

SECRET

Revised Administrative Plan  
Subsidy Phase of  
SR Division FI Project  
AEMARSH

SEP 27 1956

I. Terms of the Plan

1. The terms of this Revised Administrative Plan are designed to cover only the subsidy phase of project AEMARSH. Any purely operational funds advanced will be accounted for and written off in accordance with existing KUBARK regulations. Each request for advance or disbursement voucher shall clearly indicate the purpose(s) of the advance; i.e. operational advances to be accounted for under existing regulations or subsidy payments to be accounted for under the terms of an Administrative Plan.

II. Annual Budget

2. ~~On or before 1 January 1957 and each year thereafter at the same date, the SR Division Case Officer shall obtain from the principal agent the basic budgetary estimates for AEMINX for the following KUBARK fiscal year. These estimates shall include, but not limited to, the following categories: estimated bona fide contributions, salaries, travel, office expenses, and other miscellaneous expenses.~~  
*about*  
*SUBMIT*

3. After determination of the amount of KUBARK support required for this project, the <sup>SR</sup> SR Division shall reflect its project cost estimates on a Project Financial Data Sheet in the presentation of the project to approving authorities.

III. Funding

4. Upon request of Chief, SR Division and <sup>WITHIN</sup> wether the amount of the approved project, Finance Division is authorized to advance funds to

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE METHOOSEXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

SECRET

SECRET

- 2 -

*FOR TRANSMITTAL TO AEMARSH*

the Headquarters Case Officer. ~~These funds will be transmitted by the case officer to the principal agent, [ ] , or his successor, for transmittal to AEMARSH.~~

5. For each transmittal of funds, the Headquarters Case Officer will obtain a receipt <sup>FROM THE P/A [ ] OR HIS SUCCESSOR</sup> which shall show payer, payee, date, amount, and acknowledging the <sup>general</sup> purpose for which the funds are to be utilized.

#### IV. Accounting and Reporting

6. At the end of each calendar quarter, the Headquarters Case Officer shall obtain from the principal agent a quarterly accounting showing at least the following information: cash on hand at the beginning of the period; funds received by source during the period; funds disbursed during the period, classified by categories of cost; <sup>EXPENSE</sup> balance on hand at the end of the period.

7. The Headquarters Case Officer shall review each accounting and attach thereto his certificate attesting that, to the best of his knowledge and belief, the accounting accurately reflects the disposition of KUBARK funds advanced and that the expenditures reported were for the purposes authorized by the project. These accountings and attached certification shall be reviewed and approved by the authorized SR Division Approving Officer and forwarded to Finance Division.

#### V. Writeoff

8. Upon approval and authorization of this Revised Administrative Plan, Finance Division is authorized to writeoff to cost the balance reflected in the investment account of AEMARSH and the cash on hand <sup>with CH</sup> will

SECRET

SECRET

- 3 -

be transferred to a Memorandum Control Account to be established for the subsidy phase of the project. Such writeoff and transfer shall be effected as of 30 September 1956.

9. The Authorized Certifying Officer is empowered to accept the receipts referred to in paragraph 5 as the basis for writeoff to cost of the amounts involved and for recording in the Memorandum Account.

10. Finance Division is authorized to accept the accountings referred to in paragraph 6 when certified and approved as provided for in paragraph 7 for writeoff from the Memorandum Account.

VI. Security and Personnel Policy

11. In the utilization of individuals under this project, any exceptions to CSI 10-5 and FR10-215 shall require the prior authorization of the CI Staff or the Office of Security, as appropriate.

12. Any witting U.S. Citizen used in this project shall execute a Secrecy Agreement. If any commitments are made to any individual on behalf of the U.S. Government, a written contract shall be executed or, in lieu thereof, the case officer shall provide a Memorandum of Oral Understanding in accordance with CSI 20-4.

SECRET