

ADMINISTRATOR'S OFFICIAL RECEPTION AND REPRESENTATION FUND



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Immediate Office of the Administrator

THIS PAGE INTENTIONALLY LEFT BLANK

NNSA ADMINISTRATOR'S OFFICIAL RECEPTION AND REPRESENTATION FUND

1. PURPOSE. To establish National Nuclear Security Administration (NNSA) policy and procedures on the use of the NNSA Administrator's Official Reception and Representation Fund (R&R Fund).
2. AUTHORITY.
 - a. NNSA's directives program is established pursuant to 50 United States Code (U.S.C.) 2402(d). This law gives the Administrator authority to establish NNSA-specific policies, unless disapproved by the Secretary.
 - b. Through its annual Appropriations Acts, Congress authorizes NNSA to use a portion of its Federal Salaries and Expenses funding for official reception and representation expenses and establishes a dollar limit on these expenses.
3. CANCELLATION. NNSA Policy (NAP) 140.1, *NNSA Administrator's Official Reception and Representation Fund*, dated 02-15-08.
4. APPLICABILITY.
 - a. Federal. Applies to all NNSA federal elements.
 - b. Contractors. Does not apply to contractors.
 - c. Equivalencies/Exemptions.
 - (1) Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 United States Code (U.S.C.) sections 2406 and 2511, and to ensure consistency throughout the joint Navy/Department of Energy (DOE) Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
 - (2) Exemption. None.
5. SUMMARY OF CHANGES. General policy update and reassignment of Office of Primary Interest from the NNSA Office of Management and Budget to NNSA Executive Secretariat.
6. BACKGROUND. The R&R Fund is composed of appropriated funds to be used for official reception and representation activities. Such activities are intended to increase cooperation with foreign governments and public/private organizations, and to fund expenses incurred in connection with official agency events that are typically

characterized by a mixed ceremonial, social and/or business purpose and hosted in a formal sense by the Administrator or the Principal Deputy Administrator.

7. REQUIREMENTS.

a. General Policy.

- (1) R&R funding is used to host official receptions, dinners, and similar events; purchase gifts for official engagements; and fund expenses incurred in connection with official agency organizational events that are typically characterized by a mixed ceremonial, social and/or business purpose.
- (2) The Administrator, Principal Deputy Administrator, or Chief of Staff must authorize R&R funding expenditures prior to their obligation or use. NNSA employees who expend R&R funds without prior authorization may be held personally liable for the expenditure.
- (3) R&R funding is ordinarily the primary resource for funding various mission and business-related activities to improve NNSA working relationships, reputation, and image with other federal agencies, foreign governments, and public and private stakeholders. For such activities to warrant the use of R&R funding, they must:
 - (a) Be hosted by the Administrator or Principal Deputy Administrator;
 - (b) Serve the objective of representing NNSA's official work; and
 - (c) Promote interests relevant to the lawful mission of NNSA.

In some instances, they must also:

- (d) Promote the interest of a U.S. diplomatic mission of the United States, when requested by the U.S. Department of State's Deputy Chief of Mission (DCM) at a U.S. Embassy; and/or
 - (e) Promote NNSA interests at a U.S. diplomatic mission, when requested by a Director of a DOE/NNSA International Office for an event sanctioned by the U.S. Department of State's DCM (or Minister Counselor for Administrative Affairs, in the absence of the DCM) at a U.S. mission.
- (4) R&R funding is available to support official events hosted in a formal sense for the below high-level officials:
 - (a) Civilian or military dignitaries and foreign government officials;

- (b) Senior U.S. Government officials;
 - (c) Dignitaries and senior officials of State and local governments; or
 - (e) Other distinguished and prominent individuals (including, but not limited to, retired or former civilian or military officials) who have made substantial contributions to NNSA.
 - (5) As a rule, R&R funding may not be used to pay for the cost of meals for NNSA employees at their official duty stations, nor can it be used to provide food or refreshments at intra-government work sessions or routine business meetings (even if held outside of normal working hours). However, provided neither of the above two scenarios applies, R&R funding may be used to pay the costs of meals or light refreshments for NNSA employees at events that involve representation of NNSA to other Federal agencies, foreign governments, and/or public and private stakeholders if both below requirements are met. If the event occurs while employee is on travel, Government meals provided must be noted on the travel voucher.
 - (a) The Administrator or Principal Deputy Administrator is present and participating in the event. For overseas activities, the Director of a DOE/NNSA International Office, who represents the Administrator, must be present and personally participate in such events; and
 - (b) NNSA employees have a principal role in the event.
 - (6) If permitted by the language in the applicable appropriations acts, R&R funds not obligated and expended may be carried over into the next fiscal year, subject to any statutory limitations.
- c. Use of R&R funding for purchasing gifts.
- (1) Every effort shall be made to limit the provision of gifts using representation funds in connection with only high-level activities that are clearly representational in nature.
 - (2) R&R funding may be used to purchase diplomatic gifts given by the Administrator or Principal Deputy Administrator for representational purposes.
 - (3) R&R funding may also be used to purchase token gifts that have no appreciable economic value but constitute a memento of the NNSA mission or goals (see paragraph 9(b)).
 - (4) Gifts will be ordered and inventoried through the NNSA Protocol Officer. See exception noted in paragraph 7b(5) below.

- (5) The Directors of DOE/NNSA International Offices overseas must purchase gifts that are clearly representational in nature and present them in-person to foreign government officials on behalf of the Administrator or Principal Deputy Administrator at high-level events. Such gifts may be purchased in the host country with advance approval from the Administrator or Principal Deputy Administrator. Gifts purchased by a DOE/NNSA International Office Director must be a token gift (see 9. Definitions: b).
- (6) Individual diplomatic gifts given by the Administrator or Principal Deputy Administrator must not exceed the minimal value in accordance with 22 U.S.C. 2694 and 5 U.S.C. 7342(a)(5). To ensure costs are kept to a minimum, and in accordance with the restrictions on minimal value described above, recommended gift values by position are as follows:
 - (a) Individual diplomatic gifts given by the Administrator or Principal Deputy Administrator should not cost more than \$225.
 - (b) Cabinet and sub-cabinet or equivalent officials – between \$51 and \$225;
 - (c) Deputy Assistant Secretaries, Ministers, Diplomatic Corp Officials – between \$21 and \$50; and
 - (d) Special Assistants, Host Country Executives, Support Staff – under \$20.
- (7) During any fiscal year, no more than \$20 may be spent on token gifts for any one recipient.

c. Use of R&R Funding for Official Organizational Events.

- (1) R&R funding may be used to fund light refreshments and token gifts in connection with official organizational events that contribute to the overall morale and welfare of NNSA employees.
- (2) Events typically are characterized by a mixed ceremonial, social and/or business purpose, and hosted in a formal sense by the Administrator and/or Principal Deputy Administrator. Annual or special events include an official program, ceremonial remarks and recognition made by the Administrator or their designee. Examples of organizational events include annual awards ceremonies and agency birthday or anniversary celebrations.
- (3) Expenditures must be conservative and in the best interest of NNSA, and the event must be open to all personnel at all grade levels.

d. Prohibitions.

- (1) R&R funding must not be used for purely social and personal events; it must be used for official reception and representation activities.
- (2) R&R funding must not be used for entertainment in connection with an unauthorized activity.
- (3) Events that are not related to NNSA official mission or business purposes must not be charged to the R&R Fund.
- (4) R&R funding must not be commingled with, or supplemented by, funds from any other appropriation for any official function, including the purchase of gifts.
- (5) NNSA must not use appropriated program funds to purchase or pay contractors for gifts, meals, or receptions for foreign and domestic participants in U.S. Government-sponsored cooperative activities under an international agreement.
- (6) Appropriated funds, except those from the *Emergencies in the Diplomatic and Consular Service* account of the Department of State, must not be used to purchase any tangible gift of more than minimal value (as that term is defined in 10 CFR 1050.103) for any foreign individual unless approved by Congress.
- (7) R&R funding must not be used to provide food or refreshments at intra-government work sessions or routine business meetings, even if held outside normal working hours.

8. RESPONSIBILITIES.

- a. NNSA Administrator. Authorizes expenditure of R&R funding.
- b. NNSA Principal Deputy Administrator. Authorizes expenditure of R&R funding.
- c. NNSA Chief of Staff.
 - (1) Authorizes expenditure of R&R funding in absence of the Administrator and Principal Deputy Administrator.
 - (2) Provides oversight of the expenditure of the R&R Fund.
 - (3) Ensures internal controls are established to monitor the usage of the R&R Fund.

- d. NNSA Office of the General Counsel. Reviews all R&R funding requests for compliance with this NAP.
- e. NNSA Protocol Officer.
 - (1) Receives and reviews requests for use of R&R funding to pay for an expense for an official mission or business-related event or to purchase a gift.
 - (2) Coordinates with the Associate Administrator for Management and Budget to complete DOE F 1500.4, "Request and Authorization for Expenditure of Office Reception and Representation Expenses," for each expenditure from the R&R Fund.
 - (3) Prepares a decision memorandum for the use of R&R funding and obtains approval from the Administrator, Principal Deputy Administrator, or Chief of Staff.
 - (4) Orders and inventories diplomatic and token gifts paid for from the R&R Fund.
 - (5) Reconciles the R&R fund account quarterly.
 - (6) Maintains all documentation of R&R funded expenditure requests.
 - (7) Ensures that diplomatic gift(s) are ready and available for the Administrator or Principal Deputy Administrator to present at a meeting or event with a foreign dignitary for overseas trips.
 - (8) Receives a written record of all diplomatic gifts the Administrator or Principal Deputy Administrator presented to foreign dignitaries from the person accompanying the Administrator or Principal Deputy Administrator. At a minimum, the record must include the following:
 - (a) Item presented and cost (in U.S. currency);
 - (b) Name of individual;
 - (d) Title, organization, and country represented; and
 - (e) Event.
 - (9) Submits quarterly reports to the Administrator, through the Chief of Staff, of all expenditures of the R&R Fund, not later than 30 calendar days following the close of the quarter. The report must include expenses incurred within the quarter covered, including:
 - (a) Event date;

- (b) Event description;
 - (c) Description of item(s) purchased;
 - (d) Cost of the item(s) purchased; and
 - (e) Summary of expenses and obligations made within the current fiscal year.
 - f. Requestor. Completes DOE F 1500.4, “Request and Authorization for Expenditure of Official Reception and Representation Expenses” for each expenditure of R&R funding and submits the request to the NNSA Protocol Officer for processing.
 - g. Director of Business Services, Management and Budget.
 - (1) Completes DOE F 1500.4 “Request and Authorization for Expenditure of Official Reception and Representation Expenses” for each expenditure of R&R funding. Ensures obligation from the R&R Fund through the ECWeb System or funding memo to accounting.
 - (2) Coordinates and signs the DOE F 1500.4 and ensures obligation of R&R funding through a funding memo to accounting if gifts are purchased in a host country by the DOE International Office.
9. DEFINITIONS.
- a. Diplomatic gift. A gift given by a diplomat, politician, or leader when visiting a foreign country.
 - b. Token gift. A gift with no appreciable economic value, which is significant to the recipient as a memento of the NNSA mission or goals. Token gifts include items such as mugs, paper pads, pencils, pens, lanyards, or other small desk items that cost \$20 or less.
10. REFERENCES.
- a. Annual Appropriations Acts.
 - b. 10 CFR 1050.103
 - c. Government Accountability Office (GAO)-17-797SP, *Principles of Federal Appropriations Law*, Current Version, Red Book.

11. CONTACT. NNSA Executive Secretariat, NA-1, 202-586-4273.

BY ORDER OF THE ADMINISTRATOR:

A handwritten signature in black ink, appearing to read "Jill H", with a stylized flourish at the end.

Jill Hruby
Administrator