

**U.S. ARMY SECURITY ASSISTANCE COMMAND
5701 21ST STREET
FORT BELVOIR, VA 22060-5940**

USASAC POLICY STATEMENT NUMBER: 101.18

SUBJECT: Funding of Contingency Fund Activities

POLICY:

The U.S. Army Security Assistance Command (USASAC) has centrally billed accounts (CBA) for contingency fund activities, such as extending official courtesies to authorized guests in accordance with AR 37-47 (Representation Funds of the Secretary of the Army). Official courtesies are usually luncheons, dinners, receptions, refreshments and special occasions in honor of authorized guests.

DISCUSSION

1. The USASAC Chief of Staff will approve all requests to use the contingency funds, sample enclosed.
2. The USASAC Protocol Officer will manage the contingency fund as follows:
 - a. Ensures that contingency funds are available and requests to use contingency funds are valid and IAW AR 37-47. Under no circumstances will cardholders use the contingency card for events until they have been approved beforehand. Maintains the balance of the contingency fund account.
 - b. Forwards the approved Authority to Use Contingency fund memo to the USASAC Resource Management Directorate-Financial Operations Division (New Cumberland) and the USASAC Legal Office, prior to the function.
 - c. After the official activity, receives the original itemized receipt(s) and credit card slip(s) from the employee and forwards the approved request for payment to the USASAC Resource Management Directorate-Financial Operations Division (New Cumberland) for their action.
3. The USASAC Resource Management Directorate-Financial Operations Division (New Cumberland) will obligate funds in the accounting system and prepare the Public Voucher for Purchases and Services other than Personal (Standard Form (SF) 1034) for reimbursement of employee, vendor or the Centrally Billed Account for the approved function, adjusting obligations in the accounting system as necessary. The SF 1034 is then sent to the Authorized Certifying Official for their signature and forwarded to the Defense Finance and Accounting Service for disbursement.

4. The USASAC Command Group and Regional Operations' supervisors will have access to the CBA cards associated with the contingency funds.

5. It is imperative that individuals plan ahead for official entertainment/activities. This way we can make sure the appropriate person has access to the CBA card.

PROPONENT AREA: Administration

PROPONENT: AMSAC-RM

SUPERSESION: None.



TOMMY L. LANCASTER
Colonel, GS
Chief of Staff

Encl

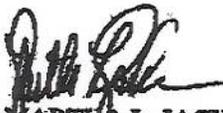
AMSAC-RO-E-CM

26 June 2008

MEMORANDUM FOR COMMANDER, USASAC

SUBJECT: Authority to Use Contingency Funds

Request authority to utilize Secretary of the Army Contingency Funds available to Commander, USASAC, in the amount of \$100.00 for refreshments and lunch during the U.S. Army/Israeli Defense Intelligence Case Management Review to be held at USASAC New Cumberland on 8 July 2008. Details relating to the event are furnished on the enclosed DA 4843-R.


MARTHA L. JACKSON
Chief
EUCOM Central Case
Management Division
EUCOM Regional Operations

Sample

GUEST/ATTENDANCE SHEET

For use of this form, see AR 57-47; the proponent is GAASA.

EVENT Israeli Defense Intelligence Case Management Review		DATE 8 July 2008	TIME 0830
HOST USASAC-NC		IN HONOR OF	
PLACE USASAC-NC		DRESS	
MENU Pastries, Cookies, Bottled Water, Juice and Lunch			
REMARKS		RATIO	NUMBER
		Authorized Guests	8
		DOD	6
		Total	14
		PERCENTAGE	
		43 %	
		100 %	
<small>Number of personnel attending other than guests and host (self paying)</small>			
NAME	TITLE/POSITION	DOD	AUTHORIZED GUESTS
LTC Alon Horsh	Israel		x
LTC Eyal Holtzman	Israel		x
LTC Raz Segi	Israel		x
Ms Lea Dorit Zil-Bar	Israel		x
MAJ Irit Moshé	Israel		x
LTC Meirav Brikman	Israel		x
LTC Daviv Arod	Israel		x
Ms Shachar Cohen	Israel		x
Ms Martha Jackson	USASAC-NC	x	
Mr Shawn Costley	USASAC-FB	x	
Mr David Turner	USASAC-NC	x	
Ms Elizabeth Dornato	USASAC-NC	x	
Mr Jack Dimpsey	USASAC-NC	x	
Ms Erica Paley	USASAC-NC	x	

Sample