



## DoD INSTRUCTION 7250.13

# USE OF APPROPRIATED FUNDS FOR OFFICIAL REPRESENTATION PURPOSES

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<b>Originating Component:</b>	Office of the Director of Administration and Management
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<b>Reissues and Cancels:</b>	DoD Instruction 7250.13, "Use of Appropriated Funds for Official Representation Purposes," June 30, 2009, as amended
<b>Approved by:</b>	Michael B. Donley, Director of Administration and Management

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**Purpose:** In accordance with the authority in DoD Directive 5105.53 and the January 11, 2021 Deputy Secretary of Defense (DepSecDef) Memorandum, this issuance establishes policy, assigns responsibilities, and prescribes procedures governing the use of appropriated funds for official representation purposes throughout the DoD pursuant to Section 127 of Title 10, United States Code (U.S.C.).

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### **1.2. POLICY.**

a. Pursuant to the authority of Section 127 of Title 10, U.S.C. and the annual DoD Appropriations Acts, the Secretary of Defense (SecDef); the DepSecDef; the Director of Administration and Management (DA&M) in support of the SecDef and DepSecDef; the Directors of Defense Agencies and DoD Field Activities; the Secretaries of the Military Departments; the Chairman of the Joint Chiefs of Staff; and the Inspector General of the Department of Defense may approve the use of appropriated funds within the limitations of appropriations made available for such purpose for official representation.

b. Official representation funds (ORF) are used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the DoD to maintain U.S. and DoD standing and prestige.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DA&M.**

The DA&M:

- a. Budgets and accounts for resources necessary to support ORF requirements for:
  - (1) The SecDef, the DepSecDef, and the OSD Components.
  - (2) Defense Agencies and DoD Field Activities that are not funded with operations and maintenance appropriations or are not delegated ORF authority.
- b. Approves ORF expenditures over \$20,000 but not to exceed \$100,000 per event for the SecDef, the DepSecDef, the OSD Components, the Defense Agencies, and the DoD Field Activities.
- c. Forwards ORF requests exceeding \$100,000 per event to the DepSecDef for approval.
- d. Authorizes the use of appropriated funds for official representation expenses not specifically covered by this issuance, provided such use is pursuant to this issuance.
- e. Establishes internal management controls pursuant to DoD Instruction (DoDI) 5010.40 to ensure resource limitations are not exceeded.

### **2.2. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO).**

In addition to the responsibilities in Paragraph 2.5., the USD(C)/CFO:

- a. Prepares and submits annual reports pursuant to Section 127(d) of Title 10, U.S.C., which include an accounting of any individual ORF expenditures in excess of \$100,000.
- b. Develops allocation amounts and memorandums for DepSecDef approval for the SecDef; the Chairman of the Joint Chiefs of Staff; the Commander, United States Special Operations Command; and the Directors of select Defense Agencies and DoD Field Activities.
- c. Collects quarterly execution reports as required in Paragraph 2.3.

### **2.3. DIRECTORS OF THE DEFENSE AGENCIES AND DOD FIELD ACTIVITIES.**

Under the authority, direction, and control of their respective OSD Principal Staff Assistants (PSAs) and in addition to the responsibilities in Paragraphs 2.4. and 2.5., the Directors of the Defense Agencies and DoD Field Activities:

- a. Approve ORF expenditures not to exceed \$20,000 per event.

- b. Forward ORF requests exceeding \$20,000 per event to the DA&M for approval.
- c. Forward ORF requests exceeding \$100,000 thru the DA&M to the DepSecDef for approval.
- d. ORF financial authority.

(1) Directors of Defense Agencies and DoD Field Activities with financial authority for ORF will include ORF in their annual budget estimate submissions, using the Emergency and Extraordinary Expense Limitation Exhibit, OP-24, pursuant to Chapter 3, Volume 2A of DoD 7000.14-R and budget guidance. Forward requests for additional ORF to the DepSecDef through the USD(C)/CFO. Use the following address:

Associate Director, Defense-Wide Activities  
Office of the Under Secretary of Defense (Comptroller)/  
Chief Financial Officer, Department of Defense  
Pentagon, Room 3C749  
Washington, DC 20301-1100

(2) Directors of Defense Agencies and DoD Field Activities who do not have financial authority for ORF must request financial authority to host ORF events from the OSD Component PSA designated to provide resources to support their programs.

(3) Directors of Defense Agencies and DoD Field Activities will finance representational expenses when tasked to manage visits affecting multiple DoD Components or visits of foreign dignitaries and officials that have DoD-wide implications and benefits. Exceptions are:

(a) When expenses are incurred in connection with parts of a visit that are to non-DoD installations located in the National Capital Region as defined in DoD Directive 5105.53, and other points of national interest that are included in the itinerary as a courtesy to the foreign dignitary. The managing Defense Agency or DoD Field Activity will coordinate such expenses in advance and charge them to the accounts of the SecDef or the Chairman of the Joint Chiefs of Staff, as appropriate.

(b) When expenses are incurred in connection with parts of a visit that are to another DoD Component's DoD installation, or to an industrial facility performing activities related to another DoD Component. The managing Defense Agency or DoD Field Activity will coordinate such expenses in advance and charge them to the accounts of the DoD Component visited.

#### **2.4. DIRECTORS OF THE DEFENSE AGENCIES AND DOD FIELD ACTIVITIES AND THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF.**

In addition to the responsibilities in Paragraph 2.5., the Directors of the Defense Agencies and DoD Field Activities and the Chairman of the Joint Chiefs of Staff submit a quarterly listing of all ORF obligations and expenditures to the DA&M no more than 25 calendar days following the close of the quarter being reported. The Office of the DA&M (ODA&M) monitors and submits an annual ORF execution report to Office of the USD(C)/CFO consisting of Joint Staff, Defense

Agency, DoD Field Activity, and ODA&M input no later than 31 calendar days following the close of the fiscal year being reported.

## **2.5. OSD AND DOD COMPONENT HEADS.**

The OSD and DoD Components heads:

- a. Budget and account for the resources necessary to support their respective Components' ORF requirements.
- b. Use ORF pursuant to this issuance for visits of foreign dignitaries and officials that have DoD-wide implications and benefits when designated to manage such visits by the DepSecDef (for the SecDef and DepSecDef) or the Director of the Joint Staff (for the Chairman and Vice Chairman of the Joint Chiefs of Staff) in support of the DoD Senior Foreign Official Visit Program.
- c. Delegate responsibilities for approving the use of ORF, in excess of \$2,000 per event to no lower than members of the Senior Executive Service (SES) and general officers/flag officers (GO/FOs) or to the individual "acting" or performing the duties of a vacant SES/GO/FO position and up to \$2,000 to no lower than a General Schedule (GS)-15 or O-6.
- d. Establish internal controls, pursuant to DoDI 5010.40, to ensure resource limitations are not exceeded.
  - (1) Monitor the use of ORF to ensure that expenditures made for official hosted functions in connection with official events comply with socially acceptable mores of U.S. society, and that U.S. policy objectives and U.S. taxpayer interests are served jointly.
  - (2) Maintain records on ORF use on a function-by-function basis to record how and why these funds are used. For example, records should document the purpose for which funds were used, including names, titles, and the organizations of the persons attending and expense receipts.
- e. Submit annual ORF execution reports to the Office of the USD(C)/CFO no later than 31 calendar days following the close of fiscal year being reported.

## **2.6. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE.**

In addition to the responsibilities in Paragraph 2.5., the Secretaries of the Military Departments and the Inspector General of the Department of Defense submit a quarterly listing of all ORF obligations and expenditures to the Office of the USD(C)/CFO, Deputy Comptroller (Program/Budget) no later than 31 calendar days following the close of the quarter being reported.

**2.7. SECRETARIES OF THE MILITARY DEPARTMENTS, INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE, CHAIRMAN OF THE JOINT CHIEFS OF STAFF, AND CHIEF, NATIONAL GUARD BUREAU.**

In addition to the responsibilities in Paragraph 2.5., the Secretaries of the Military Departments, the Inspector General of the Department of Defense, the Chairman of the Joint Chiefs of Staff, and the Chief, National Guard Bureau:

- a. Develop and oversee ORF policy guidance pursuant to this issuance.
- b. Authorize the use of appropriated funds for official representation expenses not specifically covered by this issuance, provided such use is in accordance with this issuance.
- c. Approve ORF expenditures not to exceed \$100,000 per event.
- d. Forward any ORF requests exceeding \$100,000 per event through the DA&M to the DepSecDef for approval.
- e. Finance associated expenses when tasked to manage visits affecting multiple DoD Components or visits of foreign dignitaries and officials that have DoD-wide implications and benefits. Exceptions are:
  - (1) When expenses are in connection with parts of the visit that are to non-DoD installations located in the National Capital Region as defined in DoD Directive 5105.53 and other points of national interest that are included in the itinerary as a courtesy to the foreign dignitary. The managing organization will coordinate such expenses in advance and charge them to the accounts of the SecDef or the Chairman of the Joint Chiefs of Staff, as appropriate.
  - (2) When expenses are incurred in connection with parts of the visit that are to another DoD Component's DoD installation, or to an industrial facility performing activities related to another DoD Component. The managing organization will coordinate such expenses in advance and charge them to the accounts of the DoD Component visited.

## SECTION 3: ORF AUTHORITIES AND PROCEDURES

### 3.1. GENERAL.

a. The individuals listed in this paragraph are authorized to receive official courtesies during official visits to the field and while on other official travel, and are authorized to approve ORF expenditures, host ORF events, and extend official courtesies on the DoD's behalf. These authorities extend to those who are serving in an acting capacity or performing the duties of the listed individuals. Paragraph 3.2. lists others authorized to approve the use of appropriated funds for official representation and to extend official courtesies. Delegation of authority to approve ORF expenditures or host an ORF event must be submitted in writing on letterhead, signed by the DoD or OSD Component head, before the event.

(1) Presidentially appointed, Senate-confirmed civilian officials. This does not include the Inspectors General of the National Security Agency and the National Reconnaissance Office.

(2) Chairman of the Joint Chiefs of Staff.

(3) Vice Chairman of the Joint Chiefs of Staff.

(4) Director of the Joint Staff.

(5) Chiefs and Vice Chiefs of Staff of the Army, Air Force, and Space Force.

(6) Chief and Vice Chief of Naval Operations.

(7) Commandant and Assistant Commandant of the Marine Corps.

(8) Chief, National Guard Bureau.

(9) Combatant Commanders.

(10) Deputy Commander, United States European Command.

(11) Chief Judge and Associate Judges of the U.S. Court of Appeals for the Armed Forces.

(12) OSD PSAs not included in Paragraph 3.1.a.(1).

(13) Senior Civilian Representative of the SecDef in Europe.

(14) Deputy Chief Technology Officers.

(15) Directors of the Defense Agencies.

(16) Directors of the DoD Field Activities.

b. The individuals listed in Paragraph 3.1.a. are authorized to:



(1) Approve the use of ORF.

(2) Host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the DoD for the purpose of maintaining U.S. and DoD standing and prestige.

(3) Delegate the authority to approve the use of ORF, host ORF events, and extend official courtesies as provided in this issuance.

c. At their discretion when the situation warrants, the individuals listed in Paragraph 3.1.a. may delegate authority to host ORF events and extend official courtesies to a GS-15 equivalent or O-6. If an event involves a DoD installation (e.g., base or post) or ship, the commander of the installation or ship may delegate the authority to host and attend these events to an O-5 or O-6. The delegating authority will document these exceptions within the ORF package. The individuals listed in Paragraph 3.1.a. and their delegates (SES, GO/FO, GS-15 equivalent, or O-6 or O-5 installation or ship commander) will extend official courtesies for:

(1) Civilian or military dignitaries and officials of foreign governments.

(2) Senior U.S. Government officials (i.e., Assistant Secretary equivalent or above).


(3) Dignitaries and senior officials of State and local governments.

(4) Other distinguished and prominent citizens (including, but not limited to, retired or former civilian or military DoD officials) who have made substantial contributions to the United States or the DoD.

(5) DoD personnel eligible for official courtesies during official visits to the field as listed in Paragraph 3.1.a.

d. Delegations described Paragraph 3.1.c. must specify whether the delegation's scope includes ORF approval authority, the authority to host events and extend official courtesies, or both. Delegations must be made in writing before the ORF expense estimate is documented in the ORF approval package. See Figure 1 for a sample delegation memorandum.

Figure 1. Sample ORF Delegation of Authority.

	<b>ORF AUTHORITY LETTERHEAD</b> XXXX DEFENSE PENTAGON WASHINGTON, DC 20301-XXXX
MEMORANDUM FOR [Approving official]	
SUBJECT: Official Representation Funds, Delegation of Authority	
Within the Office of the [identify office], authority and responsibility relating to official representation funds is delegated to [identify position]. The [identify position] is hereby delegated authority to [include or exclude the following as determined by the ORF authority]:	
[Approve ORF expenditures not exceeding \$X,XXX for events qualifying for ORF funding pursuant to DoD Instruction 7250.13. This authority [may/may not] be further delegated [if re-delegable, limit such re-delegation to no lower than GO/FO/SES].]	
[Host and attend ORF events in the absence of [identify ORF authority]. This authority [may/may not] be further delegated [if re-delegable, limit such re-delegation to no lower than GS-15/O-6].]	
[Designate hosts of ORF events when [ORF authority and delegee] are not available to host and attend.]	
[Sign requests for ORF on behalf of [identify ORF authority]. This authority [may/may not] be further delegated [if re-delegable, limit such re-delegation to no lower than GO/FO/SES or to the individual “acting” or performing the duties of a vacant SES/GO/FO position].]	
[Signature block of ORF authority or official delegated authority to sign ORF requests]	
Attachments:	

e. Document venue, catering, and infrastructure costs (e.g., tables, chairs) in the ORF approval package.

f. ORF authority will not be used to pay for:

(1) Meals or refreshments for U.S. Government military and civilian employees in connection with routine interagency or intra-agency working meetings, except for activities involving senior officials eligible to receive official courtesies during official visits to the field.

(2) Purely social events intended primarily for the entertainment or benefit of DoD officials and employees, their families, or personal guests. However, ORF may be used to pay expenses for official courtesies that are minimally required to host those DoD officials eligible to receive official courtesies during official visits to the field.

### **3.2. AUTHORIZED VISITS BY FOREIGN DIGNITARIES AND OTHER OFFICIALS.**

a. Only the SecDef or, when absent, the DepSecDef will extend invitations to foreign heads of state or heads of government to visit the United States at DoD expense. Only the following can extend invitations to other foreign dignitaries:

- (1) The SecDef.
- (2) The DepSecDef.
- (3) The Secretaries of the Military Departments.
- (4) The General Counsel of the Department of Defense.
- (5) The Inspector General of the Department of Defense.
- (6) The Chairman of the Joint Chiefs of Staff or the Vice Chairman of the Joint Chiefs of Staff.
- (7) The Military Service Chiefs.
- (8) The Chief, National Guard Bureau
- (9) The Combatant Commanders.
- (10) The Directors of Defense Agencies and DoD Field Activities.

b. All DoD Components sponsoring foreign dignitaries must comply with DoDI O-2000.27. To enhance the decision-making process, proposals to invite those authorized guests will include the planned itinerary and estimated cost data.

c. For SecDef and DepSecDef counterpart visits and their respective bilateral or multilateral working groups, ORF may be used to fund no more than eight visiting foreign officials per visit. For all other visits and to the greatest extent possible, invitations will be limited to foreign counterparts of those DoD officials designated in Paragraph 3.1.a., their spouses, and no more than three accompanying staff officers.

d. For OSD Components, Defense Agencies, and the DoD Field Activities:

(1) When the approver(s) determine the visit is in DoD best interest, ORF may be used to fund no more than six visiting foreign officials (per country) participating in unilateral working groups.

(2) OSD Components, Defense Agencies, and DoD Field Activities must submit requests for exceptions to the limitations imposed in Paragraph 3.2.d.(1) to the DA&M for approval in advance. These waiver requests are submitted as memorandums signed by the authorized requesting official that provide justification for exceeding the limits outlined in Paragraph 3.2. For example, the memorandums may refer to the reciprocal nature of a long-standing agreement between the United States and the visiting country where a certain number of participants are expected or additional officials or subject matter experts necessary to cover the range of required topics in support of a DoD program.

e. The visiting foreign dignitary will normally be responsible for transportation to and from the continental United States except, for example, by special invitation from the SecDef or DepSecDef, or the Chairman of the Joint Chiefs of Staff or the Vice Chairman of the Joint Chiefs of Staff.

f. Invitations will be for no more than 10 work days.

g. The DoD may pay lodging, food, and official entertainment costs for the night before and the night after a specific visit when approved in advance by the inviting DoD official.

h. For leisure activities and entertainment of foreign dignitaries and officials and members of their official party:

(1) Lodging and meals, including formal luncheons, dinners, and receptions, are the normal DoD responsibilities as host, and are not considered leisure activities or entertainment.

(2) Leisure activities or entertainment may be planned during the official portion of the visit. If provided at DoD expense, such activities and entertainment should be limited to one or two events per visit and should be modest in nature, reflecting a level of hospitality that the typical American host, whose rank and position are equal to that of the foreign dignitary, would provide to a special guest during a 1 week visit in their residence.

i. Normally, the following will not be arranged, unless the foreign dignitaries and officials bear associated costs:

(1) Significant detours or deviations from the established itinerary to accommodate leisure activities and entertainment.

(2) Activities occurring before and after the official portion of the visit, unless approved in advance by the inviting DoD official.

j. Military quarters will be used to lodge foreign dignitaries and officials whenever appropriate. Commercial lodging facilities will be used when military quarters are not available or are not suitable for the dignitary or the occasion.

k. U.S. personnel traveling with the official party will be limited to the number necessary to provide escort, interpreting, security, or other essential services that may be necessary to accomplish the visit's purpose.

l. When desired by the foreign dignitary, the Washington-based foreign defense or military service attaché may be included in the official party at the inviting DoD official's discretion.

m. The appropriate DoD or Service attaché may be included in the official party at the inviting DoD official's discretion.

n. Senior foreign dignitaries hosted by other Federal agencies requesting DoD support can be hosted by the DoD in accordance with Paragraph 3.2.c.

o. ORF may also be used for official courtesies overseas and upon visits by U.S. vessels to foreign ports and visits by foreign vessels to U.S. ports.

p. DoD military airlift is reimbursable with ORF in accordance with DoDI O-2000.27.

### **3.3. VISITS BY U.S. CITIZENS.**

a. Official courtesies may be offered to:

(1) Federal, State, and local dignitaries and officials such as the President and Vice President of the United States, Cabinet members, members and employees of Congress, State governors, city mayors, other distinguished or prominent citizens who have made a substantial contribution to the United States or to the DoD, and news media personnel when requested and approved by the hosting agency leadership.

(2) Gold Star recipients, which includes:

(a) Immediate family members of a Service member who died serving during any period of war or hostilities in which the Military Services were engaged, as described in Section 1126 of Title 10, U.S.C. and DoDI 1348.36.

(b) The domestic partner of such a Service member.

b. Official courtesies may include the cost of luncheons, dinners, receptions, mementos, and participation expenses at DoD-sponsored events. The approving official may approve other expenses with specific justification.

c. For the purposes of this issuance, members of boards, commissions, task forces (BCTFs) and DoD Federal advisory committees (FACs) may be considered distinguished and prominent citizens.

(1) When otherwise consistent with these principles, ORF may be approved for FAC meetings and subcommittee meetings in modest amounts for breakfast before meetings begin, light refreshments (e.g., coffee and soft drinks), and light lunch meals between morning and afternoon sessions of advisory committee or subcommittee meetings. Only on rare occasions will modest requests for ORF be approved for dinner meals, provided such meals are served during working sessions with required public notice, and properly opened or closed to public participation.

(2) ORF ordinarily will not be used for BCTF meetings, but may be approved in modest amounts within the same limitations applied to FACs. In such instances, the approving authority must determine in writing that all meeting participants are distinguished or prominent citizens who have made a substantial contribution to the United States or the DoD.

(3) ORF will not be approved for social events associated with FACs or meetings not properly noticed, opened, or closed to the public under rules applicable to FACs.

(4) ORF will not be approved for social events associated with BCTFs.

### **3.4. GENERAL GUIDANCE FOR ORF EXPENDITURES.**

a. The following guidelines are types of expenses for which ORF may or may not be used, but they are not all inclusive.

(1) ORF may be used for the following expenses of the official party, as well as authorized U.S. escort officers and interpreters when required:

(a) Lodging.

(b) Venues.

(c) Meals, refreshments, and catering infrastructure costs (e.g., tables, chairs).

(d) Gratuities for services rendered by non-government personnel.

(e) Official communications made by U.S. escort personnel that relate directly to the official visit.

(f) Valet services (e.g., laundry and dry cleaning) that normally would not have been incurred except for travel associated with the official visit.

(g) Entertainment (e.g., theaters, sports activities and events, concerts, and sightseeing tours).

(h) Taxi fares including ridesharing services (e.g., Uber or Lyft), and rental vehicle fees, when government transportation or other government-rented vehicles are not available.

(i) Gifts and mementos under the following conditions:

1. DoD officials designated in Paragraph 3.1.a. and officials delegated authority to host ORF events and extend official courtesies may present gifts and mementos funded by ORF.

2. Other officials may present gifts and mementos only in exceptional circumstances if specifically authorized in writing by one of the officials designated in Paragraph 3.1.

3. The aggregate cost of gifts presented by any DoD official to any authorized guest at a DoD-sponsored event may not exceed the minimal value pursuant to Section 2694 of Title 22, U.S.C. and defined in Section 7342(a)(5) of Title 5, U.S.C. The General Services Administration revises the minimal value in a Federal Management Regulation Bulletin every 3 years. This information may be found at the General Services Administration website under Policy & Regulations, Policy, Personal Property Policy Overview, Special Programs, Foreign Gifts: <https://www.gsa.gov/policy-regulations/policy/personal-property-policy-overview/special-programs/foreign-gifts#:~:text=Minimal%20Value%20for%20Foreign%20Gifts,to%20revise%20this%20minimal%20value.>

4. When deemed appropriate by an authorized host and approved by proper authority, gifts may be personalized with the presenter's name, title, and organization. However, personalized gifts may only be ordered in very limited quantities to ensure the entire supply is used during that person's tenure.

5. Bulk gift purchases including, but not limited to, coins or quantities of identical items must take into consideration the schedule of events within each fiscal year, such that gift purchases will not exceed the anticipated number of events or recipients for which the gifts are purchased. Gift supplies may be maintained at a level reasonably necessary to prevent a gap in supply at the end of a fiscal year, but gifts may not be stockpiled using current year funding for future exchanges in subsequent fiscal years. Where feasible, mementos for presentation to foreign dignitaries should be made in the United States.

- (j) Fees for automated teller machine usage in support of the mission.
- (2) ORF will **not** be used to pay for:
- (a) Personal items (e.g., clothing, toiletries, cigarettes, hair and beauty care, shoeshines, and souvenirs).
  - (b) Long-distance telephone calls from the authorized guests, except when directly related to the visit's purpose.
  - (c) Gifts or flowers to be presented by the authorized guests.
  - (d) Holiday or greeting cards.
  - (e) Receptions and similar expenses in connection with retirement ceremonies for DoD personnel and change-of-command ceremonies, except for those specifically approved in advance by the SecDef, the DepSecDef, the DA&M, the Secretary of the Military Department concerned, the Inspector General of the Department of Defense, or the Chairman of the Joint Chiefs of Staff or the Vice Chairman of the Joint Chiefs of Staff.
  - (f) Classified projects for intelligence purposes.
  - (g) Membership fees or dues.

(h) Portions of an event that are eligible for funding with morale, welfare, and recreation (MWR) funds. ORF are limited to activities not eligible for MWR funding that relate directly to extending official courtesies to distinguished and prominent citizens.

(i) Repairs, maintenance, and renovation projects to enhance the appearance of DoD facilities.

(j) Gifts for DoD officials unless otherwise authorized by this issuance. Items given as gifts by DoD organizations to authorized DoD officials listed in Paragraph 3.1.a. should be limited to mementos. For this purpose, mementos are items that should cost less than \$100 and are of little intrinsic value (e.g., coins, paperweights, lapel pins, and plaques). Such mementos may be funded by ORF for the purposes provided in this issuance. Mementos for visiting DoD officials cannot be purchased with standard operation and maintenance funds or MWR funds.

b. To ensure official entertainment costs are minimized, the following guidelines for ratios of DoD personnel (including spouses) to authorized guests should be observed.

(1) In parties of fewer than 30 persons, at least 25 percent of invitees expected to attend should be honored or distinguished guests and members of their party.

(2) In parties of 30 or more persons, at least 50 percent of invitees expected to attend should be honored or distinguished guests and members of their party.

(3) Normally, DoD spouses will not be included as members of the official party for ORF-funded events. However, DoD spouses may be included in the official party at such events when spouses of authorized guests are invited and expected to attend, and the authorized host determines that attendance of DoD spouses is appropriate and desirable.

c. To the greatest extent practicable, provide a complete list of proposed attendees that distinguishes DoD personnel from those of the guest party with the ORF request. If there are changes, event requesters will update the attendee list and submit to the authorized approving authority for approval within 10 work days after the function is held to show those in actual attendance.

d. When it is appropriate or desirable for an ORF-funded event to include the attendance of large number of personnel (in excess of the ratios in Paragraph 3.4.b.), the DoD personnel in excess of the ratio may be considered part of the official party, provided they are previously approved by the event's authorized approving authority. All personnel in excess of the ratios in Paragraph 3.4.b., who are considered to be appropriate and desirable to attend an ORF-funded event but who are not previously approved as part of the official party, will pay a *pro rata* share of expenses.

e. To ensure the integrity of the congressional limitation on emergency and extraordinary expenses, pursuant to Section 127 of Title 10, U.S.C.:

(1) Expenses will be incurred solely for authorized representation functions and will be charged to official representation funds that are a part of the emergency and extraordinary expense limitation.



(2) Other expenses (e.g., salaries, travel, and transportation of DoD personnel) will be charged to the appropriation properly chargeable for such costs.

(3) ORF expenses cannot be charged to non-ORF funds to avoid emergency and extraordinary expense limitations.


f. All DoD personnel authorized to expend ORF will personally monitor the use of such funds to ensure the highest order of propriety and integrity of all expenditures.

g. When possible, requesters and approvers should verify fund availability and approve funding at least 10 work days before the use of ORF or as soon as practical before the event.

h. Guidelines for reimbursement for personal expenditures funds used to pay for ORF authorized events is outlined in Chapter 11, Volume 10 of DoD 7000.14-R.

i. Defense Agencies, DoD Field Activities, and other organizations serviced by Washington Headquarters Services (WHS)/Financial Management Directorate should refer to the sample memorandum template in Figure 2 to request ORF applicable to ODA&M.

Figure 2. Sample ORF Request to WHS/Financial Management Directorate

	<b>ORF AUTHORITY LETTERHEAD</b> XXXX DEFENSE PENTAGON WASHINGTON, DC 20301-XXXX	
MEMORANDUM FOR DIRECTOR, FINANCIAL MANAGEMENT DIRECTORATE, WHS		
SUBJECT: Request for Official Representation Funds		
The [identify ORF authority, e.g. “Under Secretary of Defense for XXXX (USD (XXX))”] has approved the use of official representation funds (ORF) for [state purpose(s) of expenditure(s), such as breakfasts, working lunches and snacks during (identify event eligible for ORF)] at the Pentagon on [insert date(s)].		
[If the ORF authority will not host and attend, identify who is delegated the authority to do so, e.g. “The USD (XXX) has delegated [insert name] to host and attend the event on [her/his] behalf”].		
In accordance with DoD Instruction (DoDI) 7250.13, ORF must extend official courtesies to guests of the DoD and for the purpose of maintaining the standing and prestige of the United States and the DoD. As such, [describe what will be provided and why].		
Request approval of ORF [not to exceed] \$X,XXX.00 to cover the [estimated] expenses associated with [list items to be purchased].		
<u>Date:</u> [Month Day, Year]		
[Use table format or other format as appropriate]	[Identify item or quantity]	[Itemized costs]
The disbursing agent for this event is [insert name, office symbol, and phone number]. The final list of attendees and actual cost breakdown will be provided after the event. The authorized guests have been determined to be distinguished and prominent citizens of the United States who have made significant contributions to DoD and our Nation, in accordance with DoDI 7250.13. My point of contact for this request is [provide name, office symbol, and phone number].		
[Signature block of ORF authority or official delegated authority to sign ORF requests]		
Attachments: [Attendee list identifying authorized guests and DoD employees] [Event agenda/schedule]		

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
BCTF	board, commission, and task force
DA&M	Director of Administration and Management
DepSecDef	Deputy Secretary of Defense
DoDI	DoD instruction
FAC	Federal advisory committee
GO/FO	general officer/flag officer
GS	General Schedule
MWR	morale, welfare, and recreation
ODA&M	Office of the Director of Administration and Management
ORF	official representation funds
PSA	Principal Staff Assistant
SecDef	Secretary of Defense
SES	Senior Executive Service
U.S.C.	United States Code
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
WHS	Washington Headquarters Services

### G.2. DEFINITIONS.

These terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>authorized guests</b>	Personnel who are eligible to receive official courtesies in accordance with this issuance.
<b>dignitaries</b>	Elected, appointed, or other senior officials of Federal, State, local, or foreign governments.

<b>TERM</b>	<b>DEFINITION</b>
<b>domestic partner</b>	A member of an unmarried cohabiting couple, especially when considered in the context of eligibility for spousal benefits.
<b>leisure and entertainment</b>	One's time off-duty (or after work) or the manner how one spends their time off-duty.
<b>official courtesies</b>	Official receptions, dinners, and similar events organized to maintain U.S. and DoD standing and prestige.
<b>official party</b>	A group of personnel who are authorized to receive official courtesies in accordance with this issuance.
<b>points of national interest</b>	Venues and locations with special significance or symbolism, including national parks, memorials, monuments, museums, and national cemeteries as well as buildings such as the White House, the U.S. Capitol, and the Pentagon.

## REFERENCES

- Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- DoD 7000.14-R, Volume 2A, Chapter 3, “Department of Defense Financial Management Regulations (FMR): Budget Formulation and Presentation,” current edition
- DoD 7000.14-R, Volume 10, Chapter 11, “Department of Defense Financial Management Regulations (FMR): Contract Payment Policy,” current edition
- DoD Appropriations Acts<sup>1</sup>
- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- DoD Instruction 1348.36, “Gold Star Lapel Button, Service Flag, and Service Lapel Button,” December 21, 2016, as amended
- DoD Instruction O-2000.27, “DoD Senior Foreign Official Visit Program,” December 20, 2012, as amended
- DoD Instruction 5010.40, “Managers’ Internal Control Program Procedures,” May 30, 2013, as amended
- United States Code, Title 5, Section 7342(a)(5)
- United States Code, Title 10
- United States Code, Title 22, Section 2694

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<sup>1</sup> Available at <https://crsreports.congress.gov/AppropriationsStatusTable>