



# Department of Defense INSTRUCTION

NUMBER 7250.13

June 30, 2009

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DA&M

**SUBJECT:** Use of Appropriated Funds for Official Representation Purposes

**References:** See Enclosure 1

1. **PURPOSE.** This Instruction:

a. Reissues DoD Directive (DoDD) 7250.13 (Reference (a)) as a DoD Instruction in accordance with the authority in DoDD 5105.53 (Reference (b)).

b. Establishes policy, assigns responsibilities, and prescribes procedures governing the use of appropriated funds for official representation purposes throughout the Department of Defense under section 127 of title 10, United States Code (U.S.C.) (Reference (c)); DoDD 4515.14 (Reference (d)); section 2694 of title 22, U.S.C. (Reference (e)); and Deputy Secretary of Defense Memorandum (Reference (f)).

2. **APPLICABILITY.** This Instruction 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 General Counsel of the Department of Defense, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. **POLICY.** It is DoD policy that, pursuant to the authority of Reference (c) and the annual DoD Appropriations Acts (Reference (g)), the Deputy Secretary of Defense; the Director of Administration and Management (DA&M), in support of the Secretary of Defense; 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, in the limitations of appropriations made available for such purpose, for official representation. The DA&M shall forward requests by the OSD Components, Directors of Defense Agencies, and Directors of DoD Field Activities for Official Representation Funds (ORF) expenditures in excess of \$50,000 per event to the Deputy Secretary of Defense for approval. Any such expenses for the Deputy Secretary of Defense shall be forwarded to the Secretary of Defense for approval.

a. The authority within Reference (g) shall be used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense. These events are normally hosted and attended by (not simply sponsored by) members of the Senior Executive Service (SES) or flag officers (FOs). In lieu of an SES or FO, when the situation warrants, the ability to host and attend these events can be delegated to a GS-15/NSPS equivalent or 06 level of leadership. If an event involves a base/ship commander, the level of leadership can be delegated to an 05/06. These exceptions should be documented within the ORF package. The SES, FO, GS-15/NSPS equivalent, 06 or 05/06 base/ship commander will be extending official courtesies for:

- (1) Civilian or military dignitaries and officials of foreign governments.
- (2) Senior U.S. Government officials (Assistant Secretary equivalent or above).
- (3) Dignitaries and senior officials of State and local governments.
- (4) Other distinguished and prominent citizens (may include retired or former civilian or military officials of the Department) who have made a substantial contribution to the United States or the Department of Defense.

(5) DoD personnel eligible for official courtesies on official visits to the field as reflected in Enclosure 2.

b. The authority within Reference (g) shall not be used to pay for the cost of:

(1) Meals or refreshments for U.S. Government employees in connection with routine interagency or intra-agency working meetings, with the exception of activities involving senior officials as noted in paragraph 3.a.(2) in this section.

(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 listed in Enclosure 2 when they are on official visits to the field.

c. Additional guidance on the use of the authority is provided in Enclosure 3.

4. RESPONSIBILITIES. See Enclosure 4.

5. INFORMATION REQUIREMENTS

a. The Secretaries of the Military Departments and the Inspector General of the Department of Defense shall submit a quarterly listing of all obligations and expenditures of ORF to the Office of the Under Secretary of Defense (Comptroller), Deputy Comptroller (Program/Budget),

no later than 31 calendar days following the close of the quarter being reported. This information is included in the "Emergency and Extraordinary Expenses Report," as found in DoD 8910.1-M (Reference (h)), which is assigned Report Control Symbol DD-COMP(Q)1390 in accordance with that reference.

b. The Chairman of the Joint Chiefs of Staff, the Defense Agencies and DoD Field Activities, the Defense Commissary Agency (DeCA), the Missile Defense Agency (MDA), and the Uniformed Services University of the Health Sciences (USUHS) shall submit the information addressed in paragraph 5.a. in this section to the DA&M not more than 25 calendar days following the close of the quarter being reported. The OSD Component ORF execution will be monitored and reported by the office of the DA&M.

6. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This Instruction is effective immediately.



Michael L. Rhodes  
Acting Director of  
Administration and Management

Enclosures

1. References
2. DoD Personnel Eligible for Official Courtesies on Official Visits to the Field
3. Guidance and Authorization
4. Responsibilities

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 7250.13, "Official Representation Funds (ORF)," February 17, 2004 (hereby canceled)
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) Section 127 of title 10, United States Code
- (d) DoD Directive 4515.14, "Washington Local Commuting Area," December 29, 1998
- (e) Section 2694 of title 22, United States Code
- (f) Deputy Secretary of Defense Memorandum, "Accountability of Department of Defense (DoD) Sponsored Foreign Personnel in the United States (U.S.)," May 18, 2004
- (g) Annual Appropriations Acts
- (h) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998
- (i) DoD 7000.14-R, "Department of Defense Financial Management Regulations," as amended

ENCLOSURE 2

DoD PERSONNEL ELIGIBLE FOR OFFICIAL COURTESIES  
ON OFFICIAL VISITS TO THE FIELD

1. Secretary of Defense and Deputy Secretary of Defense
2. Secretaries, Under Secretaries, Assistant Secretaries, and General Counsels of the Military Departments
3. Chairman of the Joint Chiefs of Staff
4. Under Secretaries of Defense
5. Vice Chairman of the Joint Chiefs of Staff
6. Director of the Joint Staff
7. Chiefs and Vice Chiefs of Staff of the Army and Air Force
8. Chief and Vice Chief of Naval Operations
9. Commandant and Assistant Commandant of the Marine Corps
10. Combatant Commanders
11. Deputy Commander, United States European Command
12. Director, Defense Research and Engineering
13. Assistant Secretaries of Defense
14. General Counsel of the Department of Defense
15. Director, Operational Test and Evaluation
16. Inspector General of the Department of Defense
17. Chief Judge and Associate Judges of the U.S. Court of Appeals for the Armed Forces
18. Assistants to the Secretary of Defense
19. DA&M
20. Director, Program Analysis and Evaluation
21. Director of Net Assessment

22. Secretary of Defense Representative to Europe
23. Directors of the Defense Agencies
24. Directors of DoD Field Activities (including President, USUHS)

ENCLOSURE 3

GUIDANCE AND AUTHORIZATION

1. GENERAL

a. The officials listed in Enclosure 2 of this Instruction are authorized to host ORF events and extend official courtesies on behalf of the Department of Defense. At their discretion, those DoD officials may delegate authority to host ORF events and extend official courtesies.

b. Requests for ORF must be approved at the following levels for the OSD Components: the Under Secretary of Defense or their Principal Deputy (or equivalent); the Assistant Secretary of Defense within their respective organizations; the General Counsel of the Department of Defense; or the Inspector General of the Department of Defense, except for those requirements originating from the Special Assistant to the Secretary of Defense for Protocol. Such requirements can be signed by the Director of Protocol.

2. AUTHORIZED GUESTS – VISITS BY FOREIGN DIGNITARIES AND OTHER OFFICIALS

a. Invitations to foreign dignitaries to visit the United States at the expense of the Department of Defense shall be extended only by the Secretary of Defense, the Deputy Secretary of Defense, the Secretaries of the Military Departments, the General Counsel of the Department of Defense, the Inspector General of the Department of Defense, the Chairman or the Vice Chairman of the Joint Chiefs of Staff, the Heads of the Military Services, Combatant Commanders, and the Directors of Defense Agencies and DoD Field Activities. In addition, all DoD Components sponsoring foreign dignitaries must comply with Reference (f). To enhance the decision-making process, proposals to invite those authorized guests shall include the planned itinerary and estimated cost data.

b. To the greatest extent possible, invitations shall be limited to foreign counterparts of those DoD officials designated in paragraph 2.a. of this enclosure, their spouses, and no more than two accompanying staff officers. Additionally, paragraphs 2.b.(1) through 2.b.(3) of this enclosure only apply to the OSD Components, Directors of Defense Agencies, and the Directors of DoD Field Activities.

(1) When the visit is determined to be in the best interest of the Department, ORF may be used to fund no more than six visiting foreign officials (per country) participating in non-bilateral working groups.

(2) For Secretary and Deputy Secretary of Defense counterpart visits and their respective bilateral working groups, ORF may be used to fund no more than eight visiting foreign officials.

(3) Exceptions to the limitations imposed in paragraphs 2.b.(1) and 2.b.(2) of this enclosure must be justified to and approved in advance by the DA&M. Exceptions or waiver requests shall be submitted as memorandums signed by the authorized requesting official that provide justification for exceeding the limits outlined in this enclosure. 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 amount of participants are expected or additional officials and/or experts are required to have the expertise necessary to cover the range of required topics in support of a DoD program.

(4) Transportation to and from the continental United States normally shall be the responsibility of the visiting foreign dignitary, except, for example, by special invitation from the Secretary or Deputy Secretary of Defense, or the Chairman or the Vice Chairman of the Joint Chiefs of Staff.

(5) The invitation normally shall be for a period of not more than 10 days.

(6) Lodging, food, and official entertainment costs for the night before and the night after the visit may also be paid by the Department of Defense, when approved in advance by the inviting DoD official.

(7) The following guidelines are applicable to leisure activities and entertainment of foreign dignitaries and officials and members of their official party:

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

(b) Leisure activities and/or entertainment may be planned during the official portion of the visit. If provided at DoD expense, such activities and entertainment should normally 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 week's visit in his or her residence.

(8) Normally, the following shall not be arranged, unless associated costs are borne by the foreign dignitaries and officials:

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

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

(9) Military quarters shall be used for lodging of foreign dignitaries and officials whenever appropriate. Commercial lodging facilities shall be used when military quarters are not available or are not suitable for the dignitary or the occasion.



(10) U.S. personnel traveling with the official party shall be limited to the number necessary to provide escort, interpreting, security, or other essential services that may be necessary to accomplish the purpose of the visit.

(11) When desired by the foreign dignitary, the Washington-based foreign defense or military service attaché may be included in the official party at the discretion of the inviting DoD official.

(12) The appropriate U.S. Defense or Military Service Attaché may be included in the official party at the discretion of the inviting DoD official.

c. In some instances, senior foreign dignitaries who are not DoD-invited guests may be hosted in accordance with the guidelines set forth in paragraph 2.b. of this enclosure.

d. 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.

### 3. VISITS BY CITIZENS OF THE UNITED STATES

a. Official courtesies may be offered to Federal, State, and local dignitaries and officials such as the President and the Vice President of the United States, members of the Cabinet, members of Congress and their professional staff, governors of States, mayors of cities, citizens' committees, other distinguished or prominent citizens who have made a substantial contribution to the Nation or to the Department of Defense, and members of the news media on certain occasions.

b. 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.

### 4. GENERAL GUIDANCE

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

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

(a) Lodging.

(b) Meals and refreshments.

(c) Gratuities for services rendered by non-Government personnel.

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

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

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

(g) Taxi fares and rental vehicle fees, when Government transportation or other Government-rented vehicles are not available.

(h) Gifts and mementos under the following conditions:

1. DoD officials designated in Enclosure 2 of this Instruction and those 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 Enclosure 2 of this Instruction.

3. The aggregate cost of gifts presented by any one DoD official to any one authorized guest at a DoD-sponsored event may not exceed the minimal value as established under Reference (e). The current limit is \$335.00. This amount is subject to change and DoD personnel should consult Reference (e) for the most recent authorized amount.

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

(i) Fees for travelers' checks to support the mission.

(2) ORF shall not be used to pay for the following expenses:

(a) Personal items, such as clothing, toiletries, cigarettes, hair and beauty care, shoe shines, and souvenirs.

(b) Long-distance telephone calls originated by the authorized guest, except when directly related to the purpose of the visit.

(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 Secretary of Defense, the Deputy Secretary of Defense, the DA&M, the Secretary of the Military Department concerned, the Inspector General of the Department of Defense, or the Chairman or the Vice Chairman of the Joint Chiefs of Staff.

(f) Classified projects for intelligence purposes.

(g) Payment of membership fees or dues.

(h) Any portion of any event that is eligible for sponsorship with morale, welfare, and recreation (MWR) funds; however, the expenses of authorized guests may be paid with ORF.

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

(j) ORF shall not be used to fund gifts for DoD officials unless otherwise authorized by this Instruction. Items given as gifts by DoD organizations to authorized DoD officials listed in Enclosure 2 of this Instruction should be limited to mementos. For this purpose, mementos are items that should cost less than \$50.00 and are of little intrinsic value, such as coins, paperweights, lapel pins, and plaques. Such mementos may be funded by ORF for purposes consistent with this Instruction. Under no circumstances may mementos for visiting DoD officials be purchased with standard Operation and Maintenance funds, or with MWR funds.

b. To ensure that official entertainment costs are kept to a minimum, the following guidelines for ratios of DoD personnel (including spouses) to authorized guests should be observed. Desirable ratios are as follows:

(1) In parties of fewer than 30 persons, a minimum of 20 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, a minimum of 50 percent of invitees expected to attend should be honored or distinguished guests and members of their party.

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

c. To the extent practicable, a complete list of proposed attendees that distinguishes DoD personnel from those of the guest party shall be provided during the approval process. Such lists shall be revised after the function has been held to show those in actual attendance.

d. In order to demonstrate fiscal responsibility within the limited budgetary resources for ORF and when the nature of an ORF-funded event makes the attendance of a large number of

DoD personnel (in excess of the ratios in paragraph 4.c. of this enclosure) appropriate or desirable, the DoD personnel above the ratio shall be considered part of the official party if they are previously approved by the authorized approving authority of the event. All personnel in excess of the ratios in paragraph 4.c. of this enclosure, 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, shall pay a pro rata share of expenses.

e. To ensure the integrity of the Congressional limitation on emergency and extraordinary expenses, per Reference (c), the following guidance shall be observed:

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

(2) Other costs, such as salaries, travel, and transportation of DoD personnel, shall be charged to the appropriation properly chargeable for such costs.

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

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

g. Fund availability shall be verified before the use of ORF (preferably 10-15 days prior to the event).

ENCLOSURE 4

RESPONSIBILITIES

1. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall:
  - a. Budget and account for the resources necessary to support their ORF requirements.
  - b. Use ORF pursuant to the policies of this Instruction when they are designated by the DoD Executive Secretary (for the Secretary and Deputy Secretary of Defense) or the Director of the Joint Staff (for the Chairman and Vice Chairman of the Joint Chiefs of Staff) to manage the visits of foreign dignitaries and officials that have DoD-wide implications and benefits.
  - c. 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 American society and that the policy objectives of the United States and the interests of the U.S. taxpayer jointly are served.
  - d. Maintain records on the use of ORFs 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.
2. DA&M. The DA&M shall:
  - a. Budget and account for resources necessary to support ORF requirements for:
    - (1) The Secretary of Defense and the OSD Components.
    - (2) The DeCA, the MDA, and the USUHS.
  - b. Approve ORF expenditures not to exceed \$50,000 for the Secretary of Defense, OSD Components, the Defense Agencies, and DoD Field Activities in accordance with the authority in Reference (b). Expenditures up to \$10,000 per event may be delegated to no lower than designated members of the SES and FOs, for the OSD Components, the Defense Agencies, and DoD Field Activities.
  - c. Forward ORF requests exceeding \$50,000 per event to the Deputy Secretary of Defense for approval.
  - d. Authorize the use of appropriated funds for official representation expenses not specifically covered by this Instruction, provided that such use is consistent with the policies and guidelines set forth herein.

3. DIRECTORS OF DEFENSE AGENCIES AND DoD FIELD ACTIVITIES, EXCEPT FOR DIRECTORS OF THE DeCA, THE MDA, AND THE USUHS. The Directors of Defense Agencies and DoD Field Activities, except for Directors of the DeCA, the MDA, and the USUHS, in addition to the responsibilities in paragraph 1 of this enclosure, shall:

a. Budget for ORF in the annual Budget Estimate Submission, per chapter 3 of volume 2A of DoD 7000.14-R (Reference (i)) and current budget guidance, using the Emergency and Extraordinary Expense Limitation Exhibit, OP-24, in Reference (i). Requests for additional ORF limitation should be forwarded to the Deputy Secretary of Defense through the Under Secretary of Defense (Comptroller). Please use the following address: Associate Director, Defense-Wide Activities, Office of the Under Secretary of Defense (Comptroller). A courtesy copy should be furnished to WHS Financial Management Division.

b. If deemed appropriate, delegate responsibilities for approving the use of ORF to no lower than members of the SES and FOs. Internal controls shall be established to ensure that resource limitations are not exceeded.

c. Approve ORF expenditures not to exceed \$10,000 per event.

d. Forward ORF requests exceeding \$10,000 per event to the DA&M for approval.

e. Finance associated expenses when tasked to manage visits affecting more than one DoD Component, or visits of foreign dignitaries and officials that have DoD-wide implications and benefits. Exceptions are as follows:

(1) Expenses incurred in connection with parts of the visit that are to non-DoD installations located in the National Capital Region as defined in Reference (d), and other points of national interest, which are included in the itinerary as a courtesy to the foreign dignitary, shall be coordinated in advance with and charged to the accounts of the Secretary of Defense or the Chairman of the Joint Chiefs of Staff, as appropriate.

(2) Expenses incurred in connection with parts of the visit that are to a DoD installation of another DoD Component, or to an industrial facility performing activities related to another DoD Component, shall be coordinated in advance with and may be charged to the accounts of the DoD Component visited.

4. DIRECTORS OF THE DECA, THE MDA, AND THE USUHS. The Directors of the DeCA, the MDA, and the USUHS, shall:

a. Request financial authority to host ORF events from the OSD Component designated to provide resources to support their programs.

b. If deemed appropriate, delegate responsibilities for approving the use of ORF to no lower than members of the SES and FOs. Internal controls shall be established to ensure that resource limitations are not exceeded.

c. Approve ORF expenditures not to exceed \$10,000 per event.

d. Forward ORF requests exceeding \$10,000 per event to the DA&M for approval.

e. Finance associated expenses when tasked to manage visits affecting more than one DoD Component, or visits of foreign dignitaries and officials that have DoD-wide implications and benefits. Exceptions are as follows:

(1) Expenses incurred in connection with parts of the visit that are to non-DoD installations located in the National Capital Region as defined in Reference (d), and other points of national interest, which are included in the itinerary as a courtesy to the foreign dignitary, shall be coordinated in advance with and charged to the accounts of the Secretary of Defense or the Chairman of the Joint Chiefs of Staff, as appropriate.

(2) Expenses incurred in connection with parts of the visit that are to a DoD installation of another DoD Component, or to an industrial facility performing activities related to another DoD Component, shall be coordinated in advance with and may be charged to the accounts of the DoD Component visited.

5. SECRETARIES OF THE MILITARY DEPARTMENTS, INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE, AND THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF.

The Secretaries of the Military Departments, the Inspector General of the Department of Defense, and the Chairman of the Joint Chiefs of Staff, in addition to the responsibilities in paragraph 2 of this enclosure, shall:

a. Budget and account for the resources necessary to support their ORF requirements.

b. Develop and oversee ORF policy guidance pursuant to this Instruction.

c. Authorize the use of appropriated funds for official representation expenses not specifically covered by this Instruction, provided that such use is consistent with the policies and guidelines set forth herein.

d. Approve all ORF expenditures or delegate responsibilities for approving the use of ORF to no lower than members of the SES and FOs. Internal controls shall be established to ensure that resource limitations are not exceeded.

e. Finance associated expenses when tasked to manage visits affecting more than one DoD Component or visits of foreign dignitaries and officials that have DoD-wide implications and benefits. Exceptions are as follows:

(1) Expenses incurred in connection with parts of the visit that are to non-DoD installations located in the National Capital Region as defined in Reference (d), and other points of national interest, which are included in the itinerary as a courtesy to the foreign dignitary, shall be coordinated in advance with and charged to the accounts of the Secretary of Defense or the Chairman of the Joint Chiefs of Staff, as appropriate.

(2) Expenses incurred in connection with parts of the visit that are to a DoD installation of another DoD Component, or to an industrial facility performing activities related to another DoD Component, shall be coordinated in advance with and may be charged to the accounts of the DoD Component visited.