



OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUL 13 2004

ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Official Representation Funds Guidance on Secretary of Defense Counterpart
Visits, Bilateral Working Groups, and Non-bilateral Working Groups

In order to demonstrate fiscal responsibility within our limited budgetary resources for Official Representation Funds (ORF), the policy pertaining to hosting foreign officials with more than a party of four, pursuant to paragraph E2.2.1.2, page 8, of DoD Directive 7250.13, is revised as follows:

- (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 participating in non-bilateral working groups.
- (2) For Secretary and Deputy Secretary counterpart visits and bi-lateral working groups, ORF may be used to fund no more than eight visiting foreign officials.

Since reciprocity is one of the key considerations that impact on the level of funding for ORF events, it is critical that when our DoD officials visit foreign countries, we limit the size of our official party to the minimum number necessary to perform the mission. Accordingly, please restrict the size of official parties in order to properly reciprocate when counterpart officials visit the United States.

Exceptions to this guidance must be justified to and approved by the undersigned.

Raymond F. DuBois
Director

