

**ADMINISTRATIVE PLAN****JMWAVE SUBSIDIARY ACTIVITY - AGENDA****I. PURPOSE**

1. This Administrative Plan sets up the administration of an organization having the same aims as the United States Government in its efforts to combat Communism in Southeast Asia. While such an organization does not have any control over the activities of the group but it is merely financing their actions.

**II. BUDGET**

2. The OMNIUS Executive Committee has appointed a former Certified Public Accountant, as Controller. Under his direction, and with SUPEK advice and consent, an accounting system has been installed to provide appropriate data for funds received and disbursed by JMWAVE. The JMWAVE Comptroller shall submit monthly budget estimates for expenditures for review and approval by SUPEK as a basis for monthly funding. These estimates shall be reviewed and approved by the Chief of Station, JMWAVE, providing they are in conformance with prior approved limitations imposed by COMINT. Budgets in excess of the JMWAVE limitation must be forwarded to SUPEK for approval.

**III. FUNDING**

3. Pending of JMWAVE is conducted and at the overall request, JMWAVE agrees to within funds available in the Project JMWAVE budget. Actual disbursement of funds will be coordinated with SUPEK in accordance with the authority given to the Comptroller and accountability thereafter transferred to the Certifying Officer, JMWAVE.

**IV. FINANCIAL REPORTING**

4. Monthly, a Comptroller's report of JMWAVE will be forwarded to the JMWAVE Certifying Officer, monthly for funds received and disbursed during the month. In addition, the Comptroller, JMWAVE, will furnish the Certifying Officer quarterly with a detailed listing of salaries and disbursements payments made by him. These documents shall show at least the

beginning balance on hand, cash receipts during the period and the general purpose for which the funds were expended, together with a monthly financial statement. These statements shall be certified to be true and accurate by the AFMID Comptroller. Because of the large sums which are expected to be provided AFMID during the course of Project JHATE, the responsible JMWAVE Case Officer should encourage the submission of detailed forms to the minimum accounting requirements stated above to the maximum extent permitted by the operational relationship.

#### V. WRITES OFF

3. Based upon the transfer of accountability from Headquarters, and confirmation of receipt of funds in the monthly AFMID accounting, the JMWAVE Certifying Officer is authorized to write such amounts off to expense and to establish them in appropriate AFMID funds accounts for future disbursement. The monthly summary accountings shall be reviewed by the Chief of Service, JMWAVE, to ascertain they are in general conformance with the budget estimates submitted for the month under review, and forwarded to JHATE Headquarters for approval. The Chiefs, Treasury and/or Political Action Sections, JHATE, will review the accountings. The reviewers shall certify that to the best of their knowledge and belief the accountings are true and correct and funds spent for purpose for which intended. After review they will be forwarded to the Chief, JMWAVE for his certification and, in the next 3 days, shall be written off the organization's budgeted share in AFMID.

4. The amount of money to be transferred to the AFMID budget by JMWAVE will be determined by the AFMID Comptroller in accordance with the AFMID budgetary procedure.

#### VI

Accountability will be shared in accordance with AFMID budgetary policy. The AFMID Comptroller and AFMID Budget Officer

VII. Disposal

This activity shall not be liquidated except under the provisions of an approved Liquidation Plan.

APPROVED by Director of DDCI

*George J. Jones*  
DDCI

*10 February 1972*

APPROVED by Director of NSA

*John C. Shedd*  
NSA

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