

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

**AIR FORCE INSTRUCTION 65-603**

**29 APRIL 2020**



**Financial Management**

**EMERGENCY AND EXTRAORDINARY  
EXPENSE AUTHORITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading and ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: SAF/AAR

Certified by: SAF/AA  
(Anthony P. Reardon)

Supersedes: AFI14-101, 21 June 2016;  
AFI65-603, 24 August 2011

Pages: 25

---

This instruction implements Air Force Policy Directive (AFPD) 65-6, *Budget*, and Department of Defense (DoDI) 7250.13, *Use of Appropriated Funds for Official Representation Purposes*. It also aligns with Air Force Instruction (AFI) 65-601, Volume 1, *Budget Guidance and Procedures* (now published under Air Force Manual 65-605, Volume 1, *Budget Guidance and Technical Procedures*, 26 November 2019) and Headquarters Air Force Mission Directive (HAF MD) 1-6, *The Administrative Assistant to the Secretary of the Air Force*. It governs the use of Emergency and Extraordinary Expense (E&EE) funds by all activities issued E&EE. This instruction applies to military and civilian members of the Regular Air Force, Air Force Reserve, and Air National Guard. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Major Commands (MAJCOM), Direct Reporting Units, and Field Operating Agencies 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 Administrative Assistant to the Secretary of the Air Force Resource Management (SAF/AAR). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command to SAF/AAR, [USAF.pentagon.saf-aa.mbx.saf-aara-workflow@mail.mil](mailto:USAF.pentagon.saf-aa.mbx.saf-aara-workflow@mail.mil). 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*, 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 requestor's commander for non-tiered compliance items.

### **SUMMARY OF CHANGES**

This instruction is substantially rewritten to update authorities and current DoD and AF governance and to provide program, procedural, and terminology clarifications. The name was changed from Official Representation Funds (ORF) to Emergency and Extraordinary Expense Authority. Additionally AFI 14-101, *Intelligence Contingency Funds*, was incorporated to include authorities and procedures for the use of Intelligence Contingency Funds (ICF). It aligns with DoDI 7250.13 and provides significant updates to all previous editions. Offices must thoroughly review this version to ensure compliance.

1.	Authority.....	3
2.	Roles and Responsibilities .....	4
3.	Documentation.....	8
4.	Ratios .....	9
5.	Authorized Categories of Official Courtesies.....	10
6.	Authorized Categories of Individuals Eligible for ORF Courtesies. ....	10
7.	Presenting Mementos and Gifts.....	11
8.	Authorized and Unauthorized Uses of E&EE.....	12
9.	Fund Authority.....	14
10.	Government Purchase Card. ....	14
11.	Inventory Management.....	15
12.	Special Exception Requests. ....	15
13.	Reporting Required.....	16
	<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>18</b>
	<b>Attachment 2—EMERGENCY AND EXTRAORDINARY EXPENSE FUND REQUEST</b>	<b>22</b>
	<b>Attachment 3—EMERGENCY AND EXTRAORDINARY EXPENSE FUND EVENT PLANNING AND RECONCILIATION</b>	<b>23</b>
	<b>Attachment 4—EMERGENCY AND EXTRAORDINARY EXPENSE FUNDS EVENT SELF INSPECTION EXAMPLE</b>	<b>25</b>

## 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.

1.2. The SECAF is the final approval authority for all E&EE expenditures. The Secretary delegates overall management authority of the E&EE program and establishment and clarification of E&EE policy guidance to the SAF/AA, in accordance with HAF MD 1-6. This authority provides:

1.2.1. SAF/AA must approve waivers for any uses of E&EE funds not specifically covered by this instruction, provided that such use is consistent with the general policies and guidelines set forth in DoDI 7250.13.

1.2.2. SAF/AA will request the Air Force Audit Agency conduct biennial audits.

1.3. For purposes of this instruction, E&EE is broken into three broad categories: Official Representation Funds (ORF), Intelligence Contingency Funds (ICF), and Counterintelligence and Investigative Contingency Funds (CCF). That leaves the remaining E&EE funds to be addressed outside of the AFI. All categories follow the same rules listed below unless otherwise specified.

1.4. Only the SECAF or the Chief of Staff of the Air Force (CSAF) may extend invitations to foreign dignitaries to visit the United States of America (USA) at the expense of the Department of the Air Force (**T-0**). 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/or lodging expenses in conjunction with visits to American installations.

1.5. For official courtesies and purposes related to but not specifically addressed in this instruction, designated authorities, as defined in this instruction, may spend E&EE funds only when no other funding source is authorized and only when approved in advance by the SAF/AA (**T-0**).

### 1.6. Foreign Military Sales Expenditure Authority.

1.6.1. 22 USC § 2792 authorizes Foreign Military Sales (FMS) administrative funding to be used for “official reception and representation expenses,” known as Representational Expenditure (REP) authority. The Defense Security Cooperation Agency Director sets annual REP limitations for Military Departments and Combatant Commands. The Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) is the Executive Director for AF FMS Administrative Funds and subsequently sub-allocates a portion of REP authority to the following Air Force dedicated FMS organizations: AF Security Assistance and Cooperation (AFSAC) Directorate and AF Security Assistance Training (AFSAT) Squadron.

1.6.2. FMS administrative REP authority comes from the FMS appropriation. It follows the same guidance as Operation and Maintenance (O&M) ORF per DoDI 7250.13 and this instruction. General Counsel reviews of planned events are recommended due to the various potential issues involved in extending official courtesies with foreign participants.

1.6.3. SAF/IA, AFSAC, and Air Education and Training Command IA principals are each recognized as the designated authority for the REP limitations they have been allocated/sub-allocated. As flag level officials, they manage their own spend plan, approval processes prior to events or gift exchanges, gift locker (if applicable), and internal controls.

1.6.4. SAF/IA, AFSAC, and AFSAT Resource Managers will report their REP obligations to the Office of the Assistant Secretary for Budget (SAF/FMB) within 15 calendar days following each fiscal quarter so they can inform the Defense Security Cooperation Agency for Congressional reporting.

## 2. Roles and Responsibilities.

2.1. SAF/AA establishes the annual expenditure limitation for the E&EE program and is responsible for overall management of the expenditure of contingency funds for E&EE purposes. SAF/AA provides funding allocation, to include administrative and fiscal limitations to the designated authorities from within Air Force Operation and Maintenance Appropriations, in accordance with 10 USC § 127 and the current fiscal year National Defense Authorization Act (**T-0**).

2.2. Official Representation Funds (ORF).

2.2.1. Requests for the use of ORF are submitted through SAF/AAR for SAF/AA approval.

2.2.2. Designated authorities are authorized to approve ORF expenditures for events within their designated ORF portfolio. Events deviating from specified guidance must be approved by SAF/AA in advance. Further, designated authorities will budget and account for the resources necessary to support ORF requirements (**T-1**).

2.2.3. Designated authorities must personally monitor the use of ORF. They must ensure that expenditures made for official courtesies are modest and not wasteful. Expenditures not must be extravagant from the perspective of the general public. Expenditures must comply with the socially acceptable mores of American society. Expenditures should jointly serve the policy objectives of the USA and the interests of the taxpayer. Modest official courtesies may include the cost of luncheons, dinners, receptions, and mementos, as well as participation expenses at DoD-sponsored events. Other expenses may be approved with specific justification. Invite only the minimum number of guests necessary to extend proper courtesy to the guest(s) of honor (**T-1**).

2.2.4. Designated authorities will ensure all personnel involved in the planning, execution, processing, and accounting for ORF understand and comply with fiscal law and relevant guidance. This includes, but is not limited to, protocol personnel, accountable officers, and enlisted aides, as appropriate. For relevant guidance, see list under References at **Attachment 1. (T-1)**

2.2.5. Designated authorities will accomplish semi-annual Self-Inspection Reviews in accordance with AFI 65-201, *Managers' Internal Control Program Procedures*, and AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*; see a guide of an E&EE Self - Inspection at **Attachment 4 (T-1)**.

2.2.6. Designated authorities will 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 (**T-1**).

2.2.7. Designated authority may delegate hosting responsibilities for a scheduled event. Designation must be in writing. Designation is authorized when extenuating circumstances dictate that the authorized host will not be available or know that they will leave the guests to attend to other matters. Designated authorities may maintain a fixed list of senior command or subject matter expert positions to whom the designated authority can delegate hosting duties. The delegations should be kept to the highest-grade individual possible for the circumstances. This written delegation must be kept on file with any event that requires this delegation (**T-1**).

2.2.8. Designated authorities with joint, unified, or non-USA command responsibility must use funds provided by the SECAF only to host events held in their AF capacity. **Note:** Reference Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 7201.01B, *Combatant Commanders' Official Representation Funds*, or non-USA command rules for guidance regarding non-AF events (**T-1**).

### 2.3. Intelligence Contingency Funds (ICF).

2.3.1. Requests for the use of ICF are submitted to the Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations (AF/A2/6) for approval.

2.3.2. Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations (AF/A2/6) will:

2.3.2.1. Establish procedures to expend, manage, and account for ICF, and exercise final approval authority on all ICF issues contained in this instruction.

2.3.2.2. Approve MAJCOM / Field Operating Agency annual ICF operating budgets.

2.3.2.3. Review ICF audit reports and take corrective actions.

2.3.3. Director, Intelligence, Surveillance, and Reconnaissance Operations (AF/A2/6O) will:

2.3.3.1. Serve as the office of primary responsibility for the Air Force ICF Program.

2.3.3.2. Program and manage annual budgets and limitations for ICF resources.

2.3.3.3. Submit the consolidated Part II ICF Execution Report-Field Activity or AF 134, *Report of Contingency Expenditures*, to SAF/AAR.

2.3.4. ICF managers include the AF/A2/6; the Senior Intelligence Officers for Air Combat Command, Pacific Air Forces, United States Air Forces in Europe-Air Forces Africa, and National Air and Space Intelligence Center; and other persons designated by AF/A2/6. ICF managers will:

2.3.4.1. As authorized by the AF/A2/6, approve ICF expenditures.

2.3.4.2. Ensure adequate internal controls are in place to fully account for expenditures, inventory of gifts and distribution of gifts (**T-1**).

2.3.4.3. Appoint primary and alternate ICF administrators, approving officials and property custodians. Appointments will be in writing with duties clearly stated and forwarded to Intelligence, Surveillance, and Reconnaissance Resources Branch (AF/A2/6OR) (**T-1**). **Note:** Property custodians are appointed only if incentive supplies are maintained.

2.3.4.4. Manage and submit annual budget programs for ICF resources (**T-1**).

2.3.5. ICF administrator serves as the primary point of contact to AF/2/6OR and will:

2.3.5.1. Prepare and submit ICF quarterly reports (**T-0**).

2.3.5.2. Validate ICF claims for funds availability and correctness of authorization and payment documentation (**T-1**).

2.3.6. ICF approving official may authorize and approve ICF expenditures.

2.3.7. ICF certifying official certifies availability of funds for approved requests. This function is separate and distinct from the certifying officer who is responsible for voucher payment certification.

2.3.8. Designated authorities must personally monitor the use of ICF. Expenditures made for official courtesies must be modest and not wasteful or extravagant from the perspective of the general public. Expenditures must comply with the socially acceptable mores of American society. Expenditures must jointly serve the policy objectives of the USA and the interests of the taxpayer. 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. Invite only the minimum number of guests necessary to extend proper courtesy to the guest(s) of honor (**T-1**).

2.3.9. Designated authorities will review all events for which ICF funding is requested for propriety and provide written approval prior to the use of ICF. Approval letters must be kept as part of the official record of the event and are maintained by Financial Management and Comptroller (**T-1**).

2.4. AF Office of Special Investigations (AFOSI) personnel will follow AFOSI Instruction (AFOSII) 71-111-O, *Counterintelligence and Investigative Contingency Funds*, for requests and use of Counterintelligence and Investigative Contingency Funds (CCF) insofar as they are expended in accordance with Federal Law, and Department of Defense (DoD) and AF policy guidance. Personnel will obtain clear advance approval before CCF funds are used to pay for “meals” for any “federal” employees while on duty. Such expenditures are prohibited except in very unusual circumstances.

## 2.5. Financial Management and Comptroller Responsibilities.

2.5.1. Selects an E&EE accountable officer for appointment by the designated authority (**T-1**).

2.5.2. Reviews E&EE requests forwarded by Protocol Office prior to approval and certifies fund availability (**T-1**). **Note:** Requests should be forwarded to the appropriate Financial Management and Comptroller Office (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 E&EE.

2.5.3. Ensures semi-annual self-inspections and annual impartial inventories are accomplished (**T-1**).

2.5.4. Forwards the next fiscal year E&EE authority request to SAF/AAR by 31 July of the current fiscal year (**T-1**).

2.5.5. Receives names submitted for the E&EE inventory custodian and alternate custodian and forwards them to the designated authority for appointment (**T-1**).

2.5.6. Ensures accountable officer and E&EE inventory custodians:

2.5.6.1. 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 (**T-1**). See DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 3, *Budget Execution – Availability and Use of Budgetary Resources*, Chapter 8, and AFI 23-111, *Management of Government Property in Possession of the Air Force*, as well as Current Inventory Record, Definition of Terms, at [Attachment 1](#).

2.5.6.2. Complete government purchase card (GPC) (if a GPC cardholder) and ethics training prior to submission of their name for appointment (**T-1**).

2.5.6.3. Ensures impartial personnel accomplish an annual inventory review by reconciling the beginning inventory record, purchases, and items presented, consumed, or transferred with the inventory on hand. ICF inventory reports are submitted to AF/A2/6OR not later than 30 calendar days after the end of the fiscal year. ORF inventory report findings are submitted to the designated authority, the comptroller, MAJCOM/FM and SAF/AAR. A copy is maintained with inventory records for audit purposes. An impartial person is considered anyone that does not purchase, issue, transfer, track inventory, or authorize any of these steps. This inventory review must also be completed prior to a change in inventory custodian. (**T-1**)

## 2.6. Accountable Officer's Responsibilities.

2.6.1. 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 (**T-1**):

2.6.1.1. Items purchased with E&EE funds are strictly accounted for, not co-mingled with Morale, Welfare, and Recreation (MWR) items and not stored with office supplies (**T-1**).

2.6.1.2. There is a current and accurate inventory record that is continually in agreement with the inventory stock on hand (**T-1**).

2.6.1.3. Maintains a clear audit trail of all inventory items presented as gifts, consumed for an event, or transferred that includes (**T-1**):

2.6.1.3.1. Item name and description.

- 2.6.1.3.2. Dates purchased and issued or transferred.
- 2.6.1.3.3. Recipient/honoree name, title, and official position.
- 2.6.1.3.4. Purpose of event and issuance or transfer.

## 2.7. Inventory Custodian's Responsibilities.

2.7.1. 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 authorized official'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 (**T-1**). 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, Organizations A-Z: HAF tab - Air Force Enlisted Aides (/HAF/A1L/A1LG/).

2.7.2. Submits requests for inventory requirements and re-stock to the Accountable Officer (**T-1**).

2.7.3. Documents all items purchased in the E&EE inventory record prior to issuing them. Identifies coins issued from E&EE inventories by presentation date, location/event, recipient's name, grade/title, and official position. (**T-1**)

## 3. Documentation.

3.1. Unless otherwise specified, all E&EE fund expenditures require written justification and pre-approval (**T-1**). The guides at [Attachment 2](#) and [Attachment 3](#) identify information required in the E&EE funds request and documentation required in the E&EE fund expenditure reconciliation, respectively.

3.2. All E&EE request documentation will include:

3.2.1. Function Date, Location, Purpose (for ICF include the following additional information: intelligence connection, justification, and description of the expected benefits) (**T-1**);

3.2.2. A statement specifying the category of E&EE funds being requested (ORF, ICF, or CCF) (**T-1**);

3.2.3. Names of official host, guests invited (including the position or function of each that justifies extension of E&EE courtesies) and DoD invitees (**T-1**). Include ratio calculation of attendees reasonably expected to attend (**T-1**);

3.2.4. Itemized projection of costs (**T-1**);

3.2.5. Any other information necessary to properly justify and explain the proposed / requested E&EE funds expenditure (**T-1**); and

3.2.6. Signature of appropriate approval authority (**T-1**).

3.3. The final reconciliation of an E&EE funded event must document the actual event attendance and list the name, grade and position title of all attendees and verify that the DoD attendance was within the ratio requirements of **paragraph 4 (T-1)**. The reconciliation packet will also include an itemization of expenses and copies of all purchase receipts (**T-1**).

3.4. Documentation for Authorization of Liaison Function. This applies only to ICF. ICF managers may authorize funds for liaison functions for persons not employed by the USA Government if the presence of these persons can assist AF organizations in the performance of intelligence-related activities. The funds may cover the cost for entertainment, beverages, meals, gifts, and other liaison expenses, subject to the processes and limitations set out in this instruction.

#### 4. Ratios.

4.1. To ensure 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:

4.1.1. Parties of fewer than 30 persons: a minimum of 20 percent of invitees reasonably expected to attend will be non-DoD authorized guests. Parties of 30 or more persons: a minimum of 50 percent of invitees reasonably expected to attend will be non-DoD authorized guests. Designated authorities must request an exception to policy from the SAF/AA prior to exceeding these ratios (**T-1**).

4.1.2. ICF-funded attendance by US government contractors may only be approved if their presence enhances the intelligence activities. If the relevant authority approves USA Government contractors to attend ICF-funded activities, the hosting entity must create and maintain official documents stating how attendance by the USA Government contractor is expected to enhance the intelligence activities (**T-1**).

4.2. Foreign military personnel (and their spouses) assigned to the host activity, or to an organization that operates as a subordinate part of a USA command, are counted as DoD personnel for ratio-computing purposes.

4.3. Former DoD military and civilian personnel who held the grade of 4-star general, or equivalent, are considered prominent USA citizens and should be counted (along with their spouse if other non-DoD guest spouses are invited) as non-DoD authorized guests for purposes of computing ratios, see Note in **paragraph 6.3**.

4.4. Select senior DoD personnel listed in Enclosure 2 of DoDI 7250.13, if extended official courtesies while on bona fide official visits to the field, are to be counted as the honored “non-DoD authorized guest(s)” for the purpose of computing ORF ratios. See **paragraph 6.4**.

4.5. DoD personnel in excess of the authorized ratios may attend functions but the pro rata share of the additional event expenses incurred due to their attendance shall be paid using personal funds. For these purposes the terms “DoD personnel” or “attendees” includes the spouses of those DoD personnel who also attend (**T-1**).

4.5.1. 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 (**T-1**).

4.5.2. 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. This includes 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.

4.6. Deviations in actual attendance more than 5% above the maximum number of DoD attendees paid by E&EE require SAF/AA approval. Submit all documentation concerning the event and a justification for the deviation through the MAJCOM and SAF/AAR to SAF/AA. SAF/AA will review and action regarding the additional ORF expenses. If disapproved, the additional expenses must be collected from DoD attendees in excess of the maximum number of DoD attendees authorized (**T-1**).

## 5. Authorized Categories of Official Courtesies.

5.1. International Relations. Modest courtesies in honor of visiting distinguished foreign nationals as specified in [paragraph 6.1](#).

5.2. Community Relations. Modest courtesies in honor of individuals as specified in [paragraph 6.2](#).

5.3. Public Relations. Modest courtesies in honor of visiting distinguished American citizens as specified in [paragraph 6.3](#).

5.4. DoD Protocol. Modest courtesies incidental to a visit by DoD personnel as specified in [paragraph 6.4](#).

## 6. Authorized Categories of Individuals Eligible for ORF Courtesies.

6.1. Foreign Personnel. Distinguished citizens, military personnel, and government officials of foreign countries whose grade, position, function, or stature clearly justifies the extension of official courtesies by the USA Government.

6.2. USA Government Leaders. Federal, state, county, and local officials, such as the President and the Vice President of the USA, members of the Cabinet, members of Congress and their professional staff, and other USA Government officials (non-DoD) comparable to those DoD officials listed in [paragraph 6.4](#).

6.3. Prominent USA Citizens. USA citizens who have made a substantial contribution to the nation or the DoD, or whose grade, position, function, or stature warrants the extension of official courtesies by the USA Government. This category may include those in leadership positions of citizens' committees, such as the local Chamber of Commerce. **Note:** Former DoD members who held the grade of (4-star) general, or equivalent, are considered authorized to be hosted with ORF.

6.4. Select senior DoD personnel while on official visits to the field. Events should involve 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 6.5](#). See [paragraph 7.2](#), regarding limitations of the use of

ORF to fund gifts for DoD officials. Refer to Enclosure 2 of DoDI 7250.13 for a listing of eligible DoD personnel.

6.5. 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, interpreters as required, as well as local officials as authorized in **paragraph 6.4**.

6.5.1. The hosting official and senior members of his or her staff count as DoD attendees for purposes of determining ratios under **paragraph 4**.

6.5.2. Normally, spouses of DoD attendees shall not be included as members of the official party for ORF-funded events (**T-1**). 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 ORF funding unless specifically related to the official purpose of the visit.

6.5.3. The use of E&EE funds for support personnel traveling with eligible senior DoD members 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.

## 7. Presenting Mementos and Gifts.

7.1. Designated authorities may present mementos and/or gifts, in accordance with this instruction and DoDI 7250.13, to those authorized recipients listed in **paragraph 6** while hosting them at their installation or when calling on them while on temporary duty.

7.1.1. Other officials within the designated authority's organization may present E&EE mementos or gifts at the direction of the designated authority and on the designated authority's behalf (not in the name of or on behalf of the subordinate official) only when specifically authorized to do so in advance by the designated authority. Use of E&EE funds in this manner will not serve as a basis for an increased E&EE allocation or sub-allocation.

7.1.2. Designated authorities may delegate their authority to present gifts or host in instances where they, as authorized host, are unavailable. The delegation of authority must be in writing (**T-1**), must result from extenuating circumstances (**T-1**), and should normally be made to the next highest-grade individual in the chain of command.

7.2. The aggregate cost of mementos and gifts is considered as the total cost of gifts per guest per visit. This total for items presented to a non-DoD guest (including spouse as appropriate) will not exceed the minimal value established under Title 41, Code of Federal Regulations, Part 102-42 *Utilization, Donation, and Disposal of Foreign Gifts and Decorations*, and as applicable, Title 22, United States Code, Section 2694 (**T-0**). The current limit is \$415.00. This amount is subject to change. Consult 41 CFR Part 102-42 for the most recent authorized amount. **Note:** For USA Government employees listed in **paragraph 6.2**, consult the visitor's Government agency concerning their current ethics rules establishing limits on gift acceptance.

7.3. Items presented by DoD organizations to authorized DoD officials listed in **paragraph 6.4** (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 MWR funds (**T-0**). **Note:** The aggregate cost, the total cost of mementos per DoD Official (and spouse) per visit, of mementos purchased for any DoD official listed in **paragraph 6.4** (and his or her spouse) must not exceed \$50.00 per visit (**T-1**).

## 8. Authorized and Unauthorized Uses of E&EE.

8.1. Authorized expenses to support events for personnel listed in **paragraph 6** include:

8.1.1. Meals and refreshments.

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

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

8.1.4. Official courtesies, as defined in **paragraph 5**.

8.1.5. Recreational events such as sporting activities, sightseeing tours and concerts as authorized for personnel listed in paragraph 6.1. **Note:** During a SECAF/CSAF-hosted Counterpart Visit or Regional Air Chiefs' Symposia, 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 6.5.2**.

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

8.1.7. 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 **paragraph 7.2** or **paragraph 7.3** as appropriate (**T-1**).

8.1.8. Alcohol at authorized receptions or dinners. Any alcohol purchased for use at an ORF event held at an authorized official's quarters must be entered into an ORF inventory record and its use recorded in event documentation, see Note at **paragraph 2.7.1** (**T-1**).

8.1.9. E&EE funds shall not be used to pay for clothing unless the item bears an official AF, command, or unit logo so as to be in the nature of a memento (**T-1**). 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's aggregate cost (all costs associated to produce, acquire, and prepare the item for presentation) does not exceed the monetary limitations of **paragraph 7.2** and **paragraph 7.3**.

8.1.10. A modest welcome basket/box for individuals listed in paragraph 6, 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 **paragraph 7.2** or **paragraph 7.3**, as appropriate.

- 8.1.11. E&EE funds may also be used for official courtesies overseas.
- 8.2. Unauthorized uses. E&EE funds shall not be used for the following unless an exception is approved in advance (T-1):
- 8.2.1. Lodging expenses, except for designated members of the official party participating in SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Symposia as approved by SAF/AA.
- 8.2.2. Personal items, such as clothing (other than exceptions specifically listed in **paragraph 8.1.9**), toiletry articles, tobacco products, alcohol other than IAW **paragraph 8.1.8** and not as gifts, hair and beauty care, shoeshine, and souvenirs.
- 8.2.3. Personal telephone calls or transportation where official duties are not involved.
- 8.2.4. 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.
- 8.2.5. DoD members' and spouses' costs for recreational activities, concerts, sightseeing tours, and the purchase of sundry items in lodging, unless authorized by SAF/AA in conjunction with SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Symposia. **Note:** Entrance fees and related cultural event expenses for Air Force Foreign Liaison personnel, while acting in their official capacity as escorts to foreign visitors participating in SECAF/CSAF Foreign Counterpart Visits or Regional Air Chiefs' Symposia, may be authorized on an event-by-event basis when approved in advance by SAF/AA.
- 8.2.6. Gifts, flowers, or wreaths for presentation by authorized guests.
- 8.2.7. Costs for retirement or change-of-command ceremonies, unless specifically approved in advance by SAF/AA.
- 8.2.7.1. SAF/AA may consider requests for events associated with change-of-command ceremonies for MAJCOMs and other select organizations. If approved, E&EE funds support is generally limited to the pro rata costs for authorized non-DoD attendees.
- 8.2.7.2. Requests must include a mission justification, an itemized estimate of costs and a list of the proposed distinguished guests reasonably expected to attend, to include their basis for ORF eligibility, as applicable. Requests must be forwarded to the SAF/AAR Workflow no later than 10 working days before issuance of invitations. Do not issue invitations prior to receipt of SAF/AA approval. (T-1)
- 8.2.8. Payment for membership fees or dues.
- 8.2.9. Expenses, other than authorized official courtesies, connected with conferences, conventions, seminars, or working groups.
- 8.2.10. Expenditures for seasonal greetings and calling cards.
- 8.2.11. Repairs, maintenance and renovation projects to enhance the appearance of DoD facilities.

8.2.12. Invitations, mailing costs, decorations, and supply items (except as authorized in **paragraph 8.1.6**).

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

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

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

## **9. Fund Authority.**

9.1. To ensure the integrity of the constraints imposed by the Congressional limitation authority on E&EE, per DoDI 7250.13, the following guidance shall be observed:

9.1.1. Expenses incurred solely because of the authorized representation function(s) shall be charged to the appropriate category of the E&EE limitation (**T-0**).

9.1.2. 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 proper appropriation fund (**T-0**).

9.1.3. Under no circumstances may E&EE expenses be charged to non-E&EE funds to avoid the E&EE limitations (**T-0**).

9.1.4. The combining of E&EE funds with any other monies (e.g., funds received as unsolicited gifts from contractors, corporations, other outside-DoD sources or MWR funds) to fund the full cost of events is not authorized unless an advance approval from SAF/AA is obtained (**T-1**).

9.1.5. Use of E&EE funds 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 not authorized (**T-0**). However, pro rata costs (food, tax, gratuity, service charges, set-up fees, bartender fees, etc.) for participation by authorized non-DoD guests in MWR activities may be paid from E&EE funds, unless otherwise prohibited.

9.2. Allocation of the Fiscal Year E&EE limitation authority for Miscellaneous Current Expenses within the Operation and Maintenance, Air Force Appropriation is determined by SAF/AA and is forwarded by SAF/AAR to SAF/FMB for distribution through funding authority documents to the designated authorities.

9.3. Designated authorities must personally monitor the use of E&EE funds, review requests to ensure the highest order of propriety and integrity for all E&EE expenditures and provide written approval prior to the obligation of these funds (**T-1**). This authority may not be delegated (**T-1**).

## **10. Government Purchase Card.**

10.1. A GPC is authorized for payment of E&EE expenditures and must be designated and coded solely for E&EE purposes (**T-1**).

10.2. Designated authorities ensure personnel complete GPC training, maintain documentation of training completion, and comply with AFI 64-117, *Government Purchase Card Program*, at all times.

10.3. Cardholders' Responsibilities:

10.3.1. Complete all required GPC training and maintain their certification by completing annual training requirements.

10.3.2. 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.

## **11. Inventory Management.**

11.1. The designated authority appoints the accountable officer, the E&EE inventory custodian, and alternate custodian, in writing, and should only approve purchases for enough inventory stock to meet current fiscal year requirements, see DoDFMR 7000.14-R, Volumes 3, Chapter 8, and Volume 5, *Disbursing Policy*, Chapter 1, Section 010303, and AFI 23-111.

11.2. Inventory Constraints.

11.2.1. E&EE inventories should be held to a minimum.

11.2.2. Gifts and mementos may include the organization's name and the position of the designated authority, but may not be further personalized unless preapproved by SAF/AA. Personalized mementos may only be ordered in very limited quantities to ensure they are used during the official's tenure (**T-1**).

11.2.3. End-of-fiscal-year purchasing of items not needed in the current fiscal year is prohibited subject to a very limited exception. 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.

11.3. Inventory Disposal.

11.3.1. Excess items in a MAJCOM E&EE gift and memento inventory can be transferred to other units within the MAJCOM, as appropriate, for use consistent with this instruction.

11.3.2. Disposal of E&EE inventory requires written authorization by inventory manager/equipment custodian. Disposal must also be appropriately accounted for and documented (**T-1**).

11.3.3. Disposal of items from E&EE 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 or otherwise authorized disposal.

11.3.4. E&EE property will not be given or sold to USA Government personnel unless otherwise authorized by this instruction (**T-1**).

## **12. Special Exception Requests.**

12.1. Use of E&EE funds for purposes not authorized in this instruction must receive prior written approval from SECAF, or SAF/AA as delegated (**T-1**).

12.2. Requests must justify the need for an exception to this instruction and provide all pertinent information regarding the proposed expenditure, see a guide for an E&EE funds request at **Attachment 2 (T-1)**.

12.3. Requests must be submitted to SAF/AAR at least 15 working days prior to event date or date invitations are to be sent to allow proper review and determination (**T-1**).

### **13. Reporting Required.**

13.1. MAJCOMs or other E&EE designated authorities will submit quarterly reports to SAF/AAR. Reports will show summarized, cumulative obligations and expenditures for the following: Human Intelligence, Counter Intelligence, Scientific & Technical Intelligence, Other Intelligence Activities, International Relations, Community Relations, Public Relations, DoD Protocol, or Other Expenses (mementos and non-perishables such as packaged food items, alcohol, etc. purchased for approved E&EE events not covered in the previous categories) as appropriate (**T-1**).

13.1.1. ORF expenditures are submitted on the Report of Contingency Expenditures, Report Control Symbol: SAF-FM (Q) 7113, *Quarterly Report of Contingency Expenditures*. This quarterly report is required for ORF expenditures in accordance with DoDI 7250.13 and must be submitted to SAF/AAR (**T-1**). Contact SAF/AAR for an SAF-FM (Q) 7113 template. Additionally, AF 134 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.

13.1.2. ICF expenditures are reported to SAF/AAR, with a copy provided to AF/A2/6OR, on the ICF Congressional Report, Emergency and Extraordinary Expenses Summary Comparison report or AF 134.

13.1.3. CCF expenditures are reported to SAF/AAR on the Quarterly Reporting of Emergency and Extraordinary Expenses spreadsheet.

13.1.4. These reports carry 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.

13.2. SAF/AA submits the Quarterly Report of Emergency and Extraordinary Expenses, Report Control Symbol: Department of Defense, Comptroller (DD-COMP) (Q) 1390 on behalf of the SECAF. This report is required to be submitted by SECAF in accordance with DoDI 7250.13. Data from the SAF-FM (Q) 7113, ICF Congressional, and CCF E&EE reports are used to populate this report.

13.3. Send quarterly reports, as of 31 December, 31 March, 30 June and 30 September, not later than 20 calendar days after the close of the quarter to SAF/AAR Workflow, [SAF.pentagon.saf-aa.mbx.saf-aara-workflow@mail.mil](mailto:SAF.pentagon.saf-aa.mbx.saf-aara-workflow@mail.mil). If classified, contact SAF/AAR for a SIPR email address.

13.4. Continue reporting until all obligations for a fiscal year have been liquidated.

13.5. The designated authority must sign the report (**T-1**). 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 if an ORF annual authority is issued anytime during the fiscal year. Negative reporting is not required for those who have not received ORF annual authority.

JOHN ROTH  
Assistant Secretary of the Air Force  
Financial Management and Comptroller

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 United States Code Section 127, *Emergency and Extraordinary Expenses*

Title 10 United States Code Section 2773a, *Department Accountable Officials*

Title 22 United States Code Section 2694, *Limitation on Purchase of Gifts for Foreign Individuals*

Title 22 United States Code Section 2792, *Administrative Expenses*

Title 41, Code of Federal Regulations, Part 102-42, *Utilization, Donation, and Disposal of Foreign Gifts and Decorations*, January 12, 2017

DoDFMR 7000.14-R, Volume 3, *Budget Execution – Availability and Use of Budgetary Resources*, May 2015

DoDFMR 7000.14-R, Volume 5, *Disbursing Policy*, November 2017

DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, 30 June 2009

CJCSI 7201.01B, *Combatant Commanders' Official Representation Funds*, 20 December 2010

AFPD 65-6, *Budget*, 27 September 2019

AFI 14-101, *Intelligence Contingency Funds*, 21 June 2016

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 19 November 2018

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 34-204, *Property Management*, 19 October 2018

AFI 64-117, *Government Purchase Card Program*, 22 June 2018

AFI 65-201, *Managers' Internal Control Program Procedures*, 9 February 2016

AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*, 25 January 2016

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 24 October 2018

AFMAN 33-363, *Management of Records*, March 1, 2008

AFMAN 65-605, Volume 1, *Budget Policy and Technical Procedures*, 26 November 2019

AFOSII 71-111-O, *Counterintelligence and Investigative Contingency Funds*, 9 October 2018

HAF MD 1-6, *The Administrative Assistant to the Secretary of the Air Force*, 22 December 2014

***Prescribed Forms***

AF 134, *Report of Contingency Expenditures*

***Adopted Forms***

AF Form 847, *Recommendation of Change for Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AF/A2/6**—Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance, and Cyber Effects Operations

**AF/A2/6O**—Deputy Chief of Staff for Intelligence, Surveillance, and Reconnaissance Operations

**AF/A2/6OR**—Deputy Chief of Staff for Intelligence, Surveillance, and Reconnaissance Resources

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSII**—Air Force Office of Special Investigations Instruction

**AFPD**—Air Force Policy Directive

**AFSAC**—AF Security Assistance and Cooperation

**AFSAT**—AF Security Assistance Training

**CCF**—Counterintelligence and Investigative Contingency Funds

**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

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**E&EE**—Emergency and Extraordinary Expense

**FMR**—Financial Management Regulation

**FM**—Financial Management and Comptroller Office

**FMS**—Foreign Military Sales

**GPC**—Government Purchase Card

**HAF**—Headquarters Air Force

**HAF MD**—Headquarters Air Force Mission Directive

**ICF**—Intelligence Contingency Funds

**MAJCOM**—Major Command

**MWR**—Moral, Welfare, and Recreation

**O&M**—Operation and Maintenance

**ORF**—Official Representation Funds

**Q**—Quarterly

**REP**—Representational Expenditure

**SAF/AA**—Administrative Assistant to the Secretary of the Air Force

**SAF/AAR**—SAF/AA Resources Directorate

**SAF/FM**—Assistant Secretary of the Air Force, Financial Management and Comptroller

**SAF/IA**—Deputy Undersecretary of the Air Force, International Affairs

**SECAF**—Secretary of the Air Force

**USA**—United States of America

***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 10 USC § 2773a. 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 it 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 (Official Representation Fund). Also the head of an organization who receives a sub allocation of ORF funding authority for these purposes regarding those ORF funds. For example a MAJCOM Commander receives an allocation of ORF and may authorize a sub allocation to a Wing Commander. In that case both are designated authorities for their respective ORF funds.

**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 spouses as appropriate) and certain DoD attendees (and spouses as appropriate) allowed by the authorized ratios and the policies set out in this instruction who meet the criteria for using ORF. See **paragraph 3** through **paragraph 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 2****EMERGENCY AND EXTRAORDINARY EXPENSE FUND 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 whose participation will be funded with E&EE (include: name, duty title, and mission justification for each invitee):

**A2.8.** Total Number of non-DoD, guest(s) whose participation will be funded with E&EE (include the name, duty title, and mission justification for each invitee):

**A2.9.** Other Invitee(s) (e.g., Foreign Military Personnel, personnel not funded with E&EE, etc.):

**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 E&EE Costs (include food, beverage, perishable centerpiece(s), memento costs and other costs):

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

**A2.17.** E&EE Cost per Person or per Item to be purchased:

**Attachment 3*****EMERGENCY AND EXTRAORDINARY EXPENSE FUND EVENT PLANNING AND RECONCILIATION*****A3.1.** Event:**A3.2.** Date:**A3.3.** Purpose:**A3.4.** Total Cost:**A3.5.** Previous E&EE History: (E&EE 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 E&EE):

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

A3.6.2. What is the proposed number of DoD personnel (and spouses as appropriate) invited?

A3.6.3. Proposed Ratio: Authorized non-DoD Guest(s)to DoD personnel (and spouses as appropriate) members\_\_\_\_?

A3.6.4. Does the size of the proposed Official Party meet the ratio test?

**A3.7.** Did Financial Management review this E&EE request?

A3.7.1. Was the availability of E&amp;EE 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?

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

A3.8.1. Is the legal review attached to the E&amp;EE request/reconciliation package?

A3.8.2. If no legal review was obtained, was a history of this or similar E&amp;EE 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 E&EE request?

A3.10.1. Are actual event costs equal to or less than the approved E&amp;EE request?

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

A3.10.3. If an additional E&amp;EE 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) (and spouses as appropriate) attended?

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

A3.11.3. Actual E&EE-funded attendance: authorized non-DoD Guest(s)to DoD personnel (and spouses as appropriate) member(s)\_?

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

A3.11.4.1. If not, was the deviation of the maximum number of DoD participants paid with E&EE 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 SAF/AAR 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*****EMERGENCY AND EXTRAORDINARY EXPENSE FUNDS EVENT SELF INSPECTION EXAMPLE***

- A4.1.** Were all E&EE events reviewed in accordance with AFI 65-603 for propriety and mission justification and approved in writing before E&EE funds were spent?
- A4.2.** Are verbal approvals granted in advance by proper authority and are these verbal decisions and the justification documented?
- A4.3.** Were ratios followed for E&EE events? If not, is the deviation properly documented?
- A4.4.** Were official courtesies modest and socially acceptable?
- A4.5.** Was E&EE expended only on individuals as authorized in AFI 65-603, paragraph 6?
- A4.6.** Has the E&EE GPC been so designated and used only for authorized expenses?
- A4.7.** Is there a current, accurate inventory of E&EE 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 2.6?
- A4.8.** Have the Accountable Officer, Inventory Custodian and Alternate Custodian been appointed in writing?
- A4.9.** Have the Accountable Officer, Inventory Custodian and Alternate Custodian been briefed on their liabilities and responsibilities and completed their GPC training?
- A4.10.** Was an annual inventory of E&EE purchases accomplished by an impartial party that reconciled the beginning inventory, items purchased, and items presented, to the inventory on hand?
- A4.11.** Have gift locker stock levels been held to a minimum with purchases only made for current fiscal year requirements?
- A4.12.** Do all personnel involved in the planning, execution, processing, and accounting for ORF understand applicable fiscal law, and DoD and AF guidance for ORF?
- A4.13.** If hosting duties were delegated, was the delegation in compliance with AFI 65-603 paragraph 2.2.7?
- A4.14.** Was the Quarterly Report of Contingency Expenditures, SAF/FM (Q) 7113, prepared and submitted in a timely manner?
- A4.15.** Are records maintained for E&EE event and E&EE inventory purchases in accordance with the AF Disposition Schedule in the Air Force Records Information Management System?