

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 65-603
AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

30 DECEMBER 1998

Financial Management

**OFFICIAL REPRESENTATION
FUNDS-GUIDANCE AND PROCEDURES**

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFI 65-603/AETC Sup 1,
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Certified by: HQ AETC/FMF (Lt Col P. Flanagan)
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AFI 65-603, 1 November 1997, is supplemented as follows:

NOTE: This supplement provides specific guidance regarding the use of official representation funds (ORF) within AETC and strengthens the internal controls outlined in the basic AFI. It applies to all AETC organizations (tenant or host) that have been issued ORFs. A bar in the left margin (|) indicates information updated since the last edition.

1.2. AETC activities should structure guest lists for the events described in paragraphs 1.2.1 or 1.2.2 of the basic AFI based on historical acceptance rates of invited guests for the type event. For example, if historical data for an annual event indicates 50 non-DoD civilians were invited but only 30 non-DoD civilians actually attended, the current guest list for DoD invitees should be based on the 30 non-DoD civilians who actually attended in previous years. This makes it extremely important to maintain well documented pre-event and post-event guest lists. **NOTE:** When circumstances cause minor deviations to the ratios prescribed in paragraphs 1.2.1 and 1.2.2 of the basic AFI, the report submitted to HQ AETC/FMF must be footnoted with an explanation of the reasons for exceeding the ratios.

7.1. The comptroller may issue an AF Form 616, **Fund Cite Authorization**, or AF Form 4009, **Government Purchase Card Fund Cite Authorization**, in lieu of certifying fund availability on each request.

7.2. Approval procedures for AETC funds requests are as follows:

7.2.1. The base public affairs (PA) office (HQ AETC/CCP for HQ AETC) will prepare a request for approval of the use of ORF for each event. The form of approval must be written and provided to the accounting liaison office through financial analysis (FMA) in advance of incurring any obligation for the

event. A locally developed form, memorandum, AF Form 9, **Request for Purchase**, or equivalent document may be used as the approving document as long as all the required information is provided. (See **Attachment 1 (Added)**, this supplement, for a sample AF Form 9.)

7.2.2. Any authorized procurement method is allowed, but the desired method should be coordinated with contracting. To the extent possible, use new simplified procurement methods such as the international merchant purchase authorization card (IMPAC). If IMPAC is used, establish a separate account to track expenditures for the ORF program element code (PEC).

7.2.3. When appropriate, the base PA office (HQ AETC/CCP for the HQ AETC) will ensure invoices are furnished to the operating location (OPLOC) on receipt. Record all refreshments and memento inventory increases and decreases on perpetual inventory records at the time of purchase or issue. See **Attachment 2 (Added)** and **Attachment 3 (Added)**, this supplement, for sample formats for refreshment and memento perpetual inventories, respectively. (These sample formats are shown on AF Form 3132—a general purpose form.)

7.2.4. The OPLOC will ensure the retained copy of each payment voucher includes the following attachments: (**NOTE:** If IMPAC is the method of procurement, attach all supporting documentation to the statement of account certified by the approving official.)

7.2.4.1. Approved funds request (a copy).

7.2.4.2. Proposed guest list by position (title) and category (a copy).

7.2.4.3. Actual attendance list by position (title) and category (a copy).

7.2.4.4. Invoices (a copy).

7.2.4.5. Receiving report (an original). The receipt and acceptance block of the SF 1449, **Solicitation/Contract/Order for Commercial Item**, must be signed if the item is procured in this manner.

7.2.5. Following each event requiring the use of ORFs, the base PA office (HQ AETC/CCP for HQ AETC) will provide the accounting liaison office a list of key guests of honor who attended the event (by position rather than by name) and the number of guests who attended.

7.4. (Added) Specific AETC funding responsibilities are as follows:

7.4.1. The base PA office and base protocol office, in coordination with the base FMA, will prepare and submit the annual funding request to HQ AETC/PA no later than 15 February each year. (Base PA offices should use chapter 12 and Table 12.1 of the Commander's Guide to Special Morale and Welfare [SM&W] and Related Expenditures as a planning aid for determining the proper funds to use for an event.) HQ AETC/PA will review and validate the request and submit the annual projected requirements to HQ AETC/FMA no later than 15 April each year. HQ AETC/FMA will incorporate the requirements into the HQ AETC Financial Plan.

7.4.2. HQ AETC/CCP will submit the annual funding request to HQ AETC/FMA for the HQ AETC (OBAN 10) with an information copy to HQ AETC/PA. In conjunction with HQ AETC/FMA, HQ AETC/PA will develop total command requirements to be included in the HQ AETC Financial Plan.

7.4.3. In coordination with HQ AETC/PA, HQ AETC/FMA will issue an approved annual funding program to each base or activity based on inputs received.

7.4.4. Requests for increases to the approved program will be prepared by the base PA office and sent to the base FMA. The base FMA, in turn, will request additional funds from HQ AETC/FMA.

7.4.5. HQ AETC/PA and HQ AETC/FM will review the request for additional funds and approve or disapprove the request based on fund availability within ORF limits established by Headquarters, Air Force. If the request is approved, HQ AETC/FMA will advise the base FMA and issue additional funds.

11.2.2. Accounting errors, replacement checks, etc., will be reported as "Other Expenditures." Record the dollar amount in column F and total in column G. Explain the amount reported in column F in an addendum. When corrected (reversed), the corresponding credit will also be reported as "Other Expenditures." This will ensure grand totals reported in column G agree with Block 1 for the reporting period.

11.2.4. Bases will send separate quarterly reports for each fiscal year to HQ AETC/FMF. Reports are due by the 15th workday following the end of the reporting period. Negative reports are required.

11.2.5. The base accounting liaison office may use AETC automated ORF reporting procedures.

11.2.6. If corrections are required after signed reports have been distributed to the headquarters, they must be reaccomplished. Annotate "Corrected Report" at the top of the first page. Corrected reports must be signed by the commander or vice commander, and pen and ink changes must be initialed. The use of "whiteout" or correction tape is not authorized.

Attachment 1 (Added)

SAMPLE AF FORM 9, REQUEST FOR PURCHASE

REQUEST FOR PURCHASE				NO. 6140	
INSTALLATION 14 Flying Training Wing, Columbus AFB, Ms. 39701-5000				DATE 11 Oct 95	
TO: CONTRACTING OFFICER 14 SPT Gp/LGC				CLASS	
THROUGH 14 FTW/PA				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.	
FROM: (insert RC/CC, if applicable) 14 FTW/PA					
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR 14 FTW/PA		FOR DELIVERY TO N/A		NOT LATER THAN 15 Oct 95	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
	Purpose of event: Annual Salute to Columbus Civic Leaders Date and Place: 27 Oct 95; Columbus Officers Open Mess Guest of Honor: Mayor Robert J. Jones Councilman John D Smith State Senator Martha B. Whiten (See attached guest list for other civic leaders) Attendance: USAF 11 Total 100			\$	\$
001	Food, Beverage, and Service cost: Salad, entree, and beverage	100		8.50	850.00
002	Other expenses: Flower arrangements	003		15.00	45.00
				TOTAL	\$ 895.00
PURPOSE Annual Community Relations dinner for Columbus civic leaders					
DATE	TYPED NAME AND GRADE OF REQUESTING OFFICIAL	SIGNATURE			
15 Oct 95	ROBERT R. BRIGHT, CAPT, USAF PUBLIC AFFAIRS OFFICER	TELEPHONE NO. 5555/5556			
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL	SIGNATURE			
16 Oct 95	NICK P. ARDILLO, COLONEL, USAF				
<i>I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.</i>					
ACCOUNTING CLASSIFICATION				AMOUNT	0.00
				\$	
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL	SIGNATURE			

AF FORM 9, MAR 77 (EF)

Attachment 2 (Added)

SAMPLE REFRESHMENT INVENTORY

Refreshments		Month (1)			Fiscal Yr (2)		
Date of Purchase (3)	Refreshment Description (4)	On-Hand Before (5)	Purchases (6)	Total Available (7)	Issued (8)	On-Hand After (9)	Cost (10)
	Instructions:						
	(1) Place the month of the inventory record in this space.						
	(2) Insert the fiscal year.						
	(3) Self-explanatory.						
	(4) Example: Cutty Sark, J. W. Dant, soft drinks (brand name), etc.						
	(5) Actual count of items on hand before purchase or issue.						
	(6) Record the number of items purchased (by description).						
	(7) Add column 4 & 5 to get the total available.						
	(8) Record the number of items issued (by description).						
	(9) Column 6 less column 7.						
	(10) Record the total cost of purchase.						
	(11) Total of all items #8.						
	Total Refreshments on Hand						

Attachment 3 (Added)

SAMPLE MEMENTO PERPETUAL INVENTORY RECORD

MEMENTO PERPETUAL INVENTORY RECORD				Month (1)		Fiscal Year (2)	
Date of Transaction (3)	Item Description Given to (4)	On-Hand (5)	Purchased (6)	Issued (7)	Balance On-Hand (8)	Unit Cost (9)	Total Cost (10)
	Instructions:						
	(1) Place the month of the inventory record here.						
	(2) Self-explanatory.						
	(3) Record the date of the transaction (purchase or issued).						
	(4) Provide a description of item purchased or presented. For presentations, also provide the name of the recipient.						
	(5) This is the beginning balance (by item description).						
	(6) Record the number of items purchased (by description).						
	(7) Record the number of items presented (by description).						
	(8) Balance on hand -- column 5 plus column 6, minus column 7.						
	(9) Record the unit cost of items purchased (by description).						
	(10) Record the total cost of purchase.						

AF FORM 3132, MAY 83 (EF)

PREVIOUS EDITION WILL BE USED.

GENERAL PURPOSE (11 X 8-1/2")

J. ROBERT ADAMS, Colonel, USAF
Comptroller