

**OFFICIAL REPRESENTATION FUNDS (ORF)**

7 November 2002

ORF GUIDANCE MEMORANDUM NO. 2

Subj: USE OF ORF AT MEETINGS, CONFERENCES, SEMINARS, ETC.

Ref: (a) SECNAVINST 7042.7J

Encl: (1) USE OF ORF or O&M,N Chart

This guidance memorandum provides an in-depth review regarding use of ORF at meetings, conferences, seminars, etc. In 1998, the Secretary of the Navy changed ORF policy to allow use of ORF for **one official function** during military or civilian meetings for both DoD and non-DoD guests (within the proscribed DoD/non-DoD ratios). The Secretariat decided it would be considered an improper subsistence to DoD personnel to use government funds (ORF) for meals of DoD personnel during several days of official meetings with a non-DoD group or an individual. In addition, when DoD personnel are attending these meetings, conferences, seminars, etc., while in a TAD/TDY status they must reimburse ORF for any meal (excluding a reception) provided from ORF funds (see ¶6b(2) of reference (a)). It was determined the change met ORF policy within ¶6(a) of SECNAVINST 7042.7H to host non-DoD dignitaries.

In order to assist naval commanders in determining whether ORF or O&M,N funds may be used at a conference, meeting, seminar, etc. enclosure (1) provides Department of the Navy policy regarding use of these funds.

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# USE OF ORF or O&M,N IN CONJUNCTION WITH CONFERENCES/SEMINARS/MEETINGS

ORF

CONFERENCES/MEETINGS/  
ETC.

Are the attendees DoD personnel and:

- Foreign military/civilians
- Prominent/distinguished U.S.citizens
- State Government Officials
- Local Government Officials

ORF may be used for official hosted function if:  
At least 20% non-DoD (less than 30 persons)  
At least 50% non-DoD (more than 30 persons)

If hosting multiple functions with the same group, only one function can use ORF for both DoD and non-DoD attendees; any other hosted functions, ORF can only be used for non-DoD attendees. See SECNAVINST 7042.7J, ¶6d(9).

DoD personnel on TDY/TAD attending conference/meeting must reimburse ORF for meals. See SECNAVINST 7042.7J ¶6b(2).

O&M,N

CONFERENCES/MEETINGS/  
ETC.

Are the attendees:

- DoD personnel
- Federal employees

Is this a conference, meeting, retreat, seminar, symposium, where attendees are on government funded travel?

See COMPGEN ruling B291063 dtd 01Dec 99 re: food at work conferences. Also see FMB-56 Memorandum of 31May 2000; a conference fee may also be appropriate.

TRAINING

If it is a training event as defined in CFR 410.404, O&MN may be used for "light refreshments" (NO ALCOHOL). Also see FMB-56 Memorandum of 31May 2000; a conference fee may also be appropriate.

# CFR 410.404

- Sec. 410.404 Determining if a conference is a **training** activity. Agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when—
  - (a) The announced purpose of the conference is educational or instructional;
  - (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of **training** in section 4101 of title 5, United States Code;
  - (c) The content of the conference is germane to improving individual and/or organizational performance, and
  - (d) Development benefits will be derived through the employee's attendance.