



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
AND PRESIDIO OF MONTEREY  
OFFICE OF THE STAFF JUDGE ADVOCATE  
1336 PLUMMER STREET, BLDG. 275  
MONTEREY, CALIFORNIA 93944

ATZP-JA

July 2010

MEMORANDUM FOR ALL

SUBJECT: Use of Official Representation Funds (ORFs)

1. PURPOSE: To summarize the use of ORFs in extending official courtesies to authorized guests.

2. REFERENCES:

a. AR 37-47, Representation Funds of the Army (12 March 2004).

3. DISCUSSION:

a. ORFs are primarily used to extend official courtesies to authorized guests. Official courtesies will be in keeping with propriety as dictated by the occasion and conducted on a modest basis.

b. Official courtesies occur when hosting authorized guests. They are aimed at maintaining the standing and prestige of the U.S. at home and abroad. Examples of authorized guests include:

(1) Foreign citizens whose rank, position, function, or statute justifies official courtesies.

(2) Federal, state, county, or local government officials.

(3) National or regional dignitaries, officials of citizens committees, and prominent citizens of local communities who make a substantial contribution to the Nation, the DoD, or to the Army's primary mission. This includes leaders in fields of expertise and members of the news media on certain occasions.

(4) Other distinguished and prominent citizens who have made a substantial contribution to the United States, DoD, or the Department of the Army. This latter category includes those who are recognized leaders in their fields of expertise.

c. These funds may be used for meals, entertainment, and gifts or mementos - except where the recipient is a DoD personnel. Only select DoD personnel are authorized official courtesies when on official business. AR 37-47, paragraph 2-3.

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d. The use of ORFs for events involving authorized guests and DoD (host) personnel are subject to required ratios. For parties of less than 30 people, at least 20% of the invitees must be authorized guests. For parties of 30 people or more, at least 50% of the invitees must qualify as authorized guests.

e. ORFs will be expended only on functions conducted on a modest basis. The SA has established a \$20,000 expense threshold for any single event. An entire visit by an authorized guest constitutes one event for purposes of this threshold

f. The expenditure of ORFs must be approved in advance. The retroactive approval of ORFs in hosting an event is limited to the Secretary of the Army and his designee.

4. If you have any questions or need further information, please feel free to contact the Office of the Staff Judge Advocate, Administrative Law Division, at (831) 242-6402.



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1LT, JA

Chief, Administrative Law Division