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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

## NPR 9050.1A

Effective Date:  
November 04, 2002  
Expiration Date:  
November 04, 2017

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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](#)

## Change History

### NPR 9050.1A Official Representational Fund

Change No.	Date	Change(s)
1	11/15/02	<p>- Subject was changed from "Administrator's Fund" to "Official Representation Fund".</p> <p>- Headquarters Accounting Division (HAD) changed to Regional Finance Office (RFO)</p> <p>1.3.1. edited to read: The ADA for Institutions and Asset Management is responsible for providing management oversight, control of funds, recording expenditures, guidance, advice, and resolution of issues between requesting offices and the Assistant Executive Officer for the Office of the Administrator that cannot be resolved otherwise.</p> <p>1.3.2. edited to read: 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.</p>

2	12/20/02	Restored - inadvertent omissions from NPG 9050.1 1. Add the following under P.4 References: b. NPG 1450.10C, NASA Correspondence Management and Communications Standards and Style, March 6, 2000. 2. Add as the last paragraph under 1.4 Semiannual Official Representation Fund Status Report: Reports will be submitted to the Headquarters Correspondence Management Office for forwarding to the Office of the Administrator in accordance with NPG 1450.10C, 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.) 3. Change approving official's title from Assistant to Associate.
3	1/30/03	Change term "representation fund" to "representational fund" throughout to be consistent with NPD 9050.1.
4	11/15/2005	Revalidated for another 5 years with edits made to correct responsible office title and responsible official's name.
5	05/10/2012	Revalidated for another 5 years with administrative changes made throughout to correct titles and to incorporate compliance with NPR 1400.1, NASA Directives and Charters Procedural Requirements. Assistant Executive Officer was changed to Administrative Officer, Assistant Deputy Administrator for Institutions and Management was changed to Chief of Staff, and Assistant Deputy Administrator was changed to Chief of Staff.

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

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