



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

IMSG-ZA

0 6 AUG 2012

MEMORANDUM FOR Service Members, Civilian Employees, and Family Members  
Residing within the USAG Stuttgart area of Responsibility

SUBJECT: USAG Stuttgart Command Policy Letter #45, Guidelines for Community  
Relations Funds

1. References:

- a. FM 3-61.1 Public Affairs Tactics, Techniques and Procedures, 1 October 2000.
- b. AR 37-47, Representation Funds of the Secretary of the Army, 12 March 2004.
- c. USAREUR Regulation 360-1, Community Relations Program, 1 May 2008.

2. PURPOSE: To establish policy for requesting German-American Relations (BA43) funds.

3. POLICY: Above references regulate spending funds for Foreign/American events. The BA43 and BA43.0012 Secretary of the Army Limitation Funds are the only Appropriated Funds available for community relations events and are the USAG Stuttgart Commander's official foreign hosting and representation funds.

4. GUIDELINES: Requests to use these funds will be made in writing to the BA43 Funds Program Manager, the USAG Stuttgart Public Affairs Officer.

a. The basic principle is that these funds will be used by the Commander to host or honor foreign dignitaries and key members of the local community.

b. Funds may be used to purchase mementos for key officials or to host meetings, luncheons and dinners with foreign dignitaries and key members of the local community including professional counterparts.

c. For small group events with fewer than 30 people involved, at least 20 percent of the guest list must be foreign officials and members of their party.

d. For larger group events with 30 or more people involved, at least 50 percent of the guest list must be foreign officials and members of their party.

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e. For the purpose of using these funds, reference 1.c. considers all members and employees of the U.S. Forces to be U.S. personnel, regardless of their nationality.

f. No military to military representation events will be funded using BA43 funds.

5. PROCEDURES: The USAG Stuttgart agencies requiring BA43 funds will submit an annual event list with estimated costs to PAO by 30 July each year for the following fiscal year. The list will indicate priorities and estimated dates of event.

a. At least 30 days before an event, agencies will submit a request for funds in writing to the Public Affairs Office. The request will include:

- (1) Name of agency.
- (2) Event/date/location.
- (3) Detailed description of the event.
- (4) List of items to be purchased.
- (5) Foreign and American guest list.

b. No invitations for an event will be issued, verbally or in writing, before an event is approved by the Public Affairs Office, Directorate of Resource Management, Judge Advocate and USAG Stuttgart Commander. Doing so constitutes an illegal fund obligation of the U.S. Government.

6. Point of contact for this policy is the USAG Stuttgart Public Affairs Officer at DSN 431-1400 or CIV 07031-15-1400.

  
JOHN P. STACK  
COL, SF  
Commanding