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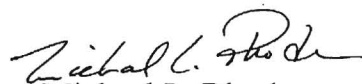
ADMINISTRATION AND
MANAGEMENT

JUL 28 2010

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

SUBJECT: Official Representation Funds (ORF) Execution

Official Representation Funds are used to host official events and extend official courtesies to guests of the United States and the Department of Defense. Consistent with DoD Instruction 7250.13, Use of Appropriated Funds for Official Representation Purposes, and our collective responsibility for accountability and transparency, the Department must continue to effectively execute mission requirements and ensure prudent fiscal stewardship. Given the discretion in the design and execution of ORF-funded events, I request your personal support to ensure judicious ORF use and timely requests consistent with the attached operating principles.


Michael L. Rhodes
Director

Attachment:
As stated

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Official Representation Funds (ORF)

1. ORF shall be managed in accordance with DoDI 7250.13 and controlled to minimize expenditures to protect the interests of the taxpayer while supporting the policy objectives of the United States.
2. Enclosure 2 of DoDI 7250.13 lists the officials who are authorized to host ORF events and extend official courtesies on behalf of the Department of Defense. They may delegate authority to host ORF events and extend official courtesies; delegation must be in writing and must accompany the ORF request.
3. Requests for the use of ORF should be submitted no later than 10 workdays prior to the event in order to provide sufficient time for appropriate review and approval prior to the date of the event.
4. The number of DoD attendees should be kept to the minimum number possible in all instances. A full guest list must be turned in when requesting approval for the use of ORF funds. The ratios of DoD personnel to authorized guests, as presented in the guest list, are to be as follows:
 - a. Events that include 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.
 - b. Events that include 30 or more persons, a minimum of 50 percent of invitees expected to attend should be honored or distinguished guests.
5. For recurring visits, DoD delegations should be kept at or below the levels in 5a/b to minimize the burden on the host nation and preclude any perceived future reciprocity requirements. Invitations to foreign dignitaries and other officials should not exceed:
 - a. Six visiting foreign officials (per country) participating in non-bilateral working groups.
 - b. Eight visiting foreign officials for Secretary and Deputy Secretary of Defense counterpart visits and bilateral working groups.
6. Exceptions to the limitations identified in items 3 through 5 should be rare and infrequent, and must be fully justified by the requesting official and approved by the Director, Administration and Management (DA&M) in advance of the

function. Waiver requests, which must include compelling justification, should be submitted as memorandums signed by the authorized requesting official.

7. Cost should be kept to a minimum as a general operating principle, and: for breakfast events, expenditures should not exceed \$30 per person; for lunch events, expenditures should not exceed \$50 per person; and for dinner events, expenditures should not exceed \$100 per person.
8. Only officials with delegated authority to host ORF events and extend official courtesies may present gifts and mementos funded by ORF. The aggregate cost of gifts presented by any one DoD official to any one authorized guest at a DoD-sponsored event may not exceed \$335.00; mementos should cost less than \$50.00.
9. The DA&M is the ORF approval authority for ORF expenditures not to exceed \$50,000 for OSD, the Defense Agencies, the DoD Field Activities, and the Uniformed Services University of the Health Sciences (USUHS). Those rare expenditures expected to exceed \$50,000 will be sent to the Deputy Secretary of Defense for consideration and approval.