

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

**HEADQUARTERS OPERATING  
INSTRUCTION 65-3**



**12 OCTOBER 2017**

**Financial Management**

**HEADQUARTERS AIR FORCE  
OFFICIAL REPRESENTATION FUNDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Holly C. Mehringer)

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This Headquarters Operating Instruction (HOI) clarifies policy and prescribes procedures for funding visits by foreign officials to the United States (US) and US civic relations events which are governed by Air Force Instruction (AFI) 65-603, Official Representation Funds (ORF), and is applicable to centrally managed and controlled tours, and visits and courtesies for distinguished visitors that are provided at the expense of Department of Defense (DoD). It applies to organizational elements of the Headquarters Air Force (HAF). Send recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication* to [usaf.pentagon.saf-aa.mbx.saf-aar-workflow@mail.mil](mailto:usaf.pentagon.saf-aa.mbx.saf-aar-workflow@mail.mil)

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed.

**1. Authority/Responsibilities:**

1.1. Title 10, United States Code, Section 127 authorizes the Secretary of the Air Force (SecAF) to provide for any emergency and extraordinary expense (E&EE) which cannot be anticipated or classified. ORF is one type of E&EE funds whose use is authorized by Section 127. These funds may be spent for purposes determined to be proper by the SecAF, or designee, within the limitations of appropriations made available for such purpose, including hosting official receptions, dinners and similar events, and otherwise extending official courtesies to certain officials and dignitaries of the US and foreign countries, in order to

maintain the standing and prestige of the US, in accordance with Department of Defense Instruction (DoDI) 7250.13, *Use of Appropriated Funds for Official Representation Purposes*.

1.2. The SecAF has delegated authority for administering the expenditure of E&EE funds, including ORF, to the Administrative Assistant to the Secretary of the Air Force (SAF/AA) in HAF Mission Directive (MD) 1-6. Unless otherwise provided in AFI 65-603, or by separate SAF/AA policy, any expenditure of ORF requires advance approval by SAF/AA or the Deputy SAF/AA. In the case of routine events specified in writing from SAF/AA, the SAF/AAR Associate Director is the authorized approving official.

1.3. In accordance with (IAW) HAF MD 1-6, the SAF/AA has delegated the authority for the administration of E&EE, including ORF, to the Deputy SAF/AA hereafter referred to jointly as SAF/AA.

1.4. The Resources Directorate, Office of the Administrative Assistant to the Secretary of the Air Force, SAF/AAR, exercises all Comptroller responsibilities for the HAF, IAW Air Force Pamphlet (AFPAM) 38-102, *HQ United States Air Force Organization and Functions (Chartbook)*.

1.5. Only the SecAF or the Chief of Staff of the Air Force (CSAF) may extend invitations to foreign dignitaries to visit the US at the expense of the Department of the Air Force. Expenses for SecAF and CSAF-hosted foreign liaison events may include the cost of travel, lodging, meals and other official courtesies as authorized in this Instruction and AFI 65-603.

1.6. The Under Secretary of the Air Force (USecAF) is authorized in the absence of SecAF, or at SecAF's direction, to host ORF events for the purpose of upholding the standing and prestige of the US.

1.7. The Vice Chief of Staff of the Air Force (VCSAF) is authorized in the absence of CSAF, or at SecAF's or CSAF's direction, to host ORF events for the purpose of upholding the standing and prestige of the US.

1.8. The Assistant Vice Chief of the Air Force (CVA) may host CSAF-directed international air attaché events on behalf of the CSAF.

1.9. The SecAF, CSAF, USecAF, VCSAF, and CVA are authorized to host ORF-funded office calls, breakfasts and luncheons serviced by the Air Force Executive Dining Facility (AFEDF) without prior SAF/AA approval, not to exceed a per event total cost of \$45, \$100 and \$135 (breakfast, lunch, and dinner respectively). The paying agent will make payment with the ORF credit card and submit the accounting package to The Financial Execution Division, Resources Directorate, Office of Administrative Assistant to the Secretary of the Air Force (SAF/AARA) NLT 15 calendar days after the end of the month.

1.10. The SecAF and CSAF may use ORF to host a swearing-in reception and a farewell dinner in honor of Senate-confirmed Presidential Appointees serving the US Air Force (USAF). ORF ratios will apply to funding these events which may result in the need to charge USAF attendees a pro rata share.

1.10.1. Senate-Confirmed Presidential Appointees are: SecAF, USecAF, SAF/MR, SAF/IE, SAF/GC, and SAF/FM

1.11. The escort general officer assigned to a CSAF-hosted Counterpart Visit or CSAF-directed International Air Attaché Tour is authorized to approve an unexpected ORF expense, not to exceed \$1,000, which arises during the course of the tour.

1.11.1. The SAF/AA delegation of authority to the escort general officer is on a one-time basis, specific to the ORF request package approved for the particular trip/event.

1.11.2. Unexpected ORF expenses that will potentially exceed the \$1,000 limit require the trip paying agent to obtain SAF/AA's verbal approval in advance of incurring the expense and making the payment.

1.11.3. The trip Paying Agent will thoroughly document the circumstances of approval of any unexpected expenses.

1.12. The Assistant Secretaries and the General Counsel of the Air Force are authorized up to \$100 a month to host, without prior SAF/AA approval, their outside DoD counterparts whose rank or positions justify official entertainment for official luncheons, breakfasts or similar events on an individual or small group (10 or fewer) basis. The \$100 is a monthly, not per event, total authorized amount. Any unused portion of the \$100 monthly authorization may not be accumulated or carried over to subsequent months. The AFEDF will establish an official account for each authorized senior leader and will provide a separate invoice for each event. The paying agent will make payment with E&EE/ORF credit card and submit accounting package to SAF/AARA NLT 15 calendar days after the end of the month. This authority does not extend to personnel who are "Acting" as or "Performing the Duties" of one of the Assistant Secretary or General Counsel positions.

1.13. SAF/LL receives Contingency Funds, in the amount of \$1,500.00 quarterly, to be used for Legislative Liaison-hosted meals with Congressional members during official legislative briefings. The E&EE/ORF credit card is used to make these payments. SAF/AA has approved the use of these funds to SAF/LL, and their representative provides payment from these funds for appropriate Legislative Liaison events/expenses. Within 15 calendar days of the end of month, an accounting of each individual event is provided to SAF/AARA as part of the reconciliation.

1.14. The Office of the Chief Master Sergeant of the Air Force (CMSAF) may purchase and maintain a modest supply of ORF-funded coins. These coins may not be personalized. The CMSAF may present gifts or coins to foreign individuals who meet the criteria in AFI 65-603 to include his foreign counterparts. A suitable record of the presentation of all such coins or gifts (to include date, location and purpose of presentation, as well as the recipient's name and official position) will be appropriately maintained and available for audit.

## 2. Authorized Guests:

2.1. **Foreign Dignitaries:** Invitations are extended only by the SecAF or CSAF for foreign dignitaries to visit the US at the expense of the USAF. Foreign dignitaries are distinguished foreign citizens whose rank, position, function or stature warrants the extension of official courtesies by the US Government.

2.2. **SecAF or CSAF-hosted Counterpart Visits (CPV ):** Invitations should be limited, to the maximum extent possible, to the foreign counterpart (CP), the CP's spouse, and no more than two of the CP's staff officers.

2.2.1. On or before 31 July of each year, the Air Force Foreign Liaison Division (SAF/IARF) submits the annual international engagement plan and ORF budget for the upcoming fiscal year for VCSAF and SAF/AA approval. (See Paragraph 3 for additional details)

2.2.2. SAF/IARF prepares the itinerary and ORF request for each CPV and conducts a review meeting with The Resources Directorate, Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AAR) and the Fiscal, Ethics and Administrative Law Division of the Air Force, General Counsel's office (SAF/GCA) (if possible) at least 14 days prior to submission of the ORF request for VCSAF and SAF/AA approval.

2.2.3. The official party for the CPV consists of the foreign CP, the CP's spouse, the CP's two accompanying staff officers, the US Attaché to the visiting country, the US host general officer and spouse (if the CP's spouse is attending), the SAF/IARF escort and, as necessary, an interpreter and political advisor.

2.2.3.1. The Washington-based air attaché from the visiting country and spouse (if the CP's spouse is attending) may be included in the official party at the discretion of the inviting official. **Note:** The spouse of the Washington-based air attaché may only participate in events in the National Capital Region (NCR) if participation is deemed appropriate by the inviting official.

2.2.3.2. Local DoD attendees, at each visited location, should be from the command level, kept to the minimum necessary to accomplish the purpose of the visit, and kept within ORF ratios (including spouses when their participation is appropriate).

2.2.4. Transportation to and from the continental US is the responsibility of the visiting foreign CP. In the US, travel should be by the most economical means available.

2.2.5. The length of the visit should be no more than seven days unless approved in advance by VCSAF. Significant deviations to the itinerary requested by the foreign CP to accommodate his or her leisure activities must be paid by the foreign CP, unless otherwise approved by SAF/AA.

2.2.5.1. Lodging, food and cultural activities for the night before and night after the CPV may be paid with ORF if approved in advance by SAF/AA as part of the ORF request.

2.2.6. Government quarters should be used, to the maximum extent possible, by all members of the official party. If government quarters do not meet the mission requirements, SAF/IARF provides, in the funding request, a mission justification statement for the use of non-government quarters.

2.2.7. Cultural activities for the official party that coincide with the military orientation aspects of the CPV may be authorized to be paid with ORF, if approved in advance by SAF/AA as part of the funding request. Activities should represent typical American hospitality that a host of equivalent rank to the foreign CP would extend to a special guest during a visit to his or her home country. Participation by DoD members of the official party should be kept to the minimum needed.

2.2.8. All DoD personnel travel expenses, except those of the escorting US attaché, should be paid by Operation and Maintenance (O&M) travel per diem.

- 2.2.8.1. Travel expenses of the escorting US attaché may be paid with ORF.
- 2.2.8.2. Participation by DoD members of the official party in the official hosted meals and authorized CPV cultural activities may be paid with ORF.
- 2.2.8.3. Attendance by assigned Office of Special Investigation (OSI) security officer(s) and the SAF/IARF escort officer(s) at the authorized CPV cultural activities may be paid with ORF if approved by SAF/AA. Participation will be kept to the minimum required for appropriate hosting and security.
- 2.2.8.4. DoD personnel must claim “meals provided” on their travel voucher for any ORF meals received. If a meal is not provided, “actual expenses” are claimed for all meals that day.
- 2.2.9. Additional DoD personnel, such as aides-de-camp, crewmembers of the military aircraft, official drivers, protocol personnel and SAF/IARF support personnel are not considered members of the official party; therefore, ORF will not be used to defray their expenses.
- 2.2.10. SAF/IARF may send newly assigned personnel on one CPV to observe and become familiar with the conduct of CPVs.
- 2.2.11. If a gift exchange is customary, a request for gifts from the HAF Gift Locker should be submitted with the ORF event request for SAF/AA approval. The HAF Gift Locker Custodian is responsible for the selection and/or purchase of appropriate level gifts as may be needed.
- 2.3. CSAF-hosted Regional and Global Air Chiefs’ counterpart events:** Consists of Pacific Air Chiefs’ Symposium (PACS), Northern Atlantic Treaty Organization (NATO) Air Chiefs’ Symposium (NACS), Conference of the Chiefs of the American Air Forces (CONJEFAMER) and Global Air Chiefs’ Symposium (GACS).
- 2.3.1. PACS and NACS are held on alternate years at the CSAF’s discretion. Invitations are limited to the CSAF’s foreign CPs from the respective regions.
- 2.3.2. CONJEFAMER is held annually and is hosted each year by one of the participating nations. When the CSAF hosts CONJEFAMER, invitations are limited to the CPs, their respective spouse, and no more than two delegates from each participating nation, IAW international standards of protocol. (Note: Latin American Cooperation (LATAMCOOP) fund authority must be sought from SAF/IA in support of applicable CONJEFAMER requirements, IAW AFI 16-102, *Latin American Cooperation (LATAMCOOP) Fund.*)
- 2.3.3. GACS is held at the discretion of the SecAF and CSAF. Invitations for GACS are limited to the CPs, and when deemed appropriate, the CPs’ respective spouse, and no more than one staff officer from each participating nation.
- 2.3.4. SAF/IARF submits the annual international engagement plan and ORF budget of CSAF- hosted Regional and Global Air Chiefs’ counterpart events for VCSAF and SAF/AA approval no later than 31 July of each year. The engagement plan and budget should be submitted in conjunction with the annual CPV portion of the international engagement plan and ORF budget. (See paragraph 3 for additional details)

2.3.5. SAF/IARF prepares the itinerary and ORF request for each CSAF-hosted Regional and Global Air Chiefs' counterpart event and conducts a review meeting with SAF/AAR and SAF/GCA (if possible) prior to submission of the ORF request for VCSAF and SAF/AA approval.

2.3.6. The official party for an Air Chief event consists of the foreign CPs and, depending on the approved participants, their respective spouse, staff officer and/or delegates, the US host general and spouse (if CP spouses are attending), the SAF/IARF escort and interpreter(s), as necessary.

2.3.6.1. Local DoD attendees, at each location visited, should be command level, kept to the minimum necessary to accomplish the purpose of the counterpart event, and within ORF ratios.

2.3.7. Funding for the lodging, meals and other expenses of each CP's staff officer is the responsibility of the respective foreign CP home government. The USAF only funds the transportation costs (air and ground travel) of the CP's staff officer during the official program.

2.3.8. Transportation to and from the continental US is the responsibility of the visiting foreign CP. In the US, travel should be by the most economical mode available.

2.3.9. Event length should be no more than seven days. Significant deviations in the counterpart event itinerary requested by the foreign CP(s) to accommodate leisure activities are paid by the foreign CP(s).

2.3.9.1. Where required to facilitate travel and participation, lodging and food for the CP party for the night before and night after the counterpart event may be paid from ORF (or other appropriate US fund source) if approved in advance as part of the ORF request.

2.3.10. Government quarters will be used to the maximum extent possible by all members of the official party. If government quarters do not meet the mission requirements, SAF/IARF provides in the funding request a mission justification statement for the use of non-government quarters.

2.3.11. Cultural activities for the official party that coincide with the military orientation aspects of the counterpart event may be authorized to be paid with ORF if approved in advance by SAF/AA as part of the ORF request. Activities should represent typical American hospitality that a host of equivalent rank to the foreign CPs would extend to special guests during a visit to his or her home country.

2.3.12. Unless otherwise approved in advance by proper authority, personal travel expenses for all DoD participants should be paid by O&M travel per diem, LATAMCOOP Funds, African Cooperation Funds (AFI 16-125, *African Cooperation (AFRCOOP) Fund*), or other fund authority, as applicable, authorized and approved in advance.

2.3.12.1. Participation by DoD members of the official party in the official hosted meals and authorized counterpart event cultural activities may be paid with ORF.

2.3.12.2. Attendance by assigned OSI personnel and select SAF/IARF escort personnel at the authorized counterpart event cultural activities may be paid with

ORF if approved by SAF/AA. Participation will be kept to the minimum required for appropriate hosting and security.

2.3.12.3. DoD personnel must claim “meals provided” on their travel voucher for any ORF meals received. If a meal is not provided, “actual expenses” are claimed for all meals that day.

2.3.13. Additional DoD personnel, such as aide-de-camp, crewmembers of the military aircraft, official drivers, protocol personnel and SAF/IARF support personnel are not considered members of the official party; therefore, ORF should not be used to defray their expenses.

2.3.14. If a gift exchange is customary, a request for gifts from the HAF Gift Locker should be submitted with the ORF event request. The HAF Gift Locker Custodian is responsible for the selection and/or purchase of appropriate level gifts, as may be needed.

2.3.14.1. Subject to SAF/AA approval, appropriate ORF-funded gifts may be requested for presentation to the first and second delegate of each nation participating at CONJEFAMER, IAW internationally accepted standards of protocol for CONJEFAMER.

#### **2.4. Air Attaché Events:**

2.4.1. The CVA conducts an accreditation ceremony on behalf of the SecAF and CSAF to welcome each new Air Attaché.

2.4.1.1. At the accreditation ceremony, each Air Attaché is presented with an engraved USAF uniform name tag to wear when participating in the USAF Air Attaché program (This expense is included in the CVA International Engagement Plan); (See paragraph 3 for additional details).

2.4.1.2. At the end of an Air Attaché’s US assignment, a modest farewell gift is presented to the Air Attaché with his/her name engraved on a brass plate. (This expense is included in the CVA International Engagement Plan). (See paragraph for additional details 3).

2.4.1.3. The SAF/IARF is authorized to use ORF to purchase two engraved uniform name tags and one engraved brass name plate for each accredited Air Attaché (as explained above).

2.4.1.3.1. SAF/IARF uses the ORF credit card to make payment for engraved Air Attaché name Tags/plates. SAF/IARF submits the vendor’s invoice to SAF/AARA for payment NLT 15 calendar days after the end of the month.

2.4.2. The CVA hosts modest ORF dinners and farewell luncheons on behalf of the SecAF and CSAF to honor the Air Attachés and to strengthen the respective international partnerships.

2.4.3. The SecAF, CSAF or CVA host an annual reception to honor all primary accredited Air Attachés from nations participating in the USAF’s Air Attaché program.

2.4.4. SAF/IARF frequently receives invitations to attend dinners and other official social functions as the guest of accredited Air Attachés stationed in the National Capitol Region (NCR). Accepted standards of international protocol dictate that the USAF

extends official courtesies to the hostess in the form of a modest “hostess” gift at these events.

2.4.4.1. An appropriate modest ORF gift is authorized to be presented to the Air Attaché hostess.

2.4.4.2. The HAF Gift Locker Custodian assists with the selection of an appropriate “hostess” gift from the HAF Gift Locker.

2.4.4.3. Events where an appropriate gift from the HAF Gift Locker is not available, or another form of a modest gift is more appropriate, such as a bouquet of fresh flowers, SAF/IARF uses the ORF credit card to make the purchase and submits the invoice to SAF/AARA no later than 15 calendar days after the end of the month.

2.4.4.4. Where multiple SAF/IARF personnel are attending the same official dinner, or official social function, hosted by a foreign Air Attaché who participates in the USAF Air Attaché Program, a single ORF-funded “hostess” gift may be authorized.

2.4.5. SAF/IARF will submit the CVA’s annual International Engagement Plan and ORF budget for the next fiscal year for VCSAF and SAF/AA approval no later than 31 July of each year. The CVA’s International Engagement Plan will include the expected schedule and estimated ORF cost of the Air Attaché Accreditation ceremonies, Air Attaché dinners, annual Air Attaché Reception, farewell Air Attaché luncheon(s), Air Attaché Tours, engraved Air Attaché name tags and name plates, Air Attaché hostess gifts and other anticipated expenses (See paragraph 3 for additional details).

## **2.5. Air Attaché Tours:**

2.5.1. The CVA or a CSAF designated general officer escort hosts the CSAF-directed International Air Attaché Tour.

2.5.2. An International Air Attaché Tour is designed to provide the air attachés from foreign embassies in the Washington DC area exposure to the US culture, USAF, USAF mission, and USAF interaction with industry.

2.5.3. At the CSAF’s discretion, SAF/IARF organizes long and short tours each year consistent with the approved CVA International Engagement Plan (See paragraph 2.2.1 for additional details).

2.5.3.1. A long tour is a trip that includes the air attachés and their spouses and runs no longer than seven days. Aircraft availability limits the size of the group to less than 100 people, including the official party SAF/IARF support personnel.

2.5.3.2. A short tour does not include spouses and usually runs four days. Aircraft availability limits the size of the group.

2.5.4. SAF/IARF includes the annual Air Attaché Tours engagement plan and expected ORF budget in the CVA’s annual International Engagement Plan (See paragraph 3 for additional details).

2.5.5. SAF/IARF prepares the itinerary and ORF budget request for each Air Attaché Tour and conducts a review meeting with SAF/AAR and SAF/GCA (if possible) prior to submission of the ORF request for VCSAF and SAF/AA approval.



2.5.6. The official party consists of the air attachés and spouses (long tour only), the US host general and spouse (long tour only), the SAF/IARF escort and spouse (long tour only) and, as necessary, interpreters.

2.5.7. One hosted meal for the official party is authorized to be paid by ORF at each installation visited. To the maximum extent possible, installation club facilities should be used for hosting official meals.

2.5.8. Funding for lodging, food and official cultural activities organized by SAF/IARF is the responsibility of the respective air attaché.

2.5.9. Military air and ground transportation is provided for Air Attaché Tours.

2.5.10. Participating USAF personnel may include the following:

2.5.10.1. General Officer Escort (CVA or designated general officer from the Headquarters Air Force): Senior officer for official USAF representation and trip priority. For Air Attaché Long Tours, the general officer escort's spouse is authorized to attend to perform escort functions as part of the spouse program.

2.5.10.2. Escort Officer (SAF/IARF or Deputy): Acts as the official USAF representative when groups split into subgroups (bus transportation, building and event tours, etc.). For Air Attaché Long Tours, the escort officer's spouse is authorized to attend to perform escort functions as part of the spouse program.

2.5.10.3. Project Officer: Lead trip planner who orchestrates all aspects of the trip.

2.5.10.4. Paying Agent: Action Officer responsible for determining overall trip budget and payment of all ORF related expenses. Note: When the total number of air attachés participating in a trip does not exceed 20, the Project Officer will also serve as the Paying Agent.

2.5.10.5. Logistics Coordinator: Non-Commissioned Officer (NCO) responsible for coordinating aerial and ground transportation for the entire trip.

2.5.10.6. Spouse Program Coordinator (Long Tour only): Person responsible for coordinating and leading the spouse portion of the Air Attaché Long Tour.

2.5.10.7. Trainee: Newly assigned SAF/IARF members are permitted one trip, either a Long or Short Tour, to observe trip operations.

2.5.11. Travel expenses for all DoD personnel should be paid with O&M travel per diem, unless otherwise approved by SAF/AA.

2.5.11.1. ORF may be used to pay the expenses of DoD personnel included in the official party who participate in the officially hosted meals and officially hosted cultural activities. Participation should be kept to the minimum number needed.

2.5.11.2. DoD personnel must claim "meals provided" on their travel vouchers for any ORF-funded meals received. If a meal is not provided, "actual expenses" are claimed for all meals that day.

2.5.11.3. When an event is held in the NCR, DoD personnel not in a travel status do not receive per diem; therefore, some DoD personnel expenses may be paid by ORF if allowed by DoD and USAF fiscal and budget policy and approved in advance by SAF/AA.

**2.6. CSAF-directed Foreign Engagement Events:** Include Operator Engagement Talks, Logistics-to- Logistics Talks, Airman-to-Airman Talks, Air Senior National Representative Meetings and F-16 Steering Committee and Executive Session Meetings.

2.6.1. By 31 July of each year, the Office of Primary Responsibility (OPR) for each CSAF-directed foreign engagement program/event, submits an annual engagement plan and ORF budget for the next fiscal year for VCSAF and SAF/AA review and approval.

2.6.2. The OPR submits a separate ORF request and obtains VCSAF and SAF/AA approval for each foreign engagement event. Note: ORF will cover 100% of the authorized cost of meals (to include meals, beverages and gratuities) and/or refreshments for the foreign national participants in foreign engagement events. ORF can be authorized to cover no more than five required Air Force participants at any one of these events. Any ORF payment for USAF participants will cover 60% of the overall meal cost (to include meals, beverages and gratuities). The five Air Force attendees will be required to pay the 40% balance of the overall meal cost. Organizers and approval authorities for engagement meal events should continue to keep the number of Air Force participants to the minimum required to extend appropriate courtesies and hosting. This reimbursement will not be available to personnel in a TDY status. Also, absent an advance written waiver from SAF/AA, any required USAF attendees above the five authorized above will have to pay for their own meals.

2.6.3. Gift exchanges should ordinarily not be a part of these foreign engagement events. If a gift exchange is contemplated, a request for a gift from the HAF Gift Locker should be submitted with the ORF event request for SAF/AA approval. When approved, presentation of an ORF-funded gift should be limited to the head of the visiting foreign group. The HAF Gift Locker Custodian is responsible for the selection and/or purchase of appropriate level gifts as may be needed.

**2.7. US Dignitaries:** When authorized in advance by SAF/AA official domestic guests as specified in AFI 65-603, paragraphs 5.2 and 5.3, may be extended official courtesies in the form of luncheons, dinners, receptions and participation in DoD-sponsored events. Note: Other expenses, such as mementos and transportation, may be approved upon specific justification in accordance with this Instruction and AFI 65-603.

### **3. Engagement Plans.**

3.1. During the third quarter of each fiscal year, SAF/AAR, through SAF/AA, issues a request for the annual (fiscal year) HAF engagement plans for recurring ORF requests.

3.1.1. A HAF organization with recurring ORF requests submits an annual engagement plan and proposed budget as an electronic staff summary sheet (e-SSS) package for approval(s) by 31 July of each year.

3.1.2. SAF/GCA provides a legal and policy review; SAF/AAR provides a financial and policy review.

3.2. Questions on how to submit an annual engagement plan and whether or what events are included should be directed to SAF/AAR.

#### **4. Request for Funds, Payments and/or Reconciliations.**

4.1. IAW AFI 65-603, all ORF requests must fully justify the expenditure of official funds.

4.2. Requests for ORF funding are submitted to SAF/AA in Task Management Tool (TMT). Depending on the circumstances of each case, SAF/AA staff will route for the appropriate reviews, coordination and approvals.

4.2.1. ORF requests from Air Staff two-letter offices require VCSAF event approval and SAF/AA funding approval. Note: Routing to VCSAF is the responsibility of originating office.

4.2.2. ORF requests from the Secretariat two-letter offices require SAF/AA event and funding approval.

4.3. SAF/GCA provides a legal and policy review; SAF/AAR provides a financial and policy review.

4.4. Requests for ORF funds are submitted via an e-SSS IAW HOI 33-3, *Communications and Information*, **Chapter 3**, and AFI 65-603, Attachment 2.

**4.5. A request for ORF funds package should include the following as appropriate:**

4.5.1. e-SSS (formatted IAW HOI 33-3, **Chapter 3**, see Attachment 2):

4.5.1.1. Purpose section: Provide the reason for the request, i.e. "Obtain VCSAF event approval and SAF/AA approval to use ORF for the CSAF-hosted Counterpart Visit on 26 June - 3 July. Obtain SAF/AA approval for appropriate high level gifts for presentation by the CSAF during the Visit."

4.5.1.2. Background section: Provide a brief history of this, or similar events or purchases, and provide a mission justification for the event or purchase. Include indication whether invitee/attendee is included in the DoD or non-DoD portion of the applicable ORF ratio and why.

4.5.1.3. Discussion section: Provide a brief description of the ORF event or purchase and include the number of proposed attendees or items, the event location or supplier, the date of the ORF requirement and the total estimated ORF cost.

4.5.1.4. Views of others section: Address prior comments from other organizations concerning this, or similar, ORF events or purchases.

4.5.1.5. Recommendation: Make recommendation consistent with purpose(s) of e-SSS.

4.5.2. Supporting documents (i.e., guest list, budget, itinerary, gift request memorandum, alcohol request memorandum, hotel request, perishable centerpiece request):

4.5.2.1. Guest List:

4.5.2.1.1. Include full name, title and position.

4.5.2.1.2. Include indication whether invitee/attendee is included in the DoD or non-DoD portion of the applicable ORF ratio and why.

4.5.2.1.3. Include total number of DoD and non-DoD invitees reasonably anticipated to attend.

4.5.2.2. Budget - A detailed line item description of all anticipated expenses including:

4.5.2.2.1. Quantity and type of items for non-DoD guests to be funded with ORF.

4.5.2.2.2. Quantity and type of items for DoD attendees to be funded with ORF.

4.5.2.2.3. Estimated cost per item

4.5.2.2.4. Total line item cost

4.5.2.2.5. Vendor required fees: Large party gratuity rate and estimated gratuity cost, private dining room rental fee, wait staff fees, set-up fees, etc.

4.5.2.2.6. Estimated event grand total of ORF (see AFI 65-603, Attachment 2, for guidance).

4.5.2.2.7. Amounts from other funding sources (e.g. SM&W funds) to be spent ("mixed") with ORF funds, the source of that funding and the purpose(s) for which the funds will be spent.

NOTE: A change of scope to an approved ORF event requires SAF/AA approval (see exception at paragraph 1.13).

4.5.2.3. Gift/Mementos Request: If an official gift exchange is customary, a request for gifts from the HAF Gift Locker is submitted with the ORF request for SAF/AA approval. The HAF Gift Locker Custodian is responsible for the selection and/or purchase of appropriate level gifts as may be needed. Gift/mementos purchases require the HAF Gift Locker Custodian's involvement.

4.5.2.4. Alcohol Request:

4.5.2.4.1. If ORF is requested to purchase alcohol for an event hosted at the CSAF, VCSAF or CVA's quarters, an ORF alcohol purchase request memorandum is required.

4.5.2.4.2. The memorandum is accompanied by a copy of the hosting official's current ORF alcohol locker inventory record.

4.5.2.4.3. A reconciliation of the ORF alcohol purchase is provided with a copy of the final alcohol inventory record that accounts for the beginning alcohol stock on hand, the alcohol purchased for the event and the final alcohol on hand after the ORF event.

4.5.2.5. Requests for hotel accommodation other than DoD billeting for visiting foreign guests require:

4.5.2.5.1. A mission justification in the request package.

4.5.2.5.2. A cost comparison of at least three appropriate hotel facilities.

4.5.2.5.3. An assessment of essential hotel selection criteria including competitive government rate, sufficient rooms with identical appointments, no advance deposit, appropriate (possible separate) security entrance, communication capabilities, in-house dining, meeting rooms, accessibility, location, etc.

4.5.2.5.4. A recommendation and justification for the best value lodging facility.

4.5.2.5.5. All supporting documents.

4.5.3. On the e-SSS, provide the name and contact information of the person selected to serve as the organization's paying agent. If that individual has not previously served as an ORF paying agent for the HAF, he/she must receive paying agent instructions before being entrusted with ORF.

4.6. A copy of the approved ORF request package is forwarded to SAF/AARA TMT for records maintenance IAW AFMAN 33-363, *Management of Records*.

4.7. Reconciliation: All ORF expenditures must be reconciled with the approved ORF request. The final reconciliation of an ORF event specifies the actual event attendance, lists the name, grade and position/title of each attendee and verifies the DoD attendance was within the allowable ORF ratio as established by AFI 65-603.

## **5. Methods of Payment.**

5.1. Expenditures of E&EE and ORF must be reconciled to the approved E&EE or ORF request and a full accounting of funds expended for the final review and completion of financial procedures to close the subject account.

5.2. ORF is expended at the HAF through the use of the ORF credit card.

## **6. Certifying Officials and Paying Agents.**

6.1. Certifying Officials (CO) are appointed by SAF/AAR on a DD Form 577 to certify financial documents including ORF paying agent orders.

6.1.1. SAF/AAR CO appoints paying agents on orders to incur approved ORF expenditures on behalf of USAF senior leadership.

6.1.2. A CO ensures that prior to appointing the paying agent, he/she has received both written and verbal instructions of their responsibilities. The instructions include the summary of authorized and unauthorized expenses, procedures for unforeseen circumstances and procedures to account for all authorized funds, IAW AFI 65-603.

6.1.3. A CO ensures that the paying agent's reconciliation of approved ORF issued is complete and submits a Standard Form 1034 for reimbursement or payment of the applicable account.

6.2. Each paying agent is appointed by SAF/AAR on an appointment letter or, if an ORF credit card is not available, DD Form 577.

6.2.1. Each paying agent's ORF credit card will be paid using "Pay & Confirm" procedures.

6.2.2. Paying agents who were issued funds from the DFAS DDO account must turn-in all excess/unused funds to the respective officer IAW DoD FMR 7000.14 FMR Volume 5, **Chapter 3** and account for funds issued.

6.2.3. Paying agents who receive orders issued from SAF/AAR must submit a complete accounting of funds as soon as possible but no later than 30 days after the completion of the event.

6.2.4. If the final accounting of funds cannot be submitted within 60 days of completion of the event, then the paying agent's organization must submit a written request for an extension accompanied by an explanation for the delay, corrective action being taken, and the estimated completion date.

6.2.5. The paying agent will not be relieved of financial responsibility for the authorized funds issued until a complete accounting of funds has been certified by SAF/AAR (as applicable) and confirms receipt of reimbursement or payment for outstanding funds issued.

6.2.6. Paying agents are required to secure all cash funds.

6.2.7. Paying agents may not commingle ORF with personal, non-appropriated or any other funds; see subsection 030402 of DoD 7000.14-R, *Financial Management Regulation (FMR)*, Volume 5.

## **7. Presentation of Gifts and Mementos.**

7.1. The SecAF and CSAF may present gifts and mementos from the HAF Gift Locker.

7.1.1. The USecAF may present gifts and mementos from the HAF Gift Locker on behalf of the SecAF.

7.1.2. The VCSAF, the CVA, and the CMSAF may present gifts and mementos from the HAF Gift Locker on behalf of the CSAF.

7.1.3. Further delegation of authority to present ORF gifts and/or mementos from the HAF Gift Locker is not authorized without the prior approval from SAF/AA.

7.2. Requests for ORF gifts and/or mementos from the HAF Gift Locker are forwarded to the HAF Gift Locker custodian. Prior to forwarding the request to SAF/AA for action, the HAF Gift Locker custodian will review requests to ensure the recipient(s) are eligible for ORF gifts IAW AFI 65-603.

7.3. The HAF Gift Locker custodian assists the requester with appropriate level gift(s) selection and maintains a record of the SAF/AA approval, gift(s) selected presenter, presentation date, event, and name, rank and title of recipient.

## **8. Management of ORF Inventories.**

8.1. SAF/AAO maintains the HAF Gift Locker.

8.2. SAF/AAO appoints the HAF Gift Locker Custodian and alternate custodian in writing and approves ORF purchase requests for items required to meet current fiscal year needs and special cross-fiscal year requirements.

8.3. The CSAF, VCSAF and CVA may each maintain a modest inventory of alcohol for use when hosting ORF meals at their quarters. Their respective senior enlisted aides serve as the ORF alcohol custodian and purchasing agent for the corresponding ORF alcohol locker.

**8.4. SAF/AAR:**

8.4.1. Receives the names of the SAF/AA appointed HAF Gift Locker Custodian and alternate custodian. Establishes contact with the senior enlisted aide for the CSAF, VCSAF and CVA in the capacities as the ORF alcohol custodian for their respective senior leader (See paragraph 8.3.).

8.4.2. Ensures each purchasing agent receives adequate training and is briefed regarding his/her pecuniary liabilities and inventory responsibilities to include a review of AFI 65-603 and this Operating Instruction.

8.4.3. Ensures an annual inventory review is accomplished by impartial personnel who reconcile the beginning inventory record, purchases, items presented, consumed or transferred, and the inventory on hand. Submits the report findings to SAF/AAR and retains a copy.

**8.5. HAF Gift Locker Custodian Responsibilities:**

8.5.1. Maintains documentation for each inventory action and reviews inventories to include all purchases of stock refreshments, supplies, gifts and mementos to ensure:

8.5.1.1. Items purchased with ORF are strictly accounted for, are not co-mingled with items purchased with funds from other sources (e.g. other appropriated funds, Special Morale and Welfare (SM&W) funds, or gift funds) and are not stored with office supplies.

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

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

8.5.1.3.1. Item name and description.

8.5.1.3.2. Dates purchased and issued for presentation or transferred.

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

8.5.1.3.4. Purpose of event for which issued or transferred.

8.5.2. Submits requests for inventory requirements to SAF/AA.

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

8.5.4. Requests an impartial inventory annually or prior to a change of HAF Gift Locker Custodian or alternate custodian.

8.5.5. Strictly accounts for all gifts and mementos purchased using ORF credit card IAW this instruction and AFI 65-603.

8.5.6. Ensures that the aggregate value of the ORF gift and mementos inventory held in the HAF Gift Locker does not exceed \$45,000.00 unless temporarily granted a higher threshold from SAF/AA.

**8.6. ORF Gifts and Mementos Inventory Constraints:**

8.6.1. Inventories of ORF gift and mementos should be held to a minimum required to be responsive to reasonably anticipated needs of the current fiscal year.

8.6.2. End-of-fiscal year purchasing of items not needed in the current fiscal year is highly discouraged and should occur only for clearly identified bona fide needs in the early portion of the next fiscal year and with SAF/AA's approval so as to help prevent inappropriate excess inventory.

**8.7. ORF Gifts and Mementos Inventory Disposal:**

8.7.1. Excess items in the ORF gifts and mementos inventory can be transferred to other MAJCOMs, as appropriate, for use consistent with AFI 65-603. SAF/AA must certify that the items are excess of current HAF needs and must approve the proposed transfer. Where appropriate, ORF allocation to commands receiving ORF-funded items in this manner may be reduced.

8.7.2. Disposal of items from ORF gifts and mementos inventories, due to damage or extenuating circumstance, should be in accordance with local supply procedures to ensure proper turn-in to the Defense Logistics Agency Disposition Services (DLADS) or other authorized disposal. Any disposal will be fully documented and maintained with ORF inventory records.

**8.8. ORF Alcohol Locker Custodian Responsibilities:**

8.8.1. Maintains a current ORF alcohol inventory record as an action or event occurs to ensure the record is continually in agreement with the inventory on hand. This record will include: each purchase by type of alcohol, quantity, and size; issuance by usage date, event and honoree's name, grade/title and official position; and the recipient and date of any transfer of inventory. Inventory must accurately reflect stock at all times.

8.8.2. Ensures alcohol purchased for ORF events at the approved senior leader's quarters is secured in a separate storage locker and entered into the inventory record.

8.8.3. Accounts for the number and portion of bottles on hand by utilizing the "1/4 bottle increment" method.

8.8.3.1. Opened wine and beer containers are perishable and considered fully consumed for inventory record purposes.

8.8.3.2. For additional information, contact the Enlisted Aides Special Duty Manager through the Air Force Portal, at: Organizations A-Z : HAF - Headquarters Air Force : A 1 - Deputy Chief of Staff, Manpower, Personnel & Services : AF/DPG - General Officer Management Office : Air Force Enlisted Aides.

8.8.4. Submits requests for inventory requirements and purchases to re-stock to SAF/AA.

**8.9. ORF China inventory and responsibilities:**

8.9.1. China is provided for approved ORF functions at the official residence of the following senior leaders:

8.9.1.1. CVA has 973 piece set of china which includes crystal, china, flatware and silver service that is kept at the CVA residence for ORF functions.



**9. See the Attachment for glossary of references, abbreviations, acronyms, and terms.**

PATRICIA J. ZARODKIEWICZ  
Administrative Assistant

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

**DoD7000.14-R**, *Financial Management Regulation*, Volume 5, **Chapter 3**, May 2016

**DoDI7 250.13**, *Official Representation Funds (ORF)*, June 30, 2009

**AFI 65-603**, *Official Representation Funds*, August 24, 2011

**AFI 16-102**, *Latin American Cooperation Funds*, May 29, 2014

**AFI16-125**, *African Cooperation Funds*, March 28, 2012

**AFPAM 38-102**, *Headquarters United States Air Force Organization and Functions*, January 1, 2004

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

**HOI 33-3**, *Correspondence Preparation, Control, and Tracking*, July 6 2015

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**SAF/IARF**—(Chief) Air Force Foreign Liaison Division

**AFEDF**—Air Force Executive Dining Facility

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPAM**—Air Force Pamphlet

**AFRCOOP**—African Cooperation

**CMSAF**—Chief Master Sergeant of the Air Force

**CO**—Certifying Official

**CONJEFAMER**—Conference of the Chiefs of the American Air Forces

**CP**—Counterpart

**CPV**—Counterpart Visit

**CSAF**—Chief of Staff of the Air Force

**CVA**—Assistant Vice Chief of Staff

**DD Form**—Department of Defense Form

**DDO**—Deputy Disbursing Officer

**DFAS**—Defense Finance and Accounting Service

**DLADS**—Defense Logistics Agency Disposition Services

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

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

**e-SSS**—Electronic Staff Summary Sheet

**FMR**—Financial Management Regulation

**GACS**—Global Air Chiefs' Symposium

**GPC**—Government Purchase Card

**HAF**—Headquarters Air Force

**HOI**—Headquarters Operating Instruction

**IAW**—In accordance with (pursuant to)

**LATAMCOOP**—Latin American Cooperation

**MAJCOM**—Major Command

**MD**—Mission Directive

**NACS**—NATO Air Chiefs' Symposium

**NATO**—North Atlantic Treaty Organization

**NCO**—Non-Commissioned Officer

**NCR**—National Capital Region

**O&M**—Operation and Maintenance

**OPR**—Office of Primary Responsibility

**ORF**—Official Representation Funds

**OSI**—Office of Special Investigation

**PACS**—Pacific Air Chiefs' Symposium

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

**SAF/AAR**—Resource Directorate, Office of Administrative Assistant to the Secretary of the Air Force

**SAF/AARA**— Financial Execution Division, Resource Directorate, Office of Administrative Assistant to the Secretary of the Air Force

**SAF/GCA**—Fiscal, Ethics and Administrative Law Division, Office of the Air Force, General Counsel

**SecAF**—Secretary of the Air Force

**SF**—Standard Form

**SM&W**—Special Morale and Welfare

**TMT**—Task Management Tool

**US**—United States

**USAF**—United States Air Force

**USecAF**—Under Secretary of the Air Force

**VCSAF**—Vice Chief of Staff of the Air Force

### *Terms*

**Authorized Guests**—Includes all individuals qualifying for the extension of ORF-funded courtesies and, where appropriate, invited members of their party.

**Certifying Officials (CO)**—Appointed in writing by SAF/AAR to certify financial documents including ORF paying agent orders.

**DoD Personnel**—Includes active duty military and civilian employees of DoD, students of the military academies, reservists on active duty, members of the National Guard, retired military and civilian employees of the DoD not holding positions of prominence in the non-DoD community, spouses of personnel in the preceding categories, and the widow or widower of a DoD military or civilian personnel who held the rank of 4-star general or equivalent.

**Official Party**—Non-DoD authorized guests who meet the criteria for using ORF and those identified DoD attendees whose expenses may be paid with ORF in accordance with the policies set out in AFI 65-603 and this instruction.

**Official Representation Funds (ORF)**—Expenses not otherwise provided for, necessary for the operation and maintenance of the USAF, in order to extend appropriate courtesies and uphold the standing and prestige of the USAF, DoD, and the US, as authorized by law and regulation.

**Paying Agent**—A person who is entrusted with government funds for the purpose of paying for an official event.

**ORF Ratio**—An appropriate number of guests for whom expenses at officially hosted functions may be funded with ORF. Compliance with established ratios is determined by comparing the number of members in the official authorized guest party reasonably expected to attend the event with the number of DoD personnel (and spouses where appropriate) expected to attend the event. For the purpose of determining ratios, the persons accompanying authorized guests are counted as members of the authorized guest's party and persons accompanying authorized DoD guests are counted as members of the official DoD party.