



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

May 14, 2007

## INSPECTOR GENERAL INSTRUCTION 7250.13

### OFFICIAL REPRESENTATION FUNDS

#### FOREWORD

This Instruction establishes policies and procedures and assigns responsibilities for use of funds appropriated for official representation purposes.

This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson  
Assistant Inspector General for  
Administration and Management

3 Appendices

**A. Purpose.** This Instruction establishes policies and procedures and assigns responsibilities for use of funds appropriated for official representation purposes.

**B. Applicability.** This Instruction applies to the Offices of Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the Office of the General Counsel, and the Director, Equal Employment Opportunity, hereafter referred to collectively as the OIG Components.

**C. Cancellation.** This Instruction supersedes IGDINST 7250.13, *Official Representation Funds*, June 1, 1990.

**D. Policy**

1. Official Representation Funds (ORF) shall be used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States (U.S.) and the Department of Defense (DoD) for the purpose of maintaining the standing and prestige of the U.S. and the DoD. Generally, such events are hosted and official courtesies extended for:

- a. Civilian or military dignitaries and official foreign governments.
- b. Senior U.S. Government officials.
- c. Dignitaries and senior officials of state and local governments.

d. Other distinguished and prominent citizens may include retired or former civilian or military officials of the Department who have made significant contributions to the U.S. or DoD.

2. ORF shall not be used to pay for purely social events intended primarily for the entertainment or benefit of DoD officials and employees, their families, or personal guests; however, ORF may be used to pay for expenses for official courtesies that are minimally required to host those DoD officials listed at Appendix A when they are on official visits.

3. The use of ORF shall be monitored closely to ensure that expenditures made for official hosted functions in connection with the official events comply with socially acceptable mores of American society and that the policy objectives of the U.S. and the interests of the U.S. taxpayer jointly are served.

4. Requests for the use of ORFs will be made using the memorandum at Appendix B. Requests will be made by the Component Deputy Inspector General and routed through the Inspector General (IG), the Office of the General Counsel (OGC) and to the Office of the Comptroller.

**E. Delegation of Authority.** Pursuant to DoD Directive 7250.13, *Official Representation Funds (ORFs)*, February 17, 2004, the Office of the Secretary of Defense (OSD), Director of Administration and Management (DA&M), has delegated the authority to provide overall policy, administration, and approval of ORF expenditures to the DoD IG.

**F. Responsibilities**

1. The **Inspector General** shall approve requests for official representation expenditures.
2. The **Comptroller** shall:
  - a. Review requests to ensure that they meet ORF criteria and that funds are available.
  - b. Budget and account for resources necessary to support ORF requirements.
  - c. Process requests for reimbursement.
  - d. Maintain records on the use of ORFs on a function-by-function basis to provide data on how and why the funds were used. Records should include copies of the approved memorandum requesting the use of ORF, the memorandum requesting reimbursement, guest lists and receipts.
3. **OIG Component Heads** shall review and submit requests through the IG, the OGC, and to the Office of the Comptroller for use of funds within their component.

**G. General**

1. Authorized guests shall include:
  - a. Distinguished citizens, military personnel, and government officials of foreign countries whose rank, position, function, or stature justifies official entertainment.
  - b. Federal, state, county, and local officials such as the President and Vice President of the United States, Cabinet members, Members of Congress, state governors, and city mayors.
  - c. DoD authorized personnel listed at Appendix A.
2. Official courtesies shall include the cost of luncheons, dinners, receptions, and mementos. Only the IG, or an official designated in writing by the IG, may present gifts and mementos funded by ORFs. Gift dollar limitation at the time of this publication is \$305.00.
3. Expenses will not be paid for items such as the following:
  - a. Christmas, greeting, or calling cards.

b. Expenses for retirement ceremonies for DoD personnel and change-of-command ceremonies, except those specifically approved in advance by the Secretary of Defense or the Deputy Secretary of Defense.

c. Expenses solely for the entertainment of DoD personnel, except that minimally required to extend official courtesies to those DoD officials listed at Appendix A when they are on official visits to the field.

d. Payment of membership fees or dues.

e. Personal items, such as clothing, toilet articles, cigarettes, hair and beauty care, shoe shines, and souvenirs.

f. Long-distance telephone calls originated by the authorized guest, except when directly related to the purpose of the visit.

g. Classified projects for intelligence purposes.

h. Any portion of any event that is eligible for sponsorship with welfare and recreation funds, except expenses of authorized guests.

i. Repairs, maintenance, and renovation projects to enhance the appearance of DoD facilities.

j. Gifts or flowers to be presented by the authorized guests.

4. The following guidelines for ratios of DoD personnel (including spouses) to authorized guests will be observed:

a. In parties of less than 30 persons, a minimum of approximately 20 percent should be honored or distinguished guests and members of their party.

b. In parties of 30 or more persons, a minimum of approximately 50 percent should be honored or distinguished guests and members of their party.

5. To the extent practicable, complete guest lists of proposed attendees to distinguish DoD personnel from those of the guest party shall be provided during the approval process. Such lists shall be revised after the function has been held to show those in actual attendance. Approval of expenses is dependent upon meeting the ratios required.

6. DoD personnel in excess of minimum ratios in paragraph G.4. above, may attend functions by paying a pro rata share of the total expenses. Such attendance shall be recorded as a separate part of the official guest list. DoD personnel shall not be required to pay pro rata shares of total expenses, when ratios are distorted by an authorized guest's failure to attend the function.

**H. Procedures to Request Use of Official Representation Funds**

1. Requests for use of ORFs must be submitted at least 30 days prior to the event. Requests for each event must be submitted through the OGC to the Office of the Comptroller. Requests must include purpose, date, location of event, estimated cost, and list of attendees with title and organization. Format is provided at Appendix B.

2. Reimbursement for events will be processed by the Office of the Comptroller. Original receipts, copy of approved request, and actual list of attendees must be sent to the Assistant Inspector General for Administration and Management (AIG-A&M). Format is provided at Appendix C.

**I. Reporting Requirements**

1. The AIG-A&M shall submit an Agency quarterly report to the DA&M not later than 31 days after the close of each quarter.

**APPENDIX A**  
**DoD OFFICIALS ELIGIBLE FOR OFFICIAL COURTESIES**

1. Secretary of Defense
2. Deputy Secretary of Defense
3. Under Secretaries of Defense
4. Director, Defense Research and Engineering
5. DoD General Counsel
6. Assistant Secretaries of Defense
7. DoD Inspector General
8. Director, Operational Test and Evaluation
9. Assistants to the Secretary of Defense
10. Chairman, Joint Chiefs of Staff (JCS)
11. Vice Chairman, JCS
12. Director, Joint Staff
13. Combatant Commanders
14. Deputy Commander, United States European Command
15. Secretaries, Under Secretaries and Assistant Secretaries, and General Counsels of the Military Departments
16. Chiefs and Vice Chiefs of Staff of the Army and Air Force
17. Chief and Vice Chief of Naval Operations
18. Commandant and Assistant Commandant of the Marine Corps
19. Directors, Defense Agencies
20. President, Uniformed Services University of the Health Sciences

**APPENDIX B  
ACTION MEMORANDUM**

FOR: Inspector General

THROUGH: Office of the General Counsel  
Assistant Inspector General for Administration and Management  
Office of the Comptroller

FROM: Component Head for Requesting Component

SUBJECT: Request for Use of Official Representation Funds

- Request authority to expend funds totaling \$\_\_\_\_\_ of official representation funds (ORF). Funds will be used for (function) to be held on (date) at (location). This event meets regulatory requirements for the use of ORF.
- The (function) will be held for (purpose) in honor of (name of dignitary) and will be hosted by (name). The list of invited guests follows:

NAME	TITLE/ORGANIZATION	AUTHORIZED GUESTS	
		YES	NO
John Smith	Deputy Secretary Federal Ministry of Defense		
MG (Ret) Jane Doe	Former Inspector General Department of the Army		
James E. Brown	Deputy Inspector General Department Name		

(NOTE: Indicate with a checkmark if the person is an authorized guest to determine if sufficient ratios are met to authorize reimbursement of costs.)

RECOMMENDATION: The Inspector General approve request for use of Official Representation Funds.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

COORDINATION: None

ATTACHMENTS: None

Prepared by: Name of preparer and phone number.

**APPENDIX C  
ACTION MEMORANDUM**

FOR: Inspector General

THROUGH: Office of the General Counsel  
Assistant Inspector General for Administration and Management  
Office of the Comptroller

FROM: Component Head for Requesting Component

SUBJECT: Request for Reimbursement of Official Representation Funds

- Request reimbursement of expenditures totaling \$\_\_\_\_\_ to defray expenses associated with (function) held on (date) at (location). This event was an authorized use of Official Representation Funds.
- The (function) was held for (purpose) in honor of (name of dignitary) and was hosted by (name). The list of attendees follows:

<b>NAME</b>	<b>TITLE/ORGANIZATION</b>	<b>AUTHORIZED GUESTS</b>	
		<b>YES</b>	<b>NO</b>
John Smith	Deputy Secretary Federal Ministry of Defense		
MG (Ret) Jane Doe	Former Inspector General Department of the Army		
James E. Brown	Deputy Inspector General Department Name		

(NOTE: Indicate with a checkmark if the person is an authorized guest to determine if sufficient ratios were met to authorize reimbursement of costs.)

RECOMMENDATION: The Inspector General approve request for reimbursement.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

COORDINATION: None

ATTACHMENTS: Original Receipt(s)  
Copy of Approved Request for Use of Official Representation Funds

Prepared by: Name of preparer and phone number.