



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

COMPTROLLER
DISTRIBUTION: C, J, S

CJCSI 7201.01A
15 October 2003

COMBATANT COMMANDERS' OFFICIAL REPRESENTATION FUNDS

Reference: DOD Directive 7250.13, 10 September 2002, "Official Representation Funds (ORF)"

1. Purpose. In accordance with the reference, this instruction provides guidance for the combatant commands regarding the use of funds appropriated for official representation purposes. The Chairman of the Joint Chiefs of Staff does not provide funding to the United States Special Operations Command; therefore, they are excluded from this instruction except for special circumstances identified in the reference.
2. Cancellation. CJCSI 7201.01, 15 August 1999, "Combatant Commanders' Official Representation Funds"
3. Applicability. This instruction applies to the combatant commands. A listing of DOD Officials Eligible for Official Courtesies on Official Visits to Unified Command Areas of Responsibility and Activities is located in the reference (i.e., DOD Directive 7250.13, 10 September 2002, Official Representation Funds).
4. Policy
 - a. ORF will be used in compliance with the reference. In any circumstance of conflict between this instruction and the reference, the reference will be followed.
 - b. ORFs are available only for official activities hosted and attended by a combatant command general/flag officer or other official designated in writing by the combatant commander. If the general/flag officer or other official designated in writing by the combatant commander is not attending the substantive portion of the visit, ORF are not available for any social activities.

The combatant commander or the Chairman of the Joint Chiefs of Staff must approve exceptions to this policy in writing on a case-by-case basis.

c. Only gifts that comply with the guidance in the reference and this instruction may be given. Suitable levels of gifts based on the status of the various recipients will be planned if more than one gift will be given on an occasion. Every effort will be made to avoid presenting duplicate gifts to the same distinguished visitor.

d. Records concerning the use of ORF will be maintained on an event-by-event basis to provide data on how and why these funds are used. For example, records should document the purpose for which funds were used including names, titles, and the organizations of the persons attending.

5. Definitions

a. DOD personnel, unless specifically indicated to the contrary, includes all members of the armed forces and civilian employees of the Department of Defense and members of the Coast Guard (USCG) when serving with or as an element of the Department of Defense, students of the US Service academies, members of a Reserve components on active duty, and members of the National Guard when in Federal service.

b. Unprogrammed requirements are defined as those that exceed the annual ORF allocation provided to the combatant commands.

6. Responsibilities. See Enclosure.

7. Summary of Changes. Policy changes have been incorporated to eliminate conflicting variances resulting from incorporating guidance from various military departments.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components (to include the combatant commands), other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Home Page--
<http://www.dtic.mil/doctrine>. Copies are also available through the Government Printing Office on the Joint Electronic Library CD-ROM.

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



GEORGE W. CASEY, JR.
Lieutenant General USA
Director, Joint Staff

Enclosure:

A--Responsibilities and General Guidance

Appendix A--Combatant Commander ORF Annual Plan Guidelines

Appendix B--Combatant Commander ORF Processing Guidelines

Appendix C--Combatant Commander Quarterly Report Guidelines

Appendix D--Sample "Request for Programmed ORF"

Appendix E--Sample "Request for Unprogrammed ORF"

(INTENTIONALLY BLANK)

DISTRIBUTION

Distribution C and J plus the following:

Copies

Chairman, Military Communications Electronics Board	1
Liaison Office, US Military Committee, NATO	1
Chairman, US Delegation, Inter-American Defense Board.....	1
Chairman, US Section, Military Cooperation Committee	2
Chairman, US Delegation, UN Military Staff Committee.....	2
US Representative, NATO Military Committee.....	2
Commander, Joint Warfighter Center	2

(INTENTIONALLY BLANK)

ENCLOSURE

RESPONSIBILITIES AND GENERAL GUIDANCE

1. Responsibilities

a. Chairman of the Joint Chiefs of Staff

(1) Per the reference, establishes overall policy for the administration and approval of expenditures for ORF within the combatant commands.

(2) Per the reference, authorizes use of ORF for purposes not covered in this instruction, if such purposes are consistent with the general guidance of the reference.

(3) Per the reference, may delegate these responsibilities as appropriate. Ensures those designees do not have unlimited approval authority.

(4) Approves the combatant commands' financial plans for fiscal year ORF requirements.

b. Commanders of Combatant Commands

(1) Approve the combatant command Annual Plan of fiscal year ORF requirements and allocations. Appendix A provides minimum requirements and suggested format for an annual plan.

(2) Control the use of ORF in accordance with the Joint Staff approved Combatant Command Financial Plan fiscal year allocation. Appendix B provides specific ORF processing guidelines. The combatant commanders may tailor individual command policy provided this minimum level of guidance is met.

(3) May delegate responsibilities, as appropriate, except the approval authority set forth in subparagraph 1b(5) below and ensure designees do not have unlimited approval authority.

(4) May delegate the authority to host official events to the appropriate general/flag officers or other officials designated in writing under their command, in accordance with this instruction and the reference.

(5) Approve in advance all combatant command ORF expenditures that exceed \$10,000 per event.

(6) Submit quarterly reports on ORF expenditures to the Joint Staff Comptroller, as specified in Appendix C.

(7) Supplement this CJCSI, as appropriate, to furnish further guidance for their commands.

c. Joint Staff Comptroller

(1) Issues a budget call and instructions, and provides guidance to the combatant commands for the preparation of yearly financial plans for fiscal year ORF requirements.

(2) Consolidates the combatant command ORF Financial Plans.

(3) Notifies the combatant commands of approved allocations.

(4) Processes requests for unprogrammed requirements from the combatant commands to the Chairman of the Joint Chiefs of Staff or his designee, recommends disposition of each request, and relays the Chairman's decision to the combatant commanders.

(5) Provides combatant commands with guidance on combatant command ORF documentation and accounting requirements.

(6) Conducts combatant command ORF management audits, as needed, on one or more combatant commands annually.

d. Combatant Command Comptroller

(1) Prepares combatant command ORF annual plan of fiscal year ORF requirements and allocations, in accordance with Appendix A, for combatant commander approval.

(2) Forwards combatant command financial plan, as per Appendix A, paragraph 4, to the Joint Staff Comptroller annually.

(3) Monitors ORF requests for compliance with guidance, and processes requests to the combatant commander and Chairman of the Joint Chiefs of Staff, as necessary.

(4) Reviews each request for ORF against the approved annual plan, validates the appropriateness of expenses for ORF use, and notifies the requestor of the approval/disapproval before the scheduled event.

(5) Assigns paying agents and briefs them on ORF guidelines.

(6) Keeps records on an event-by-event basis that describe how and why combatant command ORF was used.

(7) Prepares quarterly reports on ORF expenditures for submission to the Joint Staff Comptroller, as specified in Appendix C.

2. General Guidance

a. Authorized Guests. Only expenditures for, or in honor of, the individuals listed below are reimbursable from ORF:

(1) Civilian or military dignitaries and officials of foreign governments.

(2) Senior US Government officials, per the reference.

(3) Dignitaries and senior officials of State and local governments.

(4) Other distinguished and prominent citizens (may include retired or former civilian or military officials of the Department of Defense) who have made a substantial contribution to the United States or the Department of Defense.

b. Expenses

(1) The guidelines in subparagraphs E2.4.1 and E2.4.2 of the reference although not all-inclusive, are indicative of the items for which ORF may or may not be used.

(2) In addition to expenses allowed by the reference, food and beverages may be authorized for other activities if there is a clear reason for not allowing time for outside breaks or if it is clearly in the interest of the sponsoring organization to show goodwill, reciprocity, etc., and if the individual to be hosted otherwise qualifies as an authorized guest.

(3) Those officials authorized to host official events in accordance with paragraph E2.1 of the reference may present gifts and mementos funded by ORF. With prior written permission from one of these senior officials, subordinate officials under a presenting official's command or supervision may present a gift on the senior official's behalf. The authority may not be further delegated.

(4) Costs for retirement and change of command ceremonies for DOD personnel are not authorized, unless specifically approved in advance by the

Chairman of the Joint Chiefs of Staff. ORF support for such requests will be limited to the pro rata costs of authorized non-DOD attendees.

(5) To ensure that official entertainment costs are minimized, observe the following ratios of DOD personnel (including spouses or escorts) to authorized guests. In determining the ratios, foreign military personnel assigned to the host activity are counted as DOD personnel. The ratios are as follows.

(a) In parties of less than 30, a minimum of approximately 20 percent of invitees expected to attend should be honored or distinguished guests and members of their party (a one-to-four ratio). For example, an official guest list of 25 people would need a minimum of 5 honored or distinguished guests for ORF to cover 100 percent of the total cost of the event.

(b) In parties of 30 or more, a minimum of approximately 50 percent of invitees expected to attend should be honored or distinguished guests and members of their party (a one-to-one ratio). For example, an official guest list of 50 people would need a minimum of 25 honored or distinguished guests for ORF to cover 100 percent of the total cost of the event.

(6) When the ratios indicated in subparagraph 2b(5) are not met, DOD personnel in excess of the ratios may attend by paying their pro rata share of the total expenses. The additional personnel may bear the cost of their attendance, or, as an alternative, the cost may be allocated among all DOD attendees. However, DOD personnel will not be required to pay pro rata shares of expenses when ratios are distorted because authorized guests fail to attend. The following examples illustrate how to calculate the pro rata shares of total expenses:

(a) An official guest list contains 25 people requiring a 20 percent ratio. Three people on the list are authorized guests. Applying the one-to-four ratio, only 12 DOD personnel may also be properly funded with ORF. Therefore, 15 people (3 authorized and 12 DOD) comprise 60 percent of the total guest list and hence, ORF may cover 60 percent of the total cost of the event. The remaining 40 percent of the cost must be paid either on a pro rata basis by the additional 10 DOD personnel, or as divided among all DOD attendees. In dollar terms, if the event costs \$16 per person, the total cost would be \$400. ORF pay \$240 for the 3 authorized and 12 DOD personnel. The remaining 10 DOD personnel pay \$160 or \$16 each, their pro rata share, or, as an alternative, all 22 DOD personnel pay \$7.27.

(b) An official guest list contains 50 people requiring a 50 percent ratio. Ten people on the list are authorized guests. Applying the one-to-one ratio, only 10 DOD personnel may be properly funded with ORF. Therefore, 20

people (10 authorized and 10 DOD) comprise 40 percent of the total guest list and hence, ORF may cover 40 percent of the total cost of the event. The remaining 60 percent of the cost must be paid either on a pro rata basis by the additional 30 DOD personnel or as divided among all DOD attendees. In dollar terms, if the event costs \$10 per person, the total cost would be \$500. ORF pay \$200 for the 10 authorized and 10 DOD personnel. The remaining 30 DOD personnel pay \$300 or \$10 each, their pro rata share, or, as an alternative, all 40 DOD personnel pay \$7.50.

(7) Planning officials are reminded that the preceding ratios are intended as a minimum allowable percentage to justify the expenditure of ORF for an entire event. In no circumstances will the applicable ratio be exploited to allow the attendance of more DOD personnel than absolutely necessary without having to pay their share of the cost of the event. The practice of adding unnecessary DOD personnel as event participants merely because the minimum ratio may permit it is specifically prohibited.

[8] To the extent practical, complete lists of proposed attendees, both DOD personnel and visitors in the guest party, will be provided to the appropriate combatant command comptroller's office for programmed events in sufficient time prior to the event to validate proper use of ORF. Actual attendance lists will be submitted after the event is held.

(9) Other costs, such as salaries, travel, transportation of DOD personnel, printing, and stationery, will be charged to the normal appropriation legally available for such purposes.

c. Subordinate Command ORF Events. If an event is hosted solely by a combatant command's subordinate command, and the subordinate command is authorized ORF, costs of the event are to be charged to the subordinate command.

d. Unprogrammed Requirements. Each Unprogrammed requirement must be forwarded to the Chairman of the Joint Chiefs of Staff through the Joint Staff Comptroller. The Joint Staff Comptroller will validate all requests as authorized ORF requirements, recommend disposition of the request, and forward it to the Chairman of the Joint Chiefs of Staff (or designee) for approval. Unprogrammed requirements requests for ORF should reach the Joint Staff Comptroller at least 30 days before the event and should include the information set forth in Appendix E.

e. Procedures to Request Expenditure of Official Representation Funds

(1) Programmed Requirements. Each request should be forwarded to the combatant command comptroller for validation of expenses. Requests

must be approved and signed by the combatant commander or his authorized designee. Each request must include sufficient detail to justify the expense. Appendix D provides a sample request format and detail needed.

(2) Unprogrammed Requirements. Each request should be forwarded to the combatant command comptroller for validation of expenses. Requests must be approved and signed by the combatant commander or authorized designee. Each request must also include sufficient detail to justify the expense. The combatant command comptroller will forward each request to the Joint Staff Comptroller for approval, per subparagraph 2d above. Appendix E provides a sample request format and detail needed.

APPENDIX A TO ENCLOSURE

COMBATANT COMMANDER ORF ANNUAL PLAN GUIDELINES

1. Each combatant command shall have an annual plan of fiscal year ORF requirements and allocations to determine and manage ORF use for the upcoming year.
2. The combatant command comptroller will collect ORF requirements from staff elements and consolidate them into the annual plan for combatant commander approval. After combatant commander approval, the combatant command comptroller will use the annual plan as an internal management document.
3. The annual plan shall contain the following minimum elements.
 - a. Summary Data. The annual plan summary data shall consist of total ORF obligations expected in the year, separated into quarters, a list of events planned for each quarter, and the amount of ORF required for each event.
 - b. Event Specific Data. The annual plan must include a list of each event with the estimated cost and projected fiscal quarter in which the event will occur. A schedule of distinguished visitors, even if tentative, is also needed. Backup data must be provided to support each event that is listed using the format of Figure A-A-1 on the following page.
 - c. Suspense. Annual plans are due to the Joint Staff Comptroller by 31 August of each year.
4. Summary data from the annual plan will be used to prepare the financial plan of future fiscal year ORF requirements, which must be submitted to the Joint Staff Comptroller annually. The financial plan must identify total ORF obligations for the year and identify the quarter in which each obligation is expected to occur.

**OFFICIAL REPRESENTATION FUND REQUEST FORMAT
FY XX OFFICIAL REPRESENTATION FUNDS**

Staff Element:

Position Title/Grade of Host:

Description of Event:

Purpose:

Benefits to the US Government:

Projected number of official guests:

Projected number of Defense participants:

New Requirement: ____ (Yes) ____ (NO)

Quarter in which planned:

Estimated Cost:

POC Name/phone:

Figure A-A-1. ORF Request Format

APPENDIX B TO ENCLOSURE

COMBATANT COMMANDER ORF PROCESSING GUIDELINES

1. Event Review. Each event is to be processed on a form such as those at Appendix D or E and approved by the combatant commander or his authorized designee prior to the event's occurrence. Appropriate review of each event should at a minimum include the combatant command general/flag officer hosting the event, the combatant command comptroller, the combatant command staff judge advocate, and the combatant command protocol office (especially if a gift exchange takes place).

2. Combatant Commander Authorized Approval Designees. Each general/flag officer or other official designated in writing by the combatant commander as authorized by the combatant commander to approve use of ORF for specific events.

a. Will be specifically accountable for controlling the use of ORF in accordance with the approved fiscal year allocation.

b. Should submit individual requests for programmed requirements to their comptroller for approved events in sufficient time prior to the event. The combatant command comptroller will ensure that all proposed combatant command ORF expenditures are legitimate charges prior to release of funds. The combatant commander or his designee must sign all requests. Appendix D is the suggested format. Each request must include the itemized list for the planned event, as well as:

(1) Complete data on the visitors being hosted, including a guest list reflecting name(s), title(s), and organization(s) represented.

(2) A statement as to purpose and/or objectives of the visit and the proposed social event(s). Each proposed event must be justified separately, including identification of the type, date, place, and maximum cost.

(3) Identification of the benefits toward mission accomplishment and/or combatant command protocol responsibilities.

(4) Complete information, including referenced correspondence leading to the request and the proposed itinerary.

(5) Complete data on type(s), quantity, and costs of mementos to be given.

c. Should submit requests for all unprogrammed ORF requirements to the combatant command comptroller. The request should be in the Appendix E format and should include the itemized list for the event planned, as well as:

(1) Complete data on the visitors being hosted, including a guest list reflecting name(s), title(s), and organization(s) represented.

(2) A statement about the purpose and/or objectives of the visit and the proposed social event(s). Each proposed event must be justified separately, including identification of the type, date, place, and maximum cost.

(3) Identification of the benefits toward mission accomplishment and/or combatant command protocol responsibilities.

(4) Complete information, including referenced correspondence leading to the request and the proposed itinerary.

(5) Complete data on type(s), quantity, and costs of mementos to be given.

(6) The request must include a statement that this is an unprogrammed requirement and requires additional funds.

d. As soon as practicable, but not more than 30 days after the event, should submit complete documentation, as follows, to the combatant command comptroller for processing of payment vouchers.

(1) A statement identifying the host; approved documentation for the expenditure; description of each event; the date, place, nature, and purpose of event; cost; and certification that expenses were incurred for official purposes authorized.

(2) Original itemized invoice(s), marked paid or due.

(3) List of attendees, showing their official title(s) and organization(s) they represent, including the designated host. Visiting guest(s) and DOD representatives should be listed separately.

e. Will ensure that combatant command ORF requirements are current by reviewing them quarterly for deletions or changes.

f. Should submit requests for all substitute requirements for ORF to their combatant commander (or designee) for disposition and approval/disapproval.

3. Processing Approved Requirements. The combatant command comptroller shall assign paying agents and brief them on ORF guidelines.

(INTENTIONALLY BLANK)

APPENDIX C TO ENCLOSURE

COMBATANT COMMANDER QUARTERLY REPORT GUIDELINES

1. For each quarter where ORF funds have been requested, obligated or expended, the combatant commanders shall submit a report of fund usage to the Chairman of the Joint Chiefs of Staff through the Joint Staff Comptroller.
2. The report should indicate total ORF obligations for the quarter, reporting total accrued expenditures paid to date (disbursements) and total accrued expenditures unpaid, as well as undelivered orders outstanding. Additionally, for each ORF expenditure, include pertinent accounting data and a short description or amplifying remarks. Figure A-C-1 on the following page shows the format prescribed for quarterly reports.
3. Send quarterly reports as of 31 December, 31 March, 30 June, and 30 September not later than 15 calendar days after the end of the reporting period to the Joint Staff Comptroller. Negative reports required.

APPENDIX D TO ENCLOSURE
SAMPLE "REQUEST FOR PROGRAMMED ORF"

COMBATANT COMMANDER ORF ACTION PROCESSING FORM					
TO: COMPTROLLER		CLASSIFICATION UNCLASSIFIED		ACTION NUMBER	
THRU:				ORIG SUSPENSE	
SUBJECT: Request for Programmed Official Representation Funds		ACTION		J SUSPENSE	
		<input checked="" type="checkbox"/>	APPROVAL	DIV SUSPENSE	
			SIGNATURE		
			INFORMATION		
ACTION SUMMARY					
1. <u>Purpose</u> . To request approval for official representation funds.					
2. <u>Discussion</u> . Request approval to expend representation funds for luncheon and dinner for . . .					
a. Event(s): List dates, places, attendees (include # of persons and titles), and cost estimates for all expenditures as a separate tab. Include the name of the designated host.					
b. Official gifts: List item(s) and cost estimates.					
c. Total costs (a+b).					
d. This is a programmed event for FY 20xx Official Representation Funds.					
e. Paying Agent: Name, Rank, (if app.) and SSN.					
3. <u>Justification</u> . Describe why this is a necessary expenditure, such as: To reciprocate for similar activities hosted by the official guests of the above nation.					
4. <u>Recommendation</u> . Combatant command comptroller approve the expenditure of representation funds for the purpose stated.					
COORDINATION/APPROVAL					
OFFICE	NAME & DATE	EXT	OFFICE	NAME & DATE	EXT
PAYING AGENT/DIV/PHONE					
DATE PREPARED		CLASSIFICATION UNCLASSIFIED		Classified by Declassify on	

(INTENTIONALLY BLANK)

APPENDIX E TO ENCLOSURE
SAMPLE "REQUEST FOR UNPROGRAMMED ORF"

COMBATANT COMMANDER ORF ACTION PROCESSING FORM					
TO: CJCS		CLASSIFICATION UNCLASSIFIED		ACTION NUMBER	
THRU: JS COMPT ____ COMBATANT COMMANDER_____				ORIG SUSPENSE	
SUBJECT: Request for Unprogrammed Official Representation Funds		ACTION		J SUSPENSE	
		<input checked="" type="checkbox"/>	APPROVAL	DIV SUSPENSE	
			SIGNATURE		
			INFORMATION		
ACTION SUMMARY					
<p>1. <u>Purpose</u>. To request approval for unprogrammed official representation funds.</p> <p>2. <u>Discussion</u>. Request approval to expend representation funds for luncheon and dinner for . . .</p> <p style="padding-left: 40px;">a. Event(s): List dates, places, attendees (include # of persons and titles), and cost estimates for all expenditures as a separate tab. Include the name of the designated host.</p> <p style="padding-left: 40px;">b. Official gifts: List item(s) and cost estimates.</p> <p style="padding-left: 40px;">c. Total costs (a+b).</p> <p style="padding-left: 40px;">d. This is an unprogrammed event for FY 20XX Official Representation Funds.</p> <p style="padding-left: 40px;">e. Paying Agent: Name and SSN.</p> <p>3. <u>Justification</u></p> <p style="padding-left: 40px;">a. Describe why this is a necessary expenditure, such as: To reciprocate for similar activities hosted by the official guests of the above nation.</p> <p style="padding-left: 40px;">b. Explain which programmed event funds will be drawn on to support this unprogrammed event.</p> <p>4. <u>Recommendation</u>. Chairman of the Joint Chiefs of Staff approve the expenditure of representation funds for the purpose stated.</p>					
COORDINATION/APPROVAL					
OFFICE	NAME & DATE	EXT	OFFICE	NAME & DATE	EXT
PAYING AGENT/DIV/PHONE					
DATE PREPARED		CLASSIFICATION UNCLASSIFIED		Classified by Declassify on	

(INTENTIONALLY BLANK)