

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Pamphlet 37-47

14 December 2011

Financial Administration

REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

*This regulation is the first edition.

FOR THE COMMANDER:

BRIAN T. BISHOP
Major General, USAF
Chief of Staff

OFFICIAL:



GARRIE BARNES
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Records Management

Summary. This pamphlet establishes United States Forces Korea (USFK) policies, procedures and reporting requirements for the use of official representation funds (ORF) of the Secretary of the Army.

Summary of Changes. This is a revised pamphlet that updates the previous version of Army in Korea (AK) Pamphlet (Pam) 37-47 concerning Official Representation Funds within United States Forces Korea. A full review of its contents is required.

Applicability. The provisions of this pamphlet apply to all units and activities utilizing ORF managed by USFK.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from USFK Comptroller/8th Army, Assistant Chief of Staff, G8, Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at http://8tharmy.korea.army.mil/G1_AG/index.htm. The electronic ORF Form does require your computer system to have the most recent version of LOTUS Forms installed.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USFK, Comptroller. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Comptroller, USFK, ATTN: FKRM-HA, Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

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Glossary

1. Purpose

This pamphlet establishes United States Forces Korea (USFK) policies, procedures, and reporting requirements for the use of official representation funds (ORF) of the Secretary of the Army.

2. References

a. Required publications:

- (1) AR 11-7, Army Internal Review Program. Cited in paragraph 6g(1).
- (2) AR 37-47, Representation Funds of the Secretary of the Army. Cited in paragraph 6b & 8.

b. Related publications:

- (1) AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities.
- (2) DFAS IN Regulation 37-1, Department of Defense Financial Management Regulation.
- (3) DOD 7000.14-R, Department of Defense Financial Management Regulations (FMRs).
- (4) Federal Acquisition Regulation (FAR)
- (5) 10 USC 127 (Emergency and Extraordinary Expenses)
- (6) 22 USC 2694 (Limitation on Purchase of Gifts for Foreign Individuals)
- (7) 31 USC 1517 (Prohibited Obligations and Expenditures)
- (8) CJCSI 7201.01A (Combatant Commander's Official Representation Funds)
- (9) DODI 7250.13 (Use of Appropriated Funds for Official Representation Purposes)

3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Policy

a. ORF is used to maintain the standing and prestige of the United States (U.S.) by extending official courtesies to certain dignitaries and officials of the U.S. and foreign countries, as well as for hosting official functions.

b. Such functions will be in keeping with propriety as dictated by the occasion and conducted on a modest basis. Users of ORF should ensure that entertainment costs are kept to a minimum.

5. Authorities

USFK is designated as the manager of available funds in support of USFK, Combined Forces Command (CFC), and United Nations Command (UNC).

- a. The Commander, USFK has the authority to host official functions involving the use of ORF

for UNC, CFC, and USFK. The staff directorates and commands listed in appendix A have the authority to host events and present gifts and mementos. UNC/CFC/USFK staff directorates and commands utilizing USFK ORF will submit their known ORF requirements at the beginning of each fiscal year to the USFK Chief of Staff for approval. Once the event has received conceptual approval, the Secretary of the Combined and Joint Staff (SCJS) approves the actual conduct of the event. The list of ORF events pre-approved by the USFK SCJS is maintained by the SCJS.

b. Republic of Korea (ROK) civilian equivalents for U.S. Federal, State, and local officials are shown at appendix B.

c. ORF is authorized to extend courtesies in connection with community relations programs. When conducting entertainment in conjunction with community relations programs, commanders should ensure that the purpose of the gathering is to address community relations' issues or improvements and that entertainment is incidental to that purpose. Costs associated with community relations functions should be kept to the absolute minimum required to satisfy the purpose of the meeting.

d. Requests for ORF forwarded to the reviewing and/or approving authorities that are deemed to be questionable can be forwarded by the USFK Representation Fund Custodian (RFC) to the Administrative Assistant to the Secretary of the Army (SAAA-ZA), 105 Pentagon, Washington, DC 20310-0105 for approval on a case-by-case basis. Questionable uses of ORF funds authorized pursuant to CJCSI 7201.01A are routed to PACOM for approval on a case-by-case basis.

6. Responsibilities

a. The Commanding General, USFK will appoint a Certifying and Approving Officer (CAO) and a RFC, in writing, to manage the expenditure of ORF. Only one of these officials can be a member of the comptroller's office. Command policy is to appoint the Chief of Staff/SCJS as the CAO and an RFC from the comptroller/G8 (RM/G8) office. (See appendix C and D for formats.)

b. Responsibilities of the CAO and RFC are described in detail in AR 37-47. The CAO will be superior in grade or rank to the RFC who will generally hold, as a minimum, the grade of E-7/GS-11 or above. Procedures for staffing ORF requests can be found in the ORF Letter of Instruction at appendix G of this document.

(1) The responsibility to maintain a control register to record receipt and issue of mementos and gifts may be delegated by the CAO. This is delegated to the USFK Protocol Officer who will ensure compliance with all provisions for memento and gift inventory control for CDR, CFC/USFK.

(2) USFK comptroller/G8, Management Division will complete the Management Control Evaluation Checklist contained in appendix B, AR 37-47 as prescribed in the Management Control Plan. The USFK Management Control Plan requires the use of the checklist at least once during a two-year cycle.

(3) The CAO will maintain copies of the letter of authority for all Authorized Officials, the RFC and CAO appointment letters, and applicable Department of Defense (DD) Form 577 (Signature Card). DD Form 577 is available electronically at: <http://www.apd.army.mil>.

c. All authorized users of ORF as shown in appendix A **must obtain** written RFC approval prior to committing/expending funds or conducting the ORF event. A telephonic or email approval is acceptable for emergency cases only and the requester must follow-up with written

documentation within 3 working days after the event. Under no circumstance should any ORF funds be spent without at least vocal or e-mail prior approval. Any request for reimbursement for an event that did not receive prior approval must be submitted to the Secretary of the Army (SA) for retroactive approval. The SA or his or her designee is the only officials with retroactive approval authority. Retroactive reimbursement may be disapproved requiring the offender to pay back any government funds spent without authorization.

d. USFK Comptroller/8th Army, G8, Headquarters Activity (HA) Division will:

(1) Act as the Program Director for ORF provided to HQs USFK/CFC/UNC by Headquarters, Department of the Army (HQDA) for official representation purposes.

(2) Develop official representation fund HQs budget estimates for use in the budget submission to HQDA.

(3) Provide policy guidance to the HQs on the use of ORF.

e. 8th Army, Director, Internal Review and Audit Compliance, will:

(1) Conduct internal review audits of ORF in accordance with (IAW) AR 11-7.

(2) Provide copies of the internal review audit to the USFK Chief of Staff, Command Group and USFK Comptroller.

f. Chief of Staff offices within USFK and subordinate commands that have not been allocated ORF, but have a requirement to host official functions, will:

(1) Appoint a project officer to prepare all documentation required for requesting ORF support and ensure that the actions required by the project officer are properly completed. Use of the electronic version is preferred and reduces processing time.

(2) Submit requests for the use of ORF at least **14 days prior** to the scheduled date of the proposed function. Any unit that submits an ORF request less than 14 days prior to the proposed function must provide a memorandum with justification as to why the request did not meet the required time line. Units requesting ORF will submit requests through their chain of command to the appropriate authority possessing official representation fund approval authority. Each request will be prepared in the format shown at appendix G and as outlined in the attached Letter of Instruction (LOI).

7. Payment Methods

For Official Representation Funds, use of an ORF government purchase card (GPC) is preferred:

a. A separate GPC for each Official Representation Funds account must be established to ensure accountability and transparency of ORF expenditures. The sole purpose of the ORF GPC will be to purchase ORF-approved goods and services. GPC policies and procedures apply to .0012 purchases the same as any credit card procurement and fall within the auspices of the Federal Acquisition Regulation (FAR).

b. If a vendor doesn't accept a GPC, the requestor will need to go through 411th CSB (contracting office) to comply with their procedures for appointment as Field Ordering Officer and related requirements for local procurement.

c. Those who seldom host ORF events can have their event paid for by an ORF cardholder within their command. USFK ORF cards are aligned to support non-ORF cardholders in accordance with appendix I.

8. Accounting

Processing of requests will conform to the guidance provided by AR 37-47.

Appendix A

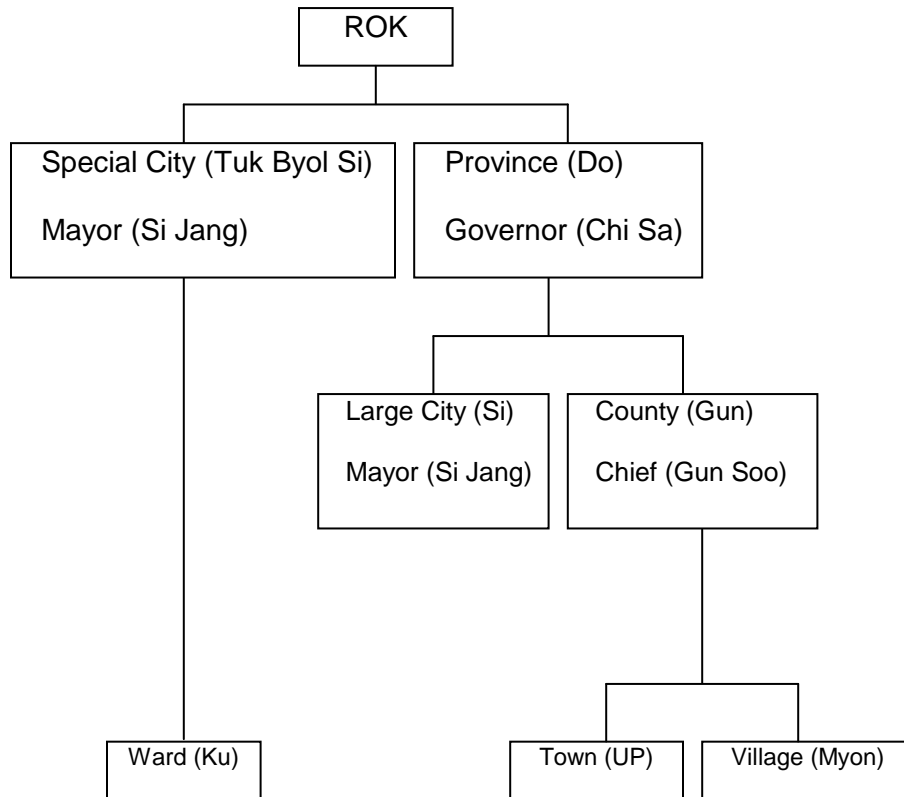
Delegation to Host Official USFK, CFC, and UNC Functions Using the Secretary of The Army Official Representation Funds

IAW paragraph 5a, the positions listed below are authorized to host official functions and to present gifts and mementos. No further delegation is authorized. CAO approval must be obtained prior to each ORF event/expenditure.

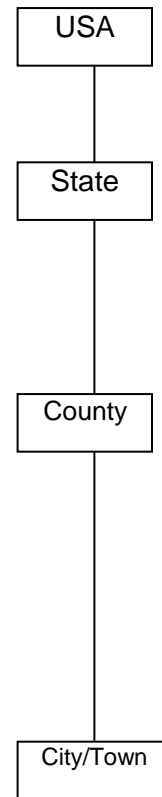
- a. Deputy Commander, USFK.
- b. Chief of Staff, USFK.
- c. Deputy Chief of Staff, USFK.
- d. Deputy Chief of Staff, Transformation, USFK.
- e. Command Sergeant Major (CSM Authorized).
- f. ACofS, J1.
- g. ACofS, J2.
- h. ACofS, C/J3.
- i. ACofS, J4.
- j. ACofS, C/J5.
- k. ACofS, J6.
- l. ACofS, J8.
- m. ACofS, Engineer (EN).
- n. Provost Marshal Officer.
- o. Command Chaplain.
- p. Surgeon.
- q. Public Affairs Officer.
- r. Judge Advocate.
- s. Acquisition Management Officer.
- t. Special Operations Command – Korea.
- u. United Nations Command – Military Armistice Commission.

Appendix B
Administrative Divisions of the Republic of Korea

ADMINISTRATIVE DIVISIONS OF THE REPUBLIC OF KOREA



U.S. COUNTERPART



*For guide-line purposes only. The Staff Judge Advocate will determine whose ranks, position, or stature justifies official courtesies.

Appendix C
Sample Format for Appointing CAO

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Colonel John Q. Jones, xxx-xx-1111, Deputy Chief of Staff, USFK, Unit #15236, APO AP 96205-5236

SUBJECT: Appointment as Primary (Alternate) Certifying and Approving Officer

1. Reference AR 37-47, 12 March 2004, Representation Funds of the Secretary of the Army.
2. You are hereby appointed as the Primary (Alternate) Certifying and Approving Officer (CAO), for the purpose of approving and certifying USFK Form 37-47 (Request for ORF Funds) for payments chargeable to official representation funds allocated to this headquarters.
3. Your signature on the Request for ORF Funds certify as to its correctness, propriety for payment, and availability of funds. You will be thoroughly familiar with the contents of the above reference as you may be held pecuniary liable for deficiencies subsequently noted during an Army audit or major command inspections.
4. This appointment is valid until officially relieved or released from appointment or assignment.

XXXXXX X. XXXXXX
General, USA
Commanding

Appendix D
Sample Format for Appointing RFC

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Colonel Jane Q. Smith, Assistant Chief of Staff, USFK, Unit #15236, APO AP 96205-5236

SUBJECT: Appointment as Primary (Alternate) Representation Fund Custodian

1. Reference AR 37-47, 12 March 2004, Representation Funds of the Secretary of the Army.
2. You are hereby appointed as the Representation Fund Custodian (RFC) for the official representation funds allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulation and any supplementary guidance received from higher headquarters.
3. You cannot certify USFK Form 37-47 that involves you as an agent officer or the payee.
4. You shall forward two copies of DD Form 577 (Signature Card) together with a copy of this memorandum to your servicing finance and accounting office.
5. This appointment as RFC establishes an agency relationship between you as certifying officer and 175th FMC and is valid until officially relieved or released from appointment or assignment.
6. You will furnish one copy of this letter to the Chief of Staff, HQ USFK, ACSRM, Unit 15236, APO AP 96205-5236.

xxxxx. xxxxxxxxxxxx
General, USA
Commanding

Appendix E
Sample Format for Appointing Inventory Control Officer

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR RECORD

SUBJECT: Appointment as Inventory Control Officer for

1. Reference AR 37-47, paragraph 3-3, 12 March 2004, Representation Funds of the Secretary of the Army.
2. You are hereby appointed as the Inventory Control Officer for the official representation funds allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulation and any supplementary guidance received from higher headquarters.
3. You are responsible for issuing, receiving and maintaining accountability of the assigned gift locker. Inventory of these items will not exceed a 3-month requirement. Beverage and gift stock items will be inventoried and reconciled with inventory records semiannually and/or when custodianship of funds is transferred. Sub-vouchers showing the names, title, and the purpose of the issuance must support all inventory records.
4. You will furnish one copy of this letter to the Chief of Staff, HQ USFK, ACSRM, Unit 15236, APO AP 96205-5236.

xxxxx. xxxxxxxxxxxx
General, USA
Commanding

Appendix F
Sample Format for Gift Presentations

Office Symbol

MEMORANDUM FOR RECORD

SUBJECT: Presentation of (basic description of presentation)

1. Reference AR 37-47, 12 March 2004, Representation Funds of the Secretary of the Army.
2. IAW AR 37-47, subparagraph 2-9, I hereby certify that the presentation of (briefly describe presentation including description of the gift or memento, name and title of recipient, and description of occasion being observed) was presented to authorized guests in connection with official courtesies within the guidelines of paragraph 2-4c, AR 37-47.

Presenter's Signature Block
LTG, USA
Commanding General

Appendix G

Letter of Instruction for use of the Official Representation Funds (ORF)

1. **PURPOSE:** This letter of instruction (LOI) provides references and sets forth procedures pertinent to the use of Official Representation Funds (ORF).

2. **REFERENCE:**

- a. AR 37-47, 12 Mar 04, "Representation Funds of the Secretary of the Army"
- b. AK PAM 37-47, 2 Jun 10, "Representation Funds of the Secretary of the Army"
- c. CJCSI 7201.01A, 15 Oct 03, "Combatant Commanders' Official Representation Funds"
- d. DoDI 7250.13, 30 Jun 09, "Use of Appropriated Funds for Official Representation Purposes"

3. **APPLICABILITY AND SCOPE:** This LOI applies to all United Nations Command (UNC) /Combined Forces Command (CFC)/United States Forces Korea (USFK) Staff Directorates and any organization delegated authority to host ORF events on behalf of the Commander, USFK.

4. **PROCEDURES:**

a. Request:

(1) Requesting Office (RO): Complete section I of USFK Form 37-47. RO forwards USFK FORM 37-47 to the Representation Fund Custodian (RFC). The RFC verifies funds availability and replies to the RO with a Document Control Number (DCN). The RO inserts the DCN into the USFK FORM 37-47 and forwards the USFK FORM 37-47 with DA Form 4843 (Guest/Attendees list) attached if required to the Billing Official.

(2) ORF GPC BO: Review the request for completeness, digitally sign and forward to the Staff Judge Advocate (SJA) for legal determination.

b. Legal Determination: SJA reviews request to ensure that all requirements of governing regulations are met. Complete section II of USFK FORM 37-47. Enter a brief synopsis of the legal review on the form and ensure the full review is attached. Digitally sign the Form. If there are no legal issues with the request, submit to the Certification and Approval Authority (CAO).

c. CAO Approval: The CAO checks verify that the event is on the pre-approved list of ORF events. If pre-approved and no other issues exist, the CAO digitally signs approving the event. If not pre-approved, the CAO seeks approval from the Chief of Staff before signing to approve. The CAO then forwards to the RFC for funds certification.

d. RFC Funds Certification: Review request for completeness. Verify the previously assigned DCN with the ORF log. Complete section V of USFK FORM 37-47. Digitally sign the form and submit to RO for execution of ORF event.

5. EXECUTION AND PAYMENT:

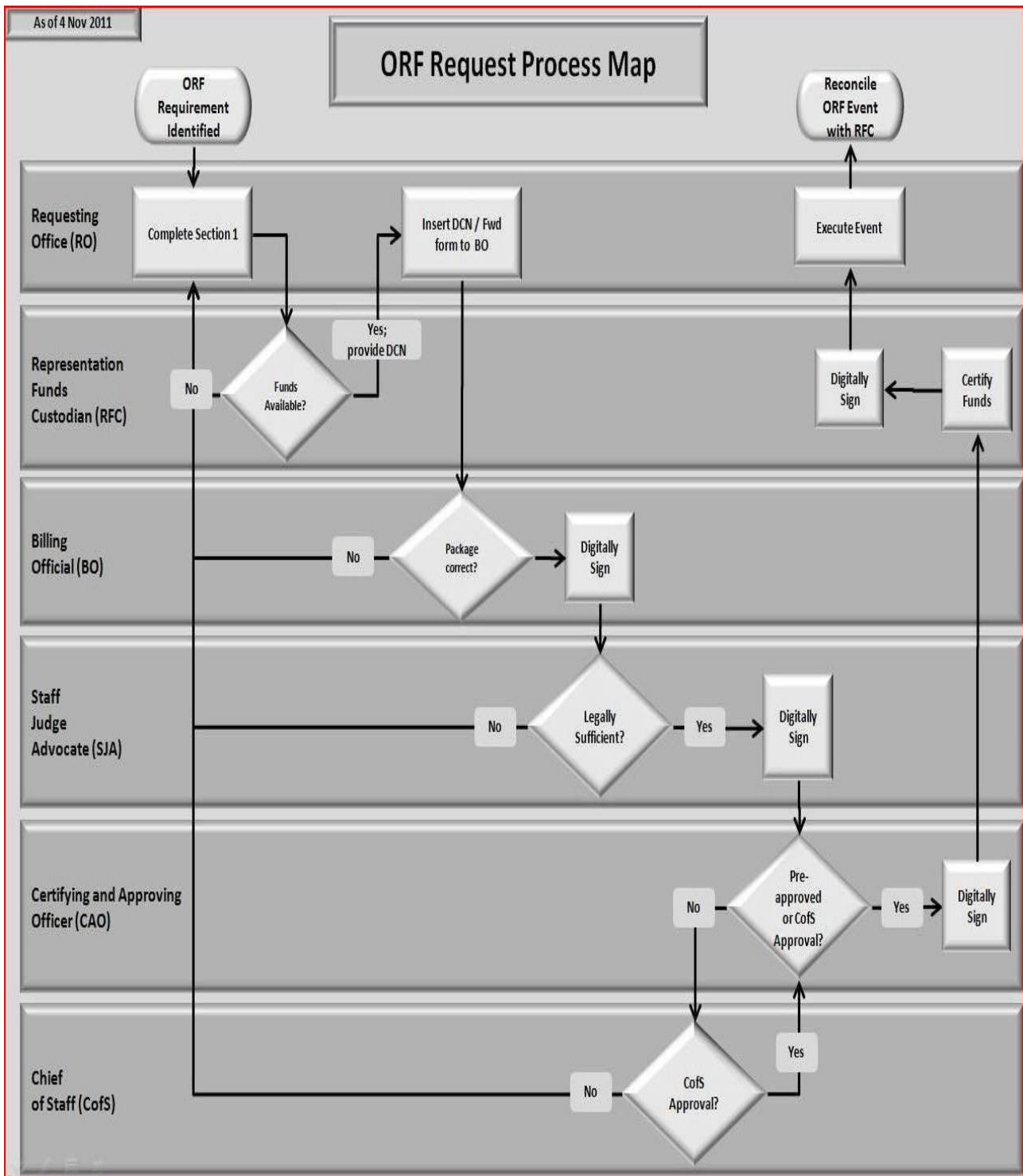
a. RO: After execution of the event, the requesting office completes section VI of USFK FORM 37-47 and attaches the payment packet consisting of all receipts and the final guest list (DA Form 4843). If payment was made via ORF GPC, submit the payment packet to the ORF GPC BO for approval. If payment was made by Class A Paying agent, the payment packet must be submitted to the 176th Finance - Cashier Cage.

b. ORF GPC BO: Review payment packet and ensure that all receipts, guest lists, and any other required documents are attached. Certify the transaction in Access On Line (AxOL). Digitally sign the payment packet and submit to the RFC for final processing. Maintain all packets with original receipts on file for 6 ½ years.

6. MONTHLY GPC RECONCILIATION: Each ORF GPC BO must schedule an appointment NLT 3 working days after the end of the billing cycle with the HA ORF Analyst(s) to ensure each purchase is properly identified and actual expense is logged into the appropriate ORF Funds Control Ledger.

7. PROGRAMMING ORF EVENTS: All commands and staff directorates for both USFK/CFC/UNC will identify their known ORF events at the beginning of each fiscal year and submit to the Chief of Staff for pre-approval. Pre-approved ORF events can be approved by the CAOs through the normal ORF request procedure. Short notice events or events which were not pre-approved require verbal or written approval from the Chief of Staff prior to the conduct of the event. The verbal approval will be followed by the appropriate documentation. In no case will an event be conducted without prior approval.

Appendix H Official Representation Fund Request Procedures



Appendix I
Sample of Electronic Request for ORF Funds

REQUEST FOR ORF FUNDS IISFK PAM 37-47		CONTROL #: <input style="width: 150px; height: 20px;" type="text"/>
SECTION I - TO BE COMPLETED BY THE REQUESTING STAFF SECTION OR UNIT		
1. REQUESTING STAFF/UNIT: <input style="width: 90%; height: 20px;" type="text"/>	2. SOURCE OF FUNDS: USFK <input style="width: 20px; height: 15px;" type="text"/>	
3. TYPE OF EVENT: DINNER <input style="width: 20px; height: 15px;" type="text"/> Other Event (Explain): <input style="width: 150px; height: 20px;" type="text"/>	4. METHOD OF ORF GPC: <input style="width: 20px; height: 15px;" type="text"/> GPC HOLDER: <input style="width: 100px; height: 20px;" type="text"/> GPC ACCT #: <input style="width: 100px; height: 20px;" type="text"/>	
5. DATE/TIME OF EVENT: <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>	6. ORF RATIO - DOD GUESTS: 1 AUTH GUESTS: 1 <input style="width: 20px; height: 15px;" type="text"/>	
7. ESTIMATED COST: \$0.00	8. LOCATION OF EVENT: <input style="width: 100%; height: 20px;" type="text"/>	
9. HOST: <input style="width: 100%; height: 20px;" type="text"/>	10. HONOREES: <input style="width: 100%; height: 20px;" type="text"/>	
11. JUSTIFICATION: (Select all that apply and provide details in Blk 12.) <input type="checkbox"/> Hosting authorized guests to maintain the standing and prestige of the United States at home and abroad. <input type="checkbox"/> Luncheons, dinners, receptions, and participation expenses at DOD-sponsored events held in honor of authorized guests. <input type="checkbox"/> Luncheons, dinners, and receptions for local authorized guests that are required to maintain civic or community relations. <input type="checkbox"/> Receptions for local authorized guests to meet with newly assigned commanders or appropriate senior officials. <input type="checkbox"/> Entertainment of authorized guests incident to visits by U.S. vessels to foreign ports and visits by foreign vessels to U.S. ports. <input type="checkbox"/> Official functions, floral wreaths, decorations, and awards in observance of foreign national holidays and similar occasions taking place in foreign countries. <input type="checkbox"/> Dedications of facilities. <input type="checkbox"/> Presentation of gifts/mementos IAW AR 37-47, para 2-9a or CJCSI 7201.01.		
12. PURPOSE OF EVENT/DESCRIPTION: <input style="width: 100%; height: 150px;" type="text"/>		
<ul style="list-style-type: none"> • I understand that if I have not been notified of the decision within 48 hours before an event, I may request a status from Headquarters Activity Division at 723-7544/3443. • I understand that this request for funding must be approved before the event is executed. If this request has not been approved before event execution, funding may only be authorized via retroactive approval from the SECARMY IISFK AR 37-47, para 3-1e(1)(a). • I also understand that if the final cost exceeds the amount approved by the Approving Official, I will provide written justification of the excess cost. • Under no circumstances will any gift exceed \$350, the statutory limit for gifts under ORF. • DA Form 4843-R is attached as necessary. 		
13. ATTACHMENTS: <input type="checkbox"/> DA FORM 4843-R <input type="checkbox"/> QUOTES/SOLE SOURCE JUSTIFICATION <input type="checkbox"/> OTHER: <input style="width: 100px; height: 20px;" type="text"/>	14. BILLING OFFICIAL OR REQUESTOR SIGNATURE: <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/> TELEPHONE: <input style="width: 100px; height: 20px;" type="text"/> DATE: <input style="width: 50px; height: 20px;" type="text"/>	
SECTION II - TO BE COMPLETED BY ADMINISTRATIVE LAW		
1. LEGAL REVIEW IS ATTACHED. THERE ARE NO LEGAL ISSUES WITH THIS REQUEST. <input style="width: 20px; height: 15px;" type="text"/>		
2. SYNOPSIS OF LEGAL REVIEW: <input style="width: 100%; height: 150px;" type="text"/>		
3. LEGAL SIGNATURE: <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 100px; height: 20px;" type="text"/> TELEPHONE: <input style="width: 100px; height: 20px;" type="text"/> DATE: <input style="width: 50px; height: 20px;" type="text"/>		
<input type="button" value="Attach Files"/> <input type="button" value="View Attachments"/>		

Appendix J
ORF GPC Staff Support Matrix

ORF GPC Staff Support Matrix
Bold indicates servicing ORF GPC Cardholder

USFK

J2 - J1; J4; J5; J6.

J3 - 411th CSB/Acquisition Management; J8; SOCKOR.

UNCMAC - Judge Advocate; Religious Services.

PAO - Special Staff.

PROTOCOL - SCJS; Command Group.

PROVOST MARSHAL - Engineer; DCS, Transformation & Restationing.

SOFA Secretariat - Safety; Surgeon.

Glossary
Abbreviations

AASA	Administrative Assistant to the Secretary of the Army
ACofS	Assistant Chief of Staff
AxOL (U.S Bank)	Access On Line
AR	Army Regulation
ASA	Assistant Secretary of the Army
BO	Billing Official
CAO	Certifying and Approving Officer
CFC	Combined Forces Command
CoS	Chief of Staff
DA	Department of the Army
DCN	Document Control Number
DOD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
FAR	Federal Acquisition Regulation
FM	Financial Management
FOO	Field Ordering Officer
HA	Headquarters Activity Division (ORF Analyst reside in this office)
HQDA	Headquarters Department of the Army
IAW	In Accordance With
KAFC	Korean-American Friendship Council
ORF	official representation funds
PAO	Public Affairs Office
PTP	People-to-People

RO	Requesting Office
RFC	Representation Fund Custodian
RM	Resource Management
ROK	Republic of Korea
SA	Secretary of the Army
SCJS	Secretary Combined Joint Staff
SJA	Staff Judge Advocate
U.S.	United States (of America)
UNC	United Nations Command
USFK	United States Forces Korea