

Headquarters
Eighth Army
Unit #15236
APO AP 96205-5236

Army in Korea
Pamphlet 37-47

4 December 2012

Financial Administration

REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

***This pamphlet supersedes AK Pamphlet 37-47, dated 2 June 2010.**

FOR THE COMMANDER:

TOMMY R. MIZE
Colonel, GS
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
Records Management

Summary. This pamphlet establishes Eighth Army policies, procedures, and reporting requirements for the use of Official Representation Funds (ORF) of the Secretary of the Army.

Summary of Change. The publication has been substantially changed. A full review of its contents is required.

Applicability. The provisions of this pamphlet apply to all units and activities utilizing ORF managed by the Eighth Army.

Supplementation. Supplementation of this pamphlet and establishment of command and local forms are prohibited unless prior approval is obtained from Headquarters (HQ), Eighth Army, Assistance Chief of Staff (ACofS) G8, Unit# 15236, APO AP 96205 - 5236.

Forms. AK Form 37-47 and other ORF resources are available at <https://8army.korea.army.mil/G8/default.aspx>.

Records Management. Records created as result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is the HQ, Eighth Army, ACoS, G8. Users may suggest improvements to the pamphlet by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to ACoS G8, Eighth Army, ATTN: Headquarters Activity Division, Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

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Chapter 1

Introduction

1-1. Purpose

This pamphlet establishes Eighth Army policies, procedures, and reporting requirements for the use of Official Representation Funds (ORF) of the Secretary of the Army.

1-2. References

a. The following are required publications:

- (1) AR 11-7 (Army Internal Review Program).
- (2) AR 37-47 (Official Representation Funds of the Secretary of the Army).

b. The following are related publications:

- (1) AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities).
- (2) DFAS IN Regulation 37-1 (Finance and Accounting Policy Implementation).
- (3) DOD 7000.14-R (Department of Defense Financial Management Regulations).
- (4) Federal Acquisition Regulation (FAR).
- (5) 10 USC 127 (Emergency and Extraordinary Expenses).
- (6) 22 USC 2694 (Limitation on Purchase of Gifts for Foreign Individuals).
- (7) 31 USC 1517 (Prohibited Obligations and Expenditures).

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

Chapter 2

Policies and Responsibilities

2-1. Policy

a. ORF will be used to maintain the standing and prestige of the United States (U.S.) by extending official courtesies to certain dignitaries and officials of the U.S. and foreign countries, as well as for hosting official functions. ORF events may be used in support of community relations programs, that improve cultural, political, and command relationship, provided that attendees qualify as authorized guests.

b. Such functions will be in keeping with propriety as dictated by the occasion and conducted on a modest basis. Users of ORF should ensure that expenditures in connection with official courtesies are kept to a minimum.

2-2. Authorities

a. The Secretary of the Army (SA) or Administrative Assistant to the Secretary of the Army (AASA) must approve any use of ORF not specifically authorized in AR 37-47, as an exception to policy. Requests for ORF deemed questionable can be forwarded to the AASA (SAAA-ZA), 105 Army Pentagon, Washington, DC 20310-0105 in accordance with AR 37-47, paragraph 2-10a.

b. The Commanding General (CG), U.S. Army Pacific (USARPAC) is designated, through written authority, from the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA (FM&C)) as the Executive Agent of available ORF in support of Eighth Army.

c. The CG, USARPAC delegates authority to approve and host official functions involving the use of ORF to the CG, Eighth Army; CG, 2nd Infantry Division; and CG, 19th Expeditionary Sustainment Command. In addition, authority to approve and host official functions is delegated by the CG, Eighth Army in Appendix A to the following individuals:

(1) Deputy Commanding General – Operations (DCG (M)), Eighth Army.

(2) Deputy Commanding General – Sustainment (DCG (S)), Eighth Army.

d. Generally, ORF events are hosted by a Senior Executive Service (SES) or General Officer (GO). The host must attend, not just sponsor the event. Authority to host and attend ORF events can be delegated, on a case by case basis, to a General Schedule (GS)-15 equivalent or O-6 level of leadership when the situation warrants but must be approved by an SES or GO.

e. Republic of Korea (ROK) civilian equivalents for U.S. Federal, State, and local officials are shown at Appendix B

2-3. Responsibilities

a. The CG, Eighth Army will:

(1) Delegate, in writing, the approving authority to subordinate members of the SES and GOs within the organization, as necessary. Subordinate approving officials may not further delegate approval authority below the SES or GO level. (See Appendix C for format.)

(2) Appoint a Representation Fund Custodian (RFC), in writing, to manage the expenditure of ORF. The RFC will be appointed within the Eighth Army G8 office. (See Appendix D for format.)

(3) Appoint an Inventory Control Officer (ICO), in writing, to manage the receipt and issue of ORF mementos and gifts. The ICO will be appointed within the Eighth Army Protocol Office. (See Appendix E for format.)

b. The DCG (S) is the primary approving authority for Eighth Army ORF expenditures. If the actual cost of the ORF event is more than 10% above the original approved cost, the approving authority must approve the new amount.

c. The Chief of Staff (CoS), Eighth Army, will:

(1) Provide policy guidance to Eighth Army HQs regarding modest basis for ORF

expenditures for meals, refreshment, gifts, and mementos. The limits for ORF expenditures will be reviewed on an annual basis.

(2) Validate ORF requests en route to the approving official. The ORF Government Purchase Card (GPC) holder and Billing Official (BO) are located in the Secretary of the General Staff (SGS) office.

d. The Eighth Army RFC will:

(1) Ensure ORF are available for the event and request additional ORF from Eighth Army, G8, Budget Execution Branch as needed.

(2) Maintain copies of the delegation of authority for the approving official, appointment letters for RFC and ICO, and applicable DD Form 577 (Signature Card). DD Form 577 is available electronically at: <http://www.apd.army.mil>.

(3) Complete the Management Control Evaluation Checklist contained in AR 37-47, Appendix B, as prescribed in the Management Control Plan. The Eighth Army Management Control Plan requires the use of the checklist annually and upon transfer of fund custodianship. Newly appointed RFC will complete the Management Control Evaluation Checklist within 15 days of appointment.

e. The Eighth Army ICO will:

(1) Maintain accountability, inventory, and receipt of ORF mementos and gifts IAW all provisions outlined in AR 37-47, paragraphs 2-4c and 3-3. Items purchased with ORF will be centrally stored and accounted for. ORF items cannot be comingled with any other items or office supplies.

(2) Maintain accurate inventory records of ORF gifts and mementos. At a minimum, inventory will be conducted and reconciled with inventory records semiannually and when custodianship is transferred. Gift and memento inventory is governed by the bona fide needs rule and should be held to a minimum pursuant to AR 37-47, paragraph 3-3. The bona fide needs rule, one of the fundamental principles of federal appropriations law, requires appropriated funds be used only for goods and services to satisfy a legitimate need arising in the fiscal year for which the appropriation was made.

(3) Establish a list of ORF gift and memento purchases for the fiscal year. Maintain a copy of itemized receipts or invoices for ORF purchases. Presentations of gifts or mementos must contain documentation and justification that the gift or memento was presented to authorized guests in connection with official courtesies. (See Appendix F for format.)

f. The Eighth Army, G8, Headquarters Activity (HA) Division will:

(1) Act as the Program Director for ORF provided to Eighth Army by Headquarters, USARPAC for official representation purposes.

(2) Develop HQs ORF budget estimates for use in the Budget Division's budget submission to USARPAC.

(3) Provide policy guidance to the Eighth Army HQs on the use of ORF.

g. The Eighth Army, G8, Budget Execution Branch will:

(1) Distribute ORF to HA, 2ID, and 19th ESC.

(2) Provide copies of the annual memorandum from the Office of the ASA (FM&C) and delegation of authority from USARPAC authorizing expenditures of ORF to each RFC in the Eighth Army organization.

(3) Request additional ORF from USARPAC as needed.

h. The Eighth Army, Director, Internal Review and Audit Compliance, will:

(1) Conduct internal review audits of ORF IAW AR 11-7.

(2) Provide copies of the internal review audit to the Eighth Army Command Group, CoS, and G8.

i. Eighth Army Staff Directorates and subordinate commands not allocated ORF, with a requirement to host official functions, will appoint a project officer to prepare all documentation required for requesting ORF expenditures and ensure that the actions required by the project officer are properly completed. The use of AK Form 37-47 (Request for ORF Funds) is required. AK Form 37-47 is available electronically on the Eighth Army, G8 portal at: <https://8army.korea.army.mil/G8/default.aspx>.

2-4. Procedures (see Appendix G for flowchart)

a. Requesting ORF (see Appendix H for request checklist):

(1) Requesting Office (RO), will:

(a) Complete Section I of AK Form 37-47 (Request for ORF Funds). AK Form 37-47 is available electronically at: <https://8army.korea.army.mil/G8/default.aspx>. (See Figure H-1 for an example.)

(b) Provide supporting documentation for the ORF event (for example, menu and detailed breakdown of expected expenses). (See Figure H-2 for an example.)

(c) Provide DA Form 4843 (Guest/Attendance Sheet) with names and duty titles of DOD and non-DOD invitees/expected attendees (see Figure H-3 for sample format) and data guest cards for authorized guests (see Figure H-4 for sample format).

(d) Submit the complete ORF request to the Eighth Army RFC at least 14 days prior to the scheduled date of the proposed function. An exception to policy memorandum is required for GS-15 or O-6 to host ORF functions. Submission of ORF request less than 14 days prior must include a memorandum with justification as to why the request did not meet the required timeline.

(2) The RFC will:

(a) Ensure requests for ORF expenditures have the necessary supporting documentation (for example, written justification that includes purpose, date, and location of event; name(s) of host(s) and guest(s) of honor; and DA Form 4843 contains names of invited guests (DoD and non-DoD).

(b) Determine whether the expenditure is allowable. If the expenditure is not allowable, the RFC will return the documentation to the RO for additional justification.

(c) Verify ORF availability and provide the RO with a Document Control Number (DCN).

(3) The RO will submit AK Form 37-47 with DCN and necessary supporting documents to the ORF GPC BO. The ORF GPC holder and BO are located in the SGS office.

(4) The ORF GPC BO will verify the ORF request for completeness and correctness, digitally sign block 14, Section I, AK Form 37-47, and forward to Eighth Army Staff Judge Advocate (SJA) for a legal review.

(5) The Eighth Army SJA will:

(a) Review the ORF request to ensure that all requirements of the governing regulations are met, enter a brief synopsis of the legal review in Section II, AK Form 37-47, and attach a full legal review to the form.

(b) Digitally sign block 3, Section II, AK Form 37-47, and submit to CoS, Eighth Army, if no legal issues exist with the request.

(6) The CoS, Eighth Army, will:

(a) Validate the ORF request and submit to the approving official for signature.

(b) Forward the approved ORF requests to RFC for funds certification.

(7) The Eighth Army RFC will:

(a) Verify the assigned DCN with the ORF Control Register and digitally sign block 3, Section V, AK Form 37-47.

(b) Forward the approved ORF request to RO for execution of the ORF function.

b. Execution and Payment:

(1) Immediately after the execution of the event, the RO will complete Section VII, AK Form 37-47, attach all receipts/invoices and a final guest list (DA Form 4843), and submit payment request to the ORF GPC BO for approval.

(2) The ORF GPC BO will:

(a) Review payment request and ensure all receipts, invoices, final guest list and any other supporting documents are attached.

(b) Certify the transaction using U.S. Bank Access Online.

(c) Sign block 8, Section VII, AK Form 37-47.

(d) Maintain all packets with original receipts on file for 6 ½ years.

c. ORF Reconciliation: Upon the latter of completion of the ORF event or GPC payment, the RO is required to submit a payment request packet to the RFC for final processing and reconciliation. (See Appendix I for payment request checklist.)

d. Programming ORF Events:

(1) All Eighth Army Staff Directorates and subordinate commands that are not allocated ORF will identify their known ORF events before the start of each fiscal year and submit ORF projection to the Eighth Army Protocol Office no later than 1 September.

(2) The Eighth Army Protocol Office will consolidate all ORF requirements and forward to the Eighth Army RFC for development of ORF budget estimates to use in the budget submission to USARPAC.

(3) The Eighth Army RFC will submit the consolidated ORF requirements to CoS, Eighth Army for validation en route to the approving authority for review.

e. Retroactive Approval:

(1) All Eighth Army ORF requests must obtain approval from the approving authority prior to committing funds or conducting the ORF event.

(2) The standard is written approval; however, a telephonic or email approval is acceptable for emergency cases only. The requestor must follow-up with written documentation within 3 working days after the event. Under no circumstance will ORF be expended without at least vocal or email approval.

(3) Any request for ORF reimbursement for an event that did not receive prior approval must be submitted to the Secretary of the Army (SA) for retroactive approval. The SA or his designee are the only officials with retroactive approval authority.

2-5. Mandatory Payment Method

The GPC is the preferred payment method for ORF expenditures:

a. A separate GPC exclusively for ORF requirements must be established to ensure accountability and transparency of ORF expenditures. The sole purpose of the ORF GPC will be to purchase ORF-approved goods and services. All GPC policies and procedures apply to .0012 purchases.

b. If a vendor does not accept GPC, the requesting office will go through 411th Contracting Support Brigade to comply with their procedures for appointment of a Field Ordering Officer and 176th Financial Management Support Unit for appointment of a Paying Agent for cash procurement.

Appendix A

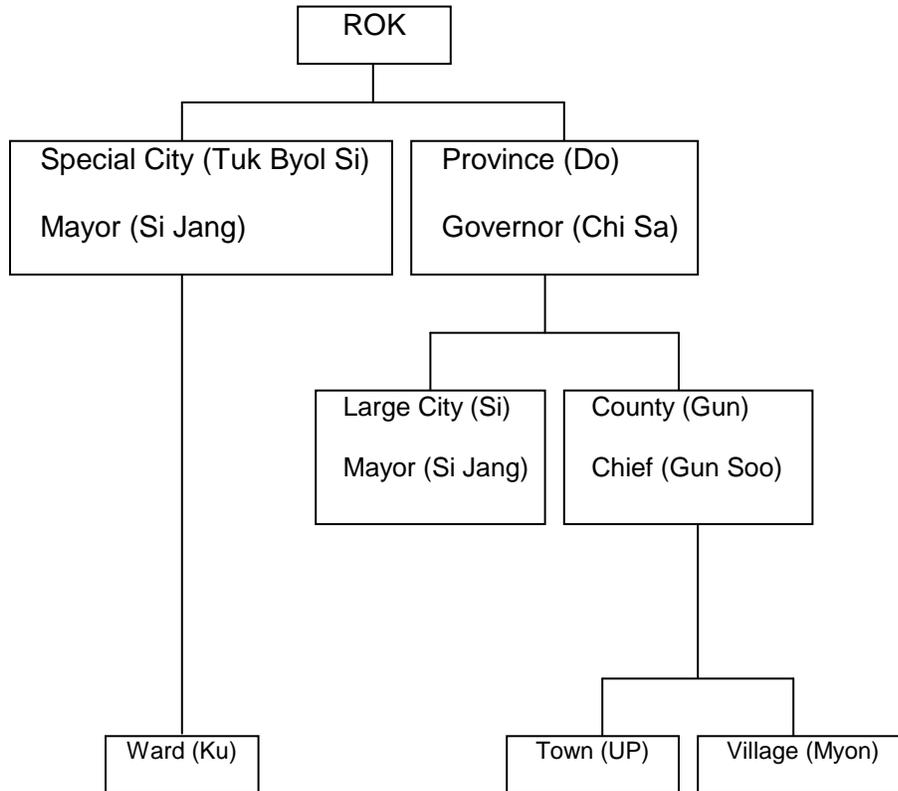
Delegation to Approve and Host Official Headquarters, Eighth Army Functions Using Official Representation Funds (ORF) of the Secretary of the Army

IAW paragraph 2-2, the positions listed below are authorized to approve and host official functions and to present gifts and mementos. **Authority to host and attend ORF events can be delegated to a GS-15 equivalent or O-6 level of leadership, on a case by case basis, when the situation warrants but must be approved by an SES or GO.** Approval must be obtained prior to each ORF event / expenditure.

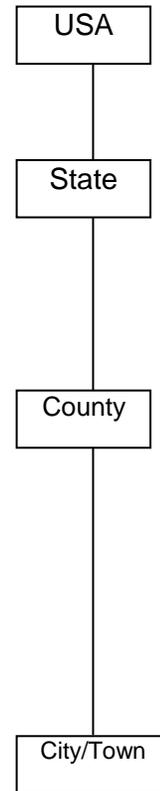
- a. Commanding General, Eighth Army.
- b. Deputy Commanding General – Operations, Eighth Army.
- c. Deputy Commanding General – Sustainment, Eighth Army.

Appendix B
Administrative Divisions of the Republic Of Korea (ROK)

ADMINISTRATIVE DIVISIONS OF THE REPUBLIC OF KOREA



US COUNTERPART



Appendix C
Sample Format For Delegation of Authority to Approve and Host Eighth Army Official Functions

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Brigadier General John Q. Doe, Deputy Commanding General – Sustainment, Eighth Army, Unit #15236, AOP AP 96205-5236

SUBJECT: Delegation of Authority to Approve and Host Official Eighth Army Functions Using Official Representation Funds (ORF) of the Secretary of the Army (.0012 Limitation Funds)

1. Reference. Army Regulation (AR) 37-47, Official Representation Funds of the Secretary of the Army, 18 September 2012.
2. Pursuant to paragraph 1-4f, the Deputy Commanding General – Sustainment, Eighth Army, is authorized to approve the use of Eighth Army designated ORF (.0012 Limitation Funds) for ORF functions, mementos, and gifts. Special emphasis will be placed upon the responsibilities described in AR 37-47, paragraph 1-4f.
3. Pursuant to paragraphs 2-6 and 2-9 of the reference, you are hereby authorized to host official functions and present mementos and gifts to authorized guests on behalf of the Commander, Eighth Army. Such activities are ultimately considered to be conducted on behalf of the Department of Defense and must comply with the reference.
4. Leaders must exercise sound discretion, considering appropriate cultural, political and command relationships and circumstances, in determining the composition of authorized guest lists and recipients of official gifts or mementos. This is particularly important in the context of foreign authorized guests.
5. The Eighth Army G8 Action Officer is CPT Jane R. Doe, 723-XXXX.

XXXXXX X. XXXXXX
General, USA
Commanding

Appendix D
Sample Format for Appointing Representation Funds Custodian (RFC)

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Captain Jane R. Doe, Budget Officer, G8, Eighth Army, Unit #15236, APO AP 96205-5236

SUBJECT: Appointment as Representation Fund Custodian (RFC)

1. Reference. Army Regulation (AR) 37-47, Official Representation Funds of the Secretary of the Army, 18 September 2012.
2. You are hereby appointed as the RFC for the Official Representation Funds (.0012 Limitation Funds) allocated to this headquarters. Pursuant to this appointment, you will perform duties prescribed in the referenced regulation and any supplementary guidance received from higher headquarters.
3. The Eighth Army Management Control Plan requires the completion of the Management Control Evaluation Checklist contained in Appendix B of the reference annually and upon transfer of funds custodianship. Newly appointed RFC will complete the checklist within 15 days of appointment.
4. This appointment is valid until officially relieved or released from appointment or assignment.

XXXXXX X. XXXXXX
General, USA
Commanding

Appendix E
Sample Format for Appointing Inventory Control Officer (ICO)

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Captain Jason R. Jones, Protocol Officer, Eighth Army, Unit #15236, APO
AP 96205-5236

SUBJECT: Appointment as Inventory Control Officer

1. Reference. Army Regulation (AR) 37-47, Official Representation Funds of the Secretary of the Army, 18 September 2012.
2. You are hereby appointed the Inventory Control Officer for the Official Representation Funds allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulation and any supplementary guidance received from higher headquarters.
3. You are responsible for issuing, receiving, and maintaining accountability of the assigned gift locker. Items will be inventoried and reconciled with inventory records semiannually and when custodianship of the inventory is transferred. Sub-vouchers showing the names, title, and the purpose of the issuance must support all inventory records.
4. This appointment is valid until officially relieved or released from appointment or assignment.

XXXXXX X. XXXXXX
General, USA
Commanding

Appendix F
Sample Format for Gift Presentations Memorandum

(Letterhead stationery)

(Office Symbol)

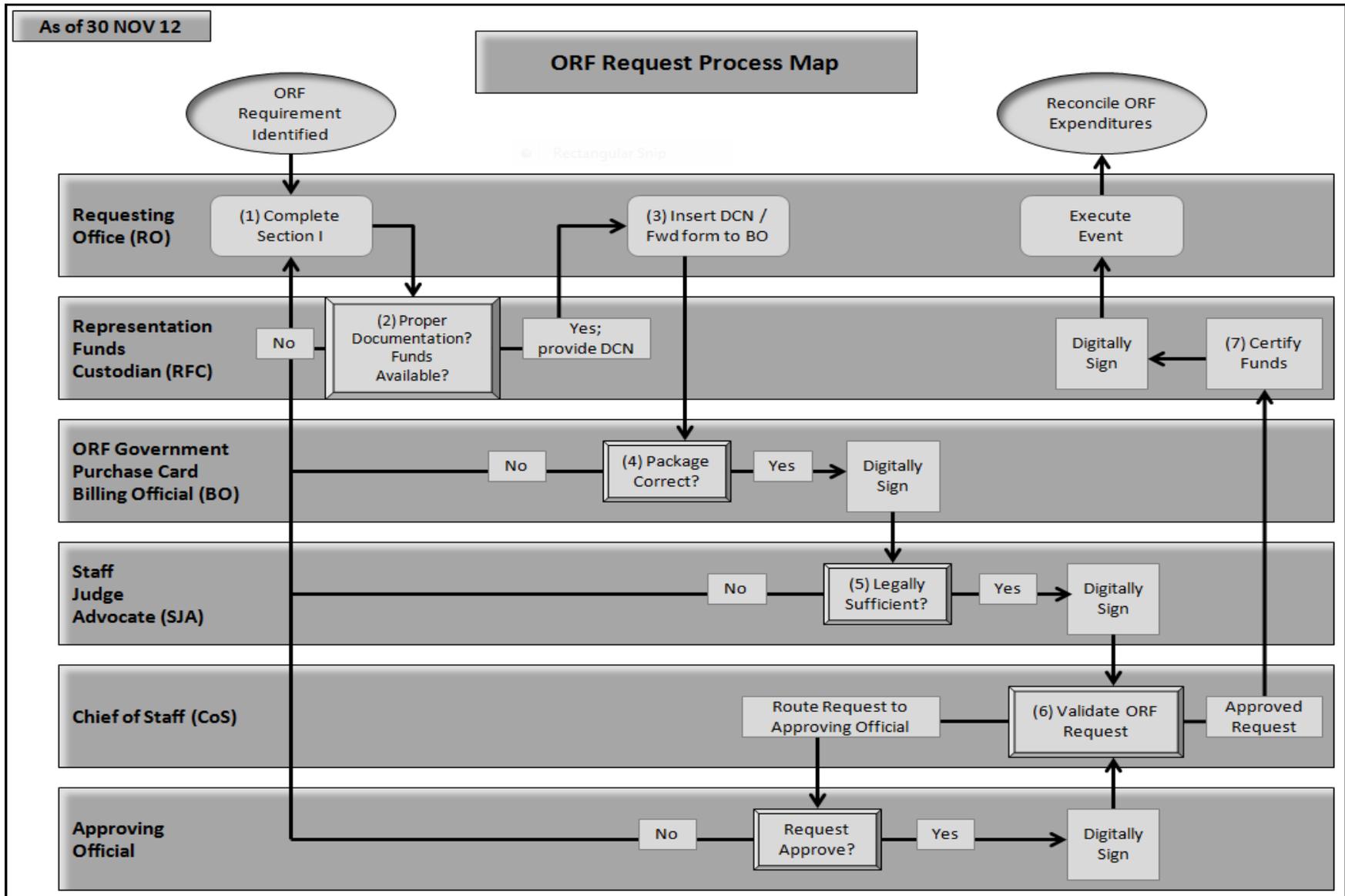
MEMORANDUM FOR RECORD

SUBJECT: Presentation of (basic description of presentation)

1. Reference AR 37-47, 18 September 2012, Representation Funds of the Secretary of the Army.
2. IAW AR 37-47, paragraph 2-9, I hereby certify that the presentation of (briefly describe presentation including description of the gift or memento, name and title of recipient, and description of occasion being observed) was presented to authorized guests in connection with official courtesies within the guidelines of AR 37-47, paragraph 2-4c.

Presenter's Signature Block
LTG, USA
Commanding General

Appendix G
Official Representation Funds (ORF) Request Procedures



Appendix H Request for Official Representation Funds (ORF) Checklist

ORF requests must be submitted to the Eighth Army Representation Funds Custodian at least 14 days prior to the scheduled event date. Late submission of ORF request requires a letter of lateness. ORF requests must include the following:

- Section I, AK Form 37-47 (Request for ORF Funds) (Figure H-1)
- Supporting Documentation (Figure H-2)
 - Menu.
 - Itemized cost breakdown of expected expenses.
- DA Form 4843 (Guest/Attendance Sheet) (Figure H-3)
- Guest Data Cards (Figure H-4)
- If Applicable, Exception to Policy Memo for GS-15 or O-6 Level to Host ORF Function
- If Applicable, Letter of Lateness

REQUEST FOR ORF FUNDS (AK Pam 37-47)		CONTROL #:
SECTION I - TO BE COMPLETED BY THE REQUESTING STAFF SECTION OR UNIT		
1. REQUESTING STAFF/UNIT: SORABOL HOUSE DINNER IHO DR. DOE, JOHN	2. SOURCE OF FUNDS: 8 ARMY	
3. TYPE OF EVENT: Other Event (Explain): DINNER	4. METHOD OF GPC HOLDER: SGT DOE, JANE ORF GPC GPC ACCT #: XXXXXXXXXXXXXXXX	
5. DATE/TIME OF EVENT: 1 Nov 2012 1830-2030	6. ORF RATIO - DOD GUESTS: 4 AUTH GUESTS: 6 [40% / 60%]	
7. ESTIMATED COST: \$480.80	8. LOCATION OF EVENT: SORABOL HOUSE	
9. HOST: LTG SMITH, JOHN	10. HONOREES: DR DOE, JOHN	
11. JUSTIFICATION: (Select all that apply and provide details in Blk 12.) <input checked="" type="checkbox"/> Hosting authorized guests to maintain the standing and prestige of the United States at home and abroad. <input type="checkbox"/> Luncheons, dinners, receptions, and participation expenses at DOD-sponsored events held in honor of authorized guests. <input checked="" type="checkbox"/> Luncheons, dinners, and receptions for local authorized guests that are required to maintain civic or community relations. <input type="checkbox"/> Receptions for local authorized guests to meet with newly assigned commanders or appropriate senior officials. <input type="checkbox"/> Entertainment of authorized guests incident to visits by U.S. vessels to foreign ports and visits by foreign vessels to U.S. ports. <input type="checkbox"/> Official functions, floral wreaths, decorations, and awards in observance of foreign national holidays and similar occasions taking place in foreign countries. <input type="checkbox"/> Dedications of facilities. <input type="checkbox"/> Presentation of gifts/mementos IAW AR 37-47, para 2-9a or CJCSI 7201.01.		
12. PURPOSE OF EVENT/DESCRIPTION: PROVIDE DETAILED PURPOSE AND DESCRIPTION OF THE EVENT <div style="font-size: small; padding: 5px;"> <ul style="list-style-type: none"> • I understand that if I have not been notified of the decision within 48 hours before an event, I may request a status from Headquarters Activity Division at 723-7944/3449. • I understand that this request for funding must be approved before the event is executed. If this request has not been approved before event execution, funding may only be authorized via retroactive approval from the SECARMY IAW AR 37-47, para 3-1e(1)(a). • I also understand that if the final cost exceeds the amount approved by the Approving Official, I will provide written justification of the excess cost. • Under no circumstances will any gift exceed \$350, the statutory limit for gifts under ORF. • DA Form 4843-R is attached as necessary. </div>		
13. ATTACHMENTS: <input checked="" type="checkbox"/> DA FORM 4843-R <input checked="" type="checkbox"/> QUOTES/SOLE SOURCE JUSTIFICATION <input type="checkbox"/> OTHER:	14. BILLING OFFICIAL OR REQUESTOR SIGNATURE: <div style="text-align: right;"> Click to Approve DATE: _____ </div> TELEPHONE: _____	
SECTION II - TO BE COMPLETED BY ADMINISTRATIVE LAW		
1. LEGAL REVIEW IS ATTACHED. THERE ARE NO LEGAL ISSUES WITH THIS REQUEST.		
2. SYNOPSIS OF LEGAL REVIEW. 		
3. LEGAL SIGNATURE: <div style="text-align: right;"> Click to Approve DATE: _____ </div> TELEPHONE: _____		
<div style="display: flex; justify-content: space-between;"> Attach Files View Attachments TELEPHONE: _____ DATE: _____ </div>		
AK FORM 37-47 TEST (SEP 2011)		

Figure H-1. AK Form 37-47 (Request for ORF Funds)

REQUEST FOR ORF FUNDS (Cont.) (AK Pam 37-47)		
SECTION III - TO BE COMPLETED BY THE HOSTING OFFICIAL (IF REQUIRED)		
<h1>NOT REQUIRED</h1>		
SECTION V - TO BE COMPLETED BY THE APPROVING AUTHORITY		
1. THIS EVENT IS <input style="width: 90%;" type="text"/>		
View Attachments	2. APPROVING OFFICIAL SIGNATURE: <input style="width: 80%;" type="text"/> Click to Approve	<input style="width: 100%;" type="text"/>
	TELEPHONE: <input style="width: 80%;" type="text"/>	DATE
SECTION V - TO BE COMPLETED BY RESOURCE MANAGEMENT		
1. FUNDS ARE CERTIFIED AND AVAILABLE.	3. RM SIGNATURE:	
2. REMARKS <input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/> Click to Approve	<input style="width: 100%;" type="text"/>
	TELEPHONE: <input style="width: 80%;" type="text"/>	DATE
SECTION VII - TO BE COMPLETED BY THE PAYING OFFICIAL		
1. REQUEST FINAL PAYMENT. <input style="width: 90%;" type="text"/>	2. ACTUAL COST: \$0.00	
3. METHOD OF PAYMENT: ORF GPC <input style="width: 90%;" type="text"/>		
4. NAME/ACCT ORF GPC: <input style="width: 95%;" type="text"/>		
5. VENDOR INFORMATION: NAME: <input style="width: 95%;" type="text"/>		
POC: <input style="width: 95%;" type="text"/>		
ADDRESS: <input style="width: 95%;" type="text"/>		
TELEPHONE/FAX #: <input style="width: 95%;" type="text"/>		
6. LISTING OF RECEIPTS:		
VENDOR	DATE OF PAYMENT	AMOUNT
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
7. ATTACHMENTS: <input type="checkbox"/> FINAL DA FORM 4843-R <input type="checkbox"/> REQUIRED RECEIPTS/INVOICES <input type="checkbox"/> OTHER: <input style="width: 95%;" type="text"/>	8. BILLING OFFICIAL SIGNATURE: <input style="width: 80%;" type="text"/> Click to Approve	
Attach Files View Attachments	TELEPHONE: <input style="width: 80%;" type="text"/>	DATE
<small>AK FORM 37-47 (SEP 2011)</small>		

Figure H-1. AK Form 37-47 (Request for ORF Funds) – Continued

<i>MENU</i>
<i>Roast Beef wrapped Asparagus on a toasted Crustini</i>
<i>Salmon and Capers Canapé</i> 아스파라거스에 감은 소고기 연어 카나피

<i>Cream of Potato & Leek Soup</i> 치킨 크림 수프

<i>Mixed Field Greens with a Balsamic Vinaigrette</i> 발사믹 비네그레트로 감미한 신선한 야채

<i>Fresh Strawberry Sorbet</i> 신선한 딸기 샤베트

<i>Chateau Briand</i> <i>Simmered Torne Potatoes</i> <i>Sautéed Balsamic Style Vegetable Medley</i> 비프 윌링튼 양념한 감자와 발사믹으로 감미한 채소

<i>Autumn Pumpkin Spice Cake</i> 과일 탈랫

Itemized Expected Expense	
Food	Estimated Cost
Roast Beef Wrapped Asparagus	\$26.00
Cream of Potato & Leek Soup	\$17.00
Mixed Field Greens w/ Balsamic Vinagrette	\$18.00
Fresh Strawberry Sorbet	\$6.00
Simmered Torne Potatoes	\$4.00
Sauteed Balsamic Style Vegetable Medley	\$16.00
Autumn Pumpkin Spice Cake	\$10.00
Chateau Briand	\$80.00
Water	\$3.00
Lime/Orange	\$4.00
Dinner Rolls	\$4.80
Decorations	
Centerpiece flowers for table décor	\$77.00
Wait Staff	
One-person wait staff from DHL	\$120.00
Misc.	
Commissary Surcharge	\$15.00
TOTAL	\$400.80
Cost Estimate per Person	\$40.80

Figure H-2. Sample Format for ORF Request Supporting Documentation



For Official Use Only



Dr. Last Name, First Name

Korean name/Title: 이름/작업 제목

Title: Mayor, Pyeongtaek

The Former Deputy Chief of Staff, CFC

Date of Birth: ## Mon ## (## years old)

English Capability: Fluent,

Hobby: Golf

Insert Picture Here

Education Background:

'77 Master of Business Administration, Korea University

'78 Graduated from Command and General Staff College in Fort Leavenworth, Kansas

'83 Graduated from Korean National Defense University

'94 Graduated from graduate school of administration, Chung-ju University

'99 Graduated from graduate school of business administration, Troy University in Troy, Alabama

Major Duty Assignments:

'89 Chief of staff, 5th Corps

'91 Deputy, C5, CFC

'93 CG, 37th Division (ROK)

'96 Secretary of National Defense of the Blue House

'98 Chief of Staff, CFC

'00 Retired from ROK Army

Major Contribution to the Eighth Army:

List Major Contributions to Eighth Army

Figure H-4. Sample Format for Guest Data Card

Appendix I
Payment Request for Official Representation Funds (ORF) Checklist

Upon the latter of completion of the ORF event or GPC payment, the requesting office is required to submit a payment request packet to the Representation Funds Custodian for final processing and reconciliation. The manual payment request must include the following:

- Payment Request Memo (Figure I-1).
- Approved Documents.
 - Signed AK Form 37-47.
 - Supporting Documentation.
 - Legal Review.
 - If applicable, additional documentation (i.e. VOCO approvals, etc).
- Final DA Form 4843 (Guest Attendance Sheet) (Figure I-2).
- Itemized Receipts and Invoices.

(Letterhead stationery)

(Office Symbol)

(Date)

MEMORANDUM FOR HQ, EIGHTH ARMY, ATTN: EARM-HA, UNIT 15236, APO AP 96205-0044

SUBJECT: Payment Request for Official Representation Funds (ORF)

1. Payment Request of Eighth Army ORF for:

- a. **Document Control Number:**
- b. **Date of Event:**
- c. **Date of Payment:**
- d. **Actual Cost:**
- e. **Mode of Payment: GPC () Cash ()**
- f. **Vendor Accept GPC: YES () NO ()**
- g. **Name of ORF GPC Card Holder:**
- h. **Name of ORF GPC Billing Official:**
- i. **Name and SSN of Class A Paying Agent (PA):** (If cash is used by Class A PA)
- j. **Payee Information:**
 - Name of Vendor:
 - Mailing Address:
 - Phone Number:
 - POC Name:

2. POC is Name, Phone #, Email Address:

Encls	NAME
1. Approved Documents	Title
2. Updated DA Form 4843	Section
3. Receipts/Invoices	

Figure I-1. Sample Format for ORF Payment Request Memorandum

Glossary
Abbreviations

AASA	Administrative Assistant to the Secretary of the Army
ACofS	Assistant Chief of Staff
AK	Army in Korea
AR	Army Regulation
ASA	Assistant Secretary of the Army
ASA (FM&C)	Assistant Secretary of the Army (Financial Management and Comptroller)
BO	Billing Official
CG	Commanding General
CoS	Chief of Staff
DA	Department of the Army
DCG (M)	Deputy Commanding General – Operations
DCG (S)	Deputy Commanding General – Sustainment
DCN	Document Control Number
DFAS	Defense Finance and Accounting Services
DOD	Department of Defense
FAR	Federal Acquisition Regulation
GO	General Officer
GPC	Government Purchase Card
GS	General Service
HAD	Headquarters Activity Division
HQ	Headquarters
IAW	In accordance with
ICO	Inventory Control Officer
ORF	Official Representation Funds
RFC	Representation Fund Custodian

RO	Requesting Office
ROK	Republic of Korea
SA	Secretary of the Army
SES	Senior Executive Service
SGS	Secretary of the General Staff
SJA	Staff Judge Advocate
U.S.	United States (of America)
USARPAC	U.S. Army Pacific
USC	U.S. Code