



DEFENSE INFORMATION SYSTEMS AGENCY

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APR 15 2013

DISA INSTRUCTION 600-50-3*

POLICIES

Official Representation Funds (ORF)

1. **Purpose.** This Instruction prescribes policy, assigns responsibilities, and provides procedures for Official Representation Funds (ORF).
2. **Applicability.** This Instruction applies to the Defense Information Systems Agency (DISA) and the White House Communications Agency (WHCA).
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Instruction 7250.13, Use of Appropriated Funds for Official Representation Purposes, 30 June 2009.

4. **Overview.**

4.1 Official Representation Funds (ORF) are special-purpose funds authorized in Operations and Maintenance appropriations which are further allocated by the Secretary of Defense for the use of the Director, DISA. The Director, DISA, has further delegated all authority related to ORF to the Vice Director, DISA, and may further delegate the authority to approve the use of ORF to flag officers (FOs) and members of the Senior Executive Service (SES). The Director, DISA, and the aforementioned delegates may also further delegate, in writing, the ability to host events and extend official courtesies to GS-15 or O6 levels of leadership within DISA, when the situation warrants, on an event-by-event basis.

4.2 ORF shall be used to maintain the standing and prestige of the United States by extending official courtesies to guests of DoD. Authorized guests include distinguished and prominent citizens who have made a substantial contribution to the United States or to DoD, including individuals who are recognized leaders in their fields of expertise; dignitaries and officials of local, county, state, and federal governments; and dignitaries and officials from foreign governments.

5. Policy. Sound judgment and discretion shall be used by all Agency personnel involved in the planning, approving, and conducting of functions using ORF. Expenditures made for social and entertainment purposes shall be fair, reasonable, and well documented and comply with socially accepted mores of the American society. Additionally, the policy objectives of the United States and the interests of the U.S. taxpayer jointly must be served.

6. Responsibility.

6.1 Chief Financial Executive/Comptroller (CFE). The CFE will:

6.1.1 Ensure sufficient resources are planned, programmed, and budgeted for all ORF requirements and also that a sufficient ORF ceiling has been approved by the Under Secretary of Defense (Comptroller).

6.1.2 Perform an annual review of the inventory of gifts maintained by the Chief, Protocol, and the Commander, White House Communication Agency (WHCA). (The inventory of gifts is addressed in paragraph 19.)

6.1.3 Forward ORF requests to the Office of the Secretary of Defense (OSD) Director, Administration and Management (DA&M) for review, when necessary, to ensure proper stewardship of the tightly controlled ORF funds.

6.2 Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements; Chief, Protocol; and Commander, WHCA. These individuals will follow all guidelines herein and ensure the proper execution of ORF approved for their use.

6.3 Chief, Protocol, and Commander, White House Communications Agency (WHCA). The Chief, Protocol, and Commander, WHCA, will ensure proper management and control of an inventory of gifts to be used at official ORF events. (The inventory of gifts is addressed in paragraph 19.)

7. General. ORF are available only for official activities hosted and attended by a DISA FO or members of the SES. If the FO or SES member is not attending a substantive portion of the visit, ORF are not available for any social activity. Exceptions must be requested, in writing, as a part of the request for the use of ORF. Exceptions will be approved on a case-by-case basis by the Director or Vice Director, DISA.

7.1 Official DISA courtesies normally extended to guests include the cost of luncheons, dinners, receptions, refreshments, and mementos. The maximum dollar amount for each ORF authorized gift or memento is adjusted annually by the Office of the Secretary of Defense (OSD) and identified in DoD Instruction (DoDI) 7250.13 (authority document). The CFE will notify all DISA organizations of these adjustments by an interoffice memorandum (IM), when each organization's projected use of ORF for the coming fiscal year is requested. Other costs covered for foreign counterparts of the Director, DISA, their spouses, and no more than two accompanying staff officials include rental vehicle fees and entertainment (i.e., sightseeing tours, concerts, and theaters).

7.2 As a general rule, both honored and distinguished guests and DoD or DISA participants in an ORF event shall be senior level personnel (e.g., high level government officials, political appointees, members of a corporate board of directors, corporate officials, general officers, FOs, or members of the SES). Any other DoD or DISA participant must be the one making a direct and significant contribution to the official visit; such as, the Chief of Protocol.

7.3 Funding for spouses is approved only in limited circumstances. DISA spouses should be included only where spouses of foreign dignitaries are invited and in attendance. Otherwise, ORF should not be used for U.S. spouses. When dealing with authorized guests residing in the United States, a spouse may be invited (with expenses paid by ORF) only if that individual contributes to the official function. Determination for special exemption will be made on a case-by-case basis for advance approval by the OSD Director, Administration and Management (DA&M).

7.4 Expenses may not be paid solely for entertainment of DoD personnel, except that which is minimally required to extend official courtesies to those DoD officials listed at enclosure 2 to DoDI 7250.13, when they are on official visits to the field. The "field" in this case is defined as outside the National Capital Region usually to a government installation.

7.5 Except for unique events, U.S. commercial contractors are not included in the use of ORF. However, if a commercial contractor situated abroad is specifically invited to the United States and is accompanied by representatives of a foreign government as part of an official delegation sponsored by the foreign government, then that contractor will be accorded status

as a member of the official delegation. In the latter instance, arrangements for the official visit are made through the Department of State or the foreign embassy of the government involved.

8. **Approval Authority.** The Director or Vice Director, DISA, has the authority to approve events costing 10,000 dollars or less, OSD DA&M will approve the event if the estimated expenditure is over 10,000 dollars but less than 50,000 dollars, and the Deputy Secretary of Defense will approve activities exceeding 50,000 dollars.

9. **Milestone Dates for Approval of Funds.** A request for the use of DISA ORF must be provided to the Chief Financial Executive (CFE) DISA Headquarters Financial Management Office by the milestone dates below. If the milestone dates are not met, the request may be disapproved by the Director or Vice Director, DISA.

9.1 ORF to be Approved by the Director or Vice Director, DISA (10,000 Dollars or Less). 20 working days prior to the function.

9.2 ORF Requiring OSD DA&M Approval (More than 10,000 Dollars and Less than 50,000 Dollars). 30 working days prior to the function.

9.3 ORF Requiring the Deputy Secretary of Defense Approval (Over 50,000 Dollars). 60 working days prior to the function.

10. **Examples of Events That May Be Funded by ORF.**

10.1 Visit by Assistant Chief of the Defence Staff, Ministry of Defence, United Kingdom.

10.2 Ad Hoc meeting with NATO Tri-Service Group on Communications and Electronics representatives.

10.3 American National Standards Institute Committee for Telecommunications and the T1 Technical Subcommittee meetings.

10.4 Visit by the Mayor, Baltimore, MD.

11. Examples of Events That May Not Be Funded By ORF.

11.1 Receptions and similar expenses in connection with retirement ceremonies for DoD personnel and change-of-command ceremonies, except for those specifically approved in advance by the Secretary of Defense, Deputy Secretary of Defense, OSD DA&M, Secretary of the Military Department concerned, Inspector General of the Department of Defense, or Chairman or Vice Chairman of the Joint Chiefs of Staff.

11.2 To fund gifts for DoD officials unless otherwise authorized by the Director, DISA. (Items given as gifts by DoD organizations to authorized DoD officials should be limited to mementos. Mementos are items that should cost less than 50 dollars and are of little intrinsic value; such, as coins, paperweights, lapel pins, and plaques. Under no circumstances may mementos for visiting DoD officials be purchased with standard Operation and Maintenance funds or with Morale, Welfare, and Recreation (MWR) funds.)

12. Attendance Ratios for Official Events. To ensure official entertainment costs are kept to a minimum, the following guidelines for ratios of DoD personnel (including spouses) to authorized guests must be observed:

12.1 In parties of less than 30 persons, a minimum of approximately 20 percent should be honored or distinguished guests and members of their party.

12.2 In parties of 30 or more persons, a minimum of approximately 50 percent should be honored or distinguished guests and members of their party.

13. Cost Control. All costs shall be monitored closely and proper controls shall be established by the directorate or office receiving approval to expend ORF to preclude spending in excess of the amount approved for an event. If a directorate spends in excess of the amount approved, the individuals hosting the event may be personally liable for the overage.

14. Authorization to Commit the Agency. DISA civilian and military personnel are not authorized to commit the Agency to sponsor an event before specific, written approval is obtained from the Director or Vice Director, DISA, or the OSD DA&M. Should an unauthorized commitment be made, the action will be subject to ratification procedures, as identified in

DISA Acquisition Regulation Supplement (DARS) Subpart 1.602-3 and Appendix D ratification policy and procedures. If funding is denied by the Director or Vice Director, DISA, or the OSD DA&M, the individual making the commitment may be personally obligated to pay any bills incurred.

15. Request for Use of ORF. An interoffice memorandum (IM) addressed to the CFE DISA Headquarters Financial Management Office is prepared by the action officer of the activity that is requesting the use of ORF. The IM (see enclosure 1 for an example) must be signed at the Principal Director or Director or Deputy level (no further delegation is authorized) or by the Chief of Staff or the Deputy Chief of Staff for requests made by the Chief, Protocol. The request will contain the following information:

15.1 Nature of Function, Purpose and Justification, Date(s), Place(s), and Estimated Cost. (Justification for the event [e.g., to reciprocate for similar activities hosted by the official guests of the nation involved] and a statement on the benefits of the function vis-à-vis mission accomplishment should be included.)

15.2 Guest list stating titles and ranks of all invitees attending (including U.S. representatives) and the organizations they represent. (Identification of the designated host should be included. Visiting guest(s) and DISA or DoD representatives should be listed separately [see enclosure 1 for an example].)

15.3 Estimated cost of luncheons, dinners, refreshments, mementos, to include the number of dinners that will be purchased and served (see enclosure 1 for an example). (Cost estimates for a gift to be purchased should include the expected final contract price. Typically, the full cost of a gift will include not only the purchase price but also various other costs such as taxes, shipping and handling, and insurance.)

15.4 Identification of any gift item to be withdrawn from inventory for presentation on behalf of the Director or Vice Director, DISA. (When release of an item from inventory is being requested, the IM should also include the proposed recipient's name, title, rank, and organization.)

16. CFE Actions Upon Receipt of Requests. Upon receipt of requests for use of ORF, CFE initiates the following actions:

16.1 Screens requests.

16.2 Ensures review of requests by the General Counsel.

16.3 Submits appropriate paperwork to the Director or Vice Director, DISA, for approval.

16.4 Notifies the requesting activity and the Chief, Protocol, of the Director or Vice Director, DISA, approval or disapproval of expenditures related to the use of ORF.

16.5 Determines, on a case-by case basis, the need for a purchase request or other financial vehicle to support an event and notifies the activity requesting the use of the funds of the requirement. (If a deposit or other advance payment is required in conjunction with an ORF event, CFE coordinates the appropriate action.)

16.6 Reviews, on a case-by-case basis, any requirement for the use of an organization's purchase card for purchases related to an ORF event or gift. (Prior to any purchase using a government purchase card, CFE will approve its use to ensure the correct procedures are followed. Under no circumstances will a VISA travel card be utilized for ORF purchases.)

16.7 Advises action officers that any purchases made via a purchase card must follow the DARS Subpart 13.301, Government-wide Commercial Purchase Card, and the DISA Acquisition Deskbook entitled "Commercial Purchase Card Program."

17. Post-Event Actions.

17.1 An IM prepared by the action officer is signed at the Principal Director or Director or Deputy level and forwarded to CFE with the information listed below:

17.1.1 A revised list of individuals who attended the function, stating titles and ranks of all individuals (including U.S. representatives) and the organizations they represented. (Identification of the individual who hosted the function should be included.)

17.1.2 Original invoices and receipts.

17.1.3 A copy of the applicable government purchase card statement with the ORF transactions clearly identified. (This applies to the appropriate billing official when an organization has used its purchase card to make purchases related to an ORF event.)

17.2 Upon receipt of the preceding information, CFE prepares the request for payment with supporting documentation and forwards to the Defense Finance and Accounting Service (DFAS) for payment of costs incurred, as appropriate.

18. **Gifts and Mementos.** In accordance with DoDI 7250.13, the Director, DISA, is authorized to present gifts and mementos funded by ORF. *The Commander, WHCA, is authorized to present gifts to foreign counterparts when warranted by established customs and protocol. The Commander, WHCA, may direct a subordinate official at the O6/O5 or GS-15/GS-14 level to present gifts on his or her behalf when the official is overseas, and a gift exchange with foreign counterparts is customary.* If specifically authorized, in writing, by the Director, or Vice Director, DISA, other DISA officials may also present gifts and mementos. The individuals so authorized may obtain gifts and mementos in two ways as detailed below:

18.1 Approval to purchase a specific item for presentation to a visiting official and/or foreign dignitary may be requested, in accordance with DoDI 7250.13 and the procedures detailed in paragraph 15.

18.2 Approval for the release of an item from the gift inventory held by the Chief, Protocol, may be requested. The release of an item from this inventory is contingent upon approval of the withdrawal by the Director or Vice Director, DISA.)

19. **Inventory of Gifts.**

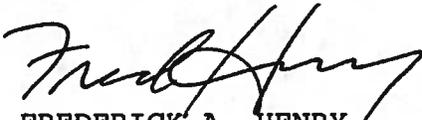
19.1 The Chief, Protocol, and the Commander, WHCA, may purchase gifts in advance and maintain an inventory of gifts for emergency purposes to ensure they are readily available for presentation to visiting officials and foreign dignitaries. (The inventory of gifts, maintained by the Chief, Protocol, is for the Director's use for special circumstances.) The Chief, Protocol, is the custodian of the gifts and maintains a central repository for purposes of accountability. The only exception to this central repository is the Commander, WHCA, who maintains a repository of gifts at WHCA Headquarters.

19.2 The inventory of gifts will be limited *to ensure gifts remain current and viable and adhere to the stock level exception to the bona fide needs rule.* A complete inventory control list will be maintained by the Chief, Protocol, and the Commander, WHCA, and the purchase and distribution of all gifts recorded. The inventory control list will include a description of each gift; the date each gift was purchased; the receipt number and cost for each gift; the name and date of each gift event; and the name, title, rank, and organization of each gift recipient. The inventory control list will be forwarded to CFE on a quarterly basis, no later than the 15th day of the month following the end of each quarter.

19.3 A review of the inventory of gifts, performed by the CFE Comptroller Analysis and the Internal Controls Division (CFE2), will be conducted annually. This review will verify all invoices and receipts are retained. It will provide additional assurance that accounting for the purchase of gifts, the distribution of gifts, and the maintenance of receipts produces accurate inventory reporting. CFE2 will document its review and will forward a copy of the report to the Chief of Staff and the DISA Inspector General.

FOR THE DIRECTOR:

Enclosure a/s


FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

Change List:

Paragraph 4. Description for ORF updated Director, DISA, delegation authority for ORF funds expanded.

Subparagraph 6.1.3. Subparagraph added noting that ORF requests will be forwarded to the Office of the Secretary of Defense (OSD) Director, Administration and Management (DA&M) for review when necessary.

Paragraphs 8 and 9. Approval threshold for ORF funds updated.

Paragraph 11. Examples of events that may not be funded with ORF now included.

Paragraph 18. Verbiage added advising that WHCA can present gifts to foreign counterparts when warranted.

Paragraph 19. Criteria updated for maintaining a gift inventory.

*This Instruction cancels DISAI 600-50-3, 28 July 2004.

OPR: CFE

DISTRIBUTION: P

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Enclosure: DISAI 600-50-3

INTEROFFICE MEMORANDUM

To: DISA Headquarters Financial Management Office (CFE)

FROM:

DATE: (dated after signed [military style date])

SUBJECT: Request for Use of Official Representation Funds

PREPARER:

- 1. Request authorization to expend official representation funds in the amount of \$533.00. The funds will cover the cost of a dinner and mementos in support of the event described below.**
- 2. The United States is hosting representatives of the United Kingdom from 2 through 6 December 2012 in Washington, D.C. The purpose of the visit is to exchange information relative the terms and conditions for reciprocal use of each nation's telecommunications resources.**
- 3. Mr. John Doe, Principal Director for Operations, will host a dinner for the delegation on 4 December 2012 at the Old Ebbitt Grill in Washington, D.C. Enclosure 1 is the guest list for the dinner. The meal will consist of appetizers, salad, an entrée, dessert, and wine or soft beverages. Refer to the menu at enclosure 2 for more detailed descriptions of the meal. The estimated cost per person, including gratuity and tax, is \$50.00 with an estimated total dinner cost of \$500.00.**
- 4. Funding is also requested for gifts to be presented to the visitors from the United Kingdom. Two 2012 Christmas ornaments will be purchased from the White House Historical Association at a cost of \$16.00 each for a total cost of \$32.00. This cost includes taxes, shipping and handling, and insurance.**

2 Enclosures a/s

**Signature Block of
Organization Principal
Director or Director or
Deputy**

GUEST/ATTENDANCE SHEET

EVENT:	DATE:	HOST:
IN HONOR OF:	PLACE:	
NUMBER OF DOD ATTENDEES	NUMBER OF NON-DOD ATTENDEES	TOTAL ATTENDEES

NAME	TITLE/ ORGANIZATION	DOD	NON- DOD	HONORED/ DISTINGUISHED GUEST	DISA

MENU

Appetizers	\$ 5.95
Menu Includes:	\$25.95
Salad	
Choice of entrée	
Steak, chicken, or seafood	
Dessert	
Tea or coffee	
Wine during Dinner	\$ 7.00/glass
Gratuity (18 percent)	\$ 7.00
Sales Tax (8 percent)	<u>\$ 3.11</u>
Total:	\$49.01