



Department of Defense DIRECTIVE

NUMBER 7250.13

February 17, 2004

DA&M

SUBJECT: Official Representation Funds (ORF)

- References: (a) DoD Directive 7250.13, subject as above, September 10, 2002
(hereby canceled)
- (b) Section 127 of title 10, United States Code
 - (c) [DoD Directive 4515.14](#), "Washington Local Commuting Area,"
December 29, 1998
 - (d) Section 2694 of title 22, United States Code

1. REISSUANCE AND PURPOSE

1.1. This Directive reissues reference (a) and establishes policy, assigns responsibilities, and prescribes procedures governing the use of appropriated funds for official representation purposes throughout the Department of Defense (DoD).

1.2. Pursuant to the authority of reference (b) and annual DoD Appropriations Acts, the Secretary of Defense, the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Inspector General of the Department of Defense are authorized to approve the use of appropriated funds, in the limitations of appropriations made available for such purpose, for the use of official representation purposes.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as "the DoD Components").

3. POLICY

It is DoD policy that:

3.1. Official Representation Funds (ORF) shall be used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the Department of Defense for the purpose of maintaining the standing and prestige of the United States and the Department of Defense. Generally, such events are hosted and official courtesies extended for:

3.1.1. Civilian or military dignitaries and officials of foreign governments.

3.1.2. Senior U.S. Government officials.

3.1.3. Dignitaries and senior officials of State and local governments.

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

3.2. ORF shall not be used to pay for the cost of meals or refreshments for U.S. Government employees in connection with routine interagency or intra-agency working meetings.

3.3. ORF shall not be used to pay for purely social events intended primarily for the entertainment or benefit of DoD officials and employees, their families, or personal guests; however, ORF may be used to pay expenses for official courtesies that are minimally required to host those DoD officials listed in the enclosure when they are on official visits to the field.

3.4. The use of ORF shall be monitored closely to ensure that expenditures made for official hosted functions in connection with official events comply with socially acceptable mores of American society and that the policy objectives of the United States and the interests of the U.S. taxpayer jointly are served.

3.5. Records on the use of ORFs shall be maintained on a function-by-function 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.

4. RESPONSIBILITIES

4.1. The Director of Administration and Management, Office of the Secretary of Defense :

4.1.1. Shall budget and account for resources necessary to support OSD ORF requirements.

4.1.2. Shall approve ORF expenditures not to exceed 25,000 dollars for the OSD, the Defense Agencies, the DoD Field Activities, and the Uniformed Services University of the Health Sciences (USUHS).

4.1.3. May delegate the authority to approve expenditures not to exceed 1,000 dollars to members of the Senior Executive Service (SES) or to general officers serving in the DoD Components.

4.2. The Secretary of Defense, the Secretaries of the Military Departments, the Inspector General of the Department of Defense, and the Chairman of the Joint Chiefs of Staff shall:

4.2.1. Provide overall policy, administration, and approval of ORF expenditures within the DoD Components, as listed below, and shall ensure that such funds are used for the purposes intended:

<u>OFFICIAL</u>	<u>DoD COMPONENT</u>
Secretary of Defense	Office of the Secretary of Defense Defense Agencies DoD Field Activities USUHS
Secretaries of the Military Departments	Their respective Military Departments
Inspector General of the Department of Defense	Office of the Inspector General of the Department of Defense
Chairman of the Joint Chiefs of Staff	Office of the Chairman of the Joint Chiefs of Staff Joint Staff Combatant Commands

4.2.2. Authorize the use of ORF for official representation expenses not specifically covered by this Directive, provided that such use is consistent with the general policies and guidelines set forth herein.

4.2.3. Delegate these responsibilities, as appropriate. Internal controls shall be established to ensure that appropriations limitations are not exceeded.

4.3. The Heads of the DoD Components shall:

4.3.1. Budget and account for resources necessary to support their ORF requirements.

4.3.2. Finance associated expenses when tasked to manage visits affecting more than one DoD Component, or visits of foreign dignitaries and officials that have DoD-wide implications and benefits. In such cases:

4.3.2.1. Expenses incurred in connection with parts of the visit that are to non-DoD installations located in the National Capital Region (NCR) (reference (c)), and other points of national interest, which are included in the itinerary as a courtesy to the foreign dignitary, shall be charged to the accounts of the Secretary of Defense or the Chairman of the Joint Chiefs of Staff.

4.3.2.2. Expenses incurred in connection with parts of the visit that are to a DoD installation of another DoD Component, or to an industrial facility performing activities related to another DoD Component, shall be charged to the accounts of the DoD Component visited.

5. GUIDANCE AND AUTHORIZATION

Guidance and authorization are provided in enclosure 2.

6. ACCOUNTABILITY

6.1. The Secretaries of the Military Departments and the Inspector General of the Department of Defense shall submit a quarterly listing of all expenditures of ORF to the Military Construction Directorate, Office of the Deputy Comptroller (Program/Budget), not later than 31 calendar days following the close of the quarter being reported. This information is included in the "Emergency and Extraordinary Expenses Report," which is assigned Report Control Symbol DD-COMP(Q)1390.

6.2. The OSD, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, DoD Field Activities, and the USUHS shall submit listings of expenditures of ORF to the DA&M, OSD not more than 25 calendar days following the close of the quarter being reported.

6.3. The Heads of the DoD Components shall establish appropriate internal reporting systems to enable them to perform a continuing review of the purposes for which ORF have been used within their respective DoD Components.

7. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz
Deputy Secretary of Defense

Enclosures - 2

- E1. DoD Officials Eligible for Official Courtesies on Official Visits to the Field
- E2. Guidance and Authorization

E1. ENCLOSURE 1

DoD OFFICIALS ELIGIBLE FOR OFFICIAL COURTESIES
ON OFFICIAL VISITS TO THE FIELD

- E1.1.1. Secretary of Defense and Deputy Secretary of Defense.
- E1.1.2. Under Secretaries of Defense.
- E1.1.3. Director, Defense Research and Engineering.
- E1.1.4. Assistant Secretaries of Defense.
- E1.1.5. General Counsel of the Department of Defense (GC, DoD).
- E1.1.6. Inspector General of the Department of Defense (IG, DoD).
- E1.1.7. Director, Operational Test and Evaluation.
- E1.1.8. Assistants to the Secretary of Defense.
- E1.1.9. Chairman of the Joint Chiefs of Staff.
- E1.1.10. Vice Chairman of the Joint Chiefs of Staff.
- E1.1.11. Director, Joint Staff.
- E1.1.12. Combatant Commanders.
- E1.1.13. Deputy Commander, United States European Command
- E1.1.14. Secretaries, Under Secretaries, Assistant Secretaries, and General Counsels of the Military Departments.
- E1.1.15. Chiefs and Vice Chiefs of Staff of the Army and Air Force.
- E1.1.16. Chief and Vice Chief of Naval Operations.
- E1.1.17. Commandant and Assistant Commandant of the Marine Corps.

E1.1.18. Directors of the Defense Agencies.

E1.1.19. President, USUHS.

E2. ENCLOSURE 2
GUIDANCE AND AUTHORIZATION

E2.1. GENERAL

The following officials are authorized to host ORF events and extend official courtesies on behalf of the Department of Defense: the Secretary of Defense, the Deputy Secretary of Defense, the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, the Vice Chairman of the Joint Chiefs of Staff, the Under Secretaries of Defense (USDs), the General Counsel of the Department of the Defense, the Assistant Secretaries of Defense (ASDs), the Heads of the Military Services, the Commanders of the Combatant Commands, the Inspector General of the Department of Defense, the Directors of the Defense Agencies, Directors of DoD Field Activities, Director of Operational Test and Evaluation, and the President, USUHS. At their discretion, those DoD officials may delegate authority to host ORF events and extend official courtesies.

E2.2. AUTHORIZED GUESTS

E2.2.1. Visits by Foreign Dignitaries and Officials

E2.2.1.1. Invitations to foreign dignitaries to visit the United States at the expense of the Department of Defense shall be extended only by the Secretary of Defense; the Deputy Secretary of Defense; the Secretaries of the Military Departments; the Inspector General of the Department of Defense; the Chairman or the Vice Chairman of the Joint Chiefs of Staff; the Heads of the Military Services; Director, National Security Agency; and the Director of the Defense Intelligence Agency. To enhance the decision-making process, proposals to invite those authorized guests shall include the planned itinerary and estimated cost data.

E2.2.1.2. To the greatest extent possible, invitations shall be limited to foreign counterparts of those DoD officials designated in subparagraph E2.2.1.1., above, their spouses, and no more than two accompanying staff officers. Additionally:

E2.2.1.2.1. Transportation to and from the continental United States (CONUS) normally shall be the responsibility of the visiting foreign dignitary.

E2.2.1.2.2. The invitation normally shall be for a period of not more than 10 days.

E2.2.1.2.3. Lodging, food, and official entertainment costs for the night before and the night after the visit may also be paid by the Department of Defense, when approved in advance by the inviting DoD official.

E2.2.1.2.4. The following guidelines are applicable to leisure activities and entertainment of foreign dignitaries and officials:

E2.2.1.2.4.1. Lodging and meals, including formal luncheons, dinners, and receptions, are the normal DoD responsibilities, as host, and are not considered leisure activities or entertainment.

E2.2.1.2.4.2. Leisure activities and/or entertainment may be planned during the official portion of the visit. If provided at DoD expense, such activities/entertainment should normally be limited to one or two events per visit and should be modest in nature, reflecting a level of hospitality that the typical American host, whose rank and position are equal to that of the foreign dignitary, would provide to a special guest during a week's visit in his or her residence.

E2.2.1.2.5. Normally, the following shall not be arranged, unless associated costs are borne by the foreign dignitaries and officials:

E2.2.1.2.5.1. Significant detours or deviations from established itinerary to accommodate leisure activities and entertainment.

E2.2.1.2.5.2. Activities occurring before and after the official portion of the visit, unless approved in advance by the inviting DoD official.

E2.2.1.2.6. Military quarters shall be used for lodging of foreign dignitaries and officials whenever appropriate. Commercial lodging facilities shall be used when military quarters are not available or are not suitable for the dignitary or the occasion.

E2.2.1.2.7. United States (U.S.) personnel traveling with the official party shall be limited to the number necessary to provide escort, interpreting, security, or other essential services that may be necessary to accomplish the purpose of the visit.

E2.2.1.2.8. When desired by the foreign dignitary, the Washington-based foreign defense or military service attaché may be included in the official party at the discretion of the inviting DoD official.

E2.2.1.2.9. The appropriate U.S. Defense or Military Service Attaché may be included in the official party at the discretion of the inviting DoD official.

E2.2.1.3. In some instances, senior foreign dignitaries who are not DoD invited guests may be hosted in accordance with the guidelines set forth in subparagraph E2.2.1.2., above.

E2.2.1.4. ORF may also be used for official courtesies overseas and incident to visits by U.S. vessels to foreign ports and visits by foreign vessels to U.S. ports.

E2.3. VISITS BY CITIZENS OF THE UNITED STATES

E2.3.1. Official courtesies may be offered to Federal, State, and local dignitaries and officials such as the President and the Vice President of the United States, members of the Cabinet, members and professional staff of Congress, governors of States, mayors of cities, citizens' committees, other distinguished or prominent citizens who have made a substantial contribution to the nation or to the Department of Defense, and members of the news media on certain occasions.

E2.3.2. Official courtesies may include the cost of luncheons, dinners, receptions, mementos, and participation expenses at DoD-sponsored events. Other expenses may be approved with specific justification.

E2.4. GENERAL GUIDANCE

The guidelines listed in paragraphs E2.4.1. and E2.4.2., below, are not all-inclusive, but are indicative of expenses for which ORF may or may not be used. Sound judgment and discretion shall be used by all DoD personnel involved in the planning, approving, and conducting of functions using ORF.

E2.4.1. ORF may be used to pay for the following expenses of the official party, as well as authorized U.S. escort officers and interpreters when required:

E2.4.1.1. Lodging.

E2.4.1.2. Meals and refreshments.

E2.4.1.3. Gratuities for services rendered by non-Government personnel.

E2.4.1.4. Official communications made by U.S. escort personnel that relate directly to the official visit.

E2.4.1.5. Valet services, i.e., laundry and dry cleaning, which normally would not have been incurred except for travel associated with the official visit.

E2.4.1.6. Entertainment, i.e., theaters, sports activities and events, concerts, and sightseeing tours.

E2.4.1.7. Taxi fares and rental vehicle fees, when Government transportation or other Government-rented vehicles are not available.

E2.4.1.8. Gifts and mementos under the following conditions:

E2.4.1.8.1. DoD officials designated in section E2.1., above, and those officials delegated authority to host ORF events and extend official courtesies may present gifts and mementos funded by ORF.

E2.4.1.8.2. Other officials may present gifts and mementos only in exceptional circumstances if specifically authorized in writing by one of the officials designated in section E2.1., above.

E2.4.1.8.3. The aggregate cost of gifts presented by any one DoD official to any one authorized guest at a DoD-sponsored event may not exceed the minimal value as established under reference (d). The current limit is \$285.00. This amount is subject to change and DoD personnel should consult the reference for the most recent authorized amount.

E2.4.1.8.4. When deemed appropriate by an authorized host and approved by proper authority, gifts may be personalized with the organization, title, the name of the presenter. However, personalized gifts may only be ordered in very limited quantities to ensure that they are used during that person's tenure.

E2.4.1.9. Fees for travelers' checks to support mission.

E2.4.2. ORF shall not be used to pay for the following expenses:

E2.4.2.1. Personal items, such as clothing, toiletries, cigarettes, hair and beauty care, shoe shines, and souvenirs.

E2.4.2.2. Long-distance telephone calls originated by the authorized guest, except when directly related to the purpose of the visit.

E2.4.2.3. Gifts or flowers to be presented by the authorized guests.

E2.4.2.4. Holiday or greeting cards.

E2.4.2.5. Reception 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, the Deputy Secretary of Defense, the DA&M, the Secretary of the Military Department concerned, the Inspector General of the Department of Defense or the Chairman or the Vice Chairman of the Joint Chiefs of Staff.

E2.4.2.6. Classified projects for intelligence purposes.

E2.4.2.7. Payment of membership fees or dues.

E2.4.2.8. Any portion of any event that is eligible for sponsorship with welfare and recreation funds, except the expenses of authorized guests may be paid with ORF.

E2.4.2.9. Repairs, maintenance, and renovation projects to enhance the appearance of DoD facilities.

E2.4.2.10. ORF shall not be used to fund gifts for DoD officials unless otherwise authorized by this Directive. Items given as gifts by DoD organizations to authorized DoD officials listed in enclosure 1 should be limited to mementos. For this purpose, mementos are items that should cost less than \$40.00 and of little intrinsic value, such as coins, paperweights, lapel pins, and plaques. Such mementos may be funded by ORF for purposes consistent with this Directive. Under no circumstances may mementos for visiting DoD officials be purchased with Operation and Maintenance (O&M) funds, or with Morale, Welfare, and Recreation (MWR) funds.

E2.4.3. To ensure that official entertainment costs are kept to a minimum, the following guidelines for ratios of DoD personnel (including spouses) to authorized guests should be observed. Desirable ratios are as follows:

E2.4.3.1. In parties of fewer than 30 persons, a minimum of approximately 20 percent of invitees expected to attend should be honored or distinguished guests and members of their party.

E2.4.3.2. In parties of 30 or more persons, a minimum of approximately 50 percent of invitees expected to attend should be honored or distinguished guests and members of their party.

E2.4.3.3. Normally, DoD spouses shall not be included as members of the official party for ORF-funded events. DoD spouses may, however, be included in the official party at such events when spouses of authorized guests are invited and expected to attend, and the authorized host determines that attendance of DoD spouses is appropriate and desirable under the circumstances.

E2.4.4. To the extent practicable, a complete list of proposed attendees that distinguishes DoD personnel from those of the guest party shall be provided during the approval process. Such lists shall be revised after the function has been held to show those in actual attendance.

E2.4.5. When the nature of an ORF-funded event makes the attendance of a large number of DoD personnel (in excess of the ratios in paragraph E2.4.3.) appropriate or desirable, only those DoD personnel actively participating in the event or otherwise required to attend by virtue of their position or duties (but not in excess of the ratios in subparagraphs E2.4.3.1., and E2.4.3.2.) shall be considered part of the official party. Other DoD personnel in attendance shall pay a pro rata share of event expenses.

E2.4.6. To ensure the integrity of the congressional limitation on emergency and extraordinary expenses, the following procedures shall be observed:

E2.4.6.1. Expenses incurred solely because of the authorized representation functions shall be charged to official representation costs that are a part of the emergency and extraordinary expense limitation.

E2.4.6.2. Other costs, such as salaries, travel, and transportation of DoD personnel, shall be charged to the appropriation properly chargeable for such costs.

E2.4.6.3. Under no circumstances may ORF expenses be charged to non-ORF funds to avoid emergency and extraordinary expense limitations. To simplify accounting for ORF-funded events or activities, costs normally charged as a non-ORF expense occasionally may be accounted for as an ORF expense.

E2.4.7. All DoD personnel authorized to expend ORF shall monitor personally the use of such funds to ensure the highest order of propriety and integrity of all expenditures.

E2.4.8. Fund availability shall be verified before the use of ORF (preferably 10-15 days prior to the event.)

E2.5. ORF AUTHORIZATION

The Secretaries of the Military Departments, the Directors of the Defense Agencies, or the Heads of other DoD Components are authorized to use ORF, when they are designated by the DoD Executive Secretary (for the Secretary and Deputy Secretary of Defense) or the Director, Joint Staff (for the Chairman and Vice Chairman, Joint Chiefs of Staff) to manage the visits of foreign dignitaries and officials that have DoD-wide implications and benefits.