

## **ORF Blanket Request Criteria**

When requesting blanket request authority for ORF, one or more of the following conditions must be present:

- The number of functions that you are required to support would be an extreme workload burden to all concerned if you were required to submit each event individually.
- Your organization is required to support numerous unscheduled and impromptu events where it would be a hardship, and sometimes impossible, to submit paperwork before the event takes place.
- Your organization's location is one where it would be a hardship to submit each event to the NCR because of time differences or other factors that result directly from the location of your organization.

Each request for blanket ORF Authority should itemize and provide as many details per ORF Function/Event as possible with reasonable cost estimates.

The requester assumes full responsibility over the proper use and amounts expended in support of the ORF Program and supports each event in complete compliance with the current DoD Directive 7250.13.

If the event(s) and/or expenses and documentation is reviewed and a determination is made that the event cannot be supported/approved, the funds will have to be reimbursed to the government by the funds custodian.