DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 7042.1A
Ser 00A1/023
2 Apr 96

NAVSEA INSTRUCTION 7042.1A

From: Commander, Naval Sea Systems Command

Subj: OFFICIAL REPRESENTATION FUNDS

Ref: (a) SECNAVINST 7042.7H

Encl: (1) Sample Expenditure Voucher (NAVCOMPT FORM 2277)
(2) Sample Memento Request
(3) Sample Activity Letter

1. Purpose. To reissue policy and procedure for the use of Official Representation Funds (ORF) and the documentation of their expenditure; to increase the monetary amount that may be spent on gifts or mementos; and to make SEA 00A1 responsible for maintaining records involving Official Representation Funds expenditures. All other revisions to the instruction are minor, and are intended to improve readability. (R

2. Cancellation. NAVSEAINST 7042.1 of 29 December 1986. (A

3. Background. Reference (a) establishes Department of the Navy policy and procedure for the use of Official Representation Funds for the entertainment of distinguished citizens, both foreign and domestic, at official functions. (R

a. It also authorizes Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) to extend official courtesies, including the presentation of mementos, on behalf of the U.S. Government.

4. Policy

a. Official Representation Funds shall be used only to maintain the standing and prestige of the United States. Their use shall be monitored closely to ensure strict compliance with reference (a). Official Representation Funds may be used to host official functions or ceremonies. The scope of these functions or ceremonies, including the size, cost, and number of guests invited, will be held to a minimum, commensurate with the occasion. (R

At these functions or at official ceremonies, gifts or mementos with a command or official theme, and costing no more than $200 each (or the current amount determined in reference (a)), may be presented to the individuals listed in paragraph 6a of reference (a). (R

R) b. SEA 00A1 shall maintain detailed records of Official Representation Funds expenditures.

R) When Funds are used to host official functions, SEA 00A1 shall maintain a record of those guests (name, rank, title, and organization) invited. A record shall also list, if the function includes a meal, the invited guests who attended.

R) When Funds are used to present gifts or mementos, SEA 00A1 shall maintain a complete record, including the name of the recipient and the reason for the presentation.

c. COMNAVSEASYSCOM is responsible for the propriety of each expenditure. In all cases he will personally approve each request for Official Representation Funds. He may, however, authorize directorates to present mementos in his name on a case-by-case basis.

R) d. Only expenditures for or in honor of the individuals listed in paragraph 6a of reference (a) are reimbursable from Official Representation Funds.

R) e. Official Representation Funds may not be used for the reasons listed in paragraph 6d of reference (a).

5. Procedures

a. Requests for Official Representation Funds will be made using enclosure (1). Payments from such Funds will be made only for expenses actually incurred.

Enclosure (1) shall include specific detailed information concerning the expenditure and function, and shall include the signature of NAVSEASYSCOM.

R) b. Flag officers desiring to present mementos on behalf of COMNAVSEASYSCOM shall forward their requests to SEA 00A1 at least two weeks before the proposed presentation. Enclosure (2) contains a sample Memento Request.

c. Field activities must forward requests for Official Representation Funds to the appropriate directorate. The directorate must forward its recommendation to COMNAVSEASYSCOM (SEA 00A1) at least two weeks before the proposed function. Enclosure (3) contains a sample request and endorsement.

6. Action. All directorates shall fully brief their field activities and their subordinate commands on the policy and procedure for submission of requests for Official Representation Funds.

G. R. STERNER

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VOUCHER FOR DISBURSEMENT AND/OR COLLECTION - NAVCOMPT FORM 2277 (8PT) (REV. 8-88) S/N 0104-LF-003-008

1. Purpose DISB. ☐ COLLECT ☐	2. Date	3. Reference Document No.	4. Bill Number	5. Voucher No.

6. FROM:

7. PAID BY:
CHECK NO.

8. TO:

9. ARTICLES, SERVICES OR ITEMS

A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICES	C. DESCRIPTION *(REMITTER, EXPLANATION, DETAILS, ETC.)*	D. QUANTITY	E. UNIT PRICE COST	E. UNIT PRICE PER	F. AMOUNT

G. DISCOUNT TERMS

H. TOTAL

10. TYPE OF PAYMENT OR BILL: COMPLETE ☐ PARTIAL ☐ FINAL ☐ PROGRESS ☐ ADVANCE ☐

11. ACCOUNTING CLASSIFICATION TO BE CREDITED *(COLLECTION)*

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT *(U.S. CURRENCY ONLY)*

12. DEDUCTIONS

A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL FOR ACRN *(U.S. CURRENCY ONLY)*

H. CURRENCY: EXCHANGE RATE = $1.00 I. TOTAL DEDUCTIONS

13. ACCOUNTING CLASSIFICATION TO BE CHARGED *(DISBURSEMENT)*

A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT *(U.S. CURRENCY ONLY)*

L. TOTAL NET AMOUNT TO BE PAID *(BLOCK 9-H MINUS BLOCK 12-1)*

14. INSPECTION REPORT NOS:

15. GOV'T B/L NOS:

16. APPROVED
BY _____
_____ TITLE _____
(DATE)

17. CERTIFIED
BY _____
_____ TITLE _____
(DATE)

18. PAYMENT RECEIVED:
PAYEE-
PER-
TITLE-

SAMPLE MEMENTO REQUEST

REQUESTING OFFICER _____

DIRECTORATE _____

PURPOSE OF/JUSTIFICATION FOR EXCHANGE:

Please list Name, Title, and Country of official to receive Memento:

_____

Date _____

SAMPLE ACTIVITY LETTER

SSIC

Originator's Code

Date

From: Commanding Officer
To: Appropriate Directorate

Subj: REQUEST FOR OFFICIAL REPRESENTATION FUNDS

Ref: (a) NAVSEAINST 7042.1A

1. The following is respectfully submitted pursuant to reference (a).

a. Function time and date _____

b. In honor of _____

c. Attendees/Guest List

d. Justification

/SIGNATURE/

SSIC

Originator's Code

Date

FIRST ENDORSEMENT on (name of commanding officer) Activity Letter dtd _____

From: Appropriate Directorate
To: Commander, Naval Sea Systems Command

Subj: REQUEST FOR OFFICIAL REPRESENTATION FUNDS

1. Recommend approval/disapproval.

/SIGNATURE/