

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Pamphlet 37-47

10 January 2018

Financial Administration

REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

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\*This pamphlet supersedes USFK Pamphlet 37-47, dated 24 June 2013.

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FOR THE COMMANDER:

MICHAEL A. MINIHAN  
Major General, USAF  
Chief of Staff

OFFICIAL:



YO-HAN KIM  
Captain, AG  
Chief, Publications and Records Management

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**Summary.** This pamphlet establishes 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).

**Summary of Change.** This is a revised pamphlet that updates the previous version of USFK Pamphlet 37-47 concerning ORF within USFK.

**Applicability.** The provisions of this pamphlet apply to all units and activities utilizing ORF managed by USFK.

**Supplementation.** Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ), USFK J84, Comptroller Office (FKRM), Unit #15237, APO AP 96205-5237.

**Forms.** USFK Forms and Army in Korea Form 37-47 are available at [http://8tharmy.korea.army.mil/g1\\_AG/Programs\\_Policy/Publication\\_Records\\_Forms.htm](http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm). The electronic ORF Form does require your computer system to have the most recent version of Adobe Acrobat Reader.

**Records Management.** Records created as a result of process prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2 and USFK Regulation 923.1. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil> and under USFK Regulation 923.1, appendix H~K.

**Suggested Improvements.** The proponent of this regulation is the Headquarters, USFK Comptroller. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to USFK Comptroller, ATTN: FCRM, Unit #15237, APO AP 96205-5237.

**Distribution.** Electronic Media Only (EMO).

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## **Glossary**

## **1. Purpose**

This pamphlet establishes 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). ORF is a part of the annual Operation and Maintenance (OMA), Army appropriation. Responsible officials, certifying officials, and contracting officers will comply with the fiscal and contracting laws and regulations that govern OMA appropriations.

## **2. References**

### a. Required publications.

- (1) AR 11-7, Army Internal Review Program.
- (2) AR 37-47, Official Representation Funds of the Secretary of the Army.
- (3) CJCSI 7201.01B, Combatant Commanders' Official Representation Funds.

### b. Related publications.

- (1) AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities.
- (2) DFAS IN Regulation 37-1, Finance and Accounting Policy Implementation.
- (3) DOD 7000.14-R, Department of Defense Financial Management Regulations (FMRs).
- (4) Federal Acquisition Regulation (FAR).
- (5) 10 USC 127, Emergency and Extraordinary Expenses.
- (6) 22 USC 2694, Limitation on Purchase of Gifts for Foreign Individuals.
- (7) 31 USC 1517, Prohibited Obligations and Expenditures.
- (8) DODI 7250.13, Use of Appropriated Funds for Official Representation Purposes.
- (9) 5 USC 7342, Minimal Value of Office Representation Expenditures.

## **3. Explanation of Abbreviations**

Abbreviations used in this regulation are explained in the glossary.

## **4. Policy**

a. The Department of Defense (DOD) uses ORF 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. ORF events may be used in support of community relations programs that improve cultural, political, and command relationships, provided that attendees qualify as authorized guests.

b. Such functions will be in keeping with propriety as dictated by the occasion and conducted on a modest basis. Users of ORF should ensure that entertainment costs with official courtesies are kept to a minimum.

## 5. Authorities

a. The Commander, USFK, has the authority to host official functions involving the use of ORF for UNC, CFC, and USFK and may delegate approval and hosting authority to Senior Executive Services (SES) or General Officers (GO) within the command. The staff directorates and commands listed in appendix A have the authority to host events and present gifts and mementos to authorized guests. When the situation warrants, a General Schedule (GS)-15 or an O-6 may host an event with prior written approval from the Approving Official (See appendix G for format). The hosting official must attend the hosting event, not simply sponsor it.

b. As authorized by CJCSI 7201.01.B, the Commander, USFK may delegate the hosting authority including presenting gifts and mementos to United Nation Command-Military Armistice Commission (UNCMAC). (See appendix A)

c. ORF is authorized to extend courtesies to authorized guests in connection with community relations programs. When conducting entertainment in conjunction with community relations programs, commanders should ensure that the purpose of the gathering is to address community relations 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. Republic of Korea (ROK) civilian equivalents for U.S. Federal, State, and local officials are shown at appendix B.

## 6. Responsibilities

a. In accordance with (IAW) references in paragraph 2a(1) and 2a(2) listed above, the USFK Chief of Staff (CoS) serves as the Approving Official (AO) and USFK Protocol serves as the Representation Funds Custodian (RFC) appointed by the AO. (See appendixes C and E for formats). Responsibilities of the AO and RFC are described in detail in Army Regulation (AR) 37-47. Procedures for staffing ORF requests can be found in the ORF Letter of Instruction at appendix J of this document.

(1) The AO delegates responsibility to maintain a control register to record receipt and issue of mementos and gifts to USFK Protocol, who will ensure compliance with all provisions for memento and gift inventory control for Commander (CDR), CFC/USFK/UNC.

(2) The AO may delegate approval authority to other subordinate SESs or GOs within the command. Such delegation must be done in writing via an appointment letter and a DD Form 577. The USFK CoS can also designate an alternate AO to minimize the use of Verbal/Vocal Orders of the Commanding Office (VOCO) requests during times of non-availability to ensure compliance with auditability standards.

(3) The RFC will maintain copies of all delegation of authority appointments and DD Form 577s.

(4) All authorized users of ORF as shown in appendix A must obtain written or VOCO approval from the RFC and AO approval prior to expending funds or conducting an ORF event. A telephonic or email approval is acceptable for emergency cases only and the requester must submit AK Form 37-47 within 3 working days after the VOCO was given. The USFK Comptroller, on behalf of USFK Commander, will request retroactive ORF approval from the Secretary of the

Army (SA) for every ORF event that does not receive prior approval. The SA or his/her designee is the only official with retroactive approval authority. Retroactive reimbursement may be disapproved requiring the offender to pay back any government funds spent without authorization.

b. The ORF requestor will:

(1) Prepare supporting documentation for each use of ORF and submit it to the RFC for approval at least 10 working days prior to the event. Ensure the AK Form 37-47, section 5, is completed with billing official signature.

(2) Provide the itemized paid receipts and actual attendance list after the event to the RFC. Itemized receipts will be sent to the USFK Comptroller not later than 3 working days of billing cycle.

c. The RFC will:

(1) Be appointed by the AO.

(2) Make sure requests for ORF expenditures have the necessary supporting documentation.

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

(4) Obtain a legal review for each request.

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

(6) Communicate approval to the requestor to execute the event.

(7) Obtain all required documentation such as receipts and guest lists from the requestor after the event; ensure that the foreign currency exchange rate is noted on the invoices received from vendors providing supplies or services in foreign countries. Annotate both the amount obligated at the budgeted foreign currency exchange rate and the amount disbursed at the current exchange rate on the voucher payment information for the certifying official.

(8) Prepare payment information for the certifying official.

(9) Complete the Management Control Evaluation Checklist contained in appendix B, AR 37-47 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.

(10) Determine validity of all ORF events. If deemed appropriate by the USFK CoS, the RFC will contact SJS to request a decision from the Administrative Assistant to the Secretary of the Army (AASA), ATTN: SAAA-ZA, 105 Pentagon, Washington, DC 20310-0105 for approval on a case-by-case basis. Pursuant to CJCSI 7201.01B, USFK will handle questionable uses in like manner.

d. USFK Comptroller will:

(1) Be designated as the manager of available funds in support of USFK, Combined Forces Command (CFC), and United Nations Command (UNC).

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

(3) Initiate data call for ORF events conducted by each directorate in May of each year.

(4) Provide policy guidance to HQ's staff on the use of ORF.

(5) Ensure that sufficient limitation .0012 funds are available for obligation. The USFK Comptroller office will increase funds as needed.

(6) As needed, request a semi-annual, April and October, internal review audit of ORF to the USFK Inspector General (IG).

e. The USFK Office of the Judge Advocate (OJA) will:

(1) Review ORF requests to ensure that all requirements of the governing regulations are met, enter a brief synopsis of the legal review in Section II, AK Form 37-47, and attach a full legal review to the form.

(2) Digitally sign block 3, Section II, AK Form 34-47, and submit to USFK Protocol, if no legal issues exist with the request. In the event that 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.

f. The USFK IG will:

(1) Conduct internal review audits of ORF in accordance with (IAW) AR 37-47 at the request of the USFK Comptroller semi-annually, April and October.

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

g. Directorates within USFK that have not forecasted ORF events, but have a requirement to host an official function, will:

(1) Appoint a project officer to prepare all documentation required for requesting ORF support and ensure that the actions required by the project officer are properly completed. Use of the electronic version is preferred and reduces processing time.

(2) Submit requests for the use of ORF at least 10 working days prior to the scheduled date of the proposed function. ORF time line is established as 2 working days in RFC, 3 working days in OJA and 5 working days in AO. Any unit that submits an ORF request less than 10 working days prior to the proposed function must provide a justification as to why the request did not meet the required time line in block number 12 on AK Form 37-47. Directorates requesting ORF will submit requests through their chain of command to the appropriate authority possessing ORF approval authority, IAW format shown at appendix K and as outlined in the attached Letter of Instruction (LOI), appendix J.

## **7. Mandatory Payment Method**

Use of an ORF Government Purchase Card (GPC) is required if available.

a. 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).

b. If a vendor doesn't accept a GPC, the requestor will need to go through 411th Contracting Support Brigade (CSB) to comply with their procedures for appointment as Class A Agent and related requirements for local procurement.

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



## **Appendix A**

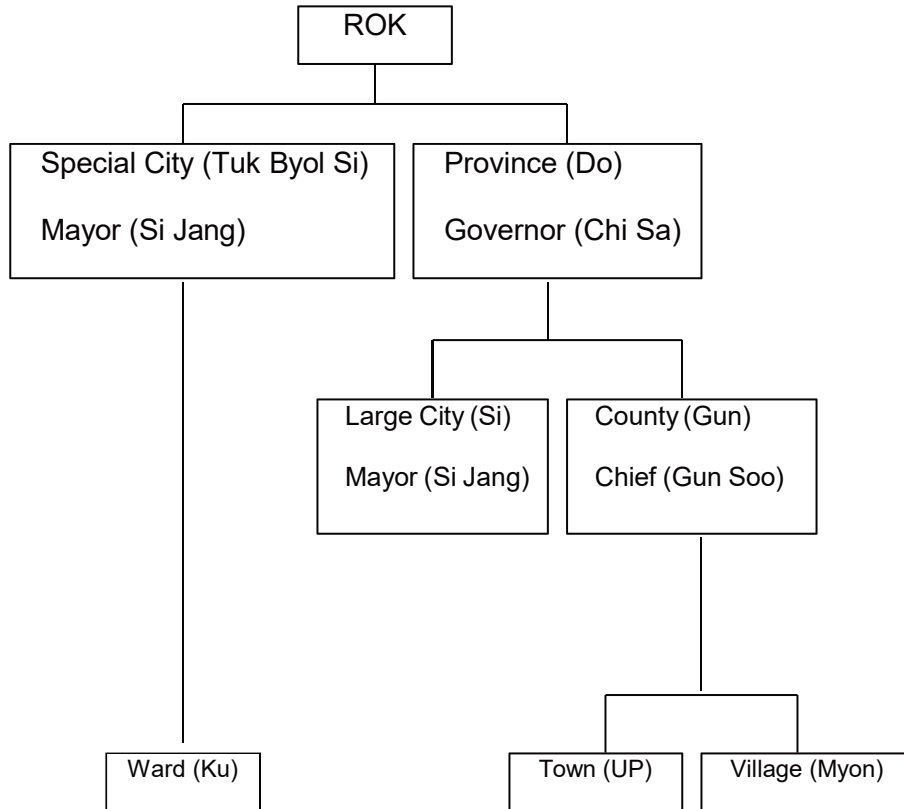
### **Delegation to Host Official USFK, CFC, and UNC Functions Using the SA ORF**

IAW paragraph 5a, persons occupying the positions listed below are authorized to host official functions and to present gifts and mementos. No further delegation is authorized. AO approval must be obtained prior to each ORF event/expenditure.

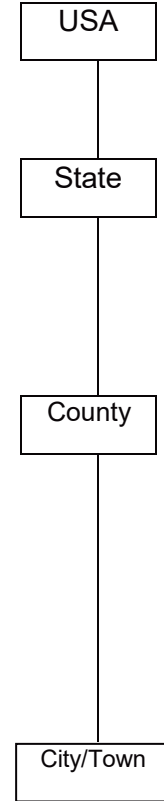
- a. Deputy Commander, USFK.
- b. Chief of Staff, UNC.
- c. Chief of Staff, USFK, CFC.
- d. Director, Transformation & Restationing.
- e. Director, C/J2.
- f. Director, C/J3.
- g. Director, C/J4.
- h. Director, C/J5.
- i. Director, J8.
- j. Secretary, UNCMAC.

**Appendix B**  
**Administrative Divisions of the Republic of Korea (ROK)**

ADMINISTRATIVE DIVISIONS OF THE REPUBLIC OF KOREA



US COUNTERPART



\*For guide-line purposes only. The Staff Judge Advocate will determine whose ranks, position, or stature justifies official courtesies.

**Appendix C**  
**Sample Format for Appointing AO, USFK and CFC**

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Maj Gen XXXXX X. XXXXXXXX, Chief of Staff, Headquarters, United States Forces, Korea

SUBJECT: Appointment as Official Representation Funds (ORF) Approving Official (AO) for United States Forces Korea (USFK)

1. References:

- a. DODI 7250.13 (Use of Appropriated Funds for Official Representation Purposes), 30 June 2009.
- b. AR 37-47 (Official Representation Funds of the Secretary of the Army), 18 September 2012.
- c. USFK Pam. 37-47 (Representation Funds of the Secretary of the Army), 24 June 2013.

2. You are hereby appointed as the AO for USFK ORF allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulations and any supplementary guidance received from higher headquarters.

3. Your signature on the request for ORF certifies as to its correctness, propriety for payment, integrity and proper documentation of all expenditures. Familiarity with the above guidance is required and you may have pecuniary liability for deficiencies subsequently noted during Army audits or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the Approving Official unless sooner revoked.

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

**Appendix D**  
**Sample Format for Appointing AO, UNC**

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Maj Gen XXXXX X. XXXXXXXX, Chief of Staff, Headquarters, United Nations Command

SUBJECT: Appointment as Official Representation Funds (ORF) Approving Official (AO) for United Nations Command (UNC)

1. References:

- a. DODI 7250.13 (Use of Appropriated Funds for Official Representation Purposes), 30 June 2009.
- b. AR 37-47 (Official Representation Funds of the Secretary of the Army), 18 September 2012.
- c. USFK Pam. 37-47 (Representation Funds of the Secretary of the Army), 24 June 2013.

2. You are hereby appointed as the AO for the Joint Chief of Staff ORF allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced instructions and any supplementary guidance received from higher headquarters.

3. Your signature on the request for ORF certifies as to its correctness, propriety for payment, and availability of funds. Familiarity with the above directives and guidance is required and you are potentially pecuniary liable for deficiencies subsequently noted during Army audits or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the Approving Official unless sooner revoked.

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

**Appendix E**  
**Sample Format for Appointing RFC, USFK and CFC**

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Ms. XXXX XXXXX, United States Forces Korea, J84 (Comptroller)

SUBJECT: Appointment as the Official Representation Funds (ORF) Primary Representation Fund Custodian (RFC) for United States Forces Korea (USFK) and Combined Forces Command (CFC)

1. References:

- a. AR 37-47, 18 September 2012, Representation Funds of the Secretary of the Army.
- b. DODI 7250.13, 30 June 2009, Use of Appropriated funds for Official Representation Purposes.

2. You are hereby appointed as the Primary RFC for USFK/CFC ORF allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulations and any supplementary guidance received from higher headquarters.

3. Your signature on the request for ORF certify as to its correctness, propriety for payment, and availability of funds. You will be thoroughly familiar with the contents of the above references as you may be held pecuniary liable for deficiencies subsequently noted during Army audit or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the Primary RFC unless sooner revoked.

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

**Appendix F**  
**Sample Format for Appointing RFC and UNC**

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Ms. XXXX XXXXX, United States Forces Korea, J84 (Comptroller)

SUBJECT: Appointment as the Official Representation Funds (ORF) Primary Representation Fund Custodian (RFC) for United Nations Command (UNC)

1. References:

a. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 7201.01B, 20 December 2010, Combatant Commanders' Official Representation Funds.

b. DODI 7250.13, 30 June 2009, Use of Appropriated Funds for Official Representation Purposes.

2. You are hereby appointed as the Primary RFC for the Joint Chief of Staff ORF 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. Your signature on the request for ORF certify as to its correctness, propriety for payment, and availability of funds. You will be thoroughly familiar with the contents of the above references as you may be held pecuniary liable for deficiencies subsequently noted during Army audit or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the Primary RFC unless sooner revoked.

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

**Appendix G**  
**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 USFK ORF Funds

1. In compliance with Official Representation Funds of the Secretary of the Army, 18 September 2012, 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 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 States Forces Korea.
3. Point of contact for this memorandum is Ms. XXXX X. XXXX, DSN: XXX-XXX.

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

**Appendix H**  
**Sample Format for Appointing Inventory Control Officer**

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Mr. XXXXXX, XXXXX X. Protocol Officer, United States Forces Korea,  
Unit# 15237, APO AP 96205-5237

SUBJECT: Appointment as Inventory Control Officer

1. Reference AR 37-47, paragraph 3-3, 18 September 2012, Representation Funds of the Secretary of the Army.
2. You are hereby appointed as the Inventory Control Officer 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 are responsible for issuing, receiving and maintaining accountability of the assigned gift locker. Inventory of these items will not exceed a bona fide needs rule. Items will be inventoried and reconciled with inventory records semiannually and/or when custodianship of funds is transferred. Sub-vouchers showing the names, title, and the purpose of the issuance must support all inventory records.
4. This appointment will remain in effect during the period of your assignment as the Inventory Control Officer unless sooner revoked.

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



**Appendix I**  
**Sample Format for Gift Presentations**

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR RECORD

SUBJECT: Presentation of (basic description of presentation)

1. Reference AR 37-47, 18 September 2012, 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. Additionally, include the purpose of the ORF event) 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 J

### Letter of Instruction for Use of ORF

1. Purpose. This letter of instruction (LOI) provides references and sets forth procedures pertinent to the use of ORF.

2. References:

- a. AR 37-47, 18 Sep 12, Representation Funds of the Secretary of the Army.
- b. CJCSI 7201.01B, 20 Dec 10, Combatant Commanders' Official Representation Funds.
- c. DODI 7250.13, 30 Jun 09, Use of Appropriated Funds for Official Representation Purposes.

3. Applicability and Scope. This LOI applies to all UNC/CFC/USFK Staff Directorates and any organization delegated authority to host ORF events on behalf of the Commander, USFK.

4. Procedures.

a. Requesting Office (RO). Completes Section I of AK Form 37-47 and forwards it to the RFC for the review. The AK Form 37-47 can be found at:

[http://8tharmy.korea.army.mil/g1\\_AG/Programs\\_Policy/Publication\\_Records\\_Forms.htm](http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm).

b. The RFC verifies all requirements and funds availability and then issues the Document Control Number (DCN) to the RO. The RO inserts the DCN into the AK Form 37-47 and forwards the AK Form 37-47 to the Billing Official (BO).

c. Required Documents. DA Form 4843 (Guest/Attendance Sheet) annotated as "Estimated", Itemized cost breakdown or detailed quotation from the vendor. The DA Form 4843 can be found at:

[http://www.apd.army.mil/pub/eforms/DR\\_a/pdf/A4843.pdf](http://www.apd.army.mil/pub/eforms/DR_a/pdf/A4843.pdf)[http://www.apd.army.mil/pub/eforms/DR\\_a/pdf/A4843.pdf](http://www.apd.army.mil/pub/eforms/DR_a/pdf/A4843.pdf).

d. Estimation based on foreign currency. RO must use the FY currency budget execution rate to get the dollar estimation and annotate the original currency and FY budget execution rate on AK Form 37-47.

e. Ratio of Authorized Guests. In parties of fewer than 30 individuals, at least 20 percent of the invitees expected to attend should be authorized guests and members of their party. In parties of 30 or more individuals, at least 50 percent of the invitees expected to attend should be authorized guests and members of their party.

f. ORF GPC BO. Reviews the request for completeness, digitally signs and forwards to OJA for legal determination.

g. OJA. OJA reviews request to ensure that all requirements of governing regulations are met. Complete Section II of AK Form 37-47. Enter a brief synopsis of the legal review on the form and attach the full review. Digitally sign the form. If request is legally sufficient, submit to the AO. If legally insufficient, submit to AO with recommendations.

h. AO Approval. The AO verifies that the event is on the pre-approved list of ORF events. If

pre-approved and no other issues exist, the AO digitally signs AK Form 37-47 for approval. If not pre-approved, the AO seeks approval from the Commander. The AO then forwards ORF request to the USFK Comptroller for funds certification.

i. USFK Comptroller funds certification. Reviews request for completeness. Verifies the previously assigned DCN with the ORF log. Completes Section V of AK Form 37-47. USFK funds certifier digitally signs the form and submits the form to the RO for execution of ORF event.

## 5. Execution and Payment.

a. RO. After the event, RO contacts the appropriate ORF GPC holder immediately for the payment. Requesting office completes Section VII of AK Form 37-47 and forwards it to BO for the digital signature with the payment packet.

(1) Required Documents. All payment receipts and the finalized DA Form 4843 (Guest/Attendance Sheet). It must annotate as "Final" in remarks column.

(2) Payment Method. If payment was made by ORF GPC, submit the payment packet to the ORF GPC BO for approval. If payment was not made by ORF GPC, RO submits payment packet to the 176th Finance - Cashier Cage through the RFC.

(3) Actual cost. If the actual cost of the event is more than 10% above the approved amount, RO must submit a new AK Form 37-47.

(4) Foreign Currency Payment. If there is a foreign currency payment, RO must annotate the original currency amount and actual exchange rate based on Access On-Line (AXoL) transaction record Section VII of AK form 37-47.

b. ORF GPC BO. Reviews payment packet and ensures that all receipts, final guest lists, and any other required documents are attached. Certifies the transaction in AXOL. Digitally signs the payment packet and submits it to the RFC for final processing. Maintains all packets with original receipts on file for 6 ½ years.

6. 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 (See appendix K).

7. Programming ORF Events. All commands and staff directorates for UNC/CFC/USFK will identify known ORF events in May of each year during future year budget formulation and submit through the USFK Comptroller, USFK Protocol, and the Chief of Staff for pre-approval. 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. **In no case will an event be conducted without prior approval.**

**Appendix K**  
**Sample of Electronic Request (AK Form 37-47)**

<b>REQUEST FOR ORF FUNDS</b> (USFK Pam 37-47)		CONTROL #:
<b>SECTION I – TO BE COMPLETED BY REQUESTING ORGANIZATION</b>		
1. REQUESTING STAFF/UNIT:	2. SOURCE OF FUNDS: USFK	OTHER:
3. TYPE OF EVENT: DINNER OTHER:	4. METHOD OF PAYMENT: GPC GPC HOLDER: GPC ACCT # (LAST 4):	
5. DATE OF EVENT: TIME:	6. ORF RATIO: DOD: AUTH: RATIO %: 0% 100%	
7. ESTIMATED COST (\$ ONLY): FOREIGN CURRENCY ESTIMATION (WON/YEN): EXCHANGE RATE IF WON/YEN:	8. LOCATION OF EVENT:	
9. HOST:	10. HONOREES:	
11. JUSTIFICATION: (Select all that apply. Provide details in Block 12.) <input type="checkbox"/> Receptions and participation expenses at DOD-sponsored events held in honor of authorized guests. <input type="checkbox"/> Receptions hosted for local authorized guests at events required to maintain civic or community relations. <input type="checkbox"/> Receptions at events that the Army is cohosting to share expenses or non-Army-hosted events to reciprocate the host. <input type="checkbox"/> Receptions to enable newly assigned commanders or appropriate senior officials to meet local dignitaries and officials. <input type="checkbox"/> Disposable supplies related to meals, refreshments, and receptions, such as flatware, napkins, and perishable flower and candle arrangements. <input type="checkbox"/> Gratuities for services rendered by non-Government personnel. <input type="checkbox"/> Expenses for theaters, sporting events, museums, concerts, and sightseeing tours. <input type="checkbox"/> Official functions, floral wreaths, decorations, and awards in observance of foreign national holidays and similar occasions taking place in foreign countries. <input type="checkbox"/> Dedication ceremonies. <input type="checkbox"/> An official courtesy of flowers when attending funerals for representational purposes. <input type="checkbox"/> Rental of appliances, tables, chairs, glasses, plates, tablecloths, tents, and other event support items directly related to providing official courtesies. <input type="checkbox"/> Presentation of gift or memento.		
12. PURPOSE OF EVENT/DESCRIPTION:		
13. DETAILED COST ESTIMATE: NOTE: Not required if a full estimated cost or cost breakdown is provided in Itemized Expected Expense		
14. OTHER NOTES:		
<ul style="list-style-type: none"> <li>I understand that if I have not been notified of the decision within 48 hours before an event, I may request a status from Resource Management.</li> <li>I understand that this request for funding must be approved before the event is executed. If this request has not been approved before event execution, funding may only be authorized via retroactive approval from the SECARMY IAW AR 37-47, para 3-1e(1)(a).</li> <li>I also understand that if the final cost exceeds the amount approved, I will provide written justification of the excess cost.</li> <li>Under no circumstances will any gift exceed the statutory limit for gifts under ORF.</li> <li>DA Form 4843-R is attached as necessary.</li> </ul>		
15. ATTACHMENTS: <input type="checkbox"/> DA FORM 4843-3 <input type="checkbox"/> QUOTES/SOLE SOURCE JUSTIFICATION <input type="checkbox"/> OTHER:	16. REQUESTING OFFICIAL SIGNATURE:	
<b>SECTION II – TO BE COMPLETED BY ADMINISTRATIVE LAW</b>		
1. LEGAL REVIEW ATTACHED.	3. ADMINISTRATIVE LAW SIGNATURE:	
2. REMARKS:		
<b>SECTION III – TO BE COMPLETED BY APPROVING OFFICIAL (DCoS or CDR)</b>		
1. THIS EVENT IS APPROVED.	3. APPROVING OFFICIAL SIGNATURE:	
2. REMARKS:		
<b>SECTION IV – TO BE COMPLETED BY RESOURCE MANAGEMENT</b>		
1. FUNDS ARE AVAILABLE.	3. RESOURCE MANAGEMENT SIGNATURE:	
2. REMARKS:		

AK Form 37-47 (MAR 2015)

REQUEST FOR ORF FUNDS (Cont.)  
(AK Pam 37.47)

SECTION III - TO BE COMPLETED BY THE HOSTING OFFICIAL (IF REQUIRED)


**NOT REQUIRED**

SECTION V - TO BE COMPLETED BY THE APPROVING AUTHORITY

1. THIS EVENT IS APPROVED.

[View Attachments](#)

2. APPROVING OFFICIAL SIGNATURE:

 [Click to Sign](#)

TELEPHONE:

DATE:

SECTION V - TO BE COMPLETED BY RESOURCE MANAGEMENT

1. FUNDS ARE CERTIFIED AND AVAILABLE.

3. RM SIGNATURE:

 [Click to Sign](#)

2. REMARKS

TELEPHONE:

DATE:

SECTION VII - TO BE COMPLETED BY THE PAYING OFFICIAL

1. REQUEST FINAL PAYMENT.

2. ACTUAL COST: **\$228.62**

3. METHOD OF PAYMENT: ORF GPC

4. NAME/ACCT ORF GPC: MS. XXXXX, XXXXX

5. VENDOR INFORMATION:

NAME: XXXXX FLOWER SHOP

POC: XXXXX

ADDRESS: XXXXXX, XXXXXX

TELEPHONE/FAX #: XXX-XXXX

6. LISTING OF RECEIPTS:

VENDOR	DATE OF PAYMENT	AMOUNT
XXXXX FLOWER SHOP	10 FEB 2013	\$228.62
KRW 240,000 (RATE 1049.7614)		

**Appendix L**  
**Sample of Estimated DA Form 4843, Guest/Attendance Sheet**

<b>GUEST/ATTENDANCE SHEET</b>				
For use of this form, see AR 37-47; the proponent is OAASA.				
EVENT	DATE	TIME		
USFK XXXXXX	15 December 2013	1130-1330		
HOST	IN HONOR OF			
GEN XXXXXXXXX	Mr. XXXXXX			
PLACE	DRESS			
Hartell House, Yongsan Garrison Seoul Korea	Appropriate civilian attire			
MENU				
REMARKS				
Estimated Guest List				
	RATIO	NUMBER	PERCENTAGE	
	Authorized Guests	4	50 %	
	DOD	4	50 %	
	Total	8	100 %	
	Number of personnel attending other than guests and host (self paying)		0	
NAME	TITLE/POSITION	DOD	AUTHORIZED GUESTS	REMARKS
GEN XXXXXX, XXXX	XXXXXXXXXXXX	x		
BG XXXXXX, XXXX	XXXXXXXXXXXX	x		
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXX	x		
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXX	x		
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	

**Appendix M**  
**Sample of Final DA Form 4843, Guest/Attendance**

<b>GUEST/ATTENDANCE SHEET</b>				
For use of this form, see AR 37-47; the proponent is OAASA.				
EVENT	DATE	TIME		
USFK XXXXXX	15 December 2013	1130-1330		
HOST	IN HONOR OF			
GEN XXXXXXXXX	Mr. XXXXXX			
PLACE	DRESS			
Hartell House, Yongsan Garrison Seoul Korea	Appropriate civilian attire			
MENU				
REMARKS				
Final Guest List				
		RATIO	NUMBER	PERCENTAGE
		Authorized Guests	4	50 %
		DOD	4	50 %
		Total	8	100 %
		Number of personnel attending other than guests and host (self paying)		0
NAME	TITLE/POSITION	DOD	AUTHORIZED GUESTS	REMARKS
GEN XXXXXX, XXXX	XXXXXXXXXXXX	x		
BG XXXXXX, XXXX	XXXXXXXXXXXX	x		
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXX	x		
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXX	x		
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXX		x	

**Appendix N**  
**Sample of Itemized Cost Breakdown and Quotation from Vendor**

<b>Itemized Expected Expense</b>			
Event Purpose: Date:	Refreshment for Reception 10 December 2012		
Menu	Unit Price	Quantit	Estimated Cost
20 Assorted Sliced Fresh Fruits	\$ 3.00	20	\$ 60.00
2 Assorted Cookies / Dz.	\$ 2.00	17	\$ 34.00
1 Freshly Brewed Coffee / per	\$ 22.50	1	\$ 22.50
Ice Water	\$ 1.00	10	\$ 10.00
<b>Menu Total</b>			<b>\$ 126.50</b>
Service Charge			\$ 28.00
<b>Total:</b>			<b>\$ 154.50</b>
<b>Cost Estimate Per Person</b>			<b>\$ 15.45</b>



Dragon Hill Lodge, Seoul Korea

01-31-13  
16:06

Business Block Name: CPP Subcommittee Luncheon - BB ID 2005497

Arrival:

Departure:

**Pro Forma Invoice**

	Qty	Curr.	Unit Price	Total
<b>Wednesday, 27 February 2013</b>				
<b>Plated Lunch - Event ID 2086374</b>				
Salad	8	USD	9.00	72.00
New York Steak (BA)	8	USD	32.00	256.00
Iced Tea, Coffee or Soda Drink	8	USD	2.40	19.20
<b>Summary by Revenue Type</b>				
Banquet Beverage		USD		19.20
Banquet Food		USD		328.00
<b>Estimated Total</b>		USD		<b>347.20</b>
			Service Charge to be added at 15%	52.08
			<b>Total</b>	<b>399.28</b>
<b>Estimated Due</b>		USD		<b>399.28</b>



## **Appendix O Prohibited Use of ORF**

**IAW paragraph 2-10, AR 37-47, the list below are unauthorized uses of ORF.**

- a. Meals and refreshments for U.S. Government employees in connection with routine interagency or intra-agency working meetings.
- b. Receptions and similar expenses in connection with ceremonies for the retirement of DOD personnel, change of command, or activation, establishment, deactivation, or disestablishment of a command or agency.
- c. Gifts to DOD personnel. However, DOD organizations may purchase mementos for presentation to DOD officials listed in paragraph 2-3b(2), AR 37-47 (page 4).
- d. Personal items for a guest that, under normal circumstances, the guest would be expected to purchase.
- e. Gifts or flowers to be presented by the authorized guests.
- f. Recreation activities, such as golfing, boating, and skiing.
- g. Expenses normally considered a personal obligation, such as the purchase of flowers to mark a purely personal occasion, such as a dignitary's birthday, anniversary, or birth of a baby.
- h. Holiday or greeting cards, postage, or business cards.
- i. Membership fees or dues.
- j. Repair, maintenance, and renovation projects to enhance the appearance of DOD facilities.
- k. Classified projects for intelligence purposes.
- l. Any portion of any event that is eligible for sponsorship with MWR funds; however, the expense of authorized guests may be paid with ORF.
- m. Labor or gratuities to Government personnel for services rendered while performing their official duty.

Appendix P  
Supporting Documentation



CARDHOLDER STATEMENT OF ACCOUNT



CFC17-007

Cardholder Number

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

1060019729 01 SP 106481863871542 S

MESSAGES:

Foreign transactions include a 1% foreign currency conversion fee incorporated in the exchange rate.

Default Accounting Code: A78KK 1111111111 N N X 1275316241

CUSTOMER SERVICE CALL TOLL FREE	CARDHOLDER NUMBER	ACCOUNT SUMMARY	
888-994-8722	[REDACTED]	Purchases and Other Charges	16,028.21
	STATEMENT DATE	Checks	0.00
	01/19/17	Check Fee	0.00
BILLING OFFICE ACCOUNT NUMBER	[REDACTED]	Credits	0.00
BILLING OFFICE CONTACT AND ADDRESS	[REDACTED]	STATEMENT TOTAL	16,028.21
HQ USFK	[REDACTED]	Total Balance In Dispute	0.00
		30 Day Credit Limit	30,000.00

000000  
P. 1. 14. 15  
01-09-17  
000000



STATEMENT DATE: 01/19/17

TRAN DATE	MONTHLY ACTIVITY	MCC CODE	REFERENCE NUMBER	POSTING DATE	AUTH CODE	AMOUNT
01-06	DRAGON HILL LODGE APO XX 517233	7011	124434	01-09	059582	15,994.00

Description: CFC17-007

01-07	DRAGON HILL LODGE APO XX 520904	7011	124432	01-09	078248	34.21
-------	------------------------------------	------	--------	-------	--------	-------

Description:

TOTAL	16,028.21
-------	-----------

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

PAGE 2 OF 2



Unit 15335, APO, AP 96205-5335  
 Phone: 011-82-2-790-0016, Fax: 011-82-2-792-1576

CFC17-007

Company Name  
 Source Protocol USFK

Room No. 8355  
 Arrival 12-17-16  
 Departure 01-11-17  
 Page No. 1 of 1  
 Conf. No. 8561155  
 Cashier No.74

INFORMATION INVOICE

USFK Commander's Holiday Party  
 1  
 Korea, Republic Of

Date	Transaction/Description		Charges	Credits
12-17-16	Greenstreet Room Charge	Line# 8355 : CHECK# 9907	547.50	
12-17-16	Banquet Dinner Food	Event ID 2331385/BB ID 2221514/Coffee 2524287	46.50	
12-17-16	Banquet Dinner Bev	Event ID 2331385/BB ID 2221514/Moscato -Dezzani - Sweet Wine 2509021	2,500.00	
12-17-16	Banquet Dinner Food	Event ID 2331385/BB ID 2221514/Reception VIP Menu-(USFK Commander's Holiday Party) 2276223	11,500.00	
12-17-16	Banquet Gratuity	BQ Grat	1,400.00	
01-06-17	Visa	XXXXXXXXXXXX1508 XX/XX		15,994.00
		<b>Total</b>	<b>15,994.00</b>	<b>15,994.00</b>
		<b>Balance</b>		<b>\$0.00</b>

CFC17-007  
 17 Dec 2016  
 CDR'S Holiday Reception

Account Payable on Presentation or Departure

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any or the full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charges must be made at time of departure.

Signature \_\_\_\_\_

LEARN MORE ABOUT THE PERFORMANCE TRIAD: SLEEP, ACTIVITY, AND NUTRITION  
 at <http://www.performancetriad.mil>

**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
HA	Headquarters Activity Division (ORF Analyst are in this office)
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