

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

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<b>FLETC DIRECTIVE NO:</b>	35-01.A
<b>DIRECTIVE TITLE:</b>	Official Reception and Representation Funds
<b>EFFECTIVE DATE:</b>	6/26/2006

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**1. POLICY:** The use of Official Reception and Representation (ORR) funds at the Federal Law Enforcement Training Center (FLETC) is authorized to extend official courtesies to various dignitaries, officials and prominent citizens if it enhances the goals and objectives of the FLETC.

**2. SCOPE:** This directive applies to all FLETC facilities and personnel involved in ORR fund utilization.

**3. REFERENCES:**

- a. Department of Homeland Security (DHS)/FLETC Annual Appropriations Act.
- b. DHS Management Directive 0540, Official Reception and Representation Funds, dated September 30, 2004.
- c. Federal Acquisition Regulation (FAR).
- d. The Appropriations Law Manual, 3rd Ed., Volume I, Chapter 4, para. C5f (January 2004).

**6. CANCELLATIONS:** This directive hereby supersedes FLETC Directive 35-01.A, Official Reception and Representation Funds, dated March 2, 1994.

**7. ADDITIONAL GUIDANCE:** [FLETC Manual 35-01.A](#); Official Reception and Representation Funds.

**8. OFFICE OF PRIMARY INTEREST (OPI):** Director's Office.

[Signature on file](#)

Connie L. Patrick  
Director