



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 7042.13A
ASN(FM&C): FMO-111
20 DEC 1996

SECNAV INSTRUCTION 7042.13A

From: Secretary of the Navy

Subj: GUIDELINES FOR USE OF LATIN AMERICAN COOPERATION (LATAM COOP) FUNDS UNDER THE O&M,N APPROPRIATION

Ref: (a) SECNAVINST 7042.7H of 5 Dec 90 (NOTAL)
(b) Title 10, U.S. Code 1050

Encl: (1) Sample Public Voucher for Purchases and Services Other Than Personal (Standard Form 1034)

1. Purpose

a. To prescribe policies and procedures for the use of Latin American Cooperation (LATAM COOP) Funds under the Operation and Maintenance, Navy (O&M,N) appropriation for official entertainment, VIP visits, foreign and domestic travel, ship visits, and other purposes in furtherance of cooperation between the United States and the countries of Latin America.

b. To define the relationship of these funds to Official Representation Funds described in reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 7042.13.

3. Background. Under the provisions of reference (b), the Secretary of the Navy may provide for the expenses of travel, subsistence, and special compensation of officers and students of Latin American countries, and other expenses that the Secretary considers necessary for Latin American Cooperation. The Secretary has subsequently delegated the authority conferred in reference (b) to the Director, Office of Operations, Plans, and Politico-Military Affairs Division, Chief of Naval Operations (CNO(N31/N52)).



4. Policy

a. It is Department of the Navy (DON) policy that LATAM COOP Funds shall be used to further the standing and prestige of the United States and the DON with Latin American countries by providing the financial means whereby cooperation between the United States and Latin America may be achieved and enhanced. For purposes of this instruction, Latin America is defined as South and Central America, the Lesser and Greater Antilles Islands, and all Caribbean Islands excluding the U.S. Virgin Islands, Puerto Rico, and Bermuda. LATAM COOP Funds may be used to finance the following expenses when incurred with respect to eligible Latin American countries:

(1) Official travel and subsistence for official DON representatives to and from Latin American countries when the purpose of that travel is to foster cooperation with Latin American countries and official travel and subsistence of Latin Americans identified in 4a(2)(a) while in the United States.

(2) Official functions and courtesies: Inherent in the receipt of LATAM COOP Fund Authorization shall be the authority to extend official courtesies on behalf of the United States Government and the DON and to host official functions as the occasion may warrant. Official functions shall be in keeping with United States and Latin American customs, as dictated by the occasion. At such functions, the ratio of Department of Defense (DoD) to non-DoD guests set forth in reference (a) shall be observed. In all cases, 30 percent or more of those attending must be Latin American guests. Deviations from these ratios must be expressly authorized by CNO(N31/N52) in advance of each occasion. Official functions and courtesies include the following:

(a) Extending official courtesies to, or sponsoring official entertainment in honor of Latin American distinguished citizens, military personnel, students in the United States, government officials, or members of the diplomatic community in the United States whose rank, position, function, or stature justify official entertainment such as receptions, luncheons, and dinners.

(b) Visits to United States ports by Latin American naval vessels for certain expenses, specifically, exchange of social courtesies with local military and civilian officials, participation in events that provide orientation in the ways of

American life and customs, and visits to community and regional points of interest. Expenditures that are normally charged to other DON funds, such as government furnished transportation and photography, are not proper charges to LATAM COOP Funds.

(c) United States ship visits to Latin American countries will be treated as outlined in 4a(2)(b).

(d) Mementos and other gifts, such as flowers, exchanged in conformance with Latin American custom and in conjunction with official ceremonies, dedications, and functions. These items shall not exceed \$225 each, or the current amount determined in reference (a), and shall be of an official rather than a personal nature. This dollar limitation does not apply to the cost of wreaths to be placed at foreign national shrines as a goodwill gesture on behalf of the DON or the United States Government. Appropriate size as dictated by local custom is the governing factor in this case.

(e) Graduation gifts for distinguished Latin American naval or military students at United States or Latin American military schools.

(3) For expenses not delineated above, but which are consistent with the provisions of reference (b). Such expenses require prior approval of CNO(N31/N52). Gifts and mementos exceeding \$225 in value, or the current amount determined in reference (a), must be referred to the Secretary of the Navy, with CNO(N31/N52) acting as executive agent for approval.

(4) General official functions, which incidentally include Latin American representatives together with representatives of other countries, and which are not specifically for fostering cooperation with Latin American countries, will continue to be financed from Official Representation Funds.

b. To ensure that the intent of the Congress is not violated, it is DON policy not to approve expenses for items of a personal nature, expenditures that tend to circumvent or supplement other specific provisions of law, or expenses solely for the entertainment of officials of the United States. Entertainment should not be construed to include those social amenities which one assumes as a personal obligation and are more private and personal rather than official and representational.

c. An authorization of LATAM COOP Funds is in no sense a gratuity or allowance; reimbursement is limited to actual authorized expenditures. LATAM COOP Funds will not be used for:

(1) Expenditures normally expected to be assumed as a personal obligation, such as membership fees and dues.

(2) Efforts that are normal mission responsibilities and thus eligible for mission funding, or materials or services that may be charged to other Navy funds.

(3) Any form of greeting cards or business cards.

(4) Gifts intended as repayment for courtesies shown or hospitality received.

(5) Payments or gratuities to members of the United States Armed Forces or employees of the United States Government for services performed at, or in preparation for, official functions.

(6) Expenditures in connection with United States events (such as ceremonies for keel laying, launchings, commissionings, recommissionings, decommissioning of naval ships, and U.S. holidays) except insofar as entertainment or the fostering of cooperation with Latin American personnel is involved.

5. Request for Funds. Major claimants, and other offices including the Marine Corps, will submit budget estimates for LATAM COOP Funds to CNO(N31/N52) for approval for the current year and the following two years by 15 August each year.

6. Financial and Accounting Procedures. LATAM COOP Funds will be issued to Navy claimants and the Marine Corps, as designated by CNO(N31/N52), on separate operating budgets or fund citations for distribution to subordinate commands and activities as appropriate. In this regard, the Assistant for Field Support CNO(N09BF) will be the Fund Administrator for these funds and will issue all fund authorizations and citations applicable to these funds to Navy claimants and the Marine Corps. CNO(N31/N52) will continue to operate as program manager and will have overall program responsibility. Included in this responsibility is the authority to control, as appropriate, services to be provided to specified countries. Periodically, CNO(N31/N52) will review the detailed documentation supporting LATAM COOP expenditures to ensure compliance with policies prescribed here.

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7. Procedures for the Documentation of Expenses. Claims are limited to actual expenses. To facilitate review, enclosure (1) must be used for all reimbursement vouchers. A single voucher may be used for more than one functional expense, but expenses for each transaction must be itemized separately. If continuation sheets are needed, the same format shown in enclosure (1) must also be used.

a. Claims will contain the following to support each expenditure of LATAM COOP Funds:

(1) Official Functions:

(a) Date, location, type of function, purpose, and number of guests. (Indicate total number of persons in attendance and number of Latin American, DoD civilian and military personnel, including host(s), contained in the total. Midshipmen, reservists on active duty, members of the National Guard, and spouses of DoD personnel will be included in the guest count as DoD personnel. A record of those guests by name, rank, or title, nationality, and organization affiliation will be maintained by the authorization or subauthorization holder.)

(b) Brief itemization of expenses (e.g. food, refreshments, decorations, tips and labor). Payment for services of United States Government employees or members of the United States uniformed services is not permitted. Incidental or miscellaneous expenses must be specifically identified. A separate itemization of food purchases is not required.

(2) Gifts and mementos:

(a) A brief description of the occasion and official designation of the recipient.

(b) The nature, quantity and cost of the items presented.

(c) A statement that the presentation was made on the behalf of the United States DON or the United States Government.

(3) Travel claims will be submitted following current Joint Travel Regulations, Volume 2.

b. The authorization holder is held responsible for all expenses incurred against the authorization and, therefore, must personally monitor, approve, and sign expenditure documents to

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ensure the highest order of propriety and integrity in the use of these funds.

c. It is the authorization holder's responsibility to ensure that vouchers for official functions and other expenses describe the nature of each expenditure in a manner that allows reviewing officials to determine whether the funds are used in accordance with requirements and policies here.

d. When, in the opinion of the authorization holder, it is desirable to incur expenditures for a purpose not covered in this instruction, but which is consistent with the general policies contained herein, special requests shall be made for such authority to CNO(N31/N52) through appropriate command channels. The request will include:

- (1) sponsoring organization (command, base, installation)
- (2) details of the function or use of funds
- (3) cost of the function or use of funds
- (4) benefits to the DON
- (5) reason why other appropriated funds or nonappropriated funds cannot be used
- (6) any other pertinent information or circumstances the requester considers germane with respect to the interest of the DON or the United States Government.

8. Report and Form

a. The reporting requirement in paragraph 5 is exempt from reports control by SECNAVINST 5214.2B.

b. Standard Form 1034 (10-87), NSN 7540-00-634-4206 (single sheet) and NSN 7540-00-900-2234 (4 pt carbon interleaved snapout set), Public Voucher for Purchases and Services Other Than Personal, is available from General Services Administration.



DEBORAH P. CHRISTIE
ASSISTANT SECRETARY OF THE NAVY
(FINANCIAL MANAGEMENT AND COMPTROLLER)

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EXCEPTION TO SF 1034 APPROVED BY NARS 6-78

Standard Form 1034 September 1973 4 Treasury FRM 2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO N0001496MD60020	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT OF THE NAVY Office of the Chief of Naval Operations (N523) Washington, DC 20350-2000 CAPT Richard A. Smith, USN				DATE VOUCHER PREPARED 29 August 1996		SCHEDULE NO	
				CONTRACT NUMBER AND DATE		PAID BY	
				REQUISITION NUMBER AND DATE		DATE INVOICE RECEIVED	
PAYEE'S NAME AND ADDRESS Washington Party Cruises, Inc. 2310 Danberry Street Alexandria, VA 22314-3379				DISCOUNT TERMS		PAYEE'S ACCOUNT NUMBER	
				GOVERNMENT B/L NUMBER			
				SHIPPED FROM		TO	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>		QUANTITY	UNIT	PRICE	AMOUNT (11)
24 Aug	24 Aug96	Official expenditure of LATAM COOP fund for dinner cruise JEFFERSON IBO Latin American Naval Attache Corps hosted by Director, Foreign Relations Exchange Affairs (N50) Alexandria, VA on 24 August 1996. DOD: 70 Non-DOD: 82 LATAM: 84 TOTAL: 236 NRFC PAY DIRECT TO WASHINGTON PARTY CRUISES R. A. Smith USN Cashier					\$12,400.00
TOTAL							\$12,400.00
PAYMENT		APPROVED FOR		EXCHANGE RATE		DIFFERENCES	
<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		BY ?		= \$1 00			
		TITLE		Amount verified, correct for			
				(Signature or initials)			
Pursuant to authority vested in me I certify that this voucher is correct and proper for payment				Director, Foreign Relations Exchange Affairs (N50)			
29 AUG 96		J. H. DOE, RADM, USN					
(Date)		(Authorized Certifying Officer)?				(Title)	
ACCOUNTING CLASSIFICATION							
Appropriation Symbol and Subhead	Object Class	Bureau Control and Suballot. No.	Auth. Accts. Activity	Type	Property Acctg. Acty.	Cost Code	Amount
AA1860705.10W0	000	00014.R	66994	2D	D60020	0001496LATAME	\$12,400.00
CHECK NUMBER		ON TREASURER OF THE UNITED STATES			CHECK NUMBER		ON (Name of bank)
PAID BY		CASH			DATE		PAYEE'S
1 When stated in foreign currency, insert name of currency 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary, otherwise the approving officer will sign in the space provided, over his official title 3 When a voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be						PER	
						TITLE	

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