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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 9050.1A

Effective Date:
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Request Notification of Change (NASA Only)

Subject: Official Representational Fund w/Changes 1 - 5 (Revalidated 05/10/2012)

Responsible Office: Office of the Administrator

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [ALL](#)

Chapter 1. Responsibility

1.1 AUTHORITY TO APPROVE THE USE OF THE OFFICIAL REPRESENTATIONAL FUND

The Chief of Staff, or designee, has the authority to approve the use of the Official Representational Fund (ORF).

1.2 REQUESTS FOR USE

All requests for use of the ORF shall be submitted by an Official-in-Charge (OIC) of a Headquarters Office or a Center Director. The requesting official is responsible for the requirements stated in section 2.1 of this NPR when requesting use of the ORF.

1.3 ADMINISTRATIVE RESPONSIBILITIES

1.3.1 The Chief of Staff is responsible for providing management oversight, control of funds, recording expenditures, guidance, advice, and resolution of issues between requesting offices and the Administrative Officer for the Office of the Administrator that cannot be resolved otherwise.

1.3.2 The Headquarters Chief Financial Officer (CFO), Office of Headquarters Operations, is responsible for budget allocation and review. The Headquarters Accounting Operations component of the GSFC Regional Finance Office (RFO) is responsible for the administrative control, accounting, and disbursing of the ORF.

1.3.3 The General Counsel is responsible for reviewing requests for which a question exists regarding the legal propriety of using the ORF for the requested purpose.

1.4 SEMIANNUAL OFFICIAL REPRESENTATIONAL FUND STATUS REPORT

1.4.1 The RFO will prepare a semiannual ORF Status Report and submit it through the

Headquarters CFO, to the Administrative Officer, Chief of Staff, and the Administrator for information.

1.4.2 Reports will be submitted to the Headquarters Correspondence Management Office for forwarding to the Office of the Administrator in accordance with NPR 1450.10, NASA Correspondence Management and Communications Standards and Style. (Reference Chapter 1, Managing and Controlling Mail and Communications, section 1.1, Communications Addressed to the Principals of the Office of the Administrator, and Appendix A., Administrator's Correspondence Preparation and Control.)

1.5 ACCOUNTS AND RECORDS

1.5.1 The RFO will record charges to the ORF against the relevant NASA appropriation which provides funds.

1.5.2 The RFO will maintain a memorandum account for these charges and the files of all supporting documents and records.

| [TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) |
[ALL](#) |

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