

MEMORANDUM FOR [Approving official]

SUBJECT: Official Representation Funds, Delegation of Authority

Within the Office of the **Chaplain**, authority and responsibility relating to official representation funds is delegated to **Brian Michael Frost**. The [identify position] is hereby delegated authority to

[include or exclude the following as determined by the ORF authority]:

[Approve ORF expenditures not exceeding \$X,XXX for events qualifying for ORF funding pursuant to DoD Instruction 7250.13. This authority [may/may not] be further delegated [if re-delegable, limit such re-delegation to no lower than GO/FO/SES].]

[Host and attend ORF events in the absence of [identify ORF authority]]. This authority [may/may not] be further delegated [if re-delegable, limit such re-delegation to no lower than GS-15/0-6].]

[Designate hosts of ORF events when [ORF authority and delegate] are not able to host and attend.]

available

[Sign requests for ORF on behalf of [identify ORF authority]]. This authority [may/may not] be further delegated [if re-delegable, limit such re-delegation to no lower than GO/FO/SES or to the individual acting "or performing the duties of a vacant SES/GO/FO position].]

Attachments:

[Signature block of ORF authority or official delegated authority to sign ORF requests]