

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Pamphlet 37-47

24 June 2013

Financial Administration

REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

*This pamphlet supersedes USFK Pamphlet 37-47, dated 14 December 2011.

FOR THE COMMANDING GENERAL:

BRIAN T. BISHOP
Major General, USAF
Deputy Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief, Publications and
Records Management

Summary. This pamphlet establishes United States Forces Korea (USFK) policies, procedures and reporting requirements for the use of Official Representation Funds (ORF) of the Secretary of the Army (SA).

Summary of Changes. This is a revised pamphlet that updates the previous version of USFK Pamphlet (Pam) 37-47 concerning ORF within USFK. A full review of its contents is required.

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

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ), USFK J8, Comptroller Office (FKRM-B), Unit #15237, APO AP 96205-5237.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_ag/. The electronic ORF Form does require your computer system to have the most recent version of LOTUS Forms installed.

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

Suggested Improvements. The proponent of this regulation is the Headquarter, USFK, Comptroller. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to USFK Comptroller, ATTN: FKRM-BO, Unit #15237, APO AP 96205-5237.

Distribution. Electronic Media Only (EMO).

CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations
4. Policy
5. Authorities
6. Responsibilities
7. Mandatory Payment Method

Appendixes

- A. Delegation to Host Official USFK, CFC, and UNC Functions Using the SA ORF
- B. Administrative Divisions of the Republic of Korea (ROK)
- C. Sample Format for Appointing AO, USFK and CFC
- D. Sample Format for Appointing AO, UNC
- E. Sample Format for Appointing RFC, USFK and CFC
- F. Sample Format for Appointing RFC, UNC
- G. Sample Format for Delegation of Authority to Host ORF event
- H. Sample Format for Appointing Inventory Control Officer
- I. Sample Format for Gift Presentations
- J. Letter of Instruction for Use of ORF
- K. ORF Request Procedures
- L. Sample of Electronic Request (AK Form 37-47) for ORF
- M. Sample of Estimated DA Form 4843, Guest/Attendance Sheet
- N. Sample of Final DA Form 4843, Guest/Attendance Sheet
- O. Sample of Itemized Cost Breakdown and Quotation from Vendor
- P. Prohibited Use of ORF

Glossary

1. Purpose

This pamphlet establishes United States Forces Korea (USFK) policies, procedures, and reporting requirements for the use of Official Representation Funds (ORF) of the Secretary of the Army (SA).

2. References

a. Required publications:

- (1) AR 11-7, Army Internal Review Program.
- (2) AR 37-47, Official Representation Funds of the Secretary of the Army.
- (3) CJCSI 7201.01B, Combatant Commanders' Official Representation Funds.

b. 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 (FMRs).
- (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.
- (8) DODI 7250.13, Use of Appropriated Funds for Official Representation Purposes.

3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

4. Policy

a. The Department of Defense (DOD) uses ORF 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.

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 entertainment costs are kept to a minimum.

5. Authorities

USFK is designated as the manager of available funds in support of USFK, Combined Forces Command (CFC), and United Nations Command (UNC).

- a. The Commander, USFK has the authority to host official functions involving the use of ORF

for UNC, CFC, and USFK and may delegate approval and hosting authority to Senior Executive Services (SES) or General Officers (GO) within command. The staff directorates and commands listed in Appendix A have the authority to host events and present gifts and mementos. When the situation warrants, General Schedule (GS)-15 or O-6 may host an event with prior written approval from the Approving Official. (See Appendix G for format.) The hosting official must attend the hosting event, not simply sponsor it.

b. As authorized by CJCSI 7201.01.B, the Commander, USFK may delegate the hosting authority including presenting gifts and mementos to United Nation Command-Military Armistice Commission (UNCMAC). (See Appendix A)

c. UNC/CFC/USFK staff directorates and commands utilizing USFK ORF will submit their known ORF requirements at the beginning of each fiscal year through the USFK Comptroller to the USFK Deputy Chief of Staff (DCoS) for approval. The list of ORF events pre-approved by DCoS is maintained by the SCJS.

d. ORF is authorized to extend courtesies to authorized guests in connection with community relations programs. When conducting entertainment in conjunction with community relations programs, commanders should ensure that the purpose of the gathering is to address community relations issues or improvements and that entertainment is incidental to that purpose. Costs associated with community relations functions should be kept to the absolute minimum required to satisfy the purpose of the meeting.

e. ORF requests forwarded to the reviewing and/or approving authorities that are deemed to be questionable can be forwarded by the USFK Representation Fund Custodian (RFC) to the USFK Comptroller who will evaluate and recommend disposition to the USFK DCoS. If deemed appropriate by USFK DCoS, the USFK Comptroller will request the decision from Administrative Assistant to the Secretary of the Army (AASA), ATTN: SAAA-ZA, 105 Pentagon, Washington, DC 20310-0105 for approval on a case-by-case basis. Pursuant to CJCSI 7201.01B, USFK will handle questionable uses in like manner.

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

6. Responsibilities

a. In accordance with (IAW) references in paragraph 2a(1) and 2a(2) listed above, the USFK DCoS will serve as the Approving Officer (AO) and an individual assigned to the USFK Comptroller Office will serve as the RFC. (See Appendixes C and E for formats.) The Commanding General may delegate approval authority to other subordinate members of the SES or GOs within the command or supervision. Such delegation must be done in writing.

b. Responsibilities of the AO and RFC are described in detail in Army Regulation (AR) 37-47. Procedures for staffing ORF requests can be found in the ORF Letter of Instruction at Appendix J of this document.

(1) The AO delegates responsibility to maintain a control register to record receipt and issue of mementos and gifts to the USFK Protocol Officer, who will ensure compliance with all provisions for memento and gift inventory control for Commander (CDR), CFC/USFK.

(2) USFK J82, Management Division, will complete the Internal Control Evaluation Checklist contained in Appendix B, AR 37-47 as prescribed in the Internal Control Plan. The

USFK Internal Control Plan requires the use of the checklist at least once during a two-year cycle.

(3) The RFC will maintain copies of the letter of authority for all Authorized Officials, the RFC and AO appointment letters, and applicable Department of Defense (DD) Form 577 (Signature Card). DD Form 577 is available electronically at: <http://www.apd.army.mil>.

c. All authorized users of ORF as shown in Appendix A **must obtain** written approval from the RFC and AO approval prior to committing/expending funds or conducting an ORF event. A telephonic or email approval is acceptable for emergency cases only and the requester must submit AK Form 37-47 within 3 working days after the event with Verbal/Vocal Orders of the Commanding Officer (VOCO) approval document. Under no circumstance should any ORF funds be spent without at least vocal or e-mail prior approval. The USFK Comptroller, on behalf of USFK Commander, will request retroactive ORF approval from the Secretary of the Army (SA) for every ORF event that does not receive prior approval. The SA or his/her designee is the only official with retroactive approval authority. Retroactive reimbursement may be disapproved requiring the offender to pay back any government funds spent without authorization.

d. USFK Comptroller will:

(1) Act as the Program Director for ORF provided to Headquarters (HQs) USFK/CFC/UNC by Headquarters, Department of the Army (HQDA) for official representation purposes.

(2) Develop ORF HQs budget estimates for use in the budget submission to HQDA.

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

e. USFK Management Division, Internal Review and Audit Compliance, will:

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

(2) Provide copies of the internal review audit to the USFK DCoS, Command Group and USFK Comptroller.

f. The USFK Office of the Judge Advocate (OJA) will:

(1) 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.

(2) Digitally sign block 3, Section II, AK Form 34-47, and submit to USFK Secretary of the Combined Joint Staff (SCJS), if no legal issues exist with the request. In the event that an ORF request appears to be legally objectionable, OJA will coordinate with the requestor and/or RFC in USFK Comptroller office to provide advice regarding methods to correct deficiencies.

g. Chief of Staff offices within USFK and subordinate commands that have not been allocated ORF, but have a requirement to host official functions, will:

(1) Appoint a project officer to prepare all documentation required for requesting ORF support and ensure that the actions required by the project officer are properly completed. Use of the electronic version is preferred and reduces processing time.

(2) Submit requests for the use of ORF at least 10 working days prior to the scheduled

date of the proposed function. ORF time line is established as 2 working days in RFC, 5 working days in OJA and 3 working days in AO. Any unit that submits an ORF request less than 10 working days prior to the proposed function must provide a justification as to why the request did not meet the required time line in block number 12 on AK Form 37-47. Staff Sections requesting ORF will submit requests through their chain of command to the appropriate authority possessing ORF approval authority, IAW format shown at Appendix L and as outlined in the attached Letter of Instruction (LOI), Appendix J.

7. Mandatory Payment Method

Use of an ORF Government Purchase Card (GPC) is preferred:

a. Directorates/ORF users must establish a separate GPC for each ORF account to ensure accountability and transparency of ORF expenditures. The sole purpose of the ORF GPC will be to purchase ORF-approved goods and services. GPC policies and procedures apply to the .0012 limitation purchases the same as GPC procurement and fall within the auspices of the Federal Acquisition Regulation (FAR).

b. If a vendor doesn't accept a GPC, the requestor will need to go through 411th Contracting Support Brigade (CSB) to comply with their procedures for appointment as Field Ordering Officer (FOO) and related requirements for local procurement.

c. Those who host three or more ORF events a year must have their own internal ORF GPC holders, Billing Official (BO) and Alternate Billing Official (ABO). Those who host two or fewer ORF events a year must coordinate with USFK Comptroller's office to identify the appropriate USFK staff section to assist in facilitating the event.

Appendix A

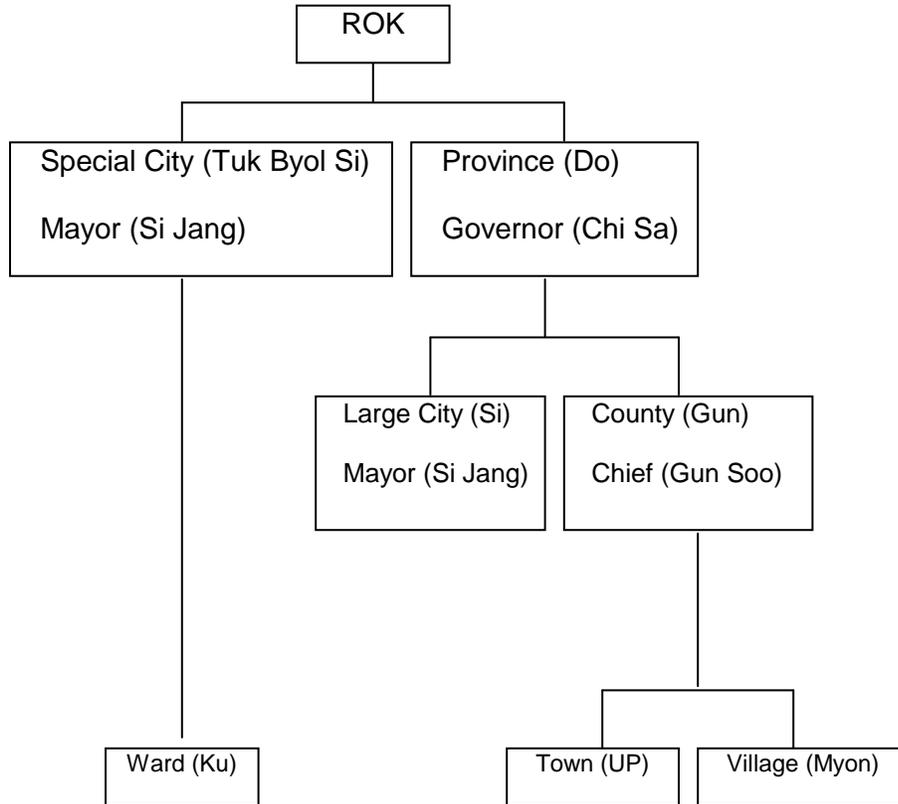
Delegation to Host Official USFK, CFC, and UNC Functions Using the SA ORF

IAW paragraph 5a, persons occupying the positions listed below are authorized to host official functions and to present gifts and mementos. No further delegation is authorized. AO approval must be obtained prior to each ORF event/expenditure.

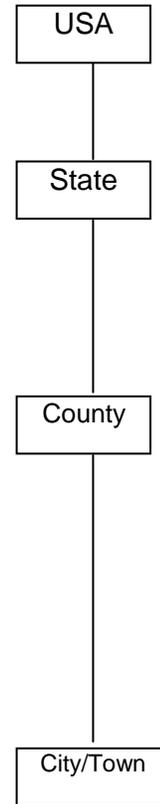
- a. Deputy Commander, USFK.
- b. Chief of Staff, USFK.
- c. Deputy Chief of Staff, USFK.
- d. Deputy Chief of Staff, Transformation.
- e. Director, C/J2.
- f. Director, C/J3.
- g. Director, C/J4.
- h. Director, C/J5.
- i. Director, J8.
- j. Secretary, UNCMAC.

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

ADMINISTRATIVE DIVISIONS OF THE REPUBLIC OF KOREA



US COUNTERPART



*For guide-line purposes only. The Staff Judge Advocate will determine whose ranks, position, or stature justifies official courtesies.

Appendix C
Sample Format for Appointing AO, USFK and CFC

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Maj Gen XXXXX, XXXXX X., Deputy Chief of Staff,
Headquarters, United States Forces, Korea

SUBJECT: Appointment as United States Forces Korea (USFK) and Combined Forces
Command (CFC), Approving Official (AO) for Official Representation Funds (ORF)

1. References:

- a. AR 37-47, 18 September 2012, Representation Funds of the Secretary of the Army.
- b. DODI 7250.13, 30 June 2009, Use of Appropriated Funds for Official Representation Purposes.

2. You are hereby appointed as the AO for USFK/CFC Official Representation Funds (ORF) allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulations and any supplementary guidance received from higher headquarters.

3. Your signature on the request for ORF Funds certify as to its correctness, propriety for payment, integrity and proper documentation of all expenditures. You will be thoroughly familiar with the contents of the above references as you may be held pecuniary liable for deficiencies subsequently noted during Army audit or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the Approving Official unless sooner revoked.

XXXXX X. XXXXXXXX
General, US Army
Commander

Appendix D
Sample Format for Appointing AO, UNC

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Maj Gen XXXXX, XXXX X., Deputy Chief of Staff, Headquarters,
United States Forces, Korea

SUBJECT: Appointment as United Nations Command (UNC), Approving Official (AO) for
Official Representation Funds (ORF)

1. References:

a. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 7201.01B, 20 December
2010, Combatant Commanders' Official Representation Funds.

b. DODI 7250.13, 30 June 2009, Use of Appropriated Funds for Official
Representation Purposes.

2. You are hereby appointed as the AO for the Joint Chief of Staff Official Representation
Funds (ORF) allocated to this headquarters. Pursuant to this appointment, you will
perform the duties prescribed in the referenced regulations and any supplementary
guidance received from higher headquarters.

3. Your signature on the request for ORF Funds certify as to its correctness, propriety for
payment, and availability of funds. You will be thoroughly familiar with the contents of the
above references as you may be held pecuniary liable for deficiencies subsequently noted
during Army audit or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the
Approving Official unless sooner revoked.

XXXXX X. XXXXXXXX
General, US Army
Commander

Appendix E
Sample Format for Appointing RFC, USFK and CFC

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Ms. XXXX, XXXXX, United States Forces Korea, J84 (Comptroller)

SUBJECT: Appointment as the Official Representation Funds (ORF) Primary Representation Fund Custodian (RFC) for United States Forces Korea (USFK) and Combined Forces Command (CFC)

1. References:

a. AR 37-47, 18 September 2012, Representation Funds of the Secretary of the Army.

b. DODI 7250.13, 30 June 2009, Use of Appropriated funds for Official Representation Purposes.

2. You are hereby appointed as the Primary RFC for USFK/CFC ORF allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulations and any supplementary guidance received from higher headquarters.

3. Your signature on the request for ORF certify as to its correctness, propriety for payment, and availability of funds. You will be thoroughly familiar with the contents of the above references as you may be held pecuniary liable for deficiencies subsequently noted during Army audit or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the Primary RFC unless sooner revoked.

XXXXX X. XXXXXXXX
General, U.S. Army
Commander

Appendix F
Sample Format for Appointing RFC, UNC

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Ms. XXXX, XXXXX, United States Forces Korea, J84 (Comptroller)

SUBJECT: Appointment as the Official Representation Funds (ORF) Primary Representation Fund Custodian (RFC) for United Nations Command (UNC)

1. References:

a. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 7201.01B, 20 December 2010, Combatant Commanders' Official Representation Funds.

b. DODI 7250.13, 30 June 2009, Use of Appropriated Funds for Official Representation Purposes.

2. You are hereby appointed as the Primary RFC for the Joint Chief of Staff ORF 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. Your signature on the request for ORF certify as to its correctness, propriety for payment, and availability of funds. You will be thoroughly familiar with the contents of the above references as you may be held pecuniary liable for deficiencies subsequently noted during Army audit or major command inspections.

4. This appointment will remain in effect during the period of your assignment as the Primary RFC unless sooner revoked.

XXXXX X. XXXXXXXX
General, U.S. Army
Commander

Appendix G
Sample Format for Delegation of Authority to Host ORF event

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Colonel XXXX X. XXXXX, Assistant Chief of Staff, USFK

SUBJECT: Appointment of Authority to Host Event with USFK ORF Funds

1. In compliance with Official Representation Funds of the Secretary of the Army, 18 September 2012, I authorize Colonel XXXX X. XXXXX to host a luncheon for (briefly describe the event including date and control number received from RFC in advance) funded with USFK official representation funds.
2. The purpose of this event is (briefly describe the purpose of the event, guests). All parties share our interest in maintaining and supporting the United States Forces Korea.
3. Point of contact for this memorandum is Ms. XXXX X. XXXX, DSN: XXX-XXX.

XXXXX X. XXXXXXXX
General, U.S. Army
Commander

Appendix H
Sample Format for Appointing Inventory Control Officer

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Mr. XXXXXX, XXXXX X. Protocol Officer, United States Forces Korea, Unit# 15237, APO AP 96205-5237

SUBJECT: Appointment as Inventory Control Officer

1. Reference AR 37-47, paragraph 3-3, 18 September 2012, Representation Funds of the Secretary of the Army.
2. You are hereby appointed as 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. Inventory of these items will not exceed a bona fide needs rule. Items will be inventoried and reconciled with inventory records semiannually and/or when custodianship of funds is transferred. Sub-vouchers showing the names, title, and the purpose of the issuance must support all inventory records.
4. This appointment will remain in effect during the period of your assignment as the Inventory Control Officer unless sooner revoked.

XXXXX X. XXXXXXXX
General, U.S. Army
Commander

Appendix I
Sample Format for Gift Presentations

(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, subparagraph 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 paragraph 2-4c, AR 37-47.

Presenter's Signature Block
LTG, USA
Commanding General

Appendix J

Letter of Instruction for Use of ORF

1. **PURPOSE:** This letter of instruction (LOI) provides references and sets forth procedures pertinent to the use of ORF.

2. **REFERENCES:**

- a. AR 37-47, 18 Sep 12, "Representation Funds of the Secretary of the Army"
- b. CJCSI 7201.01B, 20 Dec 10, "Combatant Commanders' Official Representation Funds"
- c. DODI 7250.13, 30 Jun 09, "Use of Appropriated Funds for Official Representation Purposes"

3. **APPLICABILITY AND SCOPE:** This LOI applies to all UNC/CFC/USFK Staff Directorates and any organization delegated authority to host ORF events on behalf of the Commander, USFK.

4. **PROCEDURES:**

a. **Requesting Office (RO):** Completes Section I of AK Form 37-47 and forwards it to the RFC for the review. The RFC verifies all requirements and funds availability and then issues the Document Control Number (DCN) to the RO. The RO inserts the DCN into the AK Form 37-47 and forwards the AK Form 37-47 to the Billing Official (BO).

b. **Required Documents:** DA Form 4843 (Guest/Attendance Sheet) annotated as "Estimated", Itemized cost breakdown or detailed quotation from the vendor.

c. **Estimation based on foreign currency:** RO must use the Fiscal Year (FY) Foreign Currency Budget Execution Rate to get the dollar estimation and annotate the original currency and FY budget execution rate on AK Form 37-47.

d. **Ratio of Authorized Guests:** In parties of fewer than 30 individuals, at least 20 percent of the invitees expected to attend should be authorized guests and members of their party. In parties of 30 or more individuals, at least 50 percent of the invitees expected to attend should be authorized guests and members of their party.

e. **ORF GPC BO:** Reviews the request for completeness, digitally signs and forwards to OJA for legal determination.

f. **OJA:** OJA reviews request to ensure that all requirements of governing regulations are met. Complete Section II of AK Form 37-47. Enter a brief synopsis of the legal review on the form and attach the full review. Digitally sign the form. If request is legally sufficient, submit to the AO. If legally insufficient, submit to AO with recommendations.

g. **AO Approval:** The AO verifies that the event is on the pre-approved list of ORF events. If pre-approved and no other issues exist, the AO digitally signs approving the event. If not pre-approved, the AO seeks approval from the Chief of Staff before signing to approve. The AO then forwards to the RFC for funds certification.

h. RFC Funds Certification: Reviews request for completeness. Verifies the previously assigned DCN with the ORF log. Completes Section V of AK Form 37-47. Digitally signs the form and submits the form to the RO for execution of ORF event.

5. Execution and Payment:

a. RO: After the event, RO contacts the appropriate ORF GPC holder immediately for the payment. Requesting office completes Section VII of AK Form 37-47 and forwards it to BO for the digital signature with the payment packet.

(1) Required Documents: All payment receipts and the finalized DA Form 4843 (Guest/Attendance Sheet). It must annotate as "Final" in remarks column.

(2) Payment Method: If payment was made by ORF GPC, submit the payment packet to the ORF GPC BO for approval. If payment was not made by ORF GPC, RO submits payment packet to the 176th Finance - Cashier Cage through USFK Comptroller office.

(3) Actual cost: If the actual cost of the event is more than 10% above the approved amount, RO must submit a new AK Form 37-47.

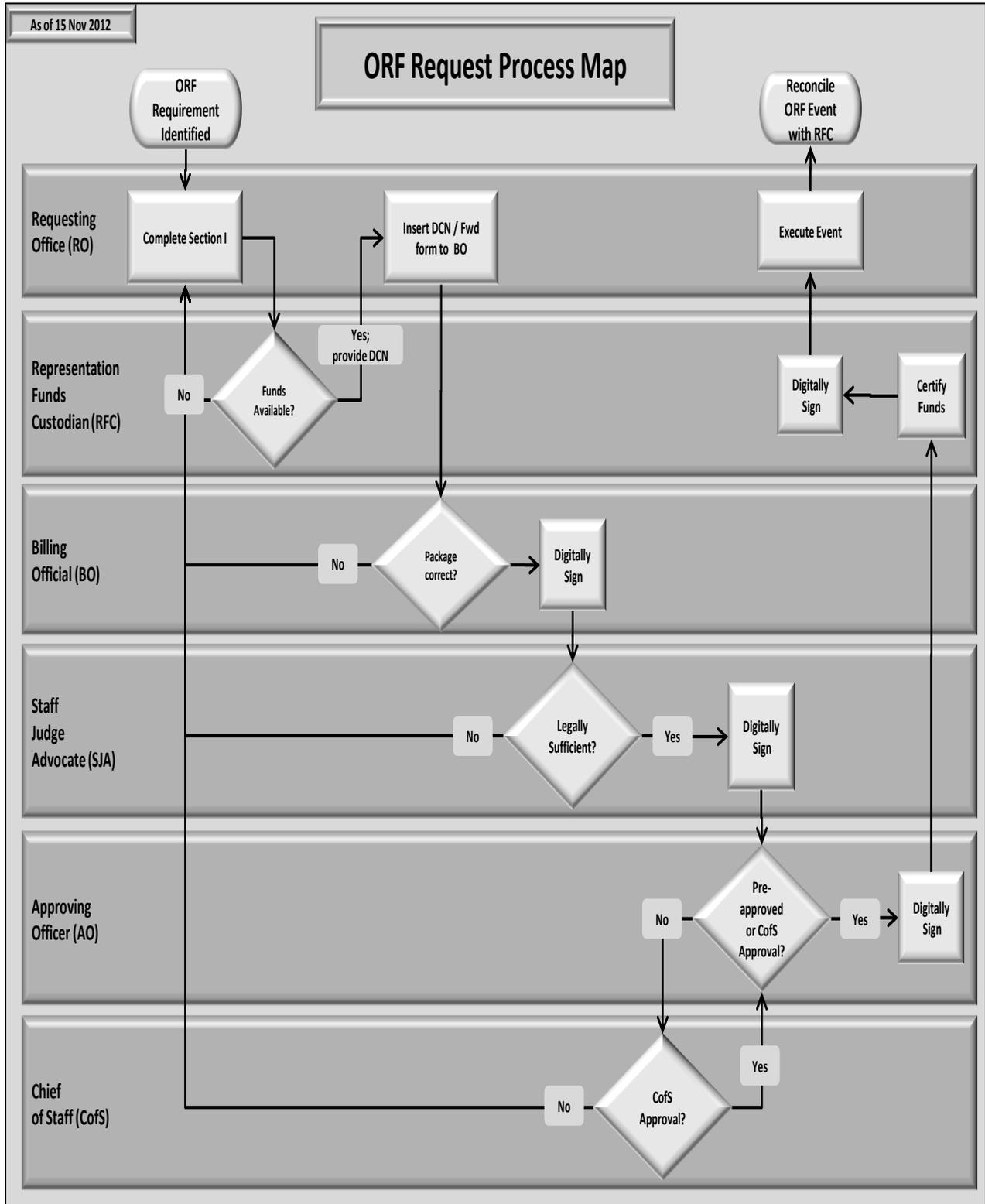
(4) Foreign Currency Payment: If there is a foreign currency payment, RO must annotate the original currency amount and actual exchange rate based on Access On Line (AXOL) transaction record on Section VII of AK form 37-47.

b. ORF GPC BO: Reviews payment packet and ensures that all receipts, final guest lists, and any other required documents are attached. Certifies the transaction in AXOL. Digitally signs the payment packet and submits it to the RFC for final processing. Maintains all packets with original receipts on file for 6 ½ years.

6. Monthly GPC Reconciliation: Each ORF GPC BO must submit GPC reconciliation status NLT 5 working days after the end of the billing cycle to the RFC to ensure each purchase is properly identified and actual expense is logged into the appropriate ORF Funds Control Ledger.

7. Programming ORF Events: All commands and staff directorates for UNC/CFC/USFK will identify known ORF events at the beginning of each fiscal year and submit through the USFK Comptroller to the Chief of Staff for pre-approval. Pre-approved ORF events can be approved by the AOs through the normal ORF request procedure. Short notice events or events which were not pre-approved require verbal or written approval from the Deputy Chief of Staff (DCoS) prior to the conduct of the event. RO must document the verbal approval in writing immediately thereafter as reasonable. **In no case will an event be conducted without prior approval.**

Appendix K
ORF Request Procedures



Appendix L
Sample of Electronic Request (AK Form 37-47) for ORF

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: USFK XXXX		2. SOURCE OF FUNDS: USFK
3. TYPE OF EVENT: Other Event (Explain): LUNCHEON		4. METHOD OF GPC HOLDER: Mr. XXXXXXXX ORF GPC: GPC ACCT #: XXXXXXXXXXXXXXXXXXXXXXXX
5. DATE/TIME OF EVENT: 13 Feb 2013 1130-1330		6. ORF RATIO - DOD GUESTS: 4 AUTH GUESTS: 4 [50% / 50%]
7. ESTIMATED COST: \$219.15		8. LOCATION OF EVENT: XXXXXX
9. HOST: GEN XXXXXXXX		10. HONOREES: MR. XXXXXXXX
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:		
(1) Input the detailed description and purpose of this event. (2) Input Foreign Currency Quote detail as necessary using the appropriate Fiscal Year Foreign Currency Exchange Rate Example: KRW 240,000 (Quote) / W1,095.1635 = \$219.15 JPY 50,000 (Quote) / Y82.4035 = \$606.77 Note: You can input the Foreign Currency Quote with the Itemized Expected Expense file. (3) Input the justification for late submission no prior than 10 working days.		
<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. 		
13. ATTACHMENTS:		14. BILLING OFFICIAL OR REQUESTOR SIGNATURE:
<input checked="" type="checkbox"/> DA FORM 4843-R <input checked="" type="checkbox"/> QUOTES/SOLE SOURCE JUSTIFICATION <input checked="" type="checkbox"/> OTHER: APPT AUTH MEMO & ITEMIZED EXPECTED EXPENSE Attach Files View Attachments		 Click to Approve DATE: _____ 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.		

Sample of Electronic Request (AK Form 37-47) for ORF-Continued.

REQUEST FOR ORF FUNDS (Cont.) (AK Pam 37.47)		
SECTION III - TO BE COMPLETED BY THE HOSTING OFFICIAL (IF REQUIRED)		
NOT REQUIRED		
SECTION V - TO BE COMPLETED BY THE APPROVING AUTHORITY		
1. THIS EVENT IS APPROVED. ▼		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p style="margin: 0;">View Attachments</p> </div> <div style="width: 55%;"> <p style="margin: 0;">2. APPROVING OFFICIAL SIGNATURE:</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin: 5px 0;"></div> <p style="font-size: small; text-align: right; margin: 0;">Click to Sign</p> <p style="margin: 0;">TELEPHONE: <input style="width: 80%;" type="text"/></p> <p style="margin: 0; text-align: right;">DATE <input style="width: 100px;" type="text"/></p> </div> </div>		
SECTION V - TO BE COMPLETED BY RESOURCE MANAGEMENT		
1. FUNDS ARE CERTIFIED AND AVAILABLE. ▼		
2. REMARKS		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p style="margin: 0;">3. RM SIGNATURE:</p> <div style="border: 1px solid gray; width: 100%; height: 20px; margin: 5px 0;"></div> <p style="font-size: small; text-align: right; margin: 0;">Click to Sign</p> <p style="margin: 0;">TELEPHONE: <input style="width: 80%;" type="text"/></p> <p style="margin: 0; text-align: right;">DATE <input style="width: 100px;" type="text"/></p> </div> </div>		
SECTION VII - TO BE COMPLETED BY THE PAYING OFFICIAL		
1. REQUEST FINAL PAYMENT. ▼		
2. ACTUAL COST: \$228.62		
3. METHOD OF PAYMENT: ORF GPC ▼		
4. NAME/ACCT ORF GPC: MS. XXXXX, XXXXX		
5. VENDOR INFORMATION:		
NAME: XXXXX FLOWER SHOP		
POC: XXXXX		
ADDRESS: XXXXXX, XXXXXX		
TELEPHONE/FAX #: XXX-XXXX		
6. LISTING OF RECEIPTS:		
VENDOR	DATE OF PAYMENT	AMOUNT
XXXXX FLOWER SHOP	10 FEB 2013	\$228.62
KRW 240,000 (RATE 1049.7614)		

Appendix M
Sample of Estimated DA Form 4843, Guest/Attendance Sheet

GUEST/ATTENDANCE SHEET					
For use of this form, see AR 37-47; the proponent is OAASA.					
EVENT	DATE	TIME			
USFK XXXXXX	15 December 2013	1130-1330			
HOST	IN HONOR OF				
GEN XXXXXXXXX	Mr. XXXXXX				
PLACE	DRESS				
Hartell House, Yongsan Garrison Seoul Korea	Appropriate civilian attire				
MENU					
REMARKS	RATIO	NUMBER	PERCENTAGE		
Estimated Guest List	Authorized Guests	4	50 %		
	DOD	4	50 %		
	Total	8	100 %		
	Number of personnel attending other than guests and host (self paying)	0			
NAME	TITLE/POSITION	DOD	AUTHORIZED GUESTS	REMARKS	
GEN XXXXXXX, XXXX	XXXXXXXXXXXXX	x			
BG XXXXXXX, XXXX	XXXXXXXXXXXXX	x			
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXXX	x			
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXXX	x			
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x		
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x		
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x		
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x		

Appendix N
Sample of Final DA Form 4843, Guest/Attendance Sheet

GUEST/ATTENDANCE SHEET				
For use of this form, see AR 37-47; the proponent is OAASA.				
EVENT	DATE	TIME		
USFK XXXXXXX	15 December 2013	1130-1330		
HOST	IN HONOR OF			
GEN XXXXXXXXX	Mr. XXXXXXX			
PLACE	DRESS			
Hartell House, Yongsan Garrison Seoul Korea	Appropriate civilian attire			
MENU				
REMARKS Final Guest List	RATIO	NUMBER	PERCENTAGE	
	Authorized Guests	4	50 %	
	DOD	4	50 %	
	Total	8	100 %	
	Number of personnel attending other than guests and host (self paying)		0	
NAME	TITLE/POSITION	DOD	AUTHORIZED GUESTS	REMARKS
GEN XXXXXXX, XXXX	XXXXXXXXXXXXX	x		
BG XXXXXXX, XXXX	XXXXXXXXXXXXX	x		
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXXX	x		
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXXX	x		
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x	
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x	
Mr. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x	
Mrs. XXXXXXXXX, XXXX	XXXXXXXXXXXXX		x	

Appendix O
Sample of Itemized Cost Breakdown and Quotation from Vendor

Itemized Expected Expense			
Event Purpose:	Refreshment for Reception		
Date:	10 December 2012		
# of Attendees:	10		
Menu	Unit Price	Quantity	Estimated Cost
20 Assorted Sliced Fresh Fruits	\$ 3.00	20	\$ 60.00
2 Assorted Cookies / Dz.	\$ 2.00	17	\$ 34.00
1 Freshly Brewed Coffee / per gal.	\$ 22.50	1	\$ 22.50
Ice Water	\$ 1.00	10	\$ 10.00
Menu Total			\$ 126.50
Service Charge			\$ 28.00
Total:			\$ 154.50
Cost Estimate Per Person			\$ 15.45

	<i>Dragon Hill Lodge, Seoul Korea</i>	01-31-13 16:06	
Business Block Name: CPP Subcommittee Luncheon - BB ID 2005497			
Arrival:			
Departure:			
Pro Forma Invoice			
Qty	Curr.	Unit Price	Total
Wednesday, 27 February 2013			
Plated Lunch - Event ID 2086374			
Salad	8	USD	72.00
New York Steak (BA)	8	USD	256.00
Iced Tea, Coffee or Soda Drink	8	USD	19.20
Summary by Revenue Type			
Banquet Beverage		USD	19.20
Banquet Food		USD	328.00
Estimated Total		USD	347.20
		Service Charge to be added at 15%	52.08
		Total	399.28
Estimated Due		USD	399.28

Appendix P
Prohibited Use of ORF

IAW paragraph 2-10, AR 37-47, the list below are unauthorized uses of ORF.

- a. Meals and refreshments for U.S. Government employees in connection with routine interagency or intra-agency working meetings.
- b. Receptions and similar expenses in connection with ceremonies for the retirement of DOD personnel, change of command, or activation, establishment, deactivation, or disestablishment of a command or agency.
- c. Gifts to DOD personnel. However, DOD organizations may purchase mementos for presentation to DOD officials listed in paragraph 2-3b(2), AR 37-47 (page 4).
- d. Personal items for a guest that, under normal circumstances, the guest would be expected to purchase.
- e. Gifts or flowers to be presented by the authorized guests.
- f. Recreation activities, such as golfing, boating, and skiing.
- g. Expenses normally considered a personal obligation, such as the purchase of flowers to mark a purely personal occasion, such as a dignitary's birthday, anniversary, or birth of a baby.
- h. Holiday or greeting cards, postage, or business cards.
- i. Membership fees or dues.
- j. Repair, maintenance, and renovation projects to enhance the appearance of DOD facilities.
- k. Classified projects for intelligence purposes.
- l. Any portion of any event that is eligible for sponsorship with MWR funds; however, the expense of authorized guests may be paid with ORF.
- m. Labor or gratuities to Government personnel for services rendered while performing their official duty.

Glossary
Abbreviations

AASA	Administrative Assistant to the Secretary of the Army
ABO	Alternate Billing Official
ACofS	Assistant Chief of Staff
AO	Approving Officer
AxOL (U.S Bank)	Access On Line
AR	Army Regulation
ASA	Assistant Secretary of the Army
BO	Billing Official
CFC	Combined Forces Command
CoS	Chief of Staff
DA	Department of the Army
DCN	Document Control Number
DCoS	Deputy Chief of Staff
DOD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
FAR	Federal Acquisition Regulation
FM	Financial Management
FOO	Field Ordering Officer
GO	General Officer
GS	General Schedule
HA	Headquarters Activity Division (ORF Analyst reside in this office)
HQDA	Headquarters Department of the Army
OJA	Office of the Judge Advocate
ORF	Official Representation Funds

PAO	Public Affairs Office
RO	Requesting Office
RFC	Representation Fund Custodian
RM	Resource Management
ROK	Republic of Korea
SA	Secretary of the Army
SCJS	Secretary of the Combined and Joint Staff
SES	Senior Executive Service
U.S.	United States (of America)
UNC	United Nations Command
USFK	United States Forces Korea