

14 May 2003

OFFICIAL REPRESENTATION FUNDS (ORF)

ORF GUIDANCE MEMORANDUM NO. 3

Subj: USE OF ORF TO HOST DOD OFFICIALS LISTED IN ENCLOSURE (1) OF
SECNAVINST 7042.7J

Ref: (a) SECNAVINST 7042.7J
(b) DoD Directive 7250.13

There has been some confusion regarding ORF policy in the use of ORF funds to host senior DoD officials (e.g., SECNAV, CNO, CMC, CINC's, etc.) listed in enclosure (1) of references (a) and (b).

Specifically, reference (b) states "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*" (emphasis added). The key words here are "minimally" and "visits to the field".

The DoD and Department of the Navy ORF policies regarding the use of ORF for these DoD officials are intended to provide a means by which DoD commanders can provide official courtesies, e.g., a small dinner, lunch, breakfast, or reception, to enable a local commander and some members of the command staff to interact while hosting these senior officials. Therefore, a command outside of the Washington, D.C. area hosting one of these senior DoD officials at a modest reception, dinner, etc., would be well within the ORF policy. (Please note reference (a) provides that DoD/non-DoD ratios do not have to be met when hosting DoD officials listed in enclosure (1). Because the DoD/non-DoD ratios do not have to be met, it is incumbent on a commander to ensure that an official hosted function be "minimal" in nature to preclude the perception of abusing these limited appropriated funds.)

ORF funds should not be used for a reception, dinner, lunch, or breakfast in connection with **DoD** conferences, meetings, training seminars, etc. at which a DOD official listed in enclosure (1) to references (a) and (b) is an official speaker. These types of events are outside the scope and nature of ORF policy and should be paid from other types of funding.

John H. La Raia
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