



DEPARTMENT OF THE NAVY
 HEADQUARTERS UNITED STATES MARINE CORPS
 WASHINGTON, D. C. 20380

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MCO 07040.4E
 02A08168
 AO2A-JJG-11w
 21 March 1968

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MARINE CORPS ORDER 07040.4E

From: Commandant of the Marine Corps
 To: Distribution List

Subj: Funds for the Collection and Classification of Information (C)

Encl: (1) Excerpt from NAVINTCOMINST 07000.2
 (2) Locator Sheet

1. (C) Purpose. To establish and describe policies and procedures governing the expenditure of funds available for the collection and classification of information (C&CI) funds.

2. (U) Cancellation. MCO 07040.4D.

3. (C) Information

a. In view of the limited Marine Corps requirement for C&CI funds, it has been determined that a separate HQMC fund will be terminated.

b. C&CI funds will continue to be available for Marine Corps use through procedures jointly established by this Headquarters and the Naval Intelligence Command.

4. (C) Policy

a. The Marine Corps will not maintain a separate C&CI fund nor will funds be suballocated to subordinate Marine Corps commands.

b. This Headquarters will review and validate all expenditures of C&CI funds by Marine Corps commands prior to forwarding to the Naval Intelligence Command.

c. Expenditure of C&CI funds will be in strict accordance with enclosure (1).

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d. C&CI funds required by Fleet Marine Force commanders for combat or contingency operations in overseas areas will be requested through the appropriate operational commander. Such requirements do not fall under the purview of this directive.

5. (C) Action

a. Activities expending funds for the collection and classification of information will submit appropriate documentation to the Commandant of the Marine Corps (Code AO2A) for approval and payment.

b. Vouchers covering expenditures shall be prepared in triplicate on a Claim for Reimbursement (OPNAV Form 7000-3). The original and one copy of all executed vouchers, together with the original and certified facsimiles of all receipts, invoices, and supporting papers shall be forwarded by air mail to the Commandant of the Marine Corps (Code AO2A).

c. In the preparation of vouchers, the spaces titled "Approved for Payment" and "Voucher No." shall be left blank. Prior to submission, each voucher shall bear the following certification by the commanding officer or his designated representative: "Above claim certified as expenditures made in accordance with provisions of Naval Intelligence Command Instruction 07000.2"

d. Particular attention is invited to those portions of enclosure (1) concerning mileage allowances and the requirement for proper case identification. Vouchers not containing proper case identification will not be approved.

6. (C) Fiscal Instructions. The instructions contained herein apply exclusively to collection and classification of information funds and in no way pertain to any other public funds.

7. (U) Forms. OPNAV Form 7000-3, not in the Marine Corps supply system, is available upon request to Commandant of the Marine Corps (Code AO2A).

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8. (U) Reserve Applicability. This Order is applicable to the Marine Corps Reserves.

H. W. Buse Jr.
H. W. BUSE Jr.
Chief of Staff

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EXCERPTS FROM NAVINTCOMINST 07000.2

"4. (C) Policy.

"a. To insure that the intent of Congress is not violated in the administration of "Contingencies of the Navy" funds, it is the stated and enforced policy of the Secretary of the Navy not to approve expenses for items of a personal nature, expenditures which tend to circumvent or supplement other specific provisions of law, or expenses for self-entertainment of officials of the Department of Defense. The Commander, Naval Intelligence Command is held accountable to the Secretary of the Navy for these funds, and improper expenditures will be disallowed when financial returns are post-audited at the Washington level. The use of "Contingencies of the Navy" funds for any purpose other than Collection and Classification of Information is strictly prohibited. Among expenditures normally authorized are:

"(1) payment of cash to informants

"(2) cost of inducements provided informants or prospective informants, including entertainment where applicable

"(3) incidental expenses incurred while engaged in undercover activities

"(4) salaries, allowances, and expenses of contract agents ...

"(5) certain miscellaneous items subject to conditions directed or approved by the Commander, Naval Intelligence Command.

"b. While common sense and good judgment should be used in determining whether an expenditure of C&CI funds is proper, two questions should also be considered:

"First, is the expenditure to be made in connection with the Collection and Classification of Information for Naval Intelligence purposes?

"Second, can the cost incident to the service or material be vouchered and charged to another appropriation or allotment without defeating or jeopardizing the purpose for which C&CI funds are provided?

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"The expenditure is authorized only if the answer to the first question is 'Yes' and the answer to the second question is 'No.' If either of the questions cannot be answered accurately as indicated, then the expenditure should not be authorized. When doubt exists concerning the propriety of a specific expenditure, guidance should be requested from the Commander, Naval Intelligence Command.

"c. Unless expressly authorized in advance by the Commander, Naval Intelligence Command, the following items will NOT be allowed as charges against C&CI funds:

"(1) Payment to any U.S. public official including military, for services within his official capacity.

"(2) Payment or advance payment for any type of travel or accommodation expense when the claimant is traveling under orders for which the expenses are properly chargeable to other than C&CI funds. When the use of C&CI funds is mandatory, reimbursement for travel performed by military and civilian personnel will be in accordance with Joint Travel Regulations, Volumes 1 and 2, respectively.

"(3) Payments to indigenous employees of the U.S. Government, except those payments directly relating to the Collection and Classification of Information.

"(4) Gifts for birthday presents, Christmas presents, Christmas parties, office parties, coffee messes and such other expenditures involving U.S. employees are NOT authorized, regardless of 'local custom.'

"(5) Expenditures for embossed stationery, including invitations and place cards are not authorized. NAVPUBINST 5604.2 (series) contains a ready reference guide for ordering approved stationery.

"(6) Expenditures for calling cards or any form of greeting cards are considered to be personal rather than official, and are not authorized.

Normal housekeeping expenses of the Command; such materials and services must be procured through normal supply channels.

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"(8) Entertainment, except as a necessary reward to an informant or as inducement to a potential informant. Too frequent entertaining of the same person might indicate that C&CI funds are being used to fulfill social obligations of a personal nature, or that the repeated entertaining and other payments are not accomplishing the purpose for which these funds are allotted."

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