



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
200 STOVALL STREET  
ALEXANDRIA, VA 22332-2400

IN REPLY REFER TO  
JAGINST 7042.1A  
JAG 13  
16 APR 1992

JAG INSTRUCTION 7042.1A

From: Judge Advocate General

Subj: USE OF OFFICIAL REPRESENTATION FUNDS WITHIN THE OFFICE OF THE JUDGE  
ADVOCATE GENERAL

Ref: (a) DODDIR 7250.13 of 23 Feb 89  
(b) SECNAVINST 7042.7G  
(c) UNSECNAV memo of 14 Mar 83 (NOTAL)  
(d) NAVSO P-3006, Financial Management of Resources, Operations and  
Maintenance (Shore Activities)  
(e) NAVCOMPTMAN, Par. 04081120

1. Purpose. To provide procedures for the use of Official Representation Funds (ORF) within the Office of the Judge Advocate General (OJAG) under references (a), (b), and (c).

2. Cancellation. JAGINST 7042.1.

3. Background. The Secretary of the Navy has designated the Judge Advocate General an authorization holder for the extension of official courtesies on behalf of the U.S. Government through the use of ORF. This authority was granted under references (a) and (b), and is subject to the procedural requirements of reference (c).

4. Policy. All uses of ORF within OJAG must comply strictly with references (a) and (b), and this instruction. Under reference (c), all requests for routine uses of such funds must be submitted to the General Counsel for approval. ORF expenditures which involve exceptions to the policies of reference (b) must be submitted for advance approval to the Secretary of the Navy, via the General Counsel, the Assistant for Administration, and the Under Secretary of the Navy.

5. Action

a. Submit all ORF requests to the Judge Advocate General, via the Special Assistant to the Judge Advocate General (Comptroller), and the Deputy Assistant Judge Advocate General (Administrative Law). Requests shall include, at a minimum, the date, place, nature, and purpose of the proposed expenditure; and, if applicable, the total number of persons to be invited, and the number of DOD military or civilian personnel to be invited.

b. Upon receipt of a request, the Special Assistant to the Judge Advocate General (Comptroller) shall endorse the request and comment on the availability of funds.

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c. The Deputy Assistant Judge Advocate General (Administrative Law) shall:

- (1) review all ORF requests for compliance with references (a) and (b);
- (2) obtain required General Counsel approval on routine requests; and
- (3) forward all requests to the Judge Advocate General, recommending either that the request be approved, denied, or forwarded to SECNAV for approval.

d. No payment or reimbursement shall be made without approval of the Judge Advocate General.

6. Accounting. The Special Assistant to the Judge Advocate General (Comptroller) shall monitor and account for the expenditure of ORF in connection with approved requests, maintain attendance and other records required by reference (b), collect and account for any fees required to be charged to DOD attendees on per diem or reimbursements for actual expenses while on official travel, and report ORF expenditures per references (d) and (e).

J. E. GORDON

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