

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 65-603

**AIR FORCE RESERVE COMMAND
Supplement 1**

7 August 1998

Financial Management

**OFFICIAL REPRESENTATION FUNDS—
GUIDANCE AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFRC LAN InfoBase and Subordinate unit InfoBases. If you lack access, go to the HQ AFRC WWW site at: <http://www.wrbfs01.afrc.af.mil/scsi>.

OPR: HQ AFRC/PA (Col Ralph L. Francis)
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65-603/AFRES Sup, 22 March 1996

Certified by: HQ AFRC/FM (Col Edward S. Jones)
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This supplement implements and extends the guidance of Air Force Instructions (AFI) 65-603, 1 November 1997. The AFI is published word-for-word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

(AFRC) This revision incorporates the procedures formerly in AFI 65-603/AFRES Supplement 1, 22 Mar 96, and aligns our supplement with current instructions within AFI 65-603.

3.5. (Added) Official Representation Funds (ORFs) cannot be used to pay for hosting Reserve unit participants and, or their spouses. They will use personal funds to participate in official functions. ORFs can be used for authorized civilians, as well as visiting/authorized DOD guests, and visiting foreign nationals. Excluding host reserve participants, the ratios for civilian and visiting/authorized DOD and foreign guests must be observed in paragraph 1.2.1. and 1.2.2.

4.1. (Added) A memento may be presented to the senior guest as a remembrance of an official function. Examples include, but are not limited to plaques, aircraft models, and paintings. Request to purchase these mementos individually for the official function.

4.2. (Added) A memento may be presented to each authorized guest as a remembrance of an official function. Examples include, but are not limited to, a unit coin, a unit cap, or a photo of the group participating in the official function (employer day, orientation flight, etc.) Request to purchase these mementos for the official function.

5.8. (Added) Expenses for food, beverages, and lodging associated with civic leader tours.

5.9. (Added) Ethnic and holiday observances (See AFI 65-601, volume 1).

5.10. (Added) Hosting Reserve unit participants and, or their spouses.

7.4. (Added) (HQ AFRC Only) When expenditures are expected, according to DFAS-DER 7000-4, HQ AFRC/FMAPH submits documentation to WR-ALC/FMFABA to establish a miscellaneous obligation reimbursement document (MORD). Documentation is to be in letter form requesting obligation be established and contain essentially the same information shown in Attachment 1, Same Request for ORFs. HQ AFRC/PA, with HQ AFRC/FM coordination authorizes, in writing, the expenditures for functions conducted by subordinate units.

8.3. (Added) Gifts and mementos purchased with ORFs for an official function in bulk must have internal controls to properly and accurately account for inventory. The unit commander appoints an inventory custodian and alternate by letter that must be forwarded to HQ AFRC/PAB. In addition, an impartial person (not a representative of PA, FM, or IG), appointed by the commander, must conduct an annual physical inventory of gifts and mementos. A copy of the inventory log, signed by the impartial auditor, must be forwarded to HQ AFRC/PAC by COB 30 Sep each fiscal year. The inventory log must include the name and title of the memento recipient, date and location of presentation, and who made the presentation. The inventory must be secured.

9.3. (Added) HQ AFRC/PA, with HQ AFRC/FM coordination, approves the use of ORFs, acts as an advisor, and makes recommendations to AFRC/CV/CS concerning allocation of ORF. Units must have written authorization from HQ AFRC/PA/FM prior to the expenditure of funds for an authorized event. When an AFRC unit considers it beneficial to co-sponsor a community relations function with another activity of the Air Force or other military service, the policy established in the basic instruction concerning use of ORF applies.

9.4. (Added) (HQ AFRC only) HQ AFRC/PA, with HQ AFRC/FM coordination, establishes and approves the AFRC annual program for ORF. Funds are apportioned for functions hosted by AFRC/CC or CV. The CS is the office of primary responsibility for approval of official entertainment functions. Submit DD Form 577, **Signature Card**, to WR-ALC/FMFABA, through HQ AFRC/FMAPH, according to DFAS-DE 7010-R. This card is kept on file in the financial services office (FSO) and designates the certifying official, correctness of statements, facts, accounts, and amounts appearing on a voucher or other documents, when certified. HQ AFRC/FM apportions funds for functions hosted by HQ USAF/RE and HQ ARPC.

9.5. (Added) The unit hosting the function:

9.5.1. Submits complete requests for funds and requests for payment. See attachment 1 and attachment 2, Sample Request for ORF and Sample Request for Payment, respectively.

9.5.2. Submit requests for payment within 10 working days after the official function.

9.5.3. Obtains and submits original invoices/receipts with name, address, and description of item, date of purchase, quantity, cost per item, and total cost. If there are multiple receipts, make request for payment to commander or PAO for reimbursement. If one provider or service is used, that is, Officers' Club, you may request payment to the one service/provider.

9.6. (Added) Ensure all instructions are followed. If not, commanders are held personally responsible for any costs associated with the official function, without being reimbursed.

11. (HQ AFRC only) HQ AFRC/FMF prepares and submits quarterly reports.

Attachment 1 (Added)

SAMPLE REQUEST FOR ORFS

(Date)

MEMORANDUM FOR HQ AFRC/PAC

ATTENTION: MS. NAULT

FROM: 349 AW/CC

520 Waldron Street

Travis AFB CA 95652-1154

SUBJECT: Request for Official Representation Funds

1. Request Official Representation Funds in the amount of \$250 be approved to purchase food items **(must give a category of expenditure)** for an Employer Appreciation Day Luncheon on 19 Sep 98. The following information is provided in accordance with AFI 65-603 and AFRC Supplement thereto.

2. DATE OF FUNCTION: 18 Sep 98

3. LOCATION: Officers' Open Mess **(Must have complete address)**

135 Waldron Street

Travis AFB CA 94535-2123

4. PURPOSE AND TYPE OF FUNCTION: Employer Appreciation Day Luncheon

5. PROPOSED INVITATION/GUEST LIST: (See attached)

a. Visiting DOD/Foreign National Guests: 4

b. Non-DOD Guests: 50

c. Hosting Unit: 20 **All 349 AW attendees will use personal funds to pay for their lunch. (Must have the above statement)**

d. Total Invited Guests: 74

e. Guest of Honor: Mr. Joe West, Vice President of XYZ, Fairfield, CA

f. Host: Brig Gen John Doe, 349 AW/CC

6. ESTIMATED COST: \$250

7. My POC is Mr. Jim Smith, 349 AW/PA, at DSN 837-3936.

//signed// (Must be signed by the commander)

JOHN DOE, Brig Gen, USAFR

Commander

PROPOSED GUEST LIST

Event: Employer Appreciation Day Luncheon -- 18 Sep 98

VISITING DOD/FOREIGN NATIONAL GUESTS

Total: 4 **The following guests qualify for ORFs expenditures.**

- 1. Maj Gen Robert A. McIntosh (1)
AFRC/CC, Pentagon, Washington DC
- 2. Air Commodore William Johnson (1)
Controller of Reserve Forces, United Kingdom
- 3. Col and Mrs. James Jones (2)
15 AF/ADO, Travis AFB CA (active-duty DOD guest)

NON-DOD

Total: 22 **The following guests qualify for ORFs expenditures.**

- 1. Mr. Joe West (1)
Vice President, XYZ
Fairfield CA

2. Mr. and Mrs. Keith Smith (2)
CEO, ABC Inc.
Fairfield CA

3. Mr. Wayne Black (1)
Distribution Manager, The Fudge Co.
Vacaville CA

DOD

Total: 46 (All 349 AW attendees will use personal funds to pay for their lunch.)

1. Brig Gen John Doe (1)
349 AW/CC

2. Mr Jim Smith (1)
TSgt 349 AW/PA

3. Tom Hill (1)
Loadmaster, 708 AS (349 AW is parent wing)

Attachment 2 (Added)

SAMPLE REQUEST FOR PAYMENT

(Date)

MEMORANDUM FOR HQ AFRC/PAC

ATTENTION: MS. NAULT

FROM: 349 AW/CC

520 Waldron Street

Travis AFB CA 95652-1154

SUBJECT: Request for Payment of Official Representation Funds

1. Request Official Representation Funds be paid for the Employer Appreciation Day Luncheon indicated below. The following information is provided in accordance with AFI 65-603 and AFRC Supplement thereto:

CERTIFICATION OF EXPENDITURES FOR AUTHORIZED OFFICIAL FUNCTIONS

I certify that the itemized costs properly chargeable to Operation and Maintenance Official Representation Funds, applicable to the official function described below, were necessary in the interests of the United States and the United States Air Force.

2. DATE OF FUNCTION: 18 Sep 98

3. LOCATION:Officers' Open Mess (Must have complete address)

1135 Waldron Street

Travis AFB CA 94535-2123

4. PURPOSE AND TYPE OF FUNCTION: Employer Appreciation Day Luncheon

5. ATTENDEE GUEST LISTS: See Attached

- a. Visiting DOD/Foreign National Attendees: 4
- b. Non-DOD Attendees: 22
- c. DOD Attendees: 20 (**349 AW attendees used personal funds for their lunch.**)
- d. Total Attendees: 46
- e. Guest of Honor: Mr. Joe West, Vice President, XYZ, Fairfield CA

6. PAYEE: Make check for \$210 payable to: Mr. Jim Smith

349 AW/PA (Must have complete address.)

520 Waldron Street

Travis AFB CA 94535-2123

(Payee is Commander, Public Affairs Officer, or a single place of business (e.g., Officers' Open Mess, 135 Waldron St., Travis AFB CA 94535-2123) Do NOT request checks be made out to multiple payees. If more than one individual or organization provided a product or service, request one check be made out to either the commander or public affairs officer, who will make payment to the others. In all cases, the payee's complete mailing address must be provided.)

7. COSTS: (State clearly specific costs)

(\$7 X 4 = \$28) for Visiting DOD/Foreign National Attendees

(\$7 X 22 = \$154) for Non-DOD Attendees

(\$7 X 4 = \$28) for Forget-Me-Not-Florist (table decorations)

Subtotal: \$210 using ORFs

(\$7 X 20 = \$140) for DOD. 349 AW attendees paid for their
lunch IAW with Policy Change,
dated 26 Sep 94

Total: \$350

8. My POC is Mr. Jim Smith, 349 AW/PA, at DSN 837-3936.

//signed// **(Must be signed by the Commander)**

JOHN DOE, Brig Gen, USAFR

Commander

Attachments:

1. Original Invoices/Receipts

2. Attendee Lists

(Separate Lists for Visiting DOD/Foreign National, Non-DOD, and Unit DOD Attendees)

(SUBMIT GUEST LIST OF ACTUAL ATTENDEES USING SAME FORMAT AS PROPOSED GUEST LIST)

DAVID R. SMITH, Maj Gen, USAF
Commander