

**HEADQUARTERS
EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-5236**

**Eighth US Army Pamphlet
No. 37-47**

22 July 2004

Financial Administration

REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

INTERIM CHANGES. Interim changes to this pamphlet are not official unless authenticated by the Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

- 1. PURPOSE.** This pamphlet establishes Eighth U.S. Army policies, procedures, and reporting requirements for the use of official representation funds (ORFs) of the Secretary of the Army.
- 2. APPLICABILITY.** The provisions of this pamphlet apply to all units and activities utilizing ORFs managed by the Eighth U.S. Army as Executive Agent for funding received within the Command.

3. REFERENCES.

a. The following are required publications:

- (1) AR 11-7 (Internal Review and Audit Compliance Program). Cited in paragraph 7e(1).
- (2) AR 37-47 (Representation Funds of the Secretary of the Army). Cited in paragraphs 7b, 7b(2), 7b(3), 7b(4), 7f(2)(j), 7f(3), 8 and appendixes D, E, F and H.

b. The following are related publications:

- (1) AR 215-1 (Morale, Welfare, and Recreation Activities 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) DODD 7250.13 (Official Representation Funds (ORFs)).
- (5) Federal Acquisition Regulation.
- (6) 10 USC 127 (Emergency and Extraordinary Expenses).

***This pamphlet supersedes Eighth Army Pam 37-47, dated 5 June 1995.**

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(7) 22 USC 2694 (Limitation on Purchase of Gifts for Foreign Individuals).

(8) 31 USC 1517 (Prohibited Obligations and Expenditures).

4. ABBREVIATIONS. Abbreviations used in this pamphlet are explained in the glossary.

5. POLICY.

a. ORFs will be 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 ORFs should ensure that entertainment costs are kept to a minimum.

6. GENERAL. The Eighth U.S. Army is designated as the executive agent/manager of available funds in support of the Eighth U.S. Army, the Republic of Korea (ROK), Combined Forces Command (CFC), and United States Forces Korea (USFK).

a. The Commanding General, Eighth U.S. Army, has the authority to host official functions involving the use of ORFs. In addition, authority to host official functions is delegated to the following individuals:

(1) Commanding General, 2nd Infantry Division (2ID).

(2) Commanding General, 19th Theater Support Command (TSC).

(3) USFK and CFC commanders and principal staff officers shown at Appendix A.

(4) Eighth Army commanders and principal staff officers shown at Appendix B.

b. ROK equivalents for U.S. Federal, State, and local officials are shown at Appendix C.

c. Examples of community relations programs in the ROK authorized the use of ORFs include Korean-American Friendship Council (KAFC) and People-to-People (PTP) meetings. When conducting entertainment in conjunction with KAFC and PTP meetings, commanders should ensure that the purpose of the gathering is to address community relation's 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 ORFs forwarded to the reviewing and/or approving authorities that are deemed questionable will be forwarded by the Eighth Army 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.

7. RESPONSIBILITIES.

a. The Commanding Generals, Eighth U.S. Army, 2ID, and 19th TSC will–

(1) Appoint a Certifying and Approving Officer (CAO) and a RFC, in writing, to manage the expenditure of ORFs, which have been reserved for the use of the command. Only one of these officials can be a member of the comptroller's office. Command policy is to appoint the Chief of Staff/Deputy Chief of Staff as the CAO and a RFC from the Resource Management (RM) office. (See Appendixes D and E for formats.)

(2) The Commanding General, Eighth U.S. Army, is also responsible for monitoring expenditures arising from the support of the ROK/U.S. CFC and USFK.

b. Responsibilities of the CAO and RFC are described 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. In addition, the following Eighth U.S. Army guidance applies:

(1) The Eighth U.S. Army RFC will forward requests for funding to the Eighth U.S. Army Staff Judge Advocate (SJA) for legal review enroute to the CAO for final approval.

(2) The CAO will review requests and either approve it and return to the RFC for action, or deny it. If the request requires an exception to policy for expenditure not specifically authorized, the CAO will forward the necessary justification for Secretary of the Army (SA) approval in accordance with (IAW) paragraph 2-10a of AR 37-47.

(3) The responsibility to maintain a control register to record receipt and issue of mementos (gift items) can be delegated and for Eighth U.S. Army is delegated to the USFK Protocol Office. The Protocol Office will ensure compliance with all provisions for memento inventory control outlined in paragraph 3-3, AR 37-47.

(4) The RFC will complete the Management Control Evaluation Checklist contained in Appendix B, AR 37-47 as prescribed in the Management Control Plan. The Eighth U.S. Army Management Control Plan requires the use of the checklist at least once during a two-year cycle.

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

c. The Eighth U.S. Army, HA Division, ACofS, RM will--

(1) Act as the Program Director for all ORFs provided to the command by Headquarters, Department of the Army (HQDA) for official representation purposes.

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

(3) Provide policy guidance on the use of ORFs.

d. The Eighth U.S. Army, Program and Budget Execution Branch, ACofS, RM will--

(1) Distribute ORFs to HA and major subordinate commands based on recommendations from the Program Director.

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(2) Provide copies of the annual memorandum from the Office of the ASA FM authorizing expenditures of ORFs to each RFC. A copy of this memorandum will be attached to the original and duplicate of the first disbursement voucher forwarded each fiscal year to the servicing finance and accounting office for payment.

(3) Request additional ORFs from HQDA as needed.

e. The Chief, Internal Review and Audit Compliance, will--

(1) Conduct internal review audits of ORFs IAW AR 11-7.

(2) Provide copies of the internal review audit to the Chief of Staff; Command Group; ACofS, RM; and the Eighth U.S. Army SJA.

f. Chief of Staff offices within USFK/Eighth U.S. Army and subordinate commands that have not been allocated ORFs, but have a requirement to host official functions, will--

(1) Appoint a project officer to prepare all documentation required for requesting official representation fund support and ensure that the actions required in subparagraphs 7f(2) and (3) are performed by the project officer.

(2) Submit requests for the use of ORFs at least **14 days prior** to the scheduled date of the proposed function. Units requesting ORFs will submit their requests through their chain of command to the appropriate major subordinate command possessing official representation fund approval authority (Refer to paragraph 6, a, (1)/(2) and appendix F). Each request will be prepared in the format shown at appendix G and contain the following information:

(a) Date of proposed function.

(b) Place of function.

(c) Nature of function, (e.g., dinner, reception, luncheon, wreath laying, etc.).

(d) Purpose of function, (e.g., in honor of the Minister of National Defense, ceremony in honor of United Nations Day, etc.).

(e) Full name, rank, and title/position of the host.

(f) Full name, rank, and title/position of the honoree.

(g) Estimated cost of the function. (Cost will not be exceeded without prior approval.)

(h) Justification for the expenditure.

(i) Itemized list of expected expenses.

(j) Proposed guest list (DA Form 4843-R (Guest/Attendance Sheet)) to show the names and titles of all guests, DOD personnel, and ratio of DOD to authorized personnel. (Refer to AR 37-47, paragraph 2-5 for required ratios.) DA Form 4843-R is available electronically at: <http://www.apd.army.mil>.

(k) Payee.

(l) Project officer and telephone number.

(3) In addition to the above, presentations of gifts or mementos must contain documentation and justification that the gift and memento was presented authorized guests in connection with official courtesies within the guidelines of paragraph 2-4c, AR 37-47 (Sample at app H).

(4) Ensure that the written approval of the request for ORFs is obtained from the respective CAO prior to committing or expending funds. A telephonic approval is acceptable for emergency cases only and the requester must follow-up with written documentation within 3 working days after the event. Any request for reimbursement for an event that did not receive prior approval must be submitted to the SA for retroactive approval. The SA, his or her designee, and the AASA are the only officials with retroactive approval authority.

(5) Within 10 days following the date of the function, a payment request must be submitted to the RFC with properly authenticated receipts and invoices for all services and expenses for which payment must be made. In addition, supporting receipts, invoices, and actual attendee lists will be forwarded to the RFC for further processing upon completion of the event (Sample at app I).

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

The proponent of this pamphlet is the Office of the Assistant Chief of Staff, Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication Blank Forms) to the Commander, Eighth US Army (EARM-HA), Unit #15236, APO AP 96205-5236. This publication is available electronically at: <https://www-eusa-4.korea.army.mil>

FOR THE COMMANDER:

OFFICIAL:
WILLIAM D. IVEY
Colonel, GS
Chief of Staff



F. W. MORRIS
Assistant Adjutant General

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9 Appendixes

- A. Delegation to Host Official United States Forces Korea and Combined Forces Command Functions
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Glossary

DISTRIBUTION:

Electronic Media Only (EMO)

APPENDIX A

DELEGATION TO HOST OFFICIAL UNITED STATES FORCES KOREA AND COMBINED FORCES COMMAND FUNCTIONS USING THE SECRETARY OF THE ARMY OFFICIAL REPRESENTATION FUND

The USFK and CFC commanders and principle staff officers (O6 and above unless otherwise indicated) listed below are authorized to host official functions and present mementos. No further delegation is authorized.

- Deputy Commander, USFK
- Chief of Staff, USFK
- Deputy Chief of Staff, USFK
- Command Sergeant Major (CSM Authorized)
- ACoS, J1
- ACoS, J2
- ACoS, C/J3
- ACoS, J4
- ACoS, C/J5
- ACoS, J6
- ACoS, EN
- Provost Marshal
- Command Chaplain
- Surgeon
- Public Affairs Office
- Judge Advocate
- Acquisition Management

APPENDIX B

DELEGATION TO HOST OFFICIAL EIGHTH ARMY FUNCTIONS USING OFFICIAL REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

The Eighth Army commanders and principle staff officers (O6 and above unless otherwise indicated) listed below are authorized to host official functions and present mementos. The Eighth Army Chief of Staff is authorized to approve official representation fund requests for those individuals listed below. No further delegation is authorized.

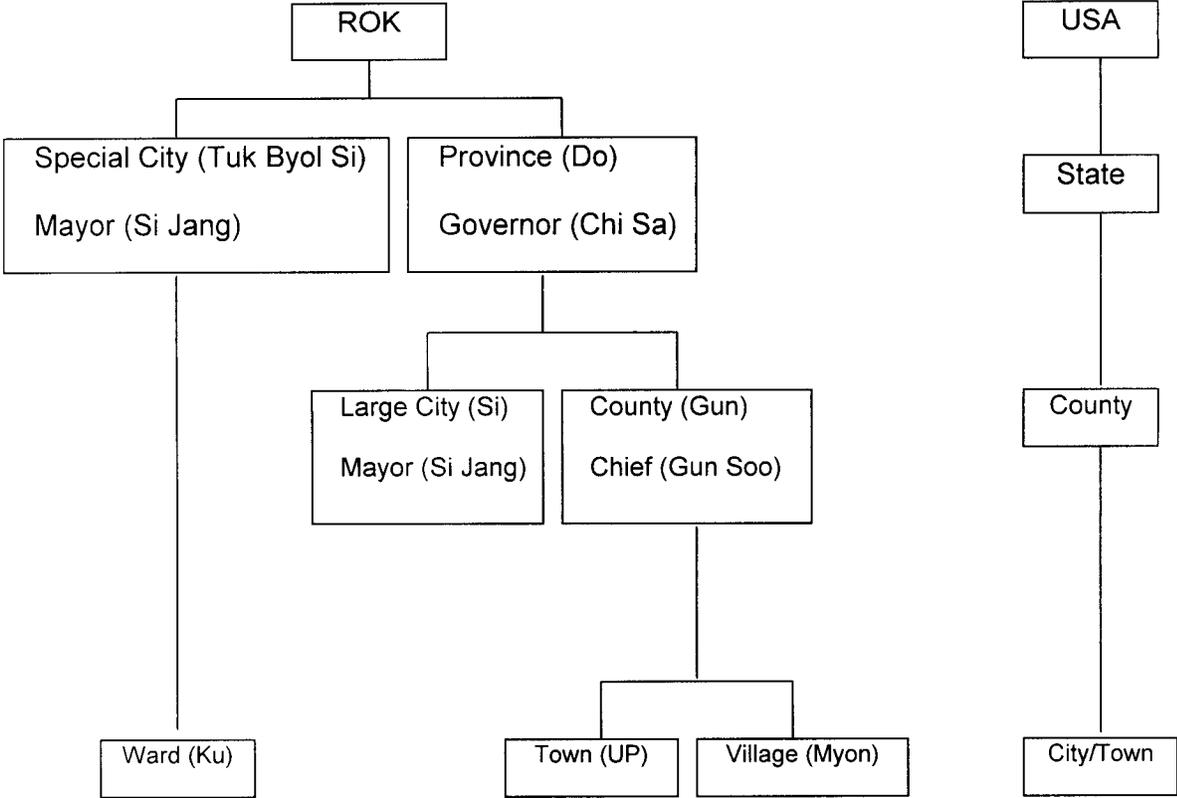
- a. Deputy Commanding General for Support
- b. Deputy Commanding General for Operations
- c. Command Sergeant Major (CSM authorized)
- d. ACofS, G1
- e. ACofS, G2
- f. ACofS, G3
- g. ACofS, G4
- h. ACofS, G5 (LTC authorized)
- i. ACofS, G6
- j. ACofS, EN
- k. ACofS, RM
- l. Provost Marshal (PMO)/Commander, 8th MP Bde
- m. Public Affairs Officer (PAO) (LTC authorized)
- n. Staff Judge Advocate (SJA)
- o. Command Chaplain
- p. Commander, 8th PERSCOM
- q. Commander, 18th MEDCOM
- r. Commander, 17th Aviation
- s. Commander, 175th FINCOM
- t. Commander, 6th CAV Brigade
- u. Commander, CSCT # 1
- v. Commander, CSCT # 2
- w. Commander, CSCT # 3
- x. Commander, JSA
- y. Commander, USATC-K
- z. Commander, KSC BN

APPENDIX C

ADMINISTRATIVE DIVISIONS OF THE REPUBLIC OF KOREA

ADMINISTRATIVE DIVISIONS OF THE REPUBLIC OF KOREA

US COUNTERPART



APPENDIX D

SAMPLE FORMAT FOR APPOINTING CAO

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Colonel John Q. Jones, 433-55-1111, 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 Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) for payments chargeable to official representation funds allocated to this headquarters. This appointment as Primary (Alternate) CAO establishes an agency relationship between you as certifying officer and 175th FAO-K.
3. Your signature on the voucher certifies 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. You cannot certify vouchers that involve you either as an agent officer or as the payee.
5. You shall forward two copies of DD Form 577 (Signature Card) together with a copy of this memorandum to your servicing finance/finance and accounting officer.
6. This appointment is from * _____ to _____.

XXXXXX X. XXXXXX
General, USA
Commanding

*Specify the length of time the appointment is valid.

APPENDIX E

SAMPLE FORMAT FOR APPOINTING RFC

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Colonel Jane Q. Smith, Assistant Chief of Staff, Resource Management, Eighth U.S. Army, 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 Primary (Alternate) 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 will furnish one copy of this letter to the Chief of Staff, HQ USFK and/or Eighth U.S. Army, Unit #15236, APO AP 96205-5236.

xxxxx. xxxxxxxxxxxx
General, USA
Commanding

APPENDIX F

OFFICIAL REPRESENTATION FUND REQUEST PROCEDURES DIAGRAM

REQUESTOR

OFFICIAL REPRESENTATION
FUND CUSTODIAN (RFC)*

CERTIFYING AND APPROVING
OFFICER (CAO)**

STEP 1	STEP 2	STEP 3
<p>Submit request for funds memo (App D) with guest (invitee) list (DA Form 4843) to the RFC.</p>	<p>Review request for correctness and authority under AR 37-47. Prepare memos for Chief, ACSR-M-HA approval and signature; memo for SJA review and signature. After HA and SJA review prepare memo for CAO approval/disapproval.</p>	<p>Approve/Disapprove fund request and return to RFC.</p>
<p>STEP 4</p> <p>Notify requestor of CAO approval or disapproval. If approved, place in suspense file.</p>		
STEP 5	STEP 6	STEP 7
<p>Upon event completion, submit final payment request memo with approved memos, original bill and final guest (attendee) list to the RFC.</p>	<p>Review final payment package for correctness. Prepare SF 1034 to include accounting classification and forward to CAO for approval.</p>	<p>Sign SF 1034 and return to the RFC.</p>
<p>STEP 8</p> <p>Certify funds and send original SF 1034 plus three copies to FAO for fund disbursement to payee. Place in suspense file.</p>		
<p>STEP 9</p> <p>Match SF 1034 payment voucher to suspense file. When both agree, enter in database and action is complete.</p>		
<p>*2ID, ACofS, G-5 19th TSC Res Mgmt Eighth U.S. Army/USFK HQ Activity Division</p> <hr/> <p>**2ID CofS 19th TSC Res Mgmt Eighth U.S. Army CofS USFK ADCS</p>		

APPENDIX G

SAMPLE FORMAT FOR REQUEST OF OFFICIAL REPRESENTATION FUNDS

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR HQ USFK/Eighth U.S. Army, ACoS, Resource Management, (FKRM-HA),
Unit #15236, APO AP 96205-5236

SUBJECT: Request for Official Representation Funds

1. Request for official representation funds as follows:

a. DATE AND TIME OF PROPOSED FUNCTION: 3 Jun 04, 1700-1900 hrs.

b. PLACE OF FUNCTION: Hartell House

c. NATURE OF FUNCTION: Official Dinner

d. PURPOSE OF FUNCTION: To honor the Minister of National Defense

e. HOST: GEN XXXX X. XXXXXXXXXXX, Commander, USFK

f. HONOREE: HON Kim, Pak Cho, Minister of National Defense

g. JUSTIFICATION: The MND's annual visit to USFK.

h. ESTIMATED COST FOR EVENT: \$125.00 (party sheet/contract, menu at Encl 1).

ESTIMATED COST FOR GIFT: \$100.00 (if the presentation is in conjunction with a function, permission for both the event and the gift may be contained in a single document).

i. PROPOSED FUNDING SOURCE: Official Representation Funds

j. GUEST LIST: See Encl 2.

k. PAYEE: Custodian, Hartell House.

2. PROJECT OFFICER AND TELEPHONE NUMBER: CPT XXX X. XXXXXX, 723-0000.

XXXXX. XXXXX
Colonel, EN
ACoS, Engineer

APPENDIX H

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 I

SAMPLE FORMAT FOR REQUEST OF FINAL PAYMENT

(Office Symbol)

MEMORANDUM FOR HQ USFK/Eighth U.S. Army, ACoS, Resource Management, (FKRM-HA),
Unit #15236, APO AP 96205-5236

SUBJECT: Request Final Payment for Official Representation Funds

1. Enclosed are the original bill, contract, and final guest list for (Brief description of function or event).
2. Please make payment in the amount of \$ _____
 - a. Payee's name
 - b. Name of financial institution
 - c. Mailing Address of financial institution
 - d. Account Number
 - e. Routing Number
3. Provide separate payment request memo for each payee if more than one.
4. For any overage, give a brief justification and attach prior approval memo or e-mail obtained from CAO.

XXXXX. XXXXX
Colonel, EN
ACoS, Engineer

GLOSSARY

ABBREVIATIONS

AASA	Administrative Assistant to the Secretary of the Army
ACofS	Assistant Chief of Staff
AR	Army Regulation
ASA	Assistant Secretary of the Army
CAO	Certifying and Approving Officer
CFC	Combined Forces Command
DA	Department of the Army
DOD	Department of Defense
DODD	Department of Defense Directive
FM	Financial Management
HA	Headquarters Activity Division
HQDA	Headquarters Department of the Army
IAW	in accordance with
KAFC	Korean-American Friendship Council
PAO	Public Affairs Office
PTP	People-to-People
RFC	Representation Fund Custodian
RM	Resource Management
ROK	Republic of Korea
SA	Secretary of the Army
SJA	Staff Judge Advocate
U.S.	United States (of America)

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USFK	United States Forces Korea
2ID	2d Infantry Division
19 th TSC	19 th Theater Support Command