

MEMORANDUM

TO : Deputy Director (Plans)
SUBJECT: Revised Administrative Plan for
EE Subsidy Project DTLINEN

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Date: 0-0-00 E J:

Objective

1. The purpose of the project is to lend financial assistance to an established overt group engaged in exposing conditions in the target area to enable it to expand its anti-Communist activities and to put in effect other anti-Communist activities as directed by the Agency.

2. The attached revised Administrative Plan supersedes the Financial Plan of 24 October 1950 under which the project is now operating. The purpose of this revision is to provide a Plan to cover the current administration and operation of the project.

Background

3. DTLINEN was organized in 1948 for the purpose of exposing conditions in the target area, which is presently under Communist control, through public mass meetings and through news releases to various information services. The original financial support for these activities was derived from dues and contributions from members of the organization.

Instrumentality

4. Project DTLINEN was approved in May 1949 and has been furnishing financial assistance to the indigenous organization continuously since that time.

5. The Chief of Mission furnishes policy guidance to DTLINEN through two principal agents. One of these agents is the leader of DTLINEN and the other agent is in charge of the DTLINEN covert section which carries out special activities requested by the Agency.

Approval

6. This project was approved in the amount of [] for fiscal year 1954 in the EE Division country program. This program

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DATE 2007

was approved in principle by the DGI on 18 August 1953.

Administrative Plan

7. The line division shall be responsible for forwarding a sterilized version of this Plan or appropriate paragraphs thereof to the Chief of Mission. The attached Administrative Plan has the concurrence of the respective offices and staffs of interest and is recommended for your approval.

15/] Chief
Project Administrative Planning Staff, DD/A

15/]
Project Officer

PAPS/DDA] jdc
(15 March 1954)

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Concurrence Sheet

1s/ []
EE Division

15 March 1954
Date

1s/ []
Office of General Counsel

15 March 1954
Date

1s/ []
Office of the Comptroller

12 March 1954
Date

1s/ []
Security Office

12 March 1954
Date

1s/ []
Staff C

12 March 1954
Date

1s/ []
Personnel Office

12 March 1954
Date

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**DTLINEN
EE Subsidy Project
Administrative Plan**

I. Funding

1. Funds shall be provided for this project on the basis of a detailed annual operating budget prepared by the EE Division and concurred in by the Office of the Comptroller. This budget shall be in accordance with the terms and conditions of the project approval.

2. Funds will be made available for this project on the basis of a field allotment to the Chief of Mission who shall have authority to advance funds in accordance with the approved operating budget for the project, subject to any limitations expressly imposed therein.

3. Funds will be introduced into DTLINEN by the field case officer through the principal agent(s). Receipts, showing date and amount, shall be obtained from the principal agent(s) for all funds advanced to DTLINEN. These receipts will be forwarded to the Finance Officer of the Mission.

II. Organization

4. The two principal agents under this project, the head of the over-all DTLINEN organization, and the chief of its covert section, have been cleared (by Staff C). All other indigenous agents assigned to DTLINEN shall be cleared as determined by Staff C. These agents, if operationally feasible, shall be cleared prior to their use under this project.

5. Prior to use or employment under this project, all persons who will be made witting of either Agency interest or United States Government backing, shall be cleared by Staff C or the Security Office, as appropriate. Available data on all such persons in DTLINEN who are deemed by the Field Mission to be in a position to become witting of the operational details, to compromise, embarrass, or interfere with the project, shall be submitted (through Staff C) for security review.

6. If operationally feasible, the principal agents of DTLINEN will be placed under written contract. If it is not operationally feasible to obtain a written contract, a memorandum in lieu of contract defining the commitments of the parties will be prepared and signed by the case officer and approved by the Chief of Mission, or his designee. The contract or memorandum in lieu thereof will be forwarded to Headquarters for review by the Special Contracting Officer.

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III. Accounting

7. The principal agent shall furnish to the project field case officer, at least quarterly, an accounting for all funds received by DTLINEN. This accounting will show the cash balance at the beginning and end of the period, the cash received by source, and disbursements for the period classified by purpose of expenditure.

8. The principal agent shall certify that the financial statement required pursuant to the foregoing paragraph is a true statement of the disposition of DTLINEN funds received and disbursed during the period covered and of the amount of DTLINEN funds on hand at the beginning and at the end of the period.

9. The financial accounting report and the certification of the principal agent will be forwarded to the field authorized approving officer who will certify that, to the best of his knowledge and belief, these funds were properly expended in the interest of the Agency. The report and the certifications will then be forwarded to the Mission Finance Officer for recording and retention.

IV. Writeoff and Financial Control

10. The Finance Officer of the Mission shall have authority to accept receipts from the principal agent(s) of DTLINEN showing date and amount of funds received as final accountings for the amounts involved for appropriate recording in the Agency's system of accounts.

11. The Finance Officer of the Mission is authorized to accept the financial accounting reports of DTLINEN and the certification of the project field case officer for appropriate recording in the Agency's system of accounts.

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DTLINEN

APPROVED, by direction of DD/P

/s/ S. M. Hines
Acting Chief of Administration, DD/P

29 March 1954
Date

AUTHORIZED

/s/ L. K. White
Acting Deputy Director (Administration)

3 April 1954
Date

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