



UNITED STATES FORCES KOREA GUIDE

FKPR

USFK Guide 7210

DISTRIBUTION: A, B

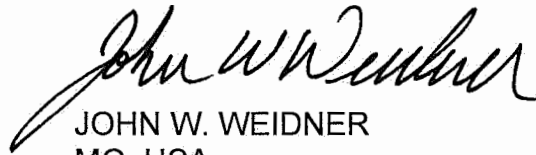
30 June 2024

REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

Reference(s): See Enclosure C

1. Purpose. This guide establishes United Nations Command (UNC), Combined Forces Command (CFC), and United States Forces Korea (USFK) policies, procedures, and reporting requirements for the use of Official Representation Funds (ORF) of the Secretary of the Army (SA). Responsible officials, certifying officials, and contracting officers will ensure compliance with applicable fiscal and contracting laws and regulations.
2. Superseded/Canceled. Supersedes USFK Pamphlet 37-47, dated 10 January 2018.
3. Applicability. The provisions of this guide apply to all units and activities utilizing UNC, CFC, USFK ORF.
4. Records Management. In accordance with CJCSM 5760.01A Volume II, Joint Staff and Combatant Commands Records Management Manual-Disposition Schedule.
5. Releasability. This guide is approved for public release; distribution is unlimited. DoD components, other federal agencies, and the public may obtain copies of this guide through the internet from the USFK home page <https://www.usfk.mil/Resources/Publications/> or on NIPRNET at <https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/SitePages/USFK-Publication-&-Forms.aspx>.

6. Effective Date. This guide is effective upon receipt.



JOHN W. WEIDNER
MG, USA
Chief of Staff

Enclosures:

- A – Official Representation Funds
- B – Gifts/Commander's Gift Locker
- C – References
- GL – Glossary

ENCLOSURE A

UNC/CFC/USFK Official Representation Funds

1. Policy.

a. The UNC/CFC/USFK uses ORF to maintain the standing and prestige of the United States (U.S.) by extending official courtesies to certain government and military officials and civilian dignitaries of the U.S. and foreign countries. ORF events may be used in support of community relations programs that improve cultural, political, and command relationships when certain criteria are met.

b. Such functions will be in keeping with propriety as dictated by the occasion and conducted on a modest basis. ORF will be expended only for the purpose of official representation conducted on a modest basis.

2. Authority.

a. The Commander, UNC/CFC/USFK, has the authority to host official functions involving the use of ORF for UNC, CFC, and USFK. Under the provisions of AR 37-47, paragraph 2-6a, the Commander may delegate hosting authority to General Officers (GO) and Senior Executive Services (SES) personnel within the command. The Commander delegates this authority to the following staff directors to host events and present gifts and mementos to authorized guests for the designated Commands. This authority may not be further delegated. When the situation warrants, other GOs, members of the SES, O-6s, and GS-15s may be delegated one-time ORF hosting authority under the provisions of AR 37-47, paragraph 2-1b and paragraph 2-9b for gifts (See Attachment 1). The hosting official must attend the hosting event, not simply sponsor it.

STAFF DIRECTORATE	COMMAND		
	UNC	CFC	USFK
Deputy Commander, USFK	No	No	Yes
Chief of Staff, CFC	No	Yes	No
Chief of Staff, UNC	Yes	No	No
Chief of Staff, USFK	No	No	Yes
ACofS, U/C/J2	Yes	Yes	Yes
ACofS, U/C/J3	Yes	Yes	Yes
ACofS, U/C/J4	Yes	Yes	Yes
ACofS, U/C/J5	Yes	Yes	Yes
ACofS, J8	No	No	Yes
ACofS, C9	No	Yes	No

Table A-1 Delegated Hosts

b. Under provisions of AR 37-47, paragraph 1-4f, the Commander delegates authority to approve requests for the expenditure of ORF for the UNC, CFC, and USFK to the incumbent general officer identified in paragraph b(1). The incumbents occupying the positions identified in paragraph b(2) are delegated authority as alternate approving officials for ORF for UNC/CFC/USFK.

(1) ORF Approving Official: Chief of Staff, United States Forces Korea.

(2) ORF Alternate Approving Officials:

ACofS, J3, USFK

ACofS, J5, USFK

3. Responsibilities.

a. Approving Official. Approving officials must approve all ORF requirements prior to the execution of the event. Designated officials remain responsible for the overall ORF program and will-

(1) Personally monitor ORF use to ensure the propriety, integrity, and proper documentation of all expenditures.

(2) Ensure compliance with fiscal laws and regulations concerning appropriated funds and their use for official representation purposes.

(3) Ensure compliance with contracting laws and regulations related to funding contract actions with ORF.

(4) Refer to AR 37-47, paragraph 2-10 in particular, for any restrictions that are not covered in this guide.

b. Representation Funds Custodian (RFC). Members of the USFK Protocol Branch (FKPR) will be appointed as the RFC and Alternate RFC by the Commander, United States Forces Korea. The RFC will-

(1) Maintain a register, by fiscal year, of all ORF requests with ORF Control # with amounts of funds requested and funds spent. The register will maintain a running balance.

(2) Ensure that sufficient ORF funds are available for obligation, as evidenced by the allocation in the funding authorization document and financial reports. The RFC will obtain an increase in ORF funds through the J8, when needed. If the actual cost of the event is more than 10% above the approved amount, RFC must submit a new ORF request form.

(3) Issue the ORF requestor an ORF Control # depending on the Command ORF fund being used.

Enclosure A

(4) Make sure requests for ORF expenditures have the necessary supporting documentation (for example, written justification that includes purpose, date, and location of event; name(s) of host(s) and guest(s) of honor; DA Form 4843 with names and duty titles of DOD and non-DOD invitees/expected attendees; and detailed cost estimate).

(5) Determine whether the expenditure is allowable. If the expenditure is not allowable, the RFC will return the documentation to the requestor for additional justification.

(6) Obtain a legal review for all ORF requests.

(7) Forward supporting documentation and recommendation to the approving official.

(8) Communicate approval to the requestor to execute the event. Obligation before funds are approved or in excess of funds approved may violate the Anti-deficiency Act and/or the apportionment statutes.

(9) Ensure commitments and obligations are recorded in advance of disbursements made against the fund.

(10) Obtain all required documentation from the GPC billing official and/or requestor after the event. Maintain file copies of all ORF requests for 7 ½ years.

(11) Ensure that the foreign currency exchange rate is noted on the invoices received from vendors providing supplies or services in foreign countries. Both the amount obligated at the budgeted foreign currency exchange rate and the amount disbursed at the current exchange rate should appear on the vouchers.

(12) Complete the Management Control Evaluation Checklist contained in AR 37-47, Appendix B-4 as prescribed in the Command's Internal Control Evaluation Plan (ICEP). The USFK Management Control Plan requires the use of the checklist at least once every two years.

c. ORF Requestor

(1) Contact the RFC and provide all necessary information on the requirement for ORF funds. The RFC will provide the current ORF request packet and instructions for requesting ORF.

(2) Submit the ORF request for approval as soon as the requirement becomes known. Ensure that the request is approved prior to the execution of the event and expenditure of ORF funds.

Enclosure A

(3) Complete the ORF request packet providing all necessary information to include purpose of the use of ORF, cost of the event, and cost breakdown.

(4) Track the ORF funds request and ensure that it is approved prior to execution of the event and expenditure of ORF funds.

(5) After execution of the event, sign the request for ORF funds as the receiving official to indicate that ORF funds were properly expended, and all requirements were met. If required, submit a final guest attendance list indicating all guests that actually attended the ORF event.

d. USFK Office of the Judge Advocate (OJA).

(1) Review ORF requests to ensure that all requirements of the governing regulations are met and attach a full legal review to the form.

(2) Digitally sign the ORF request and submit to FKPR if no legal issues exist with the request. If an ORF request appears to be legally objectionable, OJA will coordinate with the requestor and/or RFC to provide advice regarding methods to correct deficiencies.

e. USFK Comptroller.

(1) Be designated as the manager of available funds in support of USFK, CFC, and UNC.

(2) Act as the Funds Certifying Official for ORF provided to Headquarters (HQs) USFK/CFC/UNC by Headquarters, Department of the Army (HQDA) for official representation purposes.

(3) Ensure that sufficient limitation .0012 funds are available for obligation. The USFK Comptroller office will increase funds as needed. Digitally sign the ORF request and submit to USFK Protocol if funds are available after legal review.

f. USFK Inspector General (IG).

(1) Conduct internal review audits of ORF in accordance with (IAW) AR 37-47 annually in July.

(2) Provide copies of the internal review audit to the USFK Comptroller.

4. Mandatory Payment Method. Use of an ORF Government Purchase Card (GPC) is required, if available.

a. Directorates hosting four or more ORF events a year must have their own internal ORF GPC holders, Billing Official (BO) and Alternate Billing Official (ABO). Those hosting three or fewer ORF events a year must coordinate with the RFC to identify the appropriate USFK staff section to assist in facilitating the event.

b. Directorates/ORF users must establish a separate GPC for each ORF account to ensure accountability and transparency of ORF expenditures. The sole purpose of the ORF GPC will be to purchase ORF-approved goods and services. GPC policies and procedures apply to the .0012 limitation purchases the same as GPC procurement and fall within the auspices of the Federal Acquisition Regulation (FAR).

c. If a vendor doesn't accept a GPC, the requestor will coordinate with 411th Contracting Support Brigade (CSB) to comply with their procedures for appointment of Class A Agent and Field Ordering Officer and related requirements for local procurement.

5. Monthly GPC Reconciliation. Each ORF GPC BO must submit GPC reconciliation status NLT 5 working days after the end of the billing cycle to the USFK Comptroller to ensure each purchase is properly identified and actual expense is logged into the appropriate ORF Funds Control Ledger. Additionally, each billing official is required to provide the current account statement and copy of receipts after the billing statement closes to the RFC and USFK Comptroller if required.

6. Programming ORF Events. All commands and staff directorates for UNC/CFC/USFK will identify known ORF events in May/June of each year during future year budget formulation and submit through the USFK Protocol and the Chief of Staff for pre-approval, and submit to USFK Comptroller for UNC/USFK/CFC ORF annual spend plan. Pre-approved ORF events can be approved by the AOs through the normal ORF request procedure. Short notice events or events which were not pre-approved require verbal or written approval from the Chief of Staff (COS) prior to the conduct of the event. RO must document the verbal approval in writing immediately thereafter as reasonable. **Under no circumstances, ORF may be used for an event without prior approval by the appropriate approval authority (see para. 2b above).**

(INTENTIONALLY BLANK)

Enclosure A

APPENDIX A TO ENCLOSURE A
SAMPLE FORMAT FOR DELEGATION OF AUTHORITY TO HOST ORF EVENT

(Letterhead Stationery)

(Office Symbol)

MEMORANDUM FOR Colonel XXXX X. XXXXX, Assistant Chief of Staff, USFK

SUBJECT: Appointment of Authority to Host Event with UNC/CFC/USFK ORF Funds

1. Under the provisions of Official Representation Funds of the Secretary of the Army AR 37-47, paragraph 2-1b [for ORF gifts, use 2-9b], I authorize Colonel XXXX X. XXXXX to host a luncheon for (briefly describe the event including date and control number received from RFC in advance) funded with (UNC/USFK/USFK) official representation funds.
2. The purpose of this event is (briefly describe the purpose of the event, guests). All parties share our interest in maintaining and supporting the United Nations Command/Combined Forces Command/United States Forces Korea.
3. Point of contact for this memorandum is Ms. XXXX X. XXXX, DSN: XXX-XXX.

XXXXX X. XXXXXXXX
General, U.S. Army
Commander

(INTENTIONALLY BLANK)

ENCLOSURE B
GIFTS/COMMANDER'S GIFT LOCKER

1. Policy.

a. The Commander and other designated officials identified in Enclosure A, paragraph 2a, of this publication may present gifts and mementos funded by ORF. When the situation warrants, other GOs, members of the SES, O-6s, and GS-15s may be delegated one-time authority to present gifts funded by ORF.

b. Only the Commander may expend ORF to purchase a unique gift for a specific presentation or occasion. Other authorized officials must select a gift for presentation from the Commander's ORF Gift Locker unless the Commander has granted an exception to this policy.

c. Any gift presentation is made on behalf of the Commander and not the individual presenting the gift. If a card or note is included with the gift, it will state that the presentation is made on behalf of the Commander as shown below.

Presented by
Major General Thomas P. Smith
Director, J3, United States Forces Korea
on behalf of the
Commander
United States Forces Korea

d. The bulk purchase of any mementos for presentation, especially for events that are held on a recurring basis (e.g., Ballistic Missile Seminar, Women's Peace and Security Symposium) will not include any indicia that would prevent unused mementos to be used for presentation to other authorized guests in another ORF events. The number purchased will be kept to the minimum required to meet the bona fide need of the event, and purchasing in excess of the bona fide need is not allowed. All recipients will also have to sign a tracking roster acknowledging receipt of the memento.

e. The quantity of a memento/gift maintained in the Commander's Gift Locker will not exceed the number expected to be presented during the fiscal year or the minimum order quantity established by the vendor to maintain the annual stock level of the memento/gift.

f. Alcohol or items with a shelf-life will not be maintained in the Commander's Gift Locker. These items will be purchased on an as needed basis. Gifts of alcohol or tobacco products may only be purchased for presentation to civilian or military dignitaries and officials of foreign governments.

Enclosure B

2. Responsibilities.

a. Presenting Official.

(1) Provide sufficient notification of a gift/memento presentation requirement to the Gift Locker Custodian so that the gift can be prepared for presentation.

(2) Acknowledge receipt of the gift by dating and signing the gift tracking log.

(3) Complete the Gift Presentation Memo after presentation and return to the Gift Locker Custodian within five workdays of the presentation.

b. Gift Locker Custodian.

(1) When notified of gift/memento presentation requirement, prepare the gift for presentation, and prepare a Gift Presentation Memo. Ensure that a document control number is entered on the Gift Presentation Memo.

(2) Ensure the presenting official dates and signs the gift tracking log. The items will be subtracted from the inventory and a copy of the issue memo will be held in suspense until the completed issue memo is returned. The completed issue memo will be attached to the inventory. If the gift is not presented, the gift and request memo will be returned to the Gift Locker Custodian. The memo will be marked "canceled" and the inventory will be appropriately adjusted.

(3) Maintain accountability and security of all items in the gift locker.

(4) Prepare and process paperwork to re-supply items in the gift locker as needed.

(5) All gift items will be secured in a locked container or area in which only the Gift Locker Custodian and Assistant Gift Locker Custodian has access. No other items will be stored with gift locker items.

(6) Gifts will only be issued when approved by the Commander or the Chief of Staff.

(7) A running inventory will be maintained on each item in the gift locker. This inventory may be maintained on a computer system. Computer files will be backed up periodically to ensure that data is not lost. The ORF requests, shipping documents, gift issue memos, and independent inventory certification will be attached to the hardcopy of the running monthly inventory. At the end of each month, the running hardcopy inventory and presentation memorandum will be placed in the files. Separate physical inventories will be conducted every six months by a disinterested person and maintained on file.

ENCLOSURE C
REFERENCES

1. Required Publications

- a. AR 11-7, Army Internal Review Program.
- b. AR 37-47, Official Representation Funds of the Secretary of the Army.

2. Related Publications

- a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities.
- b. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation.
- c. DOD 7000.14-R, Department of Defense Financial Management Regulation.
- d. Federal Acquisition Regulation.
- e. 10 U.S.C. § 127, Emergency and Extraordinary Expenses.
- f. 22 U.S.C. § 2694, Limitation on Purchase of Gifts for Foreign Individuals.
- g. 31 U.S.C. § 1517, Prohibited Obligations and Expenditures.
- h. DODI 7250.13, Use of Appropriated Funds for Official Representation Purposes.
- i. 5 U.S.C. § 7342, Minimal Value of Office Representation Expenditures.

(INTENTIONALLY BLANK)

Enclosure C

GLOSSARY

Abbreviations

AASA	Administrative Assistant to the Secretary of the Army
ABO	Alternate Billing Official
ACofS	Assistant Chief of Staff
AO	Approving Officer
AxOL (U.S Bank)	Access On Line
AR	Army Regulation
ASA	Assistant Secretary of the Army
BO	Billing Official
CFC	Combined Forces Command
COS	Chief of Staff
DA	Department of the Army
DCN	Document Control Number
DOD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
FAR	Federal Acquisition Regulation
FM	Financial Management
FOO	Field Ordering Officer
GO	General Officer
GS	General Schedule
HQDA	Headquarters Department of the Army

OJA	Office of the Judge Advocate
ORF	Official Representation Funds
PAO	Public Affairs Office
RO	Requesting Office
RFC	Representation Fund Custodian
RM	Resource Management
ROK	Republic of Korea
SA	Secretary of the Army
SES	Senior Executive Service
U.S.	United States (of America)
UNC	United Nations Command
USFK	United States Forces Korea