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00-21139

JAN 25 1955

Chief of Mission, Frankfurt  
Attn: MEMMO - MEMICH  
Chief, SS

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INFO: FOB

- MEMMO/ANVINGIL
- ANVINGIL Administrative Plan

*Roosmitt*

1. Forwarded under separate cover is the Administrative Plan for project ANVINGIL. This plan has been concurred in by the interested staffs and divisions and was approved on 30 November 1954.

2. The activities proposed for project MECACOTOL have now been taken over by project ANVINGIL which increases the total funds for project ANVINGIL for fiscal year 1955 to

3. You will be pleased to hear that at long last formal approval of project ANVINGIL was realized on 30 December 1954. We shall begin work very shortly on a sterilized version of the project outline and it should be in your hands within a few weeks.

[ ]

*Roosmitt*

Encl: a/s (~~UNDER SEPARATE COVER~~)

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Subsidy Project  
Administrative Plan

I. Budget and Funding

1. On or before 1 January of each year, the Field Case Officer shall obtain from the indigenous principal agent an annual budget for the year beginning 1 July, showing the amount of income anticipated by the emigre organization during the period, estimated costs of the activities to be undertaken, and the amount of the estimated deficit. This budget will be reviewed by the Field Case Officer and/or the Chief of Station, who will comment and make recommendations thereon and then forward to the SR Division. This budget will serve as a basis for preparing the subsidy phase of the annual operating budget for the project.

2. The SR Division shall prepare annually an itemized operating budget covering, at least, each of the categories of activities as set forth by the project outline. After approval of the project in the SR Division country program, the budget shall be conformed with the amount of the project approval. This budget shall be made available to the Office of the Comptroller where it will be reviewed in order to assure that the budgeted funds are (a) within the authorized amount of the project approval, and (b) for activities within the scope of the approved project outline.

3. The Office of the Comptroller shall be furnished with advice of any approved within-year revision of any category of the budget or changes in the scope of the project activity.

4. Funds shall be made available to the project in accordance with the project approval and the Finance Officer of the Station shall have the authority to advance funds of this project within the field allotment upon the request of the Field Case Officer after its approval by the Chief of Station.

5. KUBARK support of this project may involve the payment of funds and transfer of supplies and equipment. KUBARK funds will be introduced to the emigre organization as ostensible grants from donors, who may be anonymous, by the following arrangements:

(a) Funds may be transmitted by the field case officer to the principal agent via a contract agent; and

(b) Funds may be transferred in the field through regular banking channels to the principal agent.

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## II. Accounting and Reporting

6. Under 5 (a) and 5 (b), above, the Field Case Officer shall obtain signed receipts from the principal agent for each transmittal of funds, showing the date and amount of funds received, and acknowledging the general purpose(s) for which such funds are provided. All such receipts shall be transmitted promptly to the Station Finance Officer for retention and disposition in accordance with KUBARK regulations.

7. The Field Case Officer shall obtain signed receipts from the principal agent for all supplies and equipment transferred to him. All such receipts, accompanied by available shipping documents, identifying the supplies and equipment transferred, will be forwarded through the SR Division to the Logistics Office.

8. The principal agent shall submit monthly a signed financial statement to the Field Case Officer on the use of KUBARK funds. Such statements shall show the total funds made available by the KUBARK, income received from all other sources, the expenditures, and the balance of all funds on hand at the beginning and end of the accounting periods. The cash receipts shall be classified by source and the expenditures shall be classified by purpose.

9. The Field Case Officer shall review the financial statements of the principal agent and attach his certification thereto, attesting that, to the best of his knowledge and belief, and based on reports of accomplishments, the funds were expended for the general purpose(s) for which they were advanced. The financial reports and the certification shall be submitted to the Field Station for review.

10. The Field Approving Officer shall review the financial statements and attach his certification thereto, attesting that, to the best of his knowledge and belief, the funds were expended for the general purpose(s) for which they were advanced. All financial statements and certifications shall be submitted to the Station Finance Officer for retention and disposition in accordance with KUBARK regulations.

11. If it is determined that the KUBARK should retain title to non-expendable equipment placed in the possession of the emigre organization by the KUBARK, appropriate legal measures shall be taken with the advice and approval of the Mission Legal Adviser to protect the interest of the ODYOKE. In event an appropriate document is executed with the principal agent evidencing KUBARK title, the original of such document shall be submitted to the Station Finance Officer for file and a copy thereof shall be submitted to the Office of the General Counsel for information.

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### III. Writeoff-Funds

12. The Authorized Field Certifying Officer shall have the authority to accept the receipts referred to in paragraph 6, above, as the accounting for the writeoff of the amounts involved, and as a basis for establishing memorandum control accounts which are maintained for the purpose of reflecting the unaccounted-for portion of such grants.

13. The Authorized Field Certifying Officer shall have the authority to accept the financial statements and attached certifications referred to in paragraphs 3, 9, and 10, above, for recording in the memorandum control accounts.

### IV. Writeoff-Supplies and Equipment

14. The Logistics Office is authorized to accept the receipts referred to in paragraph 7, above, as final authority to drop accountability for the supplies and equipment transferred under this project.

### V. Security Policy

15. All witting individuals utilized under this project shall be previously cleared by KUWRAP or the Security Office, as appropriate. In addition, the names of all other indigenous individuals who may be in a position to compromise, embarrass, or interfere with the operation, must be submitted to KUWRAP for security review.