

Point Paper

Subject: Use of Representation (.0012) Funds (Ethics Paper #00-03)

1. Purpose: To summarize the use of .0012 funds in extending official courtesies to authorized guests.

2. Discussion Points:

- AR 37-47 establishes Army policy on the use of representation (.0012) funds in extending “official courtesies” to “authorized guests.”
- Official courtesies occur when hosting authorized guests and are aimed at maintaining the standing and prestige of the U.S. at home and abroad.
- There are three categories of authorized guests:
 - Foreign citizens whose rank, position or function justify official entertainment.
 - Federal, state or local government officials, and national or regional dignitaries, citizens, committees.
 - Prominent citizens who make a substantial contribution to DOD or to the Army's primary mission. This latter category includes those who are recognized leaders in their fields of expertise.
- These funds may be used for meals, entertainment, and for gifts or mementos except in the case of DOD personnel. Only select DOD personnel are authorized official courtesies when on official business. (See AR 37-47, paragraph 2-4f).
- The use of .0012 funds for events involving authorized guests and DOD (host) personnel are subject to required ratios. For parties of less than 30 people, at least 20% of the invitees must be authorized guests. For parties of 30 people or more, at least 50% of the invitees must qualify as authorized guests to fund the event with .0012 funds.
- The expenditure of .0012 funds must be approved in advance. The retroactive approval of .0012 funds in hosting an event is limited to the Sec Army and his designee (the Administrative Assistant to Sec Army).