



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

DEC 23 2002

MEMORANDUM FOR UNDER SECRETARIES OF DEFENSE
 DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
 ASSISTANT SECRETARIES OF DEFENSE
 GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
 INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
 DIRECTOR, OPERATIONAL TEST AND EVALUATION
 ASSISTANTS TO THE SECRETARY OF DEFENSE
 DIRECTOR, ADMINISTRATION AND MANAGEMENT
 DIRECTOR, FORCE TRANSFORMATION
 DIRECTOR, NET ASSESSMENT
 DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
 DIRECTORS OF THE DEFENSE AGENCIES
 DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Official Representation Funds (ORF)

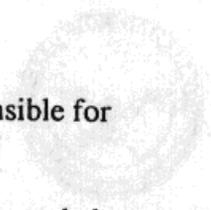
Department of Defense (DoD) policy on the use of ORF is contained in DoD Directive 7250.13, "Official Representation Funds (ORF)," dated 10 September 2002. The purpose of this memorandum is to emphasize that ORF should be expended judiciously, in a fiscally responsible manner, and to provide additional guidance regarding compliance with the spirit and intent of DoD D7250.13.

All requests for authority to expend ORF must be approved by this office before any commitments are made with commercial vendors. Invitations, service contracts, reservations, or other arrangements should not be initiated until this approval has been received. It is also important to stress to vendors that these costs are tax-exempt.

A separate ORF request must be submitted for each official function and will be evaluated on a case-by-case basis. Each request must be signed by you, or your principal deputy, and forwarded to the Director for Budget and Finance, Washington Headquarters Services (WHS) at least ten business days prior to the event. Pertinent information, including proposed guest lists (to include all names, titles, and organizations represented), dates, justification, location, and proposed detailed budget must be provided to ensure that utilization of funds is consistent with the provisions of DoDD 7250.13.

Observance of the ten business day advance submission is critical to ensure that your request is approved in sufficient time to hold the planned function. In cases where this is not possible due to exceptional circumstances, the Director, Budget and Finance, WHS, must be

2	GENERAL COUNSEL
1	DEPUTY GENERAL COUNSEL
3	SOCO



notified immediately. If these procedures are not observed, the host will be held responsible for all unauthorized expenditures.

Since the DoD D7250.13 was published, Title 41, Section 102-42.10 has been amended to raise the limit for official gifts to \$285.00. When deemed appropriate by an authorized host and approved by proper authority, gifts can be personalized with the organization, the title, and 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.

In addition, items given by DoD organizations to authorized DoD officials listed in enclosure 1 under this Directive should be limited to mementos. For this purpose, mementos are considered those items costing less than \$40.00 such as coins, paperweights, lapel pins, and plaques. Such mementos may be funded by ORF for purposes consistent with DoDD 7250.13. Under no circumstances, may mementos for visiting DoD officials be purchased with operation and maintenance funds, or with morale, welfare, and recreation funds.

Effective immediately, please use the attached forms to standardize the request and reporting process for ORF.

Raymond F. DuBois
Director

Attachments
as stated

