DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT # 15716
APO AP 96271-5716

REPLY TO ATTENTION OF:

IMKO-AC-RMB

2 9 JUN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area III Support Activity Policy Memorandum #70, Use of .0012 Official Representation Funds

1. **REFERENCES**:

a. DoD Directive 7250.13, Official Representation Funds, 17 Feb 04.

b. AR 37-47, Representation Funds of the Secretary of the Army, 12 Mar 04.

c. USFK Reg 360-4, Community Relations, 30 Aug 02.

d. Eighth U.S. Army Pam 37-47, Contingency Funds of the Secretary of the Army, 5 Jun 95.

e. Memorandum CFSC, subject: Good Neighbor Program Policy letter, 17 Jan 03.

2. **PURPOSE**: To establish responsibility, policy and procedures for preparing and submitting requests for the use of .0012 funds.

3. **APPLICABILITY**: This policy applies to all organizational elements of Area III Support Activity.

4. **GENERAL**: Official Representation Funds (ORF), [.0012 limitation] are authorized for use in maintaining the standing and prestige of the United States by extending official courtesies to certain U.S. and foreign dignitaries, citizen committees and prominent local officials/citizens who make a substantial contribution to the nation, DoD, the Army and, Area III's, primary mission. This includes hosting official functions at modest cost.

a. The Area III Commander has authority to approve the use of ORF. The Certifying and Approving Official (CAO) is delegated to the Deputy Commander. All requests for the use of ORF will be submitted to the CAO in the format provided at enclosure 1.

b. ORF can be used for community relations programs such as Korean-American Friendship Council (KAFC), People-to-People and meetings with ROK Government/City officials and prominent members of the community. Events must focus on community issues, improvements or relations. All costs will be kept to the absolute minimum required.

c. Good neighbor event policy (reference 1f) is not necessary event that qualify for ORF funding. This policy specifically addresses programs that can be established at no cost.

d. Guest Ratio Requirements. When hosting ORF events or functions the appropriate ratio of DoD personnel (including spouses) to authorized guests will be observed.

(1) For parties of less than 30 persons, 20 percent of the official guest list must be authorized guests and members of their party. A ratio of one authorized guest to four DoD personnel (reference 1a, para 2-5(1)). For planning purposes a guest cannot be an employee of USFK. This includes union representatives and Korean nationals employed by USFK, these individuals are considered DoD guests.

(2) For parties of 30 or more individuals, at least 50 percent of the official guest list should be authorized guests and members of their party.

(3) If cited ratios are not met, those DoD personnel identified as excess may still attend, but at individual expense. Example: ***An official guest has 25 people and requires a 20 percent ratio. Three people on the list are Authorized Guests. By applying the one to four ratio only 12 DoD personnel may be funded with ORF. These fifteen individuals comprise 60 percent of the total permissible cost. The remaining 40 percent cost would be a pro rata share or as divided among the remaining ten DoD guests.***

e. Invitation List. A complete list with names and titles of invited guests must be included with every request. Upon completion of the event, this list is revised to reflect actual attendees, certified {by the project officer}, and submitted with payment request. DA Form 4843-R (guest Attendee Sheet), enclosure 2, will be used.

f. Change of Command Ceremonies. ORF will not be used for change of command or retirement ceremonies for DoD personnel. However, ORF can be used for receptions sponsored by new commanders for the purpose of meeting local dignitaries and government officials.

g. ORF funding is limited and subject to annual auditing, to reduce the potential for any conflict it is my intent is to:

(1) Avoid repetitive and reciprocal events/functions.

(2) Minimize alcohol consumption. Two drinks per meal is the established guideline. In my decision to approve funds, the ratio of food to alcohol in both cost and quantity will be a decisive factor. Modest costs are acceptable; however, ORF will not be approved for any event or function ***that can be perceived*** as a happy hour, cocktail party or similar event.

(3) Consolidate events when possible.

(4) Reduce, or limit, the number of DoD personnel at official functions to those minimally required.

(5) Scheduled events should focus on luncheons as opposed to dinners. Luncheons normally cost less and savings can be used toward additional events.

(6) Avoid elaborate or unnecessary expense for items such as ice carvings, customized cakes or table flower arrangements.

h. Gifts: ORF can be used to purchase gifts, mementos, or other tokens for presentation to authorized guests in connection with official courtesies.

(1) The dollar limitation for gift purchase cannot exceed $285.00 per individual (reference 1a).

(2) Mementos (coins, lapel pins and paperweights) may be purchased in bulk and cannot include the presenting official's name. This limitation does not prohibit specific inscribing or engraving of a single item individually selected for a certain presentation or occasion (reference 1b para 2-9, c). Mementos will cost less than $40.00 per item.

(3) ORF will not be used for the presentation of gifts or mementos, of any kind, to DoD personnel.

(4) A modest inventory of gift items and mementos is permissible and will be maintained by the program manager. Items will be inventoried semiannually or upon change in responsibility.

(5) Inventories will be supported with sub vouchers depicting a date of issue, title, name and purpose of each presentation.

5. **SPECIFIC POLICY**: All requests for .0012 funding will be coordinated through the program manager (Public Affairs Officer) and submitted to the RFC a minimum of 14 workdays prior to the date of proposed function.

a. The RFC will review documentation for completeness and compliance with regulatory requirement and forward to SJA for legal review.

b. Upon receipt of SJA review the RFC will prepare a memorandum for CAO final approval or disapproval as required.

c. Within 10 days, of the executed event, the program manager will comply with the following procedures and submit all documentation to the RFC.

(1) Prepare a Standard Form 1034, Voucher for Public Purchases and Other Than Personal. The dollar amount entered on the form will be the actual contract cost that cannot exceed the approved amount.

(2) Original copy all of all receipts/contracts that must display the vendor name, date and cost (by item) of services received.

(3) The actual attendance roster for the event that has been certified by the project officer.

d. Deputy to the Commander, Area III, is the CAO for all .0012 fund requests. **Under no circumstances will contractual agreements be entered into or obligations incurred prior to written approval**. I expect all managers of .0012 funds to act in the best interest of the United States Army, IMA-KORO and Area III.

2 Encls
1. Memo, Req for Official Rep Funds
2. DA Form 4843

MICHAEL J. TALIENTO, JR
COL, AV
Commanding

DISTRIBUTION:
A

FORMAT FOR REQUEST OF OFFICIAL REPRESENTATION FUNDS
Letterhead Stationary)

(Office Symbol)
MEMORANDUM FOR COMMANDER

SUBJECT: Request for Official Representation Funds

1. Request the use of .0012 funding in support of the following:

a. Nature of function: Luncheon // Dinner (or other type of function to be funded from .0012 funds such as University Goodwill Ambassadors).

b. Date and Time:

c. Location: Night watch, Cp Humphreys // Sam Yong Kalbi House, Pyongtaek

d. Purpose: Promote continued goodwill through official courtesies

e. Host: Col, (Name), Commander, Area III

f. Honoree: Honorable (name) Mayor Pyongtaek, Esteemed (name), Professor (Name), Sumteeg Tul Urn University

g. Justification: Cp Humphreys expansion will increase US presence in this province. Meetings with // local officials // leading student body // to discuss progress and ally the citizenry // future city leaders // is paramount to the successful re-stationing of USFK forces and harmony of presence.

h. Cost: $125.00 See Menu / Contract attached as enclosure #1.

i. Guest list Encl: Twenty personnel (xxUS / xx KN) see enclosure #2.

j. Payee: MWR, Night watch club. Sam Yong Kalbi House: Requires bank name, mailing address and routing number, with account number.

2. The POC is (name) at (telephone).

Signature Block, CAO
Deputy to the Commander

GUEST/ATTENDANCE SHEET

For use of this form, see AR 37-47; the proponent is OAASA.

EVENT	DATE	TIME
HOST	IN HONOR OF	
PLACE	DRESS	

MENU

REMARKS

RATIO	NUMBER	PERCENTAGE
Authorized Guests		%
DOD		%
Total		%
Number of personnel attending other than guests and host *(self paying)*		

NAME	TITLE/POSITION	DOD	AUTHORIZED GUESTS	REMARKS

DA FORM 4843, APR 04 EDITION OF DA FORM 4843-R, MAY 96 IS OBSOLETE. APD V1.00

Encl 2