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CNICINST 7042.1A  
N8  
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CNIC INSTRUCTION 7042.1A

From: Commander, Navy Installations Command

Subj: POLICIES AND PROCEDURES FOR UTILIZATION OF OFFICIAL  
REPRESENTATION FUNDS

Ref: (a) SECNAV M-5210.1, DON Records Management Program  
(b) DoD Instruction 7250.13 of 30 Jun 2009  
(c) SECNAVINST 7042.7K

1. Purpose. To provide enterprise-wide policy and procedures for the Commander, Navy Installation Command's (CNIC) Official Representation Funds (ORF) program encompassing administration, budget, execution, and change of command (COC) exception requests in accordance with references (a) through (c). This instruction applies to the CNIC ORF funded regions and installations. It does not apply to Navy Region Japan, Joint Region Marianas, or Navy Region Center Singapore, all of whom operate under the ORF program of Commander, U.S. Pacific Fleet.
2. Cancellation. CNICINST 7042.1 dated 24 Nov 2009.
3. Background. The Secretary of the Navy and Department of Defense (DoD) have authorized the use of Official Representation Funds, per references (b) and (c). ORF funds may be used to host official receptions, dinners and similar events, and to otherwise extend official courtesies to guests of the United States and the DoD for the purpose of maintaining the standing and prestige of the United States and DoD. ORF is a sub-allocation to CNIC by the Department of the Navy, Assistant for Administration (DONAA).
4. Policy. CNIC is a planning figure holder under the purview of DONAA for the administration of ORF Funds. An enterprise view of the ORF Program via a point of contact (POC) Chart can be found on the CNIC Gateway 2.0 (G2) N85 team site at the following link:

<https://g2.cnic.navy.mil/TSCNICHQ/N8/N85/Execution%20Guidance/Forms/AllItems.aspx>. References (b) and (c) provide comprehensive ORF program guidance for DON and DoD activities, respectively. This instruction provides additional guidance for budget and execution of funds specific to the CNIC Enterprise. It is important to note that the execution of ORF may be limited from time to time during periods of fiscal uncertainty.

a. Budget Requests for Upcoming Fiscal Year. The CNIC Centrally Managed Programs (N85) ORF Program Coordinator is responsible for submitting CNIC enterprise ORF requirements for the upcoming fiscal year to DONAA by 1 September each year. Accordingly, ORF Region Coordinators are required to submit region requests to the CNIC N85 ORF Program Coordinator by 1 August each year for the upcoming fiscal year, using the Budget Request Template, found on the G2 N85 team site. The CNIC N85 ORF Program Coordinator will consolidate, review, and propose the CNIC ORF Budget Submission Request to the CNIC Comptroller. Upon approval, the CNIC N85 ORF Program Coordinator will submit the budget to DONAA for review. The consolidated CNIC budget submission is for planning purposes only and does not constitute approval for execution since actual ORF controls provided by DONAA may be significantly less.

b. Funds Allocation. The CNIC N85 ORF Program Coordinator allocates funds to ORF Region Coordinators based on whether Navy is operating under a Continuing Resolution (CR) or an annual appropriation. Depending on the circumstances, the CNIC N85 ORF Program Coordinator will request that regions validate their requirements prior to distribution of funds. In all cases, the CNIC N85 ORF Program Coordinator distributes funds to ORF Region Coordinators using the ORF General Ledger found on the CNIC G2 N85 team site.

(1) Allocation under a Continuing Resolution. When operating under a CR, it is the CNIC N85 ORF Program Coordinator's responsibility to maintain strict control of limited resources until the DoD budget is passed. ORF Region Coordinators must request funds in writing on a monthly basis using the "ORF Requirements by Month Request" form found on the CNIC G2 N85 team site. The CNIC N85 ORF Program Coordinator will review all requests, determine the highest priority, and approve requests on an event-by-event basis. ORF Region Coordinators will be notified in writing once their event is approved. It is the responsibility of ORF Region Coordinators

to conform to references (b) and (c) for the appropriate use of ORF.

(2) Allocation under an Appropriation. When operating under an annual appropriation, requests for funds from ORF Region Coordinators will be approved on a fiscal year, quarterly basis. ORF Region Coordinators must request funds in writing using "ORF Requirements by Month Request" form for all three months in the quarter. The CNIC N85 ORF Program Coordinator will review all requests and determine the highest priority. ORF Region Coordinators will be notified in writing of the amount of funds allocated for the quarter. Funding allocated to ORF Region Coordinators can be reprogrammed for another requirement if the execution plans change. It is the responsibility of ORF Region Coordinators to conform to references (b) and (c) for the appropriate use of ORF.

c. Execution of Funds. It is ultimately the REGCOM's responsibility to execute the event and then the responsibility of ORF Region Coordinators to then submit the appropriate documentation required to the CNIC N85 ORF Program Coordinator for either reimbursement of funds or for Government Purchase Card (GPC) records.

(1) During the ORF event planning process, and prior to any expenditure or reimbursement request, the Region Coordinator should confer with the Navy Office of the General Counsel (OGC) for fiscal and procurement guidance relating to the proper expenditure of ORF, particularly in regard to food, entertainment, gifts and mementos. It is imperative that improper, unauthorized, or imprudent purchases be avoided, as reimbursement will not be provided for any items or services that do not qualify as authorized and legitimate expenses under applicable guidance issued by DoD, DON, or CNIC in accordance with references (b) and (c). If the event is not approved, the holder of the event would be responsible for the cost.

(2) Region Coordinators should forward GPC and reimbursement documentation to the CNIC N85 ORF Program Coordinator within 10 working days after completion of the region event. Documentation must include the following:

(a) Complete Standard Form 1034 (SF 1034), Public Voucher for Purchases and Services Other Than Personal, using the appropriate Line of Accounting (LOA) and document number.

(b) An official letter detailing the proposed use of the funds; the date and location of the event; a justification of how the expenditures meet the ORF criteria; and a cost breakdown of event with estimated ratios.

(c) An Expense Documentation Sheet, signed by the Region Commander.

(d) Standardized Guest List, identifying ORF eligible individuals.

(e) Receipts for purchases.

(3) Once submitted, the CNIC N85 ORF Program Coordinator provides final approval and signs the SF 1034. Reimbursement documentation will be forwarded by the CNIC N85 ORF Program Coordinator to the CNIC Pay Office (Norfolk Financial Support Center) for certification and payment. Payment of an approved reimbursement takes 5 to 7 business days. Copies of all event documentation will be retained by the CNIC N85 ORF Program Coordinator. All necessary documents can be found on the CNIC G2 N85 team site.

d. ORF Execution Review. In order to best manage limited ORF resources, the CNIC N85 ORF Program Coordinator performs ongoing enterprise execution reviews. In order to accomplish this task, the CNIC N85 ORF Program Coordinator will send ORF Region Coordinators a copy of their ORF Master General Ledger and a copy of their upcoming month's ORF requirements previously submitted. Execution reviews will be sent out on the 20th of each month. ORF Region Coordinators will validate their expenses, update anticipated requirements for the upcoming month, and submit their input to the CNIC N85 ORF Program Coordinator by the 27th of each month. The CNIC N85 ORF Program Coordinator will review and adjust the region ORF General Ledgers to either provide additional funds to regions or withdraw excess funds. A mandatory response is required from ORF Region Coordinators.

e. Policy for Change of Command Ceremonies. In accordance with paragraph 9(a)(4) of reference (c), use of ORF is typically not permitted for expenses associated with Change of Command (COC) receptions. However, when a COC reception is intended to provide an opportunity for the incoming commander to meet individuals qualifying under paragraphs 6a (1) through (3) of reference (c), an exception to policy may be requested in advance to use ORF to pay for food and refreshment expenses.

(1) Use of ORF for COC receptions is limited to CNIC headquarters, region commanders (Flag rank), and overseas installation commanding officers.

(2) Requests to spend ORF for COC receptions will only be endorsed and forwarded to Director, Navy Staff (DNS) (less than \$5,000) or Vice Chief of Naval Operations (VCNO) (above \$5,000) for region commanders (Flag rank) and overseas installation commanding officers, when they otherwise meet the criteria of reference (c).

(a) Routing and Documentation. COC exception request paperwork must be submitted in writing to the CNIC OGC, copied to CNIC N85 ORF Program Coordinator, at least 30 days in advance of the reception. It is the responsibility of the ORF Region Coordinator to prepare the exception request in conjunction with the Region or Installation OGC. At a minimum, all such requests must receive a legal review at the installation or region level. The following documentation shall be included in the COC Exception Request:

1. An official letter detailing the proposed use of the funds; the date and location of the event; a justification of how the expenditures meet the ORF criteria; and a cost breakdown of event with estimated ratios.

2. A complete list of DoD guests with grades and ranks and present billets, as well as a complete list of authorized guests entitled to ORF courtesies, including sufficient information about each guest for approval authority to determine if the guest meets criteria for ORF courtesies per reference (a).

3. An Expense Documentation Sheet.

(3) Limitations. DNS and VCNO have the authority to approve requests if limitations are met. An Exception Request Sample located on the CNIC G2 N85 team site provides examples of COC scenarios. In general, the requested amount for the COC reception should not exceed \$8.00 per person for continental United States (CONUS) or \$10.00 per person for outside of CONUS (OCONUS) activities.

(4) COC Execution. Upon approval of the COC exception request by DNS or VCNO, the CNIC N85 ORF Program Coordinator will notify the ORF Region Coordinator to proceed and provide them with a copy of the official approval letter. Once the COC is completed, follow the guidance provided in paragraph 4c of this instruction to submit a reimbursement package.

5. Responsibilities.

a. The CNIC N85 ORF Program Coordinator is responsible for:

(1) Overseeing the CNIC ORF program in accordance with references (b) and (c) and providing general guidance to ORF Region Coordinators.

(2) Establishing CNIC Enterprise ORF guidelines.

(3) Submitting approved budgets to DONAA by 1 September annually.

(4) Allocating funds to CNIC regions in accordance with standards outlined in section 4b of this instruction.

(5) Executing funds with monthly and quarterly program reviews.

b. ORF Region Coordinators are responsible for:

(1) Establishing written Standard Operating Procedures (SOPs) and executing the ORF program in accordance with references (b), (c), and this instruction.

(2) Submitting region requests for the upcoming fiscal year, using the Budget Request Template found on the CNIC G2 N85 team site, to the CNIC N85 ORF Program Coordinator by 1 August annually.

c. The CNIC Office of General Counsel is responsible for providing legal guidance, upon request, on the use of ORF funds as well as reviewing and routing change of command requests for the enterprise.

6. Action

a. The CNIC N85 ORF Program Coordinator will:

(1) Consolidate, review, and propose the CNIC ORF Budget Submission Request to the CNIC Comptroller.

(2) Submit the approved budget to DONAA for review.

(3) Provide final authorization of an event and approve the SF 1034 by signature.

(4) Forward reimbursement documentation to the CNIC Pay Office (Norfolk Financial Support Center) for certification and payment.

(5) Retain copies of all event documentation.

(6) Perform ongoing enterprise execution reviews by sending ORF Region Coordinators a copy of their ORF Master General Ledger and a copy of their upcoming month's ORF requirements previously submitted. Execution reviews will be sent out on the 20th of each month.

b. ORF Region Coordinators will:

(1) Submit COC exception request paperwork to the CNIC OGC at least 30 days in advance of an event.

(2) Forward GPC and reimbursement documentation to the CNIC N85 ORF Program Coordinator within 10 working days after completion of the region event as outlined in section 4c(2) of this instruction.

(3) Validate expenses, update anticipated requirements for the upcoming month, and submit necessary input to the CNIC N85 ORF Program Coordinator by the 27th of each month in response to the CNIC ORF N85 Program Coordinator's monthly execution review.

7. Forms and Reports. SF 1034, Public Voucher for Purchases and Services Other Than Personal, is available on the Government Services Administration website at:

<http://www.gsa.gov/portal/forms/download/115462>. Region Coordinators should forward completed SF 1034 along with all other required reimbursement documentation to the CNIC N85 ORF Program Coordinator.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (a).



D. R. SMITH

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