

Official Representation Funds (ORF)

Key References: SECNAVINST 7042.7J, SECNAVINST 7042.14A (foreign dignitary visits), DoDD 7250.13, 10 U.S.C. § 127

Key Concepts

- Used only to maintain the standing and prestige of the U.S. by extending official courtesies on behalf of U.S. Government.
- Specifically authorized or advance written approval from SECNAV.
- Includes hosting of official functions and presenting command mementos for or in honor of dignitaries, officials and prominent citizens.
- **Authorized Guests:**¹
 - Distinguished citizens, military officers, and foreign government officials.
 - Prominent Federal (non-DoD), State, and local government officials (e.g., members of the cabinet, members of professional staff of Congress, governors, mayors, and citizens' committees).
 - Distinguished and prominent citizens who have made substantial contribution to the Nation or DoD, or who are recognized leaders in their fields, and on certain occasions members of the news media.
 - Military and civilian personnel associated with Foreign Warship vessels on official visits to U.S. ports or U.S. vessels on official visits to foreign ports.
 - High-ranking DoD officials² on official visits to field activities (outside D.C. and only official hosted functions).
- **Scope of Function:** Scope of function should be held to minimum and commensurate with occasion.³ Functions must meet certain non-DoD guest ratios. Less than 30 persons = at least 20% non-DOD; 30 persons or more = at least 50% non-DOD.⁴
- **Gifts and mementos:** Gifts/mementos must have a command or official theme and not be personal in nature. Aggregate cost of gift and mementos presented by DOD Official to an authorized guest may not exceed \$305. Currently, mementos presented to high-ranking DOD officials on official visits to field activities are limited to value of less than \$40.00.⁵
- **Spouse use:** Cannot be used for functions in honor of spouses or for spouse gifts.⁶

¹ Most common mistake is to extend ORF courtesies to unauthorized individuals.

² See enclosure (1) of SECNAVINST 7042.7J (e.g., SECNAV, CNO, VCNO, CJCS).

³ In the absence of a specific policy from a sub-holder (e.g., CFFC, CPF, CNE) adherence to the OPNAV policy is a recommended practice. CNO ORF guidelines: official dinner \$50 per person and official luncheon \$25 per person (exception for overseas per diem rates).

⁴ Unless different ratio authorized, DoD personnel in excess of ratios may attend by paying pro rata share of total expense. Spouses of non-DOD officials are counted as part of non-DoD ratio.

⁵ ORF instruction (SECNAVINST 7042.7J) is undergoing revision. Anticipate \$ limit of approximately \$40.00 per memento for all recipients.

⁶ A narrow exception exists for SECDEF, SECNAV, CJCS, CNO, and CMC that allows their spouses to host functions and give gifts to foreign visitors.