



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 7042.1

C 181/p

10 Apr 91

MARINE CORPS BASE ORDER 7042.1 w/Ch1 aCh 2

From: Commanding General
To: Distribution List

Subj: OFFICIAL REPRESENTATION FUND

Ref: (a) SECNAVINST 7042.7H
(b) MCO 7042.4C

Encl: (1) Categories of Authorized Guests or Visitors
(2) Sample Format for Requesting Official Representation Funds

1. Purpose. To define policies and procedures applicable to using and administering "Official Representation Funds" (ORF's) per the references.

2. Cancellation. MCCDCO 7042.119.

3. Effective Date. 1 January 1991.

4. Summary of Revision. This Order was completely revised and should be reviewed in its entirety.

5. Background. Each year the Marine Corps Combat Development Command (MCCDC) is required to officially host a variety of visitors and guests. Appropriated funds are provided on a fiscal year basis in limited amounts to defray the costs of these official visits.

6. Policy. It is the policy of this Command that official representation authorizations will be used to maintain the standing and prestige of the U.S. Marine Corps by extending official courtesies to certain officials and dignitaries of the U.S. and foreign countries, including the hosting of official functions. Inherent in the receipt of official representation authorizations will be the authority to extend official courtesies on behalf of the U.S. Marine Corps and to host official functions as the occasion may warrant. Official representation functions will be in keeping with propriety as dictated by the occasion. Such functions will be conducted on a modest basis with the guest list held to a minimum.

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7. Information

a. Sources of Funds. The CMC is a subprogram manager in administering appropriated ORF's within the program's budget established by the Secretary of the Navy and recommends amounts to be allocated to designated Marine Corps commands and activities. The Comptroller of the Navy issues an annual Resource Authorization to the Commanding General, MCCDC based on the recommendations of the CMC. Use of these funds is approved only by the Commanding General, MCCDC. The references establish policies and procedures for the use of ORF's.

b. Categories of Guests or Visitors. Only expenditures for or in honor of the individuals listed in enclosure (1) are reimbursable from ORF's.

c. Attendance at Functions

* (1) At entertainment functions where ORF's are used, an appropriate ratio (including spouses) of non-DoD guests to DoD personnel will be observed. This requirement does not apply to those functions honoring the officials listed in enclosure (1), paragraph 1a. At all other functions, however, when attendance is less than 30 persons, at least 20 percent must be non-DoD guests. At functions of 30 persons or more, at least 50 percent must be non-DoD guests. Additionally, as specific occasions warrant, different ratios may be authorized by the AAUSN, CNO or CMC, as deemed appropriate.

(2) DoD personnel in excess of the ratios above may attend functions by paying a pro rata share of the total expense. Such attendance will be recorded as a separate part of the official guest list furnished for the event.

(3) For DoD personnel attending entertainment functions who are receiving per diem or reimbursement for actual expenses while on authorized official travel, the Command representative will collect an appropriate amount from each to reduce the ORF cost of the function. The amount to be collected at functions where meals are served is the approved proportionate amount allowed for the meal under current per diem rates (see Part II of Appendices B and D of the DoD Joint Travel Regulations) or the actual cost of the meal, if less. Such funds will be deposited with the organization providing the meal. No collections will be required at receptions where only hors d'oeuvres are served or for entertainment in honor of the DoD officials listed in enclosure (1), paragraph 1a. Vouchers will be annotated to show the number of persons from whom collections were made. These DoD personnel should be included in the total number of DoD personnel attending the function.

* d. Gifts and Mementos. ORF's may be used to purchase gifts or mementos with a Command or official theme if they are purchased for

use in official ceremonies, dedications, and functions. Presentation should be generally confined to individuals listed in enclosure (1), paragraph 1b, categories (1) through (3). Under no circumstances should they ever be presented to DoD officials or personnel. If a memento is engraved, the inscription will include "presented on behalf of the United States" or "Department of the Navy, United States Marine Corps" preceding the name and title of the presenting official. The name of the presenting official will never be used alone. The price of such mementos will not exceed \$260. Purchase of such mementos will require the approval of the Commanding General, MCCDC. Flowers or wreaths may be laid at foreign national shrines or monuments. For protocol purposes only, flowers may be presented at funerals of foreign officials or rare instances when it would be in the best interest of the U.S. In all cases, when items are presented within authority, a complete record must be maintained to include the name of the recipient and the reason for the presentation.

e. Expenditures Not to be Incurred

(1) ORF's are not to be used to pay expenses that are legally chargeable to another appropriation which could bring embarrassment or adverse criticism to the Command. If in doubt, request clarification or an exception from the Commanding General and/or the Director, Comptroller Division.

(2) To ensure that ORF's will only be used as intended, obligations or expenditures will not be incurred for:

(a) Materials, services, travel, per diem, or entertainment which may properly be charged to other programs or appropriations, such as, but not limited to, the Military Assistance Program, Latin American Cooperation Fund, or Marine Corps operation and maintenance funds.

(b) Any form of greeting cards, invitations, place cards, calling cards, or other printed matter, including photographs, except for foreign very important persons (VIP's) under the Foreign VIP Visit Program.

(c) Any item of a personal nature for guests, such as floral corsages, parking, coat check fees, or souvenirs and expenditures that the Command is normally expected to assume as a personal obligation, such as membership fees, dues, or the cost of personal guests or dependents other than their spouses at official functions.

(d) Payments for labor or gratuities to members of the Armed Forces or employees of the Government for services performed in connection with official functions.

(e) Entertainment in connection with recruiting unless it otherwise complies with this Order.

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(f) Expenses in connection with military or civilian meetings, conferences, seminars, conventions, or working groups, except for minimal entertainment expenses in honor of foreign or non-DoD guests when the function is attended either by military personnel at or above the rank of brigadier general level (colonel or rare instances when the circumstances warrant) or their civilian equivalents or when approved by the CMC, as appropriate.

(g) Expenses in connection with performance awards or change of command and retirement ceremonies for DoD personnel.

(h) Classified projects or intelligence purposes.

(i) Any expense not specifically authorized in this Order unless advance written approval is granted by CMC.

* f. Requests for Use of Funds. Requests for use of funds will be in letter form and will be forwarded to the Commanding General, MCCDC (Protocol) for approval no less than five working days prior to the event. Events will be assigned a control number (i.e., ORF1, ORF2, etc.) and approved or disapproved by return endorsement to the OIC of the command sponsoring the event. The approving endorsement will indicate the maximum amount authorized for the requested event. Should the cost of entertainment exceed the authorized amount, the designated host may be billed for the excess amount.

8. Action

* a. Commanding General, Marine Corps Base; Commanding General, Education Command/President, Marine Corps University; and Commanding General, Training and Education Command

(1) Assist in developing projects of anticipated requirements within areas of cognizance as required.

(2) Be prepared to host visitors as may be designated.

(3) Ensure proper documentation is provided to the Commanding General, MCCDC (Protocol Officer) in conjunction with each visit in a timely manner. (See enclosure (2)).

(4) Disseminate the contents of this Order to personnel under your cognizance who are involved in the use of subject funds.

* (5) Should an occasion arise which necessitates a deviation from this Order, approval in each instance must be obtained from the Commanding General, MCCDC (Protocol) as far in advance as practical and no less than 5 working days prior to the event.

* b. Director, Marine Corps Community Services Division

(1) Provide such support as may be required to host events for official representation.

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(2) Ensure that charges incurred for authorized events are computed to include the normal profit margin assigned to similar private parties.

(3) Ensure that documentation of expenses incurred is provided in a timely manner.

(4) Ensure that gratuities are not paid to active duty Marines who may on occasion be involved in providing support for official functions.

c. Protocol Officer Commanding General, MCCDC

(1) Coordinate, in conjunction with the Director, Comptroller Division, the estimates of requirements for the subject fund.

(2) Maintain a numbered control log of events scheduled which require expenditures of subject funds in conjunction with a memorandum record of expenditures reflecting the balance of funds subject to quarterly reconciliations.

(3) Coordinate the collection of documentation (bills) and prepare a letter report with expense vouchers to the Director, Comptroller Division (C 181) reporting funds expended for each event by the seventh of each month. Negative verbal reports are required.

(4) Coordinate, in conjunction with the Military Secretary, such other support that may be required to accommodate official representation visits.

d. Director, Comptroller Division

(1) Coordinate in conjunction with the Protocol Officer, Commanding General, MCCDC funding requirements as may be required for subject fund.

(2) Maintain official command records of the fund and perform reporting requirements as may be required.

(3) Review cost incurred to ensure proper use of subject fund and perform a review/reconciliation of the memorandum records held by the Aide-de-Camp, Commanding General, MCCDC no less than quarterly.



C. N. PASTINO
By direction

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UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

MCBO 7042.1 Ch 1

C 181/k

19 Apr 95

MARINE CORPS BASE ORDER 7042.1 Ch 1

From: Commanding General
To: Distribution List

Subj: OFFICIAL REPRESENTATION FUND

1. Purpose. To direct pen changes to the basic Order.
2. Action
 - a. Paragraphs 7f and 8a(5), second and third lines, respectively, after "MCCDC" add the word "(Protocol)."
 - b. Paragraph 8a, change the title line to read as follows:
"Commander. Marine Corps Base; President. Marine Corps University; and Director, Training and Education Division"
 - c. Paragraphs 8a(3), 8c, 8d(1), and 8d(3) change "Aide-de-Camp" to read "Protocol Officer" each time it appears.
 - d. Enclosure (2), in the "To:" line, change '@Aide-de-Camp' to read "Protocol Officer."
3. Final Instructions. File this Change transmittal immediately following the signature page of the basic Order.

M. C. BUNTON
By direction

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 7042.1 Ch 2
B 181

5 DEC 2000

MARINE CORPS BASE ORDER 7042.1 Ch 2

From: Commanding General
To: Distribution List

Subj: OFFICIAL REPRESENTATION FUND

Encl: (1) New page inserts to MCBO 7042.1

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove pages 2, 3, 4, and enclosure (2) and replace with the corresponding pages in the enclosure hereto.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of Change 1 of the basic Order.


E. CAVAZOS, JR.
Chief of Staff

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CATEGORIES OF AUTHORIZED GUESTS OR VISITORS

Guests or visitors who qualify as authorized subjects for official representation funds (ORF's) are listed below. While not all inclusive, this categorization includes all but the most unusual situations which can be processed on an exception basis. Normally, expenditures will be made as follows:

1. ORF'S

a. DoD Officials limited to:

(1) Office of the Secretary of Defense

Secretary of Defense and Deputy Secretary of Defense
 Under Secretaries of Defense
 Assistant Secretaries of Defense
 Comptroller of the DoD
 General Counsel, DoD
 Inspector General, DoD
 Assistants to the Secretary of Defense

(2) Joint Chiefs of Staff

Chairman, Joint Chiefs of Staff
 Vice Chairman, Joint Chiefs of Staff
 Unified and Specified Commanders
 Deputy Commander-in-Chief, Europe

(3) Military Departments

Secretaries, Under Secretaries and Assistant Secretaries of the Military Departments
 Chiefs and Vice Chiefs of Staff of the Army and Air Force
 Chief and Vice Chief of Naval Operations
 Commandant and Assistant Commandant of the Marine Corps

(4) Defense Agencies

Directors, Defense Agencies

(5) President, Uniformed Services University of the Health Sciences

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b. Other Guests and Visitors

(1) Distinguished citizens, military officers, and government officials of foreign countries. The rank, position, function, or stature of the individuals must clearly justify use of these funds.

(2) Prominent federal (non-DOD), state, and local government officials, such as, but not limited to, members of the cabinet, members and professional staff of Congress, governors, mayors, and citizens' committees.

(3) Distinguished and prominent citizens who have made a substantial contribution to the Nation or the **DoD** or who are recognized leaders in their fields of expertise, and members of the news media.

(4) Military and civilian personnel associated with foreign vessels on official visits to U.S. ports or when U.S. vessels are on official visits to foreign ports.

(5) Those military and civilian officials of the **DoD** listed in paragraph 1a above when they are on official visits outside the Washington, DC area. Functions in honor of **DoD** personnel held within the Washington, DC, area or held anywhere in honor of **DoD** personnel not listed in paragraph 1a above will not be funded with **ORF's**.

ENCLOSURE (1)

MCBO 7042.1
10 Apr 91

SAMPLE FORMAT FOR REQUESTING OFFICIAL
REPRESENTATION FUNDS

ORGANIZATIONAL HEADING

7042
(Originator Code)
(Date)

From:
To: Commanding General, Marine Corps Combat Development
Command (Attn: Protocol Officer)
Via:

Subj: REQUEST FOR OFFICIAL REPRESENTATION FUNDS

* Ref: (a) MCBO 7042.1

1. Per the reference, the following request for funds is submitted:
 - a. Date -
 - b. Host
 - c. Place -
 - d. Senior DoD Official - Enter full name and title.
 - e. Honored Guest(s) - Enter full name and title of all guests.
 - f. Type Entertainment - Luncheon, dinner, coffee, etc.
 - g. Reason for Entertainment - (i.e., purpose of visit to MCCDC by honored guest(s), graduation, reception, etc.)
 - h. Total Number of Attendees - (including guest(s); as appropriate, indicate the number of military and civilian members of DoD.)
 - i. Number of DoD Attending -
 - j. Number of Non-DoD Attending -
 - k. Estimated Cost - Provide a breakdown of expenses.
 - l. Mementos - Provide a breakdown of mementos.

/SIGNATURE/

ENCLOSURE (2)
Ch 2 (5 DEC 2000)