

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 14-101  
1 SEPTEMBER 1997**



***Intelligence***

***INTELLIGENCE CONTINGENCY FUNDS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AIA/FMP  
(Mr Daniel R. Johnson)  
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Certified by: HQ USAF/XOI  
(Maj Gen John P. Casciano)  
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This instruction implements Air Force Policy Directive (AFPD) 14-1, *Intelligence Management*. It provides guidance and procedures for executing the Air Force Intelligence Contingency Funds (ICF) program. This instruction does not apply to the Air National Guard or Air Force Reserves. HQ USAF/XOI must approve any deviations from or revisions to this instruction. Approval for deviations will be in the form of a command supplement or waiver. The ICF Manager must publish a command supplement for any category of expense or procedures not covered in this instruction. You must request a waiver for one-time deviations. ICF Managers must submit command supplements and requests for waivers to HQ AIA/FMP, 102 Hall Blvd, Suite 249, San Antonio TX 78243-7024. HQ AIA/FMP will submit supplements or waivers to HQ USAF/XOI for approval. Forward recommended revisions to this instruction to HQ AIA/FMP.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

## Chapter 1

### AUTHORITY AND RESPONSIBILITIES

**1.1. Authority for ICF.** The authority to use Intelligence Contingency Funds (ICF) is found in Title 10, United States Code, Section 127, *Emergency and Extraordinary Expenses*. ICF expenditures are generally "extraordinary" due to confidential military purposes; therefore, they cannot be processed through normal accounting and finance channels. Section 127(a) states:

"Subject to . . . limitations . . . and within the limitation of appropriations made for the purpose, . . . the Secretary of a military department within his department, may provide for any emergency or extraordinary expense which cannot be anticipated or classified. When it is so provided in such an appropriation, the funds may be spent on approval or authority of the Secretary concerned . . . for any purpose he determines to be proper and such determination is final and conclusive upon the accounting officers of the United States. The Secretary concerned . . . may certify the amount of any such expenditure authorized by him that he considers advisable not to specify, and his certificate is sufficient voucher for the expenditure of that amount."

#### **1.2. Delegation of Authority (Title 10 U.S.C., Section 127(b)):**

1.2.1. To Director of Intelligence, Surveillance and Reconnaissance (HQ USAF/XOI). The Secretary of the Air Force has delegated the authority to approve, authorize, and certify ICF expenditures through the Chief of Staff, US Air Force to HQ USAF/XOI.

1.2.2. To ICF Managers. This AFI defines the conditions and grants the authority to ICF Managers to approve, authorize, and certify ICF expenditures. With the exception of the signing of Part II-ICF Execution Report- Field Activity, the ICF Manager may delegate all ICF Manager's authority and duties to subordinates. The ICF Manager will clearly state in writing the authority and duties delegated. Ultimate responsibility and accountability for executing the ICF program remain with the ICF Manager.

#### **1.3. Responsibilities:**

1.3.1. Secretary of the Air Force: Establishes the annual expenditure limitation for the Air Force ICF program.

1.3.2. Administrative Assistant to the Secretary of the Air Force (SAF/AA):

- Reviews and approves all ICF policies and reports ICF expenditures to the Office of the Secretary of Defense.
- Reviews quarterly ICF Execution Report.

1.3.3. Director of Intelligence, Surveillance and Reconnaissance (HQ USAF/XOI):

- Establishes procedures to expend, manage, and account for ICF and has final approval authority on all ICF issues and this instruction.
- Approves commands' annual ICF operating budgets.
- Reviews quarterly ICF Execution Report.
- Reviews ICF audit reports and takes corrective actions.

1.3.4. Associate Director for Intelligence (HQ USAF/XOII):

- Is the HQ USAF/XOI point of contact for the ICF program.
- Programs and manages annual budgets and limitations for ICF resources.
- Provides staff assistance visits.

1.3.5. Financial Plans Division (HQ AIA/FMP):

- Administers the Air Force ICF program for HQ USAF/XOI.
- Consolidates ICF Managers quarterly Part II-ICF Execution Report-Field Activity and submits it to HQ USAF/XOIIIR.
- Publishes changes to this instruction as approved by HQ USAF/XOI.
- Provides staff assistance to all ICF Managers.

1.3.6. Air Force Audit Agency (AFAA): Performs annual audit of the ICF program and provides the audit report to SAF/AA.

1.3.7. ICF Managers. The ICF Managers are the Commander, Air Intelligence Agency; Associate Director for Intelligence (HQ USAF/XOII); Senior Intelligence Officer, Pacific Air Forces; Senior Intelligence Officer, United States Air Forces in Europe; Senior Intelligence Officer, Air Combat Command; Senior Intelligence Officer, US Central Command; Air Force Director of Attache' Affairs; Commander, Joint Services SERE (Survival, Evasion, Resistance, and Escape) Agency and any other person designated by HQ USAF/XOI. ICF Managers:

- Are pecuniarily accountable for all expenditures, and must ensure adequate command internal controls are in place to fully account for expenditures.
- Must meet the conditions in paragraph 2.2 before expenditure of funds.
- Must appoint primary and alternate administrators, may appoint approving and certifying officials. All appointments will be in writing and clearly state the duties delegated.
- Develop and administer an ICF training program to include developing and maintaining a comprehensive continuity book and self-inspection checklist.
- Prepares and forwards ICF quarterly reports to HQ AIA/FMP in accordance with this instruction.
- Manages and submits annual budget program for ICF resources.

## Chapter 2

### POLICIES AND PROCEDURES

**2.1. General Provisions.** This chapter explains the criteria and documentation required to use ICF. As a rule, follow all standard Air Force policies, directives and instructions. If ICF funds are used, a statement outlining the reason must be accomplished, to include expected benefits to be realized from the use of ICF. It is the responsibility of the ICF Manager to ensure unit personnel have a working knowledge of all applicable Air Force policy directives and instructions. Record all ICF expenditures in the accounting and finance system in Program Element (PE) 31321F, Responsibility Center/Cost Center XX892X and Element of Expense/Investment Code (EEIC) 592, Miscellaneous Contractual Services.

**2.2. Conditions for Using ICF.** ICF Managers may expend available funds for a requirement that contributes to the Air Force intelligence mission. Use of these funds must support a classified project for intelligence mission where normal funding channels would compromise the security of intelligence operations.

2.2.1. Categories of Expenditures. This instruction covers the expenditures for supplies, liaison activities and foreign materiel acquisition. If ICF Managers require expenditures for categories not specifically cited in this instruction, or command supplements, they must request a waiver. Send the waiver request to HQ AIA/FMP for review. HQ AIA/FMP will provide recommendations to HQ USAF/XOII who will be the final approval authority.

**2.3. Documents of Authorization and Payment.** ICF Managers must complete and maintain on file a Document of Authorization and Document of Payment for all ICF expenditures. The Document of Authorization authorizes the expenditure of ICF for the actual event. The Document of Authorization will be prepared and approved prior to any expenditure of ICF. No after-the-fact approvals will be granted unless extenuating circumstances were present; a rationale statement will be prepared explaining all after-the-fact approvals. The Document of Payment authorizes the payment of ICF expenses. These two documents along with supporting documentation (rationale statements, waiver approvals, etc.), serve as the cornerstone for ICF annual audits. Paragraph 2.6 provides procedures for preparing Document of Authorization and Document of Payment for Liaison Activities separately.

2.3.1. Document of Authorization must contain:

- Intelligence justification/purpose.
- Projected itemized cost of requirement.
- Requester, certifying and ICF Manager signatures.
- Rationale statement if applicable.
- Any waivers approved.

2.3.2. Document of Payment must contain:

- Document of Authorization.
- Actual receipts or claimant's signed statement stating why receipts are not available.
- Explanation of any expenditure not covered in the Document of Authorization. Costs exceeding the authorized amount must be fully explained and approved by the ICF Manager.

- Claimant, certifying and ICF Manager signatures.

**2.4. Rationale Statements.** The ICF Manager must prepare and maintain a rationale statement for any deviation from standard Air Force directives, instructions or other Federal regulations. The ICF Manager must sign this statement and forward it to HQ AIA/FMP for review as part of Part II-ICF Execution Report-Field Activity.

**2.5. Incentive Supplies and Gifts.** These are items (such as plaques, mementos, etc.) kept in quantity for presentations as gifts or incentive awards to foreign officials. Under no circumstances may you give or sell incentive supplies to US Government employees. Any item with a value of less than \$25 does not need to be controlled on an AF Form 277, **Commodity Log**. However, each ICF Manager must implement procedures to ensure this authority is not abused. Quantity on-hand should not exceed what is expected to be given out during the fiscal year. The aggregate cost of gifts or mementos presented to an individual must not exceed \$245.

2.5.1. Individual Purchases of Incentive Supplies or Gifts. The ICF Manager may authorize the purchase of incentive items individually. When this occurs, the settlement voucher must show item purchased, cost, recipient, date of purchase, and purpose. Items not presented in 5 days must be returned to the ICF property custodian or submit a rationale statement for holding the items.

2.5.2. If incentive supplies are maintained, the ICF Manager must appoint an ICF Property Custodian who will:

- Develop and maintain a system for managing incentive supplies.
- Prepare and maintain a Document of Authorization and a Document of Payment for all incentive supply purchases (to include purchase receipts).
- Establish an AF Form 277 for each item over \$25 maintained in the inventory.
- Record on AF Form 277, by item, the name and title of the final recipient, and a brief justification for the presentation.
- Maintain the completed AF Form 277 until AFAA's annual audit.
- Can Not be a Certifying/Approving Official.

2.5.3. Inspections/Inventorying Incentive Supplies. The ICF Manager will appoint two disinterested individuals to conduct an unannounced inspection of the inventory NLT 30 September of each year. An inventory must be done when there is a change in property custodian. This inventory will ensure as a minimum:

- Physical counts of incentive items match the information contained on the AF Form 277 documents.
- Cross-referencing the Document of Payments to the AF Form 277 to ensure proper posting and accounting.
- Signatures of the individuals performing the inventory are included on the AF Form 277.

2.5.4. Disposing of Property. ICF Managers must:

- Never give or sell ICF property to US Government personnel.
- Document the transfer to another Air Force intelligence organizations or to another DoD or Federal Intelligence organization. You must adjust ICF records to show transfers of ICF equipment

based on copies of shipping documents or receiving reports signed by the supply custodian of the gaining organization. Normally the gaining organization pays transportation costs for shipping property.

- Dispose of property IAW AFMAN 23-110V6, *Excess and Surplus Personal Property*.
- Destroy the property and dispose of it as refuse by authorizing these actions in writing. The ICF Manager appoints a disinterested person to witness the destruction and to prepare a written statement verifying the materiel was completely destroyed. Use the authorization for destruction and the written statement signed by the witness as authority to adjust ICF records. Use these methods when the policies in AFMAN 23-110 do not apply or are not feasible.

2.5.5. Accounting for Lost, Damaged, or Destroyed Property. Subject to the provisions of this AFI, property which is lost, damaged or destroyed will generally be dropped from accountable records using the Report of Survey (ROS) procedures contained in AFM 23-220, *Management of Government Property Reports of Survey for Air Force Property*. ICF managers must include all property losses in excess of \$250 on the Part II-ICF Execution Report-Field Activity with a copy of the ROS.

**2.6. Liaison Activities.** Will be conducted in support of intelligence missions. AFI 65-603, *Official Representation Funds-Guidance and Procedures*, procedures will be used to the maximum extent possible. ICF Managers may authorize ICF to fund liaison functions with persons not employed by the US Government if they can assist US Air Force organizations to perform intelligence missions. ICF Managers may authorize ICF to cover the cost for entertainment, beverages, meals, gifts, and other liaison expenses. The liaison function must be conducted on a modest basis that complies with socially acceptable behavior. Invite only the number of guests necessary to extend proper courtesy to the guests of honor. When honoring guests, follow the procedures in AFI 65-603. Ratios of DoD personnel (including spouses or escorts) to non-DoD guests will be shown in the request for approval to fund a liaison activity.

- Functions of less than 30 persons should not be more than 80 percent DoD personnel. Functions of more than 30 persons should not be more than 50 percent DoD personnel. In determining the ratio, don't consider individuals who will pay for their own expenses. Any deviation of more than 5 percent must have a rationale statement.
- Approve ICF-funded attendance by spouses of US Government personnel only if their presence will enhance the intelligence mission or if other non-US Government spouses attend. If you approve spouses of US Government personnel to attend the functions at ICF expense, you must maintain official documents stating how the spouses' attendance will enhance the intelligence mission and, if applicable, why the spouses will attend the functions at ICF expense that will not include non-US Government personnel's spouses.
- The ICF Manager who administers an approved ICF program may extend courtesies and must attend the function. The ICF Manager may delegate their attendance on a case-by-case basis.

2.6.1. Approval Levels: The ICF Manager must approved all functions between \$500 and \$1500. This authority can not be delegated without prior approval from HQ USAF/XOIIR. All functions over \$1500 will be forwarded to HQ AIA/FMP for review and comments, which will be forwarded to HQ USAF/XOIIR with recommendation for final approval.

2.6.2. Preparing a Liaison Activities Document of Authorization. This document, usually a letter, must contain:

- The date, place, and purpose of the function.

- Intelligence justification and expected benefit for projected expenditure.
- Names, titles, and nationalities of non-US Government personnel and their spouses (if applicable) projected to attend at ICF expense.
- Names of US Government personnel and their spouses (if applicable) projected to attend at ICF expense.
- An itemized list of projected costs (invitations, refreshments, decorations, food, etc.).
- A rationale statement for spouses attending at ICF expense.
- If applicable, a statement that travelers received instructions to claim the meal on their travel voucher.
- Signatures of the requester, certifying official, and ICF Manager.

2.6.3. Preparing a Liaison Activities Document of Payment. This document must contain:

- Names, titles, and nationalities of non-US Government personnel and their spouses (if applicable) who actually attended at ICF expense.
- Names and titles of US Government personnel and their spouses (if applicable) who actually attended at ICF expense.
- Actual receipts or claimant's signed statement stating why receipts are not available.
- Signatures of claimant and approving official.
- The Liaison Activities Document of Authorization.

**2.7. Blood Chit Claims.** The Air Force is the JCS executive agent for the Department of Defense (DoD) Blood Chit program and will pay Blood Chit claims for all the Services. The ICF Manager must establish procedures to approve, validate, and pay Blood Chit claims for the DoD. HQ USAF/XOII will provide funding for this program upon request from the Commander, Joint Services SERE Agency.

**2.8. Foreign Materiel.** ICF will not be used to purchase Foreign Materiel after FY 97. For guidance and procedures, refer to AFI 99-114, *Foreign Materiel Program*.

**2.9. Payment Vouchers.** Prepare payment vouchers according to Defense Finance and Accounting Service (DFAS) instructions. The certifying and approving official must sign the request for payment. A copy of the paid voucher using ICF must be on file and must state:

"The expenditures shown on this voucher were for Emergency and Extraordinary requirements. The authorization for the expenditure and the supporting documentation are maintained in (identify location where documents are maintained)."

**2.10. Maintaining Records.** Follow AFMAN 37-139, *Records Disposition Schedule*, Table 177-19, Rule 14.01. ICF documents must be maintained on file with respective accounting and finance reports.

## Chapter 3

### QUARTERLY REPORT

**3.1. Reporting Required.** ICF Execution Report (RCS: HAF-XOI(Q)7501). The ICF Program requires a three part quarterly ICF Execution Report. All reporting requirements will be in compliance with AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. The Emergency Status Code (ESC) designated for this report is C-2, Continue reporting during emergency conditions, normal precedence. Submit Data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue reporting procedures during MINIMIZE. The three report parts are:

- Part I-ICF Execution Report-Expenditures.
- Part II-ICF Execution Report-Field Activity.
- Part III-ICF Execution Report-Accounting.

3.1.1. Reconcile Parts I - III total expenditures with the end of month operating budget ledger (OBL) from your servicing DFAS office. ICF Managers must maintain a complete copy of this quarterly report for annual audits and historical records. Keep copies of the completed report (Parts I- III) on file with a copy of the OBL.

**3.2. Part I-ICF Execution Report-Expenditures.** Prepare and report Part I by message to the 11 WG/FMR with an information copy to HQ AIA/FMP and HQ USAF/XOIIR. Part I reporting will continue under emergency conditions and must be reported during periods of MINIMIZE. Submit Part I not later than 18 calendar days after the end of the fiscal quarter. Prepare your report in the format described in table 3.1 and include:

- Categories of expenditures (AttachÈ, Cryptologic, Scientific and Technical (S&T) and Other).
- Cumulative year to date accrued expenditures unpaid (AEU) and accrued expenditure paid (AEP) by category and fiscal year during the current FY. Report must include CFY and three prior FY's.

**Table 3.1. Part I - ICF Execution Report-Expenditures Format.**

**Part I - ICF EXECUTION REPORT - EXPENDITURES FOR THE \_\_\_ QUARTER, FY \_\_\_**

<b>Cumulative Expenditures (AEU+ AEP):</b>				
Category	FY	AEU	AEP	Total
S&T	95	\$3,945.31	\$7,980.92	\$11,926.23
Other	95	.00	4,541.19	4,541.19
S&T	94	1,496.67	4,746.54	6,243.21
<b>Total Quarterly ICF Expenditures</b>		<b>\$5,441.98</b>	<b>\$17,268.65</b>	<b>\$22,710.63</b>

**3.3. Part II-ICF Execution Report-Field Activity.** Use AF Form 134, **Report of Contingency Expenditures** and AF Form 134a, **Report of Contingency Expenditures (Continuation Sheet)**. HQ USAF/XOI and SAF/AA use the Field Activity report to monitor the use of current fiscal year ICF throughout the Air Force. ICF Managers must submit this report to HQ AIA/FMP not later than 30 calendar days after the end of the fiscal quarter. HQ AIA/FMP will review and provide comments on each command report. HQ AIA/FMP will then forward the consolidated report to HQ USAF/XOIIR not later than 45 cal-



endar days after the end of the fiscal quarter. Submit the report with an AF Form 1768, **Staff Summary Sheet**, to HQ USAF/XOIIR, HQ USAF/XOII, HQ USAF/XOI, 11 WG/FMR, SAF/AA. Part II is required under emergency conditions and periods of MINIMIZE transmission.

**3.4. Part III-ICF Execution Report-Accounting.** The ICF Manager uses this report to certify all disbursement and collection transactions processed during each fiscal quarter. The report lists each payment, collection, or correction voucher with a local ICF fund citation. The ICF Managers must complete and maintain this report at unit level not later than 25 calendar days after the end of the fiscal quarter.

3.4.1. The ICF administrator must reconcile the Part III-ICF Execution Report-Accounting to the AEP amount on the end of month OBL. You must explain any variations between the cumulative FY disbursements, as shown on the ICF report, and amounts shown in the OBL for each FY. If any voucher on the report is not available, a justification must be on file.

3.4.2. The last paragraph of this report must contain the following statement and be signed by the ICF Manager:

"I certify that the supporting documentation for all vouchers listed on the Part III-ICF Execution Report-Accounting for the period (applicable quarter) has been reviewed. All disbursements were for valid intelligence purposes, and the propriety of each expenditure is in accordance with AFI 14-101."

3.4.3. The ICF Manager must keep the certified report and supporting documentation for audit review. You must confirm the completion of Part III-ICF Execution Report-Accounting certification in the Part II-ICF Execution Report-Field Activity to HQ AIA/FMP. Prepare your report in the format described in table 3.2.

**Table 3.2. Part III-ICF Execution Report-Accounting Format.**

**Part III - ICF EXECUTION REPORT - ACCOUNTING FOR QUARTER ENDING: \_\_\_\_\_**

VOUCHER NO.	DSSN NO.	DATE PAID	OTHER FY's	PRIOR FY	CURRENT FY
S-1234	8888	10 JUL			120.34
S-3456	8888	15 AUG			100.16
S-3984	6578	27 AUG	34.67	112.32	216.65
S-4916	8888	16 SEP			200.00
Total this report			34.67	112.32	637.15
Total from previous report (CFY)			100.00	87.68	300.13
Total Expenses			134.67	200.00	937.28
Expenses from FSO Records			134.67	200.00	737.28
Variances			.00	.00	(200.00)*
*Variance due to S-4916 not being recorded by FSO					

## Chapter 4

### AUDITING, REVIEWING AND INSPECTING ACCOUNTS

**4.1. General Provisions.** Your ICF account will be audited, reviewed and inspected periodically to ensure the program is administered according to the procedures and guidelines of this instruction. Audits, reviews and inspections are limited to those described in this Chapter, unless otherwise approved by HQ USAF/XOI.

**4.2. Air Force Audit Agency (AFAA) Audits.** Representatives from the AFAA will perform annual audits of the Air Force ICF program. The ICF Manager must provide all requested documents to properly cleared AFAA representatives for the audit. AFAA must provide in writing the identities and clearances of auditors to the ICF Manager before the audit.

**4.3. HQs USAF/XOII and AIA/FMP Reviews.** Representatives from HQ USAF/XOIIR and/or HQ AIA/FMP will perform periodic reviews of individual command ICF programs. These reviews are performed to review internal management procedures and provide staff assistance to the commands. The ICF Manager must provide all required documents for the reviews to the visiting representatives. Advance notice is usually provided for such reviews.

**4.4. Command Inspections.** Commands will perform periodic inspections. You must conduct ICF property inspections on incentive supplies and other properties annually. You must always perform inventories when ICF property custodians change.

**4.5. Form Prescribed.** AF Form 277, **Commodity Log.**

JOHN P. JUMPER, Lt General, USAF  
DCS/Air and Space Operations

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

#### *References*

#### **NOTE:**

The user of this instruction is responsible for verifying the currency of the cited documents.

Title 10 U.S.C. Section 127, *Emergency and Extraordinary Expenses*

AFPD 14-1, *Intelligence Management*

AFI 37-124, *Management and Control of Information Reports Requirement*

AFI 65-603, *Official Representation Funds*

AFR 68-1, *Report of Survey for Air Force Property*

AFMAN 37-139, *Records Disposition Schedule*

#### **Abbreviations and Acronyms**

**AEP**—Accrued Expenditures - Paid

**AEU**—Accrued Expenditures - Unpaid

**AF**—Air Force (as used on forms)

**AFAA**—Air Force Audit Agency

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**FSO**—Financial Services Office or Officer

**AFPD**—Air Force Policy Directive

**DD**—Department of Defense (as used on forms)

**DFAS**—Defense Finance and Accounting Service

**DoD**—Department of Defense

**DRMO**—Defense Reutilization and Marketing Office

**E&E**—Emergency and Extraordinary Expenses

**EEIC**—Element of Expense Investment Code

**FY**—Fiscal Year

**HQ AIA**—Headquarters, Air Intelligence Agency

**HQ USAF/XOI**—Headquarters, United States Air Force Director of Intelligence, Surveillance and Reconnaissance

**HQ USAF/XOII**—Associate Director for Intelligence

**HQ USAF**—Headquarters, United States Air Force

**ICF**—Intelligence Contingency Funds

**MAJCOM**—Major Command

**O&M**—Operations and Maintenance

**SAF**—Offices of the Secretary of the Air Force

**SAF/AA**—Administrative Assistant to the Secretary of the Air Force

### *Terms*

#### **NOTE:**

The purpose of this glossary is to help the reader understand the terms used in this publication. It is not intended to encompass all pertinent terms. Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms, 1 December 1989, and AFDD-100, Air Force Glossary of Standard Terms, contains standardized terms and definitions for Department of Defense and Air Force use.

**Approving Official**—An individual appointed in writing by the ICF Manager to authorize and approve ICF expenditures.

**Certifying Official**—An individual appointed in writing by the ICF Approving Official (Manager) to certify ICF claims for funds availability and correctness of documentation; to certify ICF documents of authorization and payment; and to assure the approving official that funds are available and all required documentation is correct.

**Disinterested Person**—A person assigned to a US intelligence organization who is in a position to make a fair and unbiased evaluation.

**ICF Administrator**—This individual administers the command's ICF program according to this instruction (and command supplement, if applicable); serves as the command's primary point of contact for the Air Staff, the Air Force Audit Agency and HQ AIA; develops and maintains ICF continuity book and program checklist. The administrator must be a commissioned officer, NCO or a General Schedule employee (GS-07 and above).

**ICF Manager**—A person responsible directly to the HQ USAF/XOI for managing and executing ICF accounts. (See paragraph 1.3.7 for a list of ICF Managers.)

**ICF Property**—Supplies and equipment purchased with ICF.

**ICF Property Custodian**—A person appointed by an ICF Manager to account for property purchased with ICF. This individual can't be an Approving or Certifying Official.

**Incentive Supplies**—Items purchased or stocked for presentation to non-US Government guests or visitors.

**Liaison Function**—An official gathering with persons not employed by the US Government who can assist USAF organizations to perform intelligence missions. Individuals are senior military foreign intelligence counterparts.