column A. Self explanatory.

13.2.2. Column B. To prepare report, organize functions by categories of entertainment per paragraph 4. and subtotal each category.

13.2.2.1. 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. Number of DoD attendees to include spouses paid for from ORF.

13.2.4. Column D. Number of non-DoD attendees paid for from ORF.

13.2.4.1. Columns C and D added together should total the total number of attendees except those who paid their pro rata share to attend the event.

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

13.2.6. Column F. List the cost of flowers, mementos or miscellaneous items.

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

13.2.7. Column G. Total ORF cost of all expenditures related to this entry.

13.2.8. Enter RCS: SAF-FM(Q)7113 in the block "Report Control Symbol" in the upper right-hand corner:

13.2.9. Block 1 - Total Accrued Expenditures Paid (Disbursements) This Reporting Period. Enter total of the amounts shown under column G.

13.2.9.1. Include only those items representing disbursements during the current reporting period in this total.

13.2.10. Block 2 - Total Accrued Expenditures Paid To Date (Disbursements). Enter the cumulative disbursements to date.

13.2.10.1. 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 Form 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).

13.2.12.1. 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 Form 134 shows as the ending month of the reporting period.

13.2.13. **(Added-AFRC)** WG and NAF/FSO prepares quarterly AF Form 134, *Report of Contingency Expenditures*, report for all ORF expenditures during the respective quarter. FSO must FAX the signed AF Form 134 to HQ AFRC/FMFA (DSN 497-0823) NLT the 12th workday following the end of each quarter (31 Dec, 31 Mar, 30 Jun and 30 Sep). Negative reports are required. All rebates must be recorded and reported on the AF Form 134.

13.2.14. **(Added-AFRC)** HQ AFRC/FMFA will maintain spreadsheets and a checklist to trace the receipt and follow-up of AF Form 134's and staff summary sheets. HQ AFRC/FMF will compile MAJCOM expenditures, prepare staff summary sheet for CV signature and forward final report (AF Form 134) to HAF/RM NLT 20 calendars after the close of the quarter.

13.3. Send quarterly reports as of 31 December, 31 March, 30 June and 30 September not later than 30 workdays after the end of the reporting period to HAF/RMFQ, 1720 Air Force Pentagon, Washington DC 20330-1720.

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.

13.5.1. Negative reports are required.

MICHAEL MONTELONGO
Assistant Secretary of the Air Force
Financial Management and Comptroller

(AFRC)

JOHN A. BRADLEY, Lieutenant General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 65-6, *Budget, 1 May 98*

DoDD 7250.13, *Official Representation Funds (ORF), Sep 10,02*

CJCSI 7201.01A, *Combatant Commanders' Official Representation Funds, 15 Oct 03*

AFI 64-117, *Air Force Government-wide Purchase Card Program, 6 Dec 02*

AFI 23-111, *Management of Government Property in Possession of the Air Force, 1 Feb 96*

AFMAN 37-139, *Records Disposition Schedule*

AFPD 37-1, *Information Management*

AFMAN 37-123, *Management of Records*

Abbreviations and Acronyms

ORF—Official Representation Funds

MAJCOM—Major Command

DRU—Direct Reporting Unit

FOA—Field Operating Agency

Attachment 2**OFFICIAL REPRESENTATION FUNDS APPROVAL DOCUMENT**

1. Name of Event/Item Purchased:
2. Date of Event/Item Purchased:
3. Location:
4. Host:
5. Guest(s) of Honor:
6. Purpose of Event/Item Being Purchased:
7. Total Number DoD Invited to be Paid from ORF:
(see item 17 for names and duty titles)
8. Total Number Non-DoD Invited to be Paid from ORF:
(see item 18 for names and duty titles)
9. Others Invited (e.g. Foreign Military Personnel):
10. Food Costs:
11. Beverage Costs:
12. Perishable Centerpiece Costs:
13. Memento Costs:
14. Other Costs:
15. Cost per Person/Item:
16. Total Cost:
17. Names and Duty Titles of DoD Invitees:
18. Names and Duty Titles of Non-DoD Invitees:

Attachment 3

SUMMARY OF INVENTORY

Item Name/Description	Recipient Name/Duty Title	Action	Supplier Name Issue Location	Purchase / Issue Date	Item Cost incl. S&H	Change in Inventory	Current Inventory
<i>Crystal Dome Paperweight</i>		<i>Initial Purchase</i>	<i>Dondero</i>	<i>2/15/2002</i>	<i>\$24.45</i>	<i>25</i>	<i>25</i>
	<i>Senator Craig</i>	<i>Issue-Office Call</i>	<i>Pentagon</i>	<i>6/17/2003</i>		<i>-1</i>	<i>24</i>
<i>SECAF Coin</i>		<i>Initial Purchase</i>	<i>Striking Impressions</i>	<i>7/10/2001</i>	<i>\$3.67</i>	<i>100</i>	<i>100</i>
	<i>Gen Asparuk, CC, Turkish AF</i>	<i>Issue-Base Visit</i>	<i>Incirlik, Turkey</i>	<i>11/21/2002</i>		<i>-1</i>	<i>99</i>
**Entries are examples							

Attachment 4 (Added-AFRC)**REQUEST FOR ORF**

(Date)

MEMORANDUM FOR HQ AFRC/PAC

ATTENTION: Ms. Thompson

FROM: **(Enter Your Unit Designation/CC)**
(Enter Your Unit's Street Address)
(Enter Name of Base, State & Zip Code)

SUBJECT: Request for Official Representation Funds

1. Request Official Representation Funds in the amount of **(Enter \$ Amount)** be approved for **(Enter Specific Items [e.g., food items, etc.]** for a **(Enter Specific Purpose/Event [e.g., Employer Appreciation Day)** on **(Enter Date)**. The following information is provided in accordance with AFI 65-603 and AFRC Supplement thereto.

2. DATE OF FUNCTION: **(Enter Date of Event)**

3. LOCATION: **(Enter Facility [e.g., Officers' Club])** **(Must Have Complete Address)**
(Enter Facility Address)
(Enter City, State & Zip Code)

4. PURPOSE AND TYPE OF FUNCTION: **(Enter Type of Event [e.g., Employer Appreciation Day Luncheon/Civic Leader Reception, etc.]**

5. PROPOSED INVITATION/GUEST LIST: **(Attach Complete Guest List)**

a.. Non-DOD Guests: **(Enter #)**

b. DOD Guests: **(Enter #)** "All DOD personnel (civilian, active duty, reserve forces and retired military, and their spouses) except those listed in AFI 65-603, para 5.4. will not benefit from ORF. They will use personal funds."

c. Total Invited Guests: **(Enter #)**

d. Guest of Honor: **(Enter Name of senior non-DOD representative)**

(Enter Title & Company)

(Enter City & State)

e. Host: (Enter CC)

6. ORF TOTAL COST: (Enter \$) COST PER PERSON: (Enter \$)
OTHER (DOD) COSTS: (Enter \$) COST PER PERSON: (Enter \$)

7. My POC is (Enter Name, XXX/PA, at DSN XXX-XXXX)

(Enter Unit/CC Name)

(Must be signed by Unit/CC)

Attachment:

Invitation Guest List

INVITATION GUEST LIST

Event: (Enter Type of Event [e.g., Employer Appreciation Day Luncheon, etc.]

Date of Event: (Enter Event Date)

NON-DOD GUESTS

Total: (Enter #) (The following Non-DOD guests and their spouses qualify for ORF expenditures.)

1. Mr. James West (1)
Vice President, AT&T
Fairfield CA

2. Mr. and Mrs. Rick Karl (2)
CEO, The Clorex Co.
Fairfield, CA

3. Mr. Wayne Sensalik (2)
Distribution Manager, Pepsi Co
Vacaville, CA

4. Etc.

DOD GUESTS

Total: **(Enter #)** (All DOD personnel and their spouses will use personal funds. They will NOT benefit from ORF.)

1. Brig Gen and Mrs. Joe Smith (2)
123 WG/CC
March ARB, CA

2. Ms. Debbie Smith (1)
123 WG/PA
March ARB, CA

3. Lt Gen and Mrs. John Bradley (2)
HQ USAF/RE, Pentagon, Wash DC

4. Etc.

Attachment 5 (Added-AFRC)

SUMMARY OF ORF EXPENDITURE

(Date)

MEMORANDUM FOR **(Enter your Unit Financial Services Officer)**

ATTENTION: **(Enter Name of FSO personnel)**

FROM: **(Enter Your Unit Designation/CC)**
(Enter Your Unit's Street Address)
(Enter Name of Base, State & Zip Code)

SUBJECT: Summary of Official Representation Funds Expenditure

1. Official Representation Funds were used for the **(Enter Specific Purpose/Event [e.g., Employer Appreciation Day or other authorized purpose/event])** indicated below. The following information is provided in accordance with AFI 65-603 and AFRC Supplement thereto:

CERTIFICATION OF EXPENDITURES FOR AUTHORIZED OFFICIAL FUNCTIONS

I certify that the itemized costs properly chargeable to Operation and Maintenance Official Representation Funds, applicable to the official function described below, were necessary in the interests of the United States and the United States Air Force.

2. DATE OF FUNCTION: **(Enter Date of Event)**

3. LOCATION: **(Enter Facility [e.g., Officers' Club]) (Must have complete address)**
(Enter Facility Address)
(Enter City, State & Zip Code)

4. PURPOSE AND TYPE OF FUNCTION: **(Enter Type of Event [e.g., Employer Appreciation Day, etc.]**

5. ATTENDEES: See Attached (**Attach Complete Attendees List**)

- a. Non-DOD Attendees: **(Enter #)**
- b. DOD Attendees: **(Enter #) (All DOD personnel and their spouses used personal funds to participate. They did NOT benefit from ORF.)**
- c. Total Attendees: (Enter #)
- d. Guest of Honor: (Enter name of senior non-DOD representative)
(Enter Title & Company)
(Enter City & State)
- e. Host: **(Enter CC)**

6. ORF TOTAL COST: **(Enter \$)** COST PER PERSON: **(Enter \$)**OTHER (DOD) COSTS: **(Enter \$)** COST PER PERSON: **(Enter \$)**7. TOTAL COSTS: **(You MUST have documentation [original invoices and/or receipts] & explanation for every ORF cent spent.)**

- a. (e.g., $\$7 \times 22 = \154 for Non-DOD Attendees)
- b. (e.g., $\$7 \times 4 = \28 for DOD Attendees (Used personal funds to participate. Did not benefit from ORF.)
- c. (e.g., $\$5 \times 22 = \110) for unit coins
- d. Subtotal of a-c: **(Enter total \$264)** using ORF
- e. Total Cost - \$292

8. My POC is **(Enter Name, XXX/PA, at DSN XXX-XXXX).****(Enter Unit/CC Name)****(Must be signed by Unit/CC)**

Attachments:

- 1. Invoices/Receipts
- 2. Attendee Guest List

cc:

HQ AFRC/PAC

ATTENDEE GUEST LIST

Event: **(Enter type of event [e.g., Employer Appreciation Day, etc.]**)

Date of Event: **(Enter Event Date)**

TOTAL: (Enter type total # of attendees)

NON-DOD ATTENDEE GUESTS

Total: **(Enter #)** (The following Non-DOD guests and spouses qualified for ORF expenditures.)

(Enter Name, Title, Company, City, State

1. Mr. James West (1)
Vice President, AT&T
Fairfield, CA
2. Mr and Mrs Rick Karl (2)
CEO, The Clorex Co
Fairfield, CA
3. Mr. Wayne Sensalik (1)
Distribution Manager, Pepsi Co
Vacaville, CA
4. Etc.

DOD ATTENDEE GUESTS

Total: **(Enter #)** (All DOD personnel and their spouses used personal funds. They did NOT benefit from ORF.)

1. Brig Gen and Mrs. Joe Smith (2)
123 WG/CC
March ARB, CA

2. Ms. Debbie Smith (1)
123 WG/PA
March ARB, CA

3. Lt Gen and Mrs John Bradley (2)
HQ USAF/RE, Pentagon
Washington DC

4. Etc.