

HOW TO REQUEST OFFICIAL REPRESENTATION FUNDS (ORF)

- All requests for Official Representation Funds must comply with the provisions of DoD Directive 7250.13 (available over the internet)go to <http://www.dtic.mil/whs/directives/> Click on “Directives”
- Requests should be addressed in advance (“preferably 15, but no less than 10 days”) to “Director, Financial Management Directorate, Washington Headquarters Service”
- All requests must go through your Administrative Officer (first) for their coordination.
- Requests must then be signed by an ASD, USD, or their Principal Deputy
- All requests must contain the following information:
 - o Nature of function (e.g., luncheon, official gifts)
 - o Purpose / Justification
 - o Date(s) of function or events
 - o Place(s) of function or events
 - o Estimated Cost
 - o Guest List, showing 1) the host, 2) all invitees/attendees with titles and organizations that they represent; if official gift(s) are to be presented, you must show name, titles, and organizations of the gift recipients.
- Point of Contact (POC) including Telephone Number and Email Address
- Requests should be sent to WHS/FMD by one of the following 3 methods:
 1. Send as an attachment to an email and address the email to:
ORFrequests@whs.mil
 2. Fax request to the ORF Manager at (703) 699-3081. If necessary to acknowledge receipt, you can call 703 699-3361 to make sure fax has been received.
 3. The last method and slowest is to hand deliver the ORF package to either our physical address which is 1550 Crystal Drive, CS2, Suite 1200, Arlington, VA 22203 or to Room 3A724 in the Pentagon. There is a box there labeled FMD. Please be sure to put your package in the FMD box . A courier will then deliver the package to the ORF Manager.

- Please let the ORF Manager know which of the 2 following ORF Approval memos need to be prepared for you.
 - **Regular ORF Approval Memo** – This is where an individual will pay the ORF costs and then ask for reimbursement. Or they will provide an invoice where the payment would be made directly to a vendor.
 - **Pay Agent Memo** – This is where an individual will require funds to be picked up in advance of the ORF event in the DFAS Finance Disbursing Office located in Room 1B847, The Pentagon.. The designated pay agent will then provide the ORF Manager with the closeout documents and then be required to return unused funds back to the finance office .Your ORF Request should include the name of an individual to be designated as the Pay Agent.

- The request will be processed by the ORF Manager, who will email or call POC re: approval/disapproval and follow up with memorandum giving further instructions.