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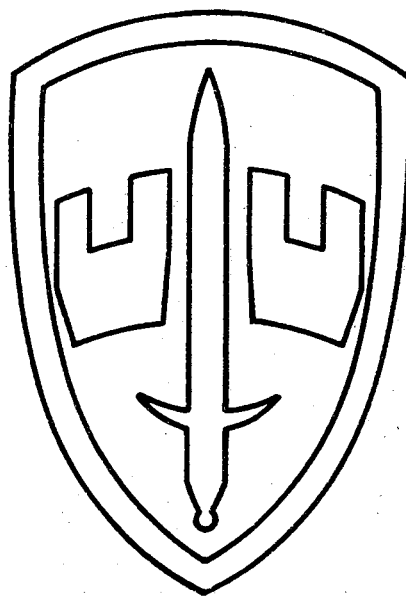
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MACV

AUTOMATED DOCUMENT STORAGE & RETRIEVAL SYSTEM

MANUAL



SAIGON, VIET NAM

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HEADQUARTERS
UNITED STATES MILITARY ASSISTANCE COMMAND, VIETNAM
Office of the Assistant Chief of Staff, Intelligence
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MACJ261

SUBJECT: Automated Document Storage and Retrieval System

TO: SEE DISTRIBUTION

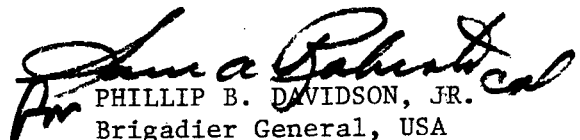
1. Forwarded for your information is the Automated Document Storage and Retrieval System Manual.

2. This system is part of the Department of Defense Intelligence Data Handling System's (IDHS) Automated Document Storage and Retrieval System, set up at major headquarters using the AN/FYQ-43 Document Data Processing System, manufactured by FMA, Inc., and known commercially as the FileSearch system.

3. This Manual has been prepared by Mr. A. E. Palmerlee, FMA's on-site Systems Analyst, as a comprehensive operating manual for personnel assigned to the system at MACV and for other commands retrieving documents from MACV-generated film. This Second Edition includes changes and additions to the procedures set forth in the First Edition. Individual pages are dated to show their latest revision.

4. Comments or recommendations for changes or additions to the Manual should be submitted to this Headquarters, ATTN: MACJ261 (CDEC).

1 Incl
as


PHILLIP B. DAVIDSON, JR.
Brigadier General, USA
Assistant Chief of Staff, J2

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CHAPTER I

THE FILESEARCH SYSTEM

A. STORAGE AND RETRIEVAL PROCESSES

The operation of FileSearch system at an installation involves three primary functions: storage of documents, file maintenance, and retrieval. The FileSearch System General Information Manual, available from FMA and its representatives, contains a general description of these processes and is recommended as supplementary reading.

1. Storage of Documents

The flow of processing documents into the system is shown in Fig. 1-1.

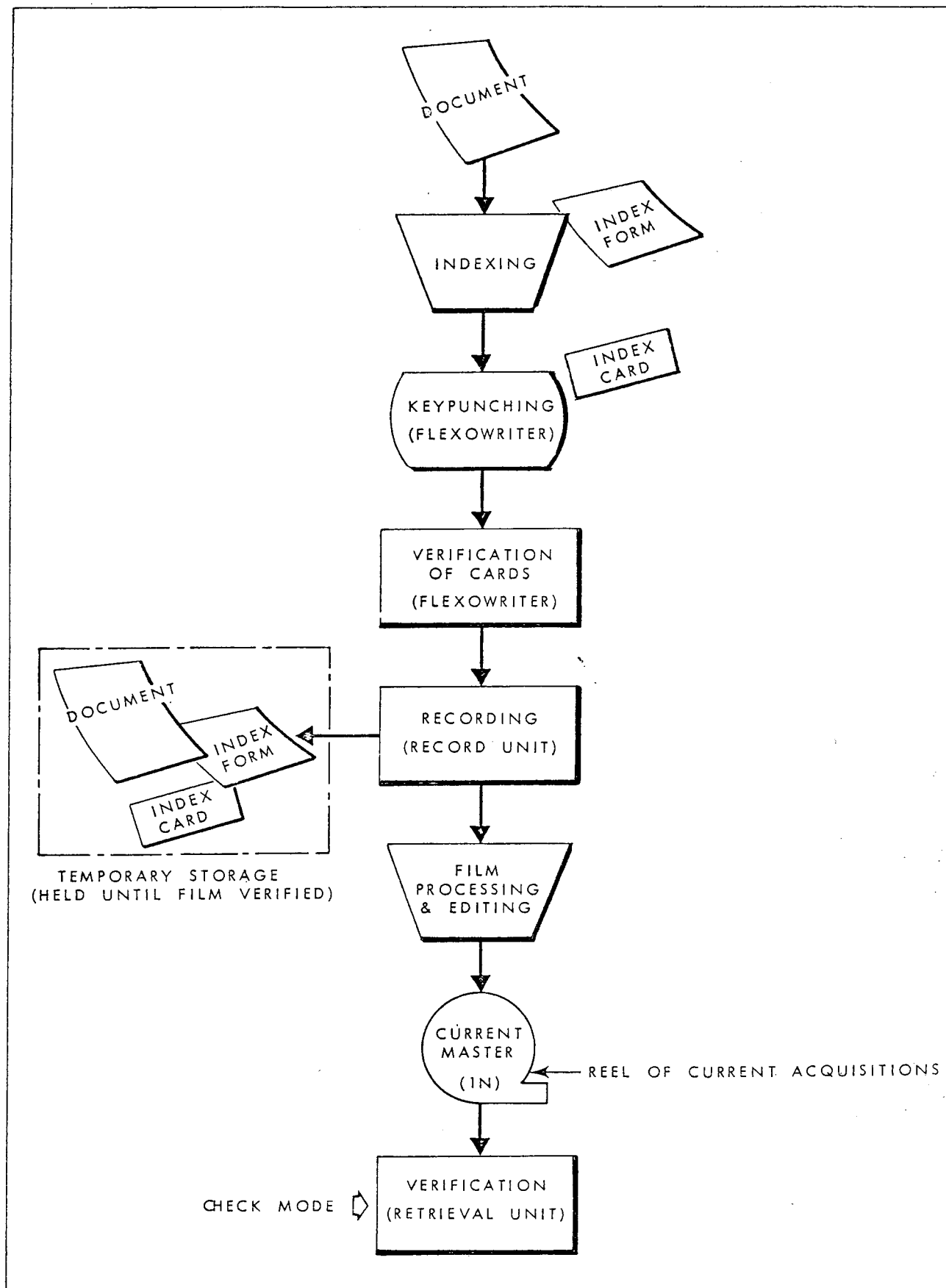
Documents are indexed by writing their descriptions or index terms on an index form. The indexing process is described in more detail in Chapter Two. The index terms, key-punched into one or more cards on the FileSearch Flexowriter (Fig. 1-2) are transcribed into machine-readable codes (Fig. 1-3). The keypunching can be verified by reading the cards on the Flexowriter and comparing the typed copy with the terms on the index form.

Next the document, index form and cards are recorded using the FileSearch Record Unit (Fig. 1-4). The first page of the document is positioned on the table of the Record Unit, and the first index card is inserted into the card reader, causing the document and code to be imaged onto 35mm microfilm (Fig. 1-5). The film is automatically advanced so that succeeding pages and index cards can be recorded. The last page to be photographed is the index form.* If there are more pages than cards, a blank card is used to trigger the camera. Recording is discussed in more detail in Chapter Four.

When the film in the Record Unit magazine is processed and edited (viewed and spliced), the master film, containing the current document acquisitions, is ready for processing into the file. It is a negative film, so called because the dark and light areas of the original appear reversed.

The documents, index forms and cards are held until the film has been verified.

* The index form can be used to monitor retrieval.



JUL 1967

Figure 1-1. STORAGE OF DOCUMENTS

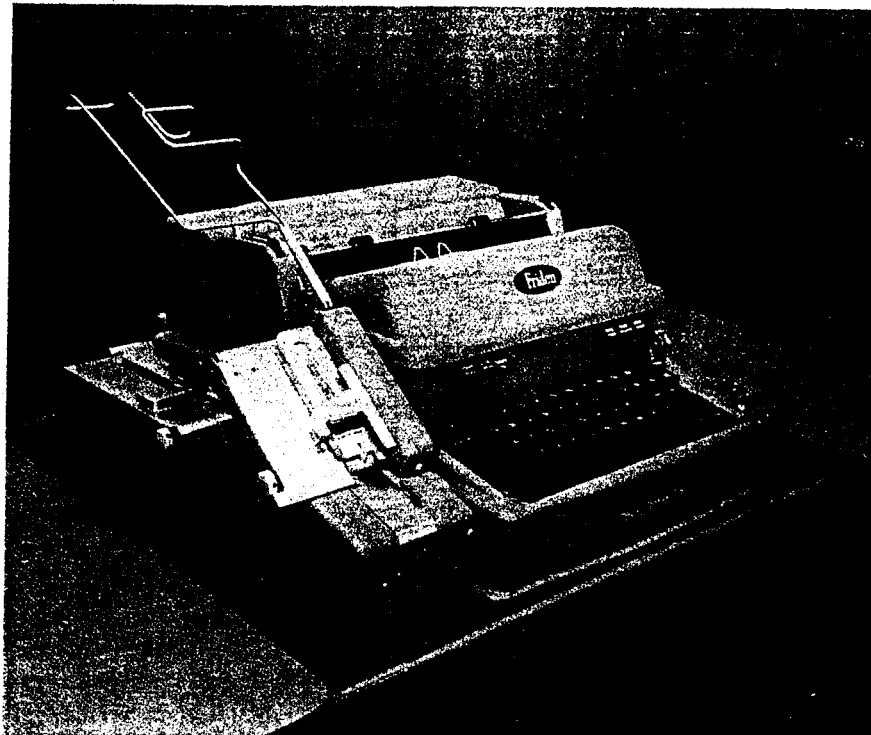


Figure 1-2. FILESEARCH FLEXOWRITER



Figure 1-3. FILESEARCH INDEX CARD

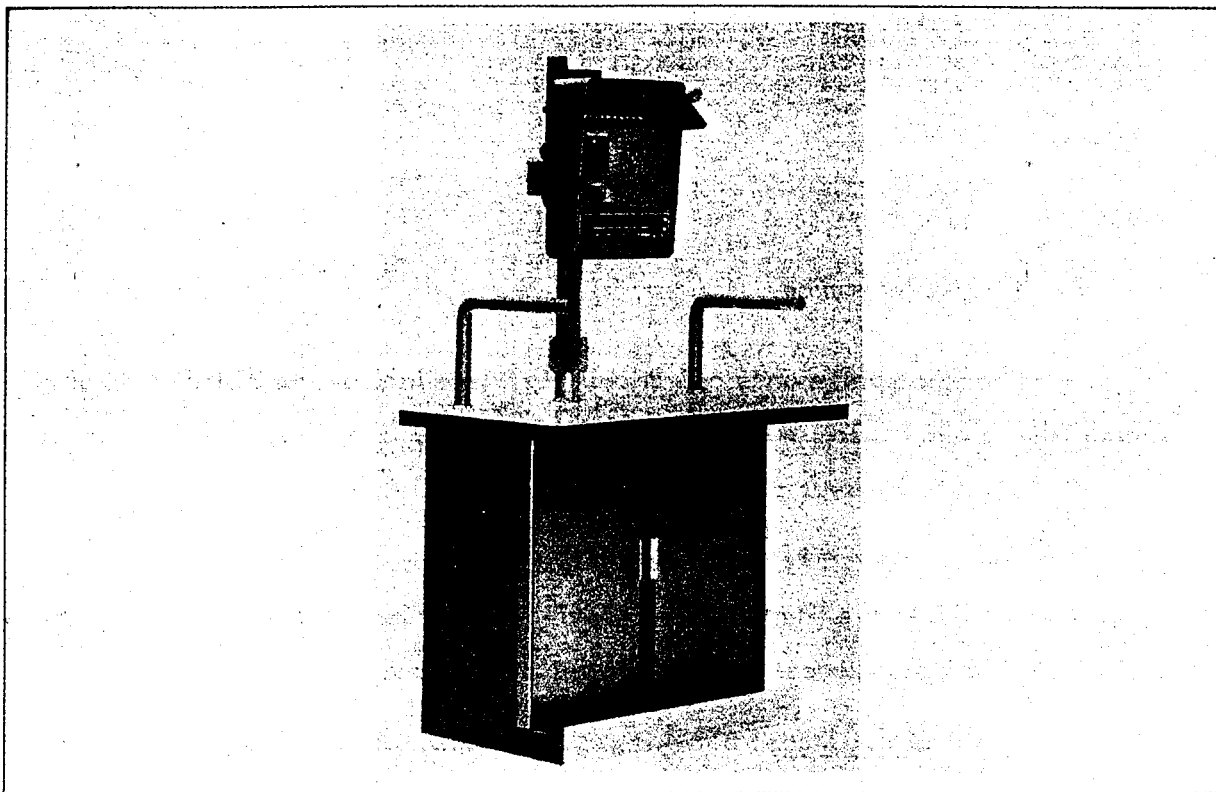


Figure 1-4. FILESEARCH RECORD UNIT

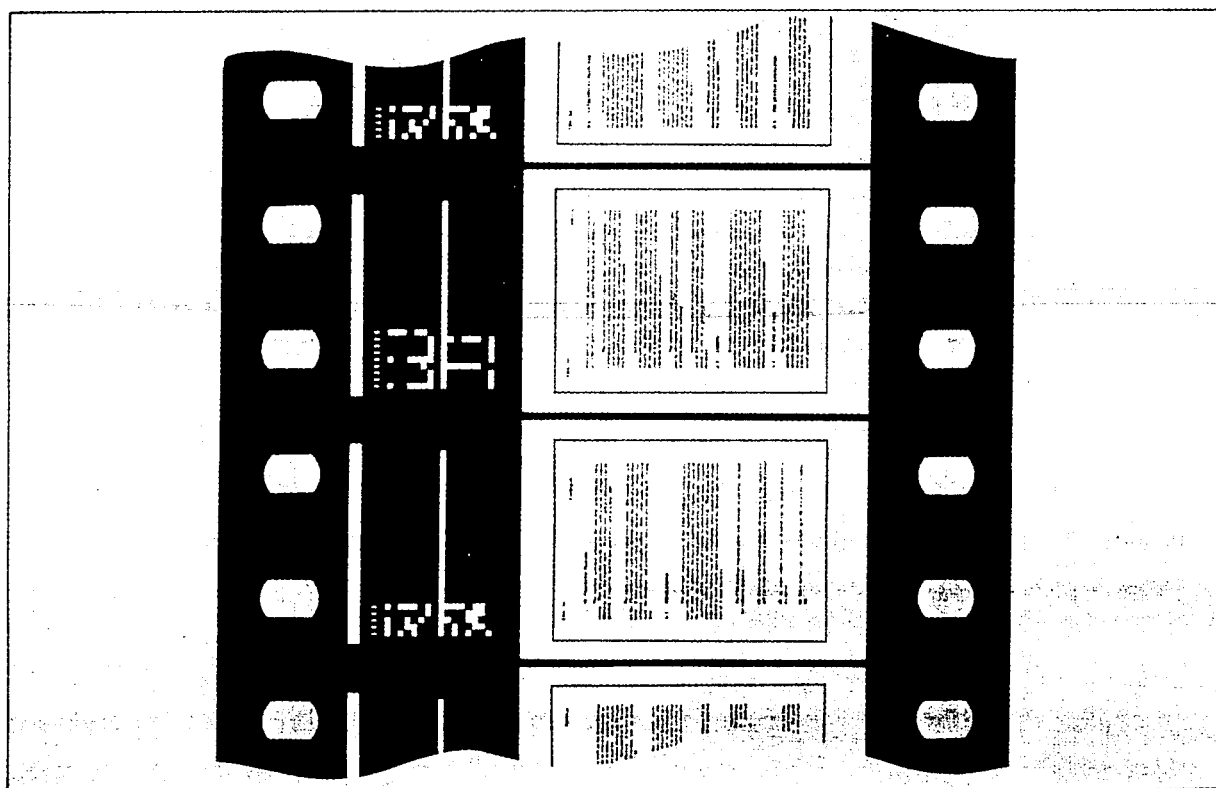


Figure 1-5. TYPICAL FRAMES OF FILESEARCH FILM

2. File Maintenance

The file maintenance operations (Fig. 1-6) include the distribution of File-Search film to other users, the formation of the working film files, and verification of the film. These procedures are discussed in more detail in Chapter Five.

The FileSearch Retrieval Unit (Fig. 1-7) is used to check the film (Check Mode) and duplicate the film either by copying every frame (Copy Mode) or by automatically selecting documents matching a request (Expand Mode).

In the Check Mode, the first page of a document is displayed on the viewer of the Retrieval Unit if the document contains an error. The error can be caused by:

- a. An improperly coded character; that is, each character must have an odd number of ones, or odd parity. (See Fig. 1-8).
- b. An index term having more than seven characters, that is, a tab error.
- c. A document whose indexing does not match the request. For example, the request used to check the master film could ask for all documents classified Secret or less which are indexed with a source, document number, date of document, date of indexing and indexing unit. Since it is assumed that all the current acquisitions should be so indexed, only error documents will be displayed on the screen.

In the Copy Mode, an exact duplicate (1:1 copy) of every frame on the master film is made. In the Expand Mode, all pages of each document matching the request are duplicated onto film. Thus the mode used to prepare film for distribution to other users will depend upon requirements.

The film duplicated from the master film is a second generation positive (2P). The code is positive and the image is the same as the original with respect to dark and light areas.

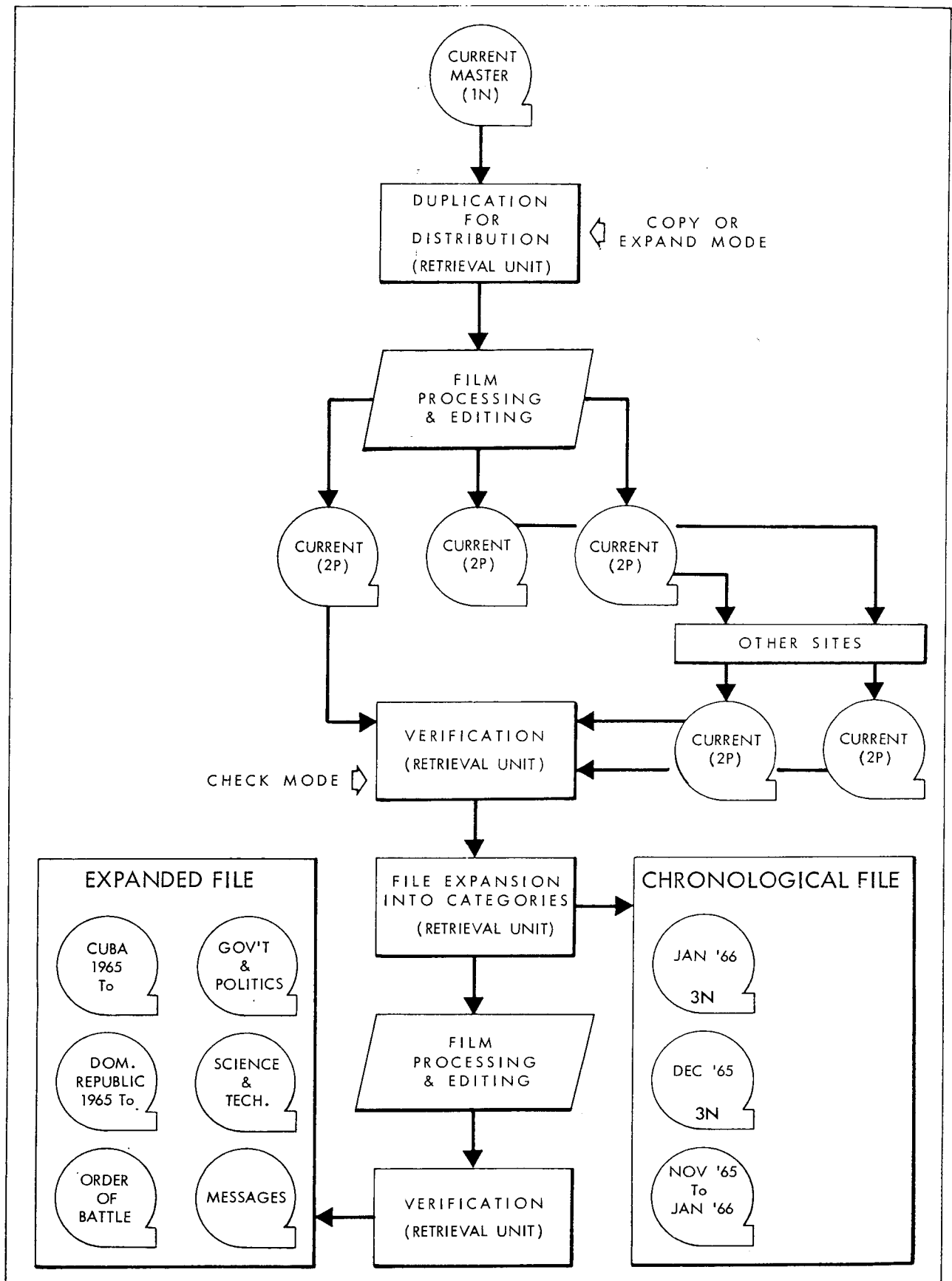


Figure 1-6. FILE MAINTENANCE

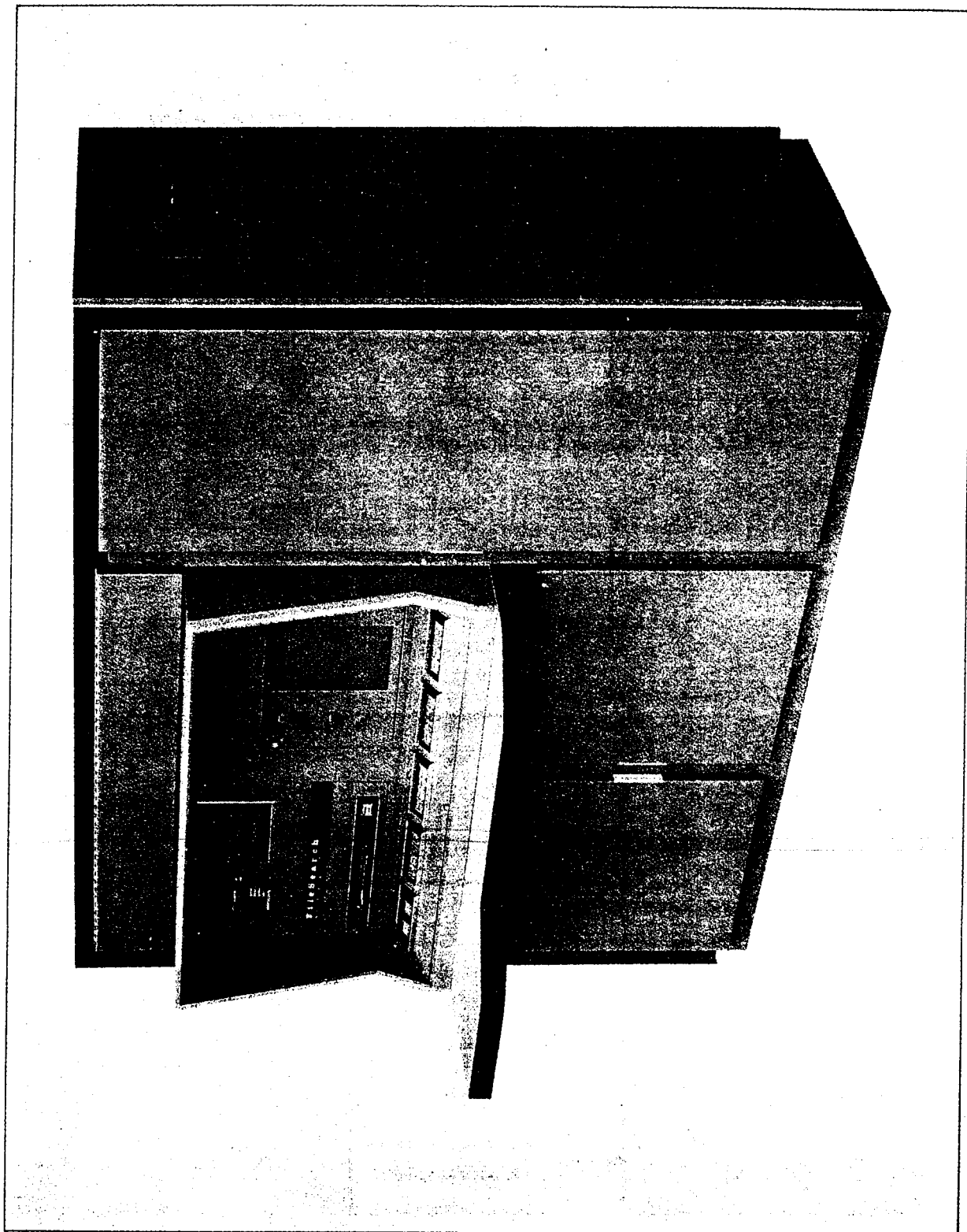


Figure 1-7. FILESEARCH RETRIEVAL UNIT

Character	Binary	Film Negative	Film Positive	Punched Data
0	0000001			
1	0000010			
2	0000100			
3	0000111			
4	0001000			
5	0001011			
6	0001101			
7	0001110			
8	0010000			
9	0010011			
-	0010110			
/	0011010			
.	0011111			
space	0100000			
A	0100011			
B	0100101			
C	0100110			
D	0101001			
E	0101010			
F	0101100			
G	0101111			
H	0110001			
I	0110010			
or	0110111			
J	1000011			
K	1000101			
L	1000110			
M	1001001			
N	1001010			
O	1001100			
P	1001111			
Q	1010001			
R	1010010			
-	1010100			
car. ret.	1011101			
and	1011110			
S	1100100			
T	1100111			
U	1101000			
V	1101011			
W	1101101			
X	1101110			
Y	1110000			
Z	1110011			
stop code	1110110			
*	1111001			
tab	1111100			
delete	1111111			

Figure 1-8. FILESEARCH BINARY CODE

Just as film is distributed to other FileSearch sites, film is received from other sites. This film, when combined with the positive copy of the film you have recorded, contains documents arranged in approximate chronological order. It is used to form the working files which are structured into categories so as to minimize access time to requested documents. These categories will initially reflect the same organization as your present manual files.

By requesting all documents pertaining to Cuba, for example, and searching the positive film in the Expand Mode, all documents concerning Cuba will be copied, via the 1:1 camera, onto film. This process is then repeated for other categories of the working files. The processed film is cut into strips, and each strip spliced onto the appropriate reel of the working library. The file expansion operation can be checked by searching each reel in the Check Mode with the corresponding request used for file expansion.

The term "file expansion" derives from the fact that the volume of film in the working files is increased. One document could appear on several reels such as Cuba, The Dominican Republic and Government and Politics. File expansion is analogous to cross filing duplicate documents in a manual system.

The working files contain third generation negative film. Within one reel, the documents are arranged in approximate chronological order, and latest acquisitions are the first searched during retrieval. (See Fig. 1-9.) The positive film and master negative are held in the retention files. These reels are not normally used in processing requests, but are used if it becomes necessary to reform a working reel.

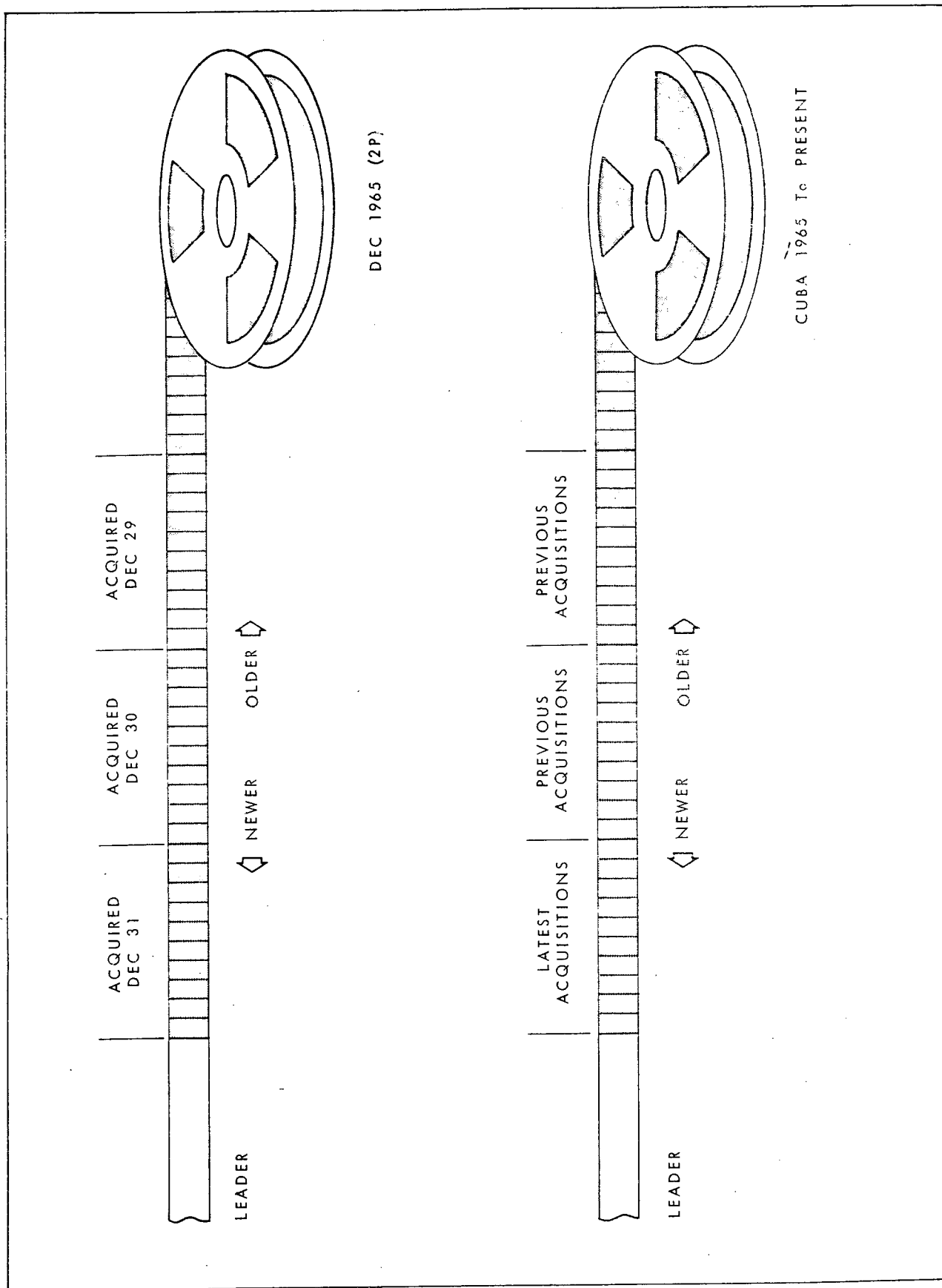


Figure 1-9. CHRONOLOGICAL ARRANGEMENT OF DOCUMENTS

3. Retrieval

The flow of processing a request for documents is shown in Fig. 1-10.

Retrieval techniques are presented in more detail in Chapter Four.

A request can be received in person, via the telephone, or in writing. It can take several forms: for example, it can ask for a specific document or a series of documents which require searching several reels; it can ask for a verbal answer (such as "No message has been received"), a hard copy of the documents, or a statistical count. Whatever its form, it must be transcribed into FileSearch language analogous to indexing, by writing the request terms on a form. The request is then entered into the Manual Entry Retrieval Console or a request card is punched, and the proper reel selected from the working files.

The operator of the Retrieval Unit mounts the reel and selects the output mode:

- a. In the Browse Mode, the first page of a document matching the request is projected on the viewing screen. By depressing the proper switch, the operator can view succeeding or previous pages, make a hard copy of any page he wishes, and continue searching or rewind. In this mode, the Unit operates as it does in the Check mode, except that matching (not erroneous) documents are recovered.
- b. In the Retrieve Mode, hard copies of each page of matching documents are automatically produced, and search is automatically continued. In this mode, the Unit operates as it does in the Expand Mode, except that hard copies (not film copies) are produced.
- c. In the Count Hits Mode, the Hit Counter displays the number of documents which match the request.

In all of these modes, the Retrieval Unit automatically rewinds the film when the reflective marker at the end of the film is sensed.

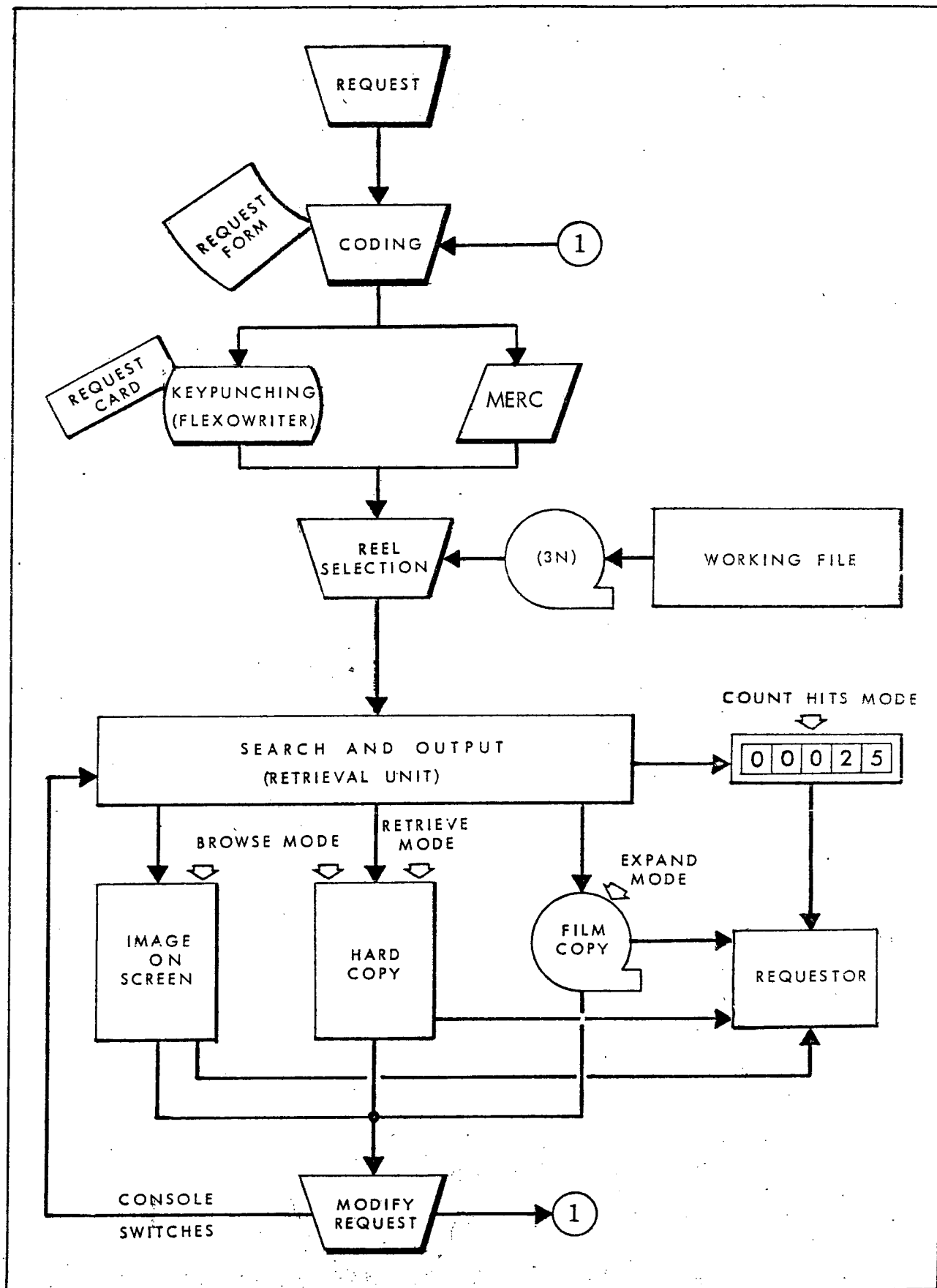


Figure 1-10. RETRIEVAL OF DOCUMENTS

Some requests may require modification in order to recover the requested documents. The request can be altered by changing switches on the console of the Unit, or by restating the request and repeating the retrieval procedures.

It is usually most desirable to search negative film; negative images of textual materials are less fatiguing to view and result in positive hard copies. This is a major reason for using negative film in the working files.

4. Control Procedures

During all of the operations involving FileSearch, system controls (e.g., verification, identification, security) are used. Some methods for applying these controls are discussed in the following chapters.

B. THE MACV SYSTEM

1. Mission

The Automated Document Storage and Retrieval System has been established as an automated archival repository for all raw intelligence documents. As such it receives these documents from the producing agencies, indexes them in depth, and records both the documents and the indexing on microfilm. This data base is then available to all intelligence organizations in Việt Nam for selective retrieval to meet their specific needs.

2. The Input Cycle

Documents are indexed as they are received by the Coding Section. They are then transferred to the Machine Room where the indexing information is keypunched on flexowriters into paper tape. As the paper tape is verified, it is also converted to edge-punched cards. These cards are recorded along with the original documents onto 35mm microfilm using the Record Unit. The paper tape is stored for future interface with digital computer systems.

3. The Retrieval Cycle

Two basic types of retrieval will be run, analyst queries and film dissemination. Figure 1-12 is a flow chart representing the complete retrieval cycle.

a. Queries. The standard output from the system will be in the form of specific requests run for individual analysts. These may be submitted by any intelligence organization, either in person, or by telephone, letter or message. Each question is coded as it is received. This will normally be done directly on the request console; although a request may be entered using an edge-punched card.

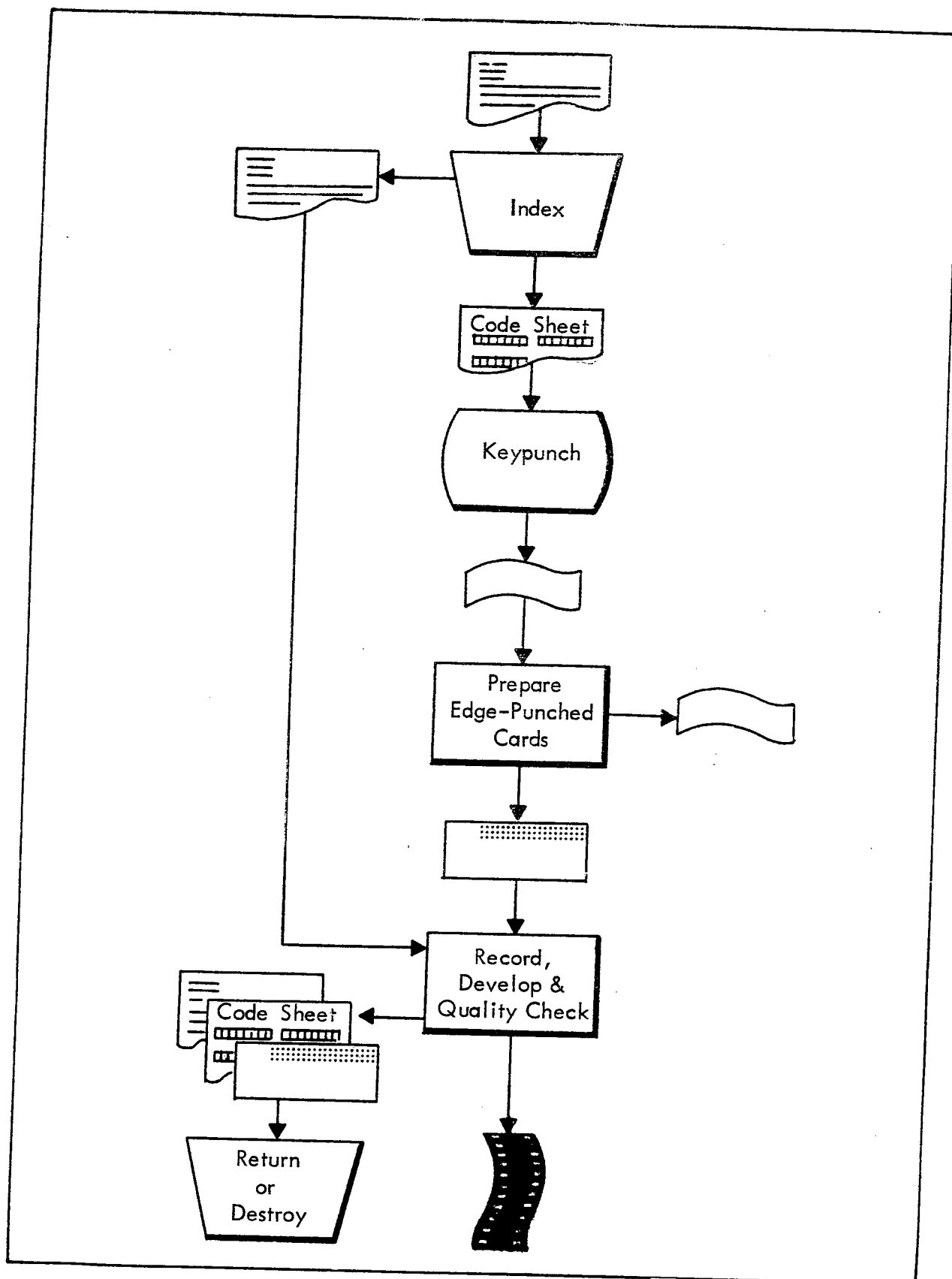


Figure 1-11. MACV Input Cycle

Requests with limited output will be run using the browse mode in which documents retrieved are displayed on the reading screen of the Retrieval Unit, and hardcopy may be made as desired. On the other hand, when extensive output is expected, the Retrieval Unit will be operated in the expand mode with the output in the form of 16mm microfilm for use on an off-line reader or reader-printer.

b. Dissemination. For installations that have microfilm readers available, routine dissemination of all documents on a particular area or subject of interest can be made at regular intervals. For this type of output a standard query will be prepared on an edge-punched card, and then run against all new film since the last dissemination was made. Output will be in the form of 16mm microfilm.

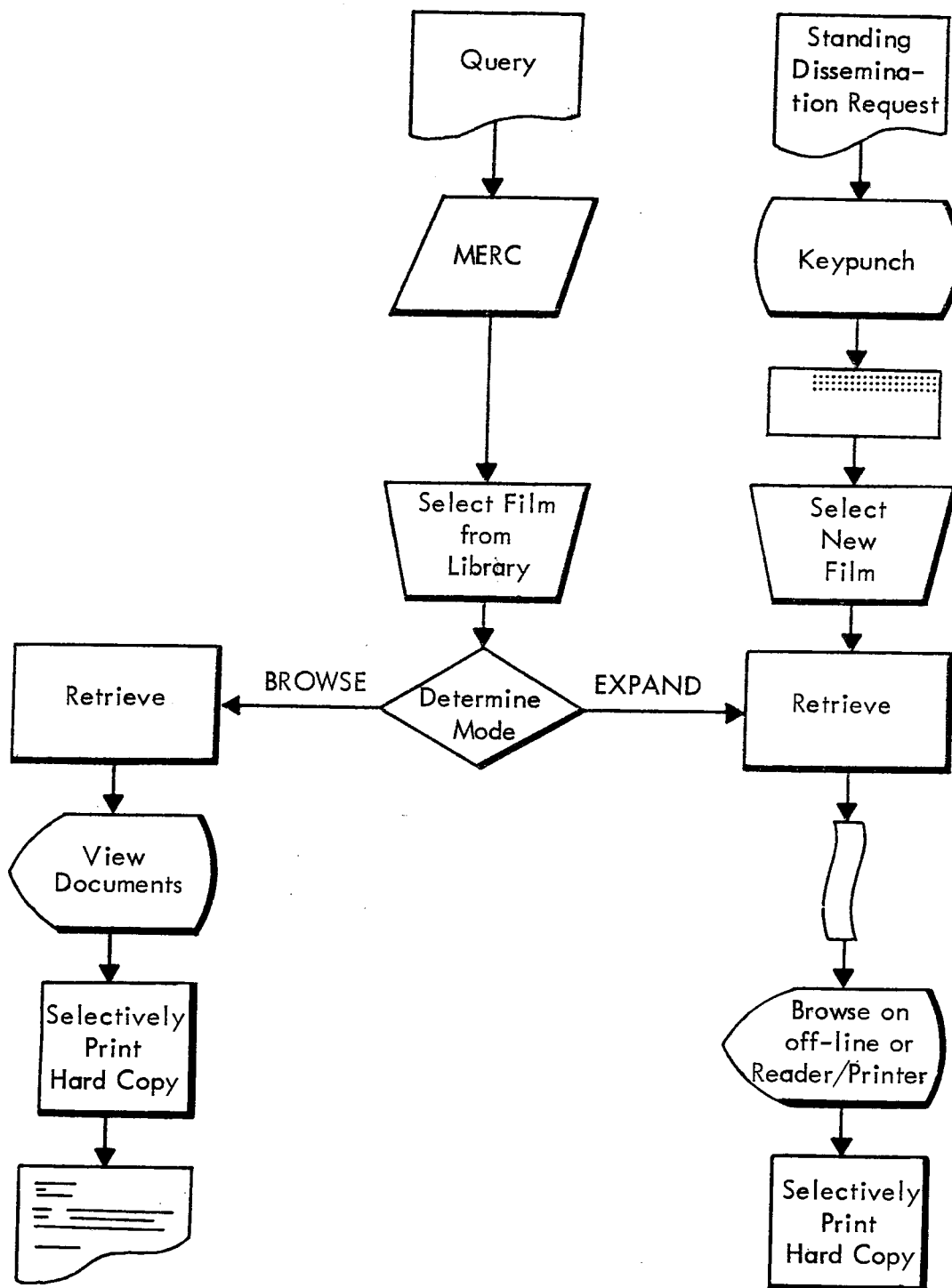


Figure 1-12. MACV Retrieval Cycle

C. RELATED PUBLICATIONS

1. The reader is referred to these FMA publications:

a. Operating Manuals

1) The FileSearch System General Information Manual - describes the storage, file maintenance and retrieval processes; includes pictures and specifications of the equipment; gives examples which do not use IDHS indexing; lists definitions of terms.

2) FileSearch Flexowriter Instructions - describes the operation of the Flexowriter; punching, reading, and duplicating cards.

3) FileSearch Record Unit Instructions for Models 122SA and 123 - describes the operation of the Record Unit; making leaders and trailers; choosing exposures; setting the frame counter; loading and unloading the magazine; correcting errors.

4) FileSearch Film Maintenance Instructions - describes the storage and processing of film; splicing; forming reels; special leaders and trailers.

5) FileSearch Retrieval Unit Instructions for Models 112SA and 113 - describes the operation of the Retrieval Unit; functions and terms related to retrieval; use of the console switches; mounting film; loading the printer; loading and unloading the file expansion transport module; procedures for interpreting and correcting indicated error or alarm conditions.

b. Application Notes

FMA has established a series of bulletins concerning various aspects of the application of the FileSearch system (Application Notes). At the present time, the following list of titles is available. Information concerning the latest additions can be obtained from FMA or its representatives.

1) Tags (ANPB65102) - describes the significance of the use of tags to identify index or request terms.

2) Variable Length Descriptors (ANPB65103) - describes the use of variable length index terms and the corresponding retrieval techniques.

3) The Uses of the Continued Function (ANPB65104) - describes the use of continued index terms and the corresponding function of the Retrieval Unit.

2. The reader is also referred to these government publications, which are referenced throughout this guide. They are available through appropriate channels from:

Defense Intelligence Agency
Washington D.C. 20301
ATTN: DIAMS-1

a. Automated Document Storage and Retrieval Guide, Intelligence Data Handling Systems (IDHS), June 1965, Defense Intelligence Agency: describes the Minicard and FileSearch systems; prescribes the standard codes and indexing rules; appends detailed indexing instructions for certain types of information; includes the Area Classification Code and Department of State Post Locator Numbers; classified Confidential. (Ref. 1)

b. The Intelligence Subject Code, latest edition, United States Intelligence Board, Committee on Documentation: describes the hierarchic classification of subjects; gives the six-digit codes; lists applicable modifiers; notes application of primary and secondary area rules. (Ref. 2)

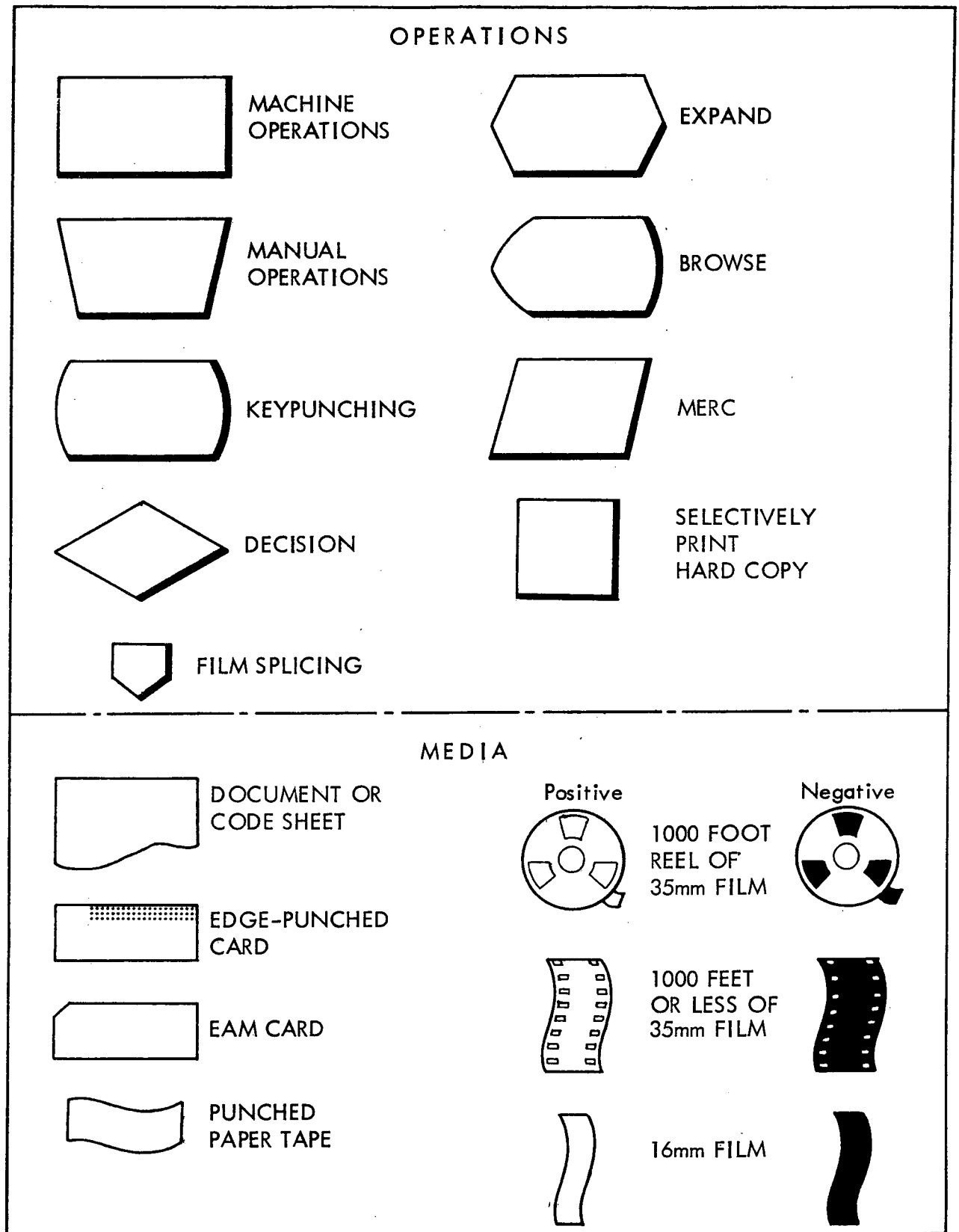


Figure 1-13. Flow Chart Symbols

1

2

3

4

CHAPTER II

INDEXING

A. GENERAL

Each document must be properly described or indexed in order for it to be properly retrieved. Indexing consists of analyzing a document to select the proper descriptors and encoding these descriptors as index terms. The guide issued by DIA (Ref. 1) contains a lucid description of the indexing process. Indexing is critical to accurate operation of the system. An incorrectly indexed document might be overlooked during search when it contains vital information, or it might be retrieved when it contains irrelevant information (a false drop).

B. INDEXING IN DEPTH

The FileSearch system permits indexing in depth; there is no restriction on the number of index terms (descriptors) which can be assigned to a document. To illustrate, a State Department publication on Cambodia (the first two pages are shown in Fig. 2-1) might be described in depth as follows.

DESCRIBING A DOCUMENT

<u>KIND OF DESCRIPTOR</u>	<u>DESCRIPTOR IN CLEAR TEXT</u>
About the document:	
Reporting Agency	Dep't. of State, Office of Media Services
Publication Number	7471
Date of Document	June, 1963
Enclosure (not shown)	Map of Southeast Asia
Security Classification	Unclassified
The document is about:	
Country	Cambodia, in Southeast Asia
City	Phnom Penh
City	Sihanoukville
Personality	Prince Norodom Sihanouk, chief of state
Installation	Khmer-American Friendship Highway
Subjects	Cambodian language and culture Constitutional form of government Agricultural economy rice crop rubber, exported Foreign aid
Countries	United States Communist China Russia

CAMBODIA

The Kingdom of Cambodia is the remaining portion of the once vast and powerful Khmer empire which, at its height some 6 or 7 centuries ago, extended across the breadth of Southeast Asia from the South China Sea, possibly as far west as the Bay of Bengal. Today Cambodia has an area of about 67,500 square miles (approximately the size of Missouri), is bounded on the south and east by the Republic of Viet-Nam, on the north by Laos and Thailand, and on the southwest by the Gulf of Siam.

Cambodia is unique in Southeast Asia in that it is relatively underpopulated and less than one-fourth of all the arable land is under cultivation. Over half of the country is covered by tropical hardwood forest. The central area is level and forms a basin for the Mekong River and the great lake of Tonle-Sap, creating ideal conditions for rice production. Near the borders of the country there are several low mountain chains. In general, the inhabited parts of the country are of a savanna-type terrain not unlike the flat inland parts of Florida. The climate is generally warm and humid.

Phnom Penh, the nation's capital and its political, economic, and transportation center, serves also as an inland port and distribution center for goods shipped overland to and from the new deepwater port of Sihanoukville on the Gulf of Siam.

2

More than 4 million of the Kingdom's 5 million people are Cambodians, or ethnic Khmers, showing, however, traces of Chinese, Malayan, and Indian physical characteristics. Minority groups consist of some 400,000 Vietnamese, 300,000 Chinese, 85,000 Chams (Moslems of early Indonesian stock), and 4,000 Europeans.

The Cambodians are a notably integrated and homogeneous people, unified by their long history and ancient culture, a common religion (Hinayana Buddhism), a single language, deep reverence for the throne, and a strong nationalism. The people speak Cambodian or Khmer, and French is the principal secondary language. ("Khmer" means "Cambodian" in the Cambodian language.)

Buddhism exerts a pervading influence and conditions the daily life of the people. There are over 2,400 Buddhist temples and monasteries in the kingdom. As in most parts of the world, many of the most common activities are carried out according to custom or ritual. The teachings of Buddhism are partly responsible for the Cambodian's tranquil and tolerant nature.

Most Cambodians are farmers and live in small villages, while the Chinese and Vietnamese are important in commercial activities. Educated Cambodians have traditionally entered government service, but an increasing number of Cambodians trained under the recently expanded educational system are now going into other fields as well. In the Cambodian social tradition manual labor of any kind, even skilled labor, was looked down upon. However, Cambodian workers hired by the American construction firm building the Phnom Penh-Sihanoukville highway proved efficient and quick to learn the use of modern tools and to operate heavy

3

Figure 2-1. SAMPLE DOCUMENT FOR INDEXING

JUL 1967

Several different kinds of descriptors are listed, some telling about the document, others telling what the document is about. One of the latter kinds is called a "subject" and denotes a topic or concept, as contrasted with names of countries, cities, people, etc.

1. Classification

Some kinds of descriptors can be classified to show hierarchic relationships by using codes. For example, Cambodia can be classified as a country in Southeast Asia by using positional notation:

Continent		Country		Continental Subdivision	
A		C	B	∅	S
(Asia)		(Cambodia)		(Southeast Asia)	

Another example encodes the relationships between the general category of commodities and rice crops:

Commodity	Agricultural Crops		Grain Crops	Rice	
6	∅	1	1	4	5

Dates can also be arranged to show the hierarchy between year, month and day. For example, 16 September 1965 is coded:

Year		Month		Day	
6	5	∅	9	1	6

Retrieval is facilitated if certain kinds of index terms are coded to indicate hierarchical relationships. For example, the document on Cambodia could be retrieved in response to requests for Southeast Asian countries; for agricultural crops in Asian countries; for documents on Cambodia published in 1963; etc.

In the IDHS system, several kinds of descriptors are encoded. The classification codes for countries and areas are given in Appendix 12 of the DIA guide (Ref.1). Coding schemes used in indexing items such as dates and UTM coordinates are explained in this Manual, as well as the DIA guide (Ref.1).

2. Clear Text

Other kinds of index terms are names of people, places, and things. Nothing is gained by classifying these descriptors, so they are indexed in "clear text," e.g., Sihanoukville. The format of clear-text terms entered on the index form is standardized, however. Electronic brains are not smart enough to decide that a request for San Francisco, for example, is satisfied by a document indexed with Frisco. These formatting procedures are also given in this Manual and the DIA guide (Ref.1).

C. TAGS

1. Kind of Information

Each index term entered on the index form has a tag which indicates the kind of index. The tag is the first character of the encoded term and is used to differentiate categories of information. To illustrate, the ISC subject codes are numeric and are tagged with an "A." A document dealing with steam turbines would be indexed with the code A631025. The date of an occurrence is tagged with a "J"; an event occurring 25 October 1963 would be indexed J631025. During retrieval, tags are always compared for an exact match, so that the subject A631025 could not be confused with the date J631025.

2. Role Indicator

The document on Cambodia illustrates another use for tags. Certain kinds of subjects (such as foreign aid) involve two or more countries (such as Cambodia and the United States). Ambiguity can occur unless the indexing specifies the role played by the countries; that is, which country granted aid and which country received it. The IDHS document indexing system defines the two roles by assigning two different tags. The primary area (i.e., the granting country) is tagged with a "B" and the related area (i.e., the recipient country) is tagged with an "R." The classification code remains the same (i.e., Cambodia is indexed BACB005 or RACB005). The use of the B- and R-tags is defined in the ISC (Ref. 2) for each of the subjects which might imply ambiguity.

3. Tag Assignments

The assignment of tags to a particular kind of descriptor is standardized throughout the DIA Automated Document Storage and Retrieval System. Most tags are used universally, while a few have been assigned for special or local use. Documents indexed with these local-use tags are not usually distributed to other commands. Fig. 2-2 shows the current tag assignments.

Character	Kind of Descriptor	Field	Use
Ø			
1	(Originator's Office Symbol)	Factored	Special
2	(Addressee)	Factored	Special
3	(Administrative Subject Code)	Phrased	Special
4			
5			
6	(DGZ Designator)	Phrased	Special
7			
8			
9	Time (Date/Time)	Factored	Special
-	Continuation	Either	
/	Date of Key punching	Factored	
A	Intelligence Subject Code	Phrased	
B	Country/Area Code	Phrased	
C	Personality	Phrased	
D	Geographic Place Name	Phrased	
E	Ship Name	Phrased	
F	Organization	Phrased	
G	Keyword	Phrased	
H			
I			
J	Date of Intelligence	Phrased	
K	Mission Number	Phrased	
L	Geographic Coordinates	Phrased	
M	Subject Modifier	Phrased	
N	BE Number/Chart Number	Phrased	
O			
P	Collection Project Number, SICR	Factored	Special
Q	Phrase Boundary Control		
R	Related Country/Area Code	Phrased	
S	Source/Originator	Factored	
T	(Route Slip Number)	Factored	Special
U	Document Number	Factored	
V	Security classification, restriction	Factored	
W	Indexing unit, document type	Factored	
X	Report Date	Factored	
Y	Date of Capture	Factored	
Z	Batch number		Special
NOTE: Tags enclosed in parentheses will not be used at MACV.			

Figure 2-2. IDHS TAG ASSIGNMENTS

D. CONTINUED DESCRIPTORS*

The maximum length of an encoded index term is seven characters, corresponding to the seven-character length of a request register. Sometimes it is necessary to continue a term into a second group of seven characters (word). For example, the tag for names of geographic places is a "D," and the indexing of the city of Copenhagen requires continuing into a second word, tagged with a dash (-):

D	C	O	P	E	N	H	-	A	G	E	N		
---	---	---	---	---	---	---	---	---	---	---	---	--	--

Descriptors that do not use all available positions will terminate with a period.

D	C	O	P	E	N	H	-	A	G	E	N	.
---	---	---	---	---	---	---	---	---	---	---	---	---

* The Minicard system and some DIA publications refer to these as extended descriptors.

E. FACTORED AND PHRASED DESCRIPTORS

1. The Factored and Phrased Field*

The document on Cambodia illustrates two classes of descriptors: those which tell about the document and those which tell what the document is about. The first class comprises the factored descriptors which must always appear first or in the factored field of a document's index. The second class comprises the phrased descriptors which must appear next, or in the phrased field of a document's index.

Each tag, identifying a type of descriptor, has been assigned to either the factored or phrased field. Although the factored descriptors must always appear before the phrased descriptors, within each field the descriptors can appear in any order—with the exception of continued descriptors. The order of the words constituting a continued index term must be preserved.

2. Phrase Boundaries

One tag, the "Q", has a special use. It does not identify a kind of descriptor; rather, it is a control code. A Q-tag, followed by a tab or carriage return, is a phrase boundary. It is used in the phrased field to group related index terms and disassociate them from unrelated terms. For example, the document dealing with a hospital in East Germany and a tracking station in France would be a false drop if retrieved in response to the request for tracking stations in East Germany. During indexing, a phrase boundary is used to separate the index terms hospital and East Germany from tracking station and France, thereby avoiding the false drop.

* The Minicard system and some DIA publications refer to these as fixed (factored) and open (phrased) field.

If a document's index terms are all related, no phrase boundaries are required in the indexing. A Q-tag is sometimes used to separate the factored field from the phrased field; this is not a requirement of the FileSearch system*, but can be done for convenience.

Factored descriptors, as contrasted with phrased descriptors, can always be associated with any of the other index terms. For example, assume the above document was originated by the Air Force on 17 November 1965. The factored terms Air Force and 17 November 1965 can be related to hospital and East Germany or tracking stations and France without causing false drops. They are analogous to a mathematical factor. For example, the factor (ab) when multiplied with (cd + ef) forms the product (abcd + abef).

* The Minicard system uses a Q-tag followed by six zeroes (a 'phrase gate'), and requires a phrase boundary following the fixed field.

F. SUBJECT MODIFIERS

Certain general topics discussed in documents can be used to modify subjects in order to more precisely describe a document's content. The document on Cambodia, for example, discusses crude rubber as the principal Cambodian export. In this case, crude rubber (a subject) is more precisely described if export of (a modifier) is included in the index. General modifying terms such as export (of), organization (of), construction (of), can be applied to a wide variety of subjects. The IDHS document indexing system uses an M-tag to identify these modifiers. Their codes and the subjects they can modify are listed in the ISC (Ref. 2). Modifiers may also be used to indicate the type of document (yearbook, agenda) or enclosures (photographs, maps).

G. ENCODING PROCEDURES

The encoding procedures used through the various commands are compatible, although some will vary slightly with individual needs. Some general rules for encoding can be stated:

1. Alphabetic codes are positioned to the left, next to the tag. Numeric codes are positioned to the right, and left-hand positions are filled with zeroes.

a. The name JONES is indexed:

C	J	O	N	E	S	.
---	---	---	---	---	---	---

b. Latitude 1°2'N is indexed:

L	N	0	0	1	0	2
---	---	---	---	---	---	---

c. By positioning numeric codes in this manner, the position of the decimal point is implied. Thus the latitude in the above example cannot be confused with 10°20'N:

L	N	0	1	0	2	0
---	---	---	---	---	---	---

2. Whenever an index term is continued, a dash-tag is used for the second or following words.

a. The name EISENHOWER is indexed:

C	E	I	S	E	N	H	-	O	W	E	R	.
---	---	---	---	---	---	---	---	---	---	---	---	---

H. THE INDEX FORM

1. Informational Entries

A sample index form is shown in Fig. 2-3. Informational entries can be made by the indexer at the foot of the form. These entries include instructions for photographing the document.

2. Index Terms

The coded index terms are entered in the seven-character format (lower portion of form). It is assumed that the first six index terms are always used, so the tags and identifications are pre-printed. Additional index terms with appropriate tags are entered as required. The Flexowriter operator punches a tab or carriage return following each word; the carriage of the Flexowriter moves accordingly.

3. Phrase Boundaries

Phrase boundaries are indexed by writing a "Q" in the tag position of a descriptor and leaving the remaining positions blank. The Flexowriter operator punches a "Q" followed by a tab or carriage return.

4. Symbols

In order to avoid confusion, certain symbols can be used on the index form:

<u>Enter</u>	<u>To Represent</u>
Ø	zero
O	letter O
S	letter S (sometimes mistaken for a 5)
1	one
I	letter I
Z	letter Z (sometimes mistaken for a 2)

<input type="checkbox"/> Top Secret	<input type="checkbox"/> Official Use Only	No. of Doc. Pages <u>12</u>	Page <u>1</u> of <u>1</u>
<input type="checkbox"/> Secret	<input checked="" type="checkbox"/> Unclassified		Indexer <u>[Signature]</u>
<input type="checkbox"/> Confidential	<input type="checkbox"/> Other _____		Entry Date <u>15 Aug '65</u>

Originator	Number	Class.	Yr. Mo. Day
→ \$ \$ T A T E D C R	U φ φ 7 4 7 1 C R	V 5 φ φ 2 φ φ C R	X 6 3 φ 6 φ φ C R
←	→		
W 4 L R P φ 4 C R	<i>Cambodia</i> B A C B φ φ φ C R	Stop Code	
D P H N O M P C R	- E N H . φ φ C R	D \$ I H A N O C R	- U K V I L L C R
C \$ I H A N O C R	- U K . φ φ φ C R	<i>Chief of State</i> A 1 1 5 1 φ φ C R	Stop Code
D K H M E R A C R	- M E R E C A C R	<i>Highway, Importance</i> A 5 φ 2 2 1 φ C R	<i>Cambodian Culture</i> A 2 1 φ 3 6 φ C R
<i>Constitutional Govt</i> A 1 1 3 1 φ φ C R	<i>Rice Crop</i> A 6 φ 1 1 4 5 C R	<i>Map</i> M 5 φ φ 2 2 φ C R	Stop Code
Q	<i>Cambodia</i> B A C B φ φ φ C R	<i>Rubber, Crude</i> A 6 φ 8 1 φ φ C R	<i>Export of</i> M 6 φ φ φ 6 6 C R
Q	<i>Foreign Aid, Loans</i> A 4 9 3 2 φ φ C R	<i>U.S.A.</i> B H U \$ φ φ X C R	Stop Code
<i>ChiCom</i> B A C H φ φ C R	<i>USSR</i> B U U R φ φ φ C R	<i>Cambodia</i> R A C B φ φ φ C R	<i>Date of Key punching</i> / 6 6 1 1 2 3 C R
			Stop Code

Figure 2-3. SAMPLE INDEX FORM (Reduced Size)

The indexing of the document on Cambodia is shown in Fig. 2-3. Three phrases have been used. The first phrase includes the descriptors Cambodia; Phnom Penh; Sihanoukville; Sihanouk, N.; chief of state; Hhmer-American Friendship; relative importance of highway; Cambodian culture; constitutional government; and rice crop. In order to avoid associating the modifier export with rice crop, a second phrase is used; it includes Cambodia; rubber, crude; and export of. The third phrase is needed because the subject foreign aid, loans requires that the lender (U.S.A, Red China and Russia) be tagged with a "B", the recipient (Cambodia) tagged with an "R".

It should be pointed out that the document on Cambodia is indexed in depth for illustrative purposes. This document presents a general discussion of Cambodia, serving only as a reference work. In practice, it might not be entered into the File-Search system.

1

2

3

4

CHAPTER III

INDEXING PROCEDURES

A. DESCRIBING THE DOCUMENT (FACTORED FIELD)

The first step in indexing is to describe the features that identify a specific document. These descriptors comprise the factored field. Some descriptors treated here (such as the P-tag for SICR numbers) do not truly describe the document, but are treated as factored descriptors in retrieval, and are considered here for convenience.

1. S-Tag. Originator

The S-tag will be used to identify the originator of a document. For all input except information reports (DD Form 1396) the abbreviations contained in a separate list will be used. The first character of the abbreviation indicates the nationality of the originating organization, and is taken from the following table:

Code	National Affiliation
A	South Việt Nam government, and Binational organizations
B	South Việt Nam, non-government
C	North Việt Nam government
D	North Việt Nam, non-government
E	Communist China
F	Việt Cộng
G	Union of Soviet Socialist Republics
H	Cambodia
J	Thailand
K	Korea
L	Laos
M	Malaysia
N	New Zealand
P	Phillippines
R	Australia
U	United States

For all but Việt Cộng documents this letter will be followed by an abbreviation for the specific agency that generated the document. A complete list of established S-tags has been issued separately.

Information reports carry a special coding for the originator of the report as part of the IR number. Thus, in MACV IR 6-075-5463-66, the 6-075 stands for MACV. The first four digits of an IR number will be entered in the S-tag, right justified:

S	0	0	6	0	7	5
---	---	---	---	---	---	---

2. U-Tag. Document Number

The report number will be entered in the U-tag. For the exact procedures on indexing report numbers for specific documents see Section III-B below.

For IR's the report number will be the last six digits of the IR number. The cite number for messages will be entered in the U-tag.

The log number assigned by the Combined Document Exploitation Center, when given, will be entered in the U-tag. The month will be entered in the first two positions, and the serial number assigned within the month will be entered in U³⁻⁶. For example, log number 4-1765 would be entered

U	Ø	4	1	7	6	5
---	---	---	---	---	---	---

3. V-Tag

The six positions of the V-tag will be used independently for the following information.

a. Classification. A single numeric entry will be entered in V¹ to identify the classification of the document, using the following table:

Code	English	Vietnamese
1	Top Secret	Tối Mật
2	Secret	Mật
3	Confidential or Confidential, Modified Handling Authorized	Kín
4	For Official Use Only	
5	Unclassified	

b. Control Markings. A single alphabetic code will be entered in V² to indicate control markings appearing on the document. Codes will be taken from the following table:

Code	Control Marking
Ø	No control marking
A	Warning Notice—Sensitive Sources and Methods Involved
B	Controlled Dissemination
C	No Dissemination Abroad
D	Background Use Only
	For codes for combinations of these control markings see Reference 1.

c. Release Restrictions. Enter any release restrictions appearing on the document in V³, using codes from the following table:

Code	Release Restriction
Ø	No release restrictions
D	Department of Defense Only
N	No Foreign Dissemination

Documents releaseable to other Free World Military Assistance Forces in Việt Nam, but otherwise considered No Foreign Dissemination, will be coded with a "Ø." Documents not releaseable to these countries will be coded with an "N."

d. Type of Information. Enter the type of information in V⁴. Raw intelligence information will be coded with a "1"; finished intelligence will be coded with a "2."

e. Enter zeros (Ø) in V⁵⁻⁶..

4. X-Tag. Document Date

Enter the year, month and day of the date of the document in the X-tag, in that order, using two positions for each. The months will be numbered from 1 to 12. Months and days using only one digit will be preceded by a Ø. If the day is not given enter zeros in the final positions. For example:

17 December 1966 X 6 6 1 2 1 7

2 March 1965 X 6 5 Ø 3 Ø 2

June 1966 X 6 6 Ø 6 Ø Ø

5. 9-Tag. Time Group

Messages are commonly identified by the date-time group assigned at the time of transmission. A date-time group is normally written

241332 *SEP 66.

The "24" represents the date of transmission, and the "1332" is the time using a standard 24-hour clock. The day, month and year have already been entered in the X-tag and need not be coded again. The time will be entered in a 9-tag, right justified. For example, the date-time group above would be entered

X 6 6 Ø 9 2 4 9 Ø Ø 1 3 3 2

6. W-Tag

The six positions of the W-tag will be used independently for the following information.

a. Organizational Affiliation. This entry supplements the S-tag for originator by showing the basic United States organization to which an originator belongs, according to the following table; it is entered in W¹.

Code	Organizational Affiliation
1	Air Force
2	Army
3	Central Intelligence Agency
4	State Department; American Embassies
5	Navy
6	Joint (JCS, DIA, CINCPAC, MACV and other unified commands)
7	Other non-DOD government agencies
8	Other DOD government agencies
C	U. S. Civilian organizations
F	Foreign organizations
N	International organizations
X	Unidentified organizations

b. Indexing Organization. Enter an "M" in W² to indicate that MACV indexed the document.

c. Document Type. Enter the two-character abbreviation for the document type in W³⁻⁴; specific codes are given in Section III-B below.

d. Enter a zero (0) in W⁵.

e. Indexing System. Enter a "4" in W⁶ to indicate the indexing system used.

7. Y-Tag. Capture Date

The Y-tag will be used to index the date of capture or rallying of enemy personnel, or for the date of capture of documents. It will be entered in the same form as the X-tag.

8. /-Tag. Date of Key punching

The date of key punching will be entered in a /-tag by the flexowriter operator as the last word of indexing. It will not appear on the code sheet. It will be entered in the same form as the X-tag.

9. J-Tag. Date of Information or Significant Date

For each document a date of information will be entered. This will be the effective date of the information contained in the report. For IR's this date is given in Item 4. For interrogation reports it will normally be the date of return to GVN control of the interrogee (date of capture or rallying). For captured documents it will be the date of the captured document.

Additional J-tags may be included in subject phrases for particular events. Thus a J-tag would be entered for the date of a meeting or of a battle. For an event extending over several days the first and last dates will be entered.

10. K-Tag. Photographic Project and Mission Number

Project and mission numbers will not normally be found on MACV documents being input to the FileSearch system. If, however, they are encountered, indexing instructions for them may be found in Reference 1.

11. P-Tag. SICR Number

The P-tag is used to identify reports submitted in response to specific intelligence collection requirements (SICR's). SICR numbers are listed under "References," Item 11, on IR's. On other kinds of reports they may be found elsewhere in the document. The SICR number is always nine characters in length. The P-tag will be made up of the last digit of the calendar year of the report, entered in P¹, and the last five digits of the SICR number, entered in P²⁻⁶. For example, SICR number U-UPE-UØ226 referenced on a 1966 report would be entered

P	6	U	Ø	2	2	6
---	---	---	---	---	---	---

12. 5-Tag. Human Source Number [17 August 1967]

When the source of the information in a report is given as an alphameric code, this will be entered in a 5-tag, left justified and extended as necessary. As in other cases, punctuation will be dropped. Human-source codes commonly appear on IR's and interrogation reports. For IR's the human source is identified in block 7; they are usually referred to as "coded sources". Most of these numbers will be constructed of a single letter followed by three numbers, but there are other variations found occasionally. On interrogation reports the source will either be called a "source number" or a "case number," depending on the originating agency. The following are examples of different types of numbers

H403

5	H	4	Ø	3	.
---	---	---	---	---	---

CMIC #1234

5	1	2	3	4	.
---	---	---	---	---	---

Case no. 026/12/67

5	Ø	2	6	1	2	6	-	7	.
---	---	---	---	---	---	---	---	---	---

B. SPECIFIC DOCUMENT TYPES

1. Captured Documents

Captured documents, as treated here, are documents captured from either Việt Cộng or North Vietnamese units, or documents that were in the possession of these units or their advisors. They do not include South Vietnamese or Free World Military Assistance Forces' official documents which have been translated for the use of English-speaking personnel.

The original document will be sent to the indexer along with a summary on a translation worksheet. The indexing will be done from the summary. Selected documents will later be translated completely; complete translations will be indexed in depth as they become available. For captured documents the following procedures apply:

a. S-Tag. Enter an "F." in the S-tag for captured Việt Cộng documents. The Việt Cộng unit generating the original document will be entered in an F-tag in the phrased-field indexing. For official documents or publications from other countries see the rules for originators on page 3-2. Enter a "C." or "D." for North Vietnamese documents.

b. U-Tag. Enter the CDEC log number in the U-tag. The first two characters will contain the month; the serial number assigned within the month will be entered in U³⁻⁶. The year designator will be omitted. For example, CDEC log number 5-0076-66 would be entered:

U	0	5	0	0	7	6
---	---	---	---	---	---	---

c. V-Tag. Generally the classification of captured documents and their translations will be Kín, equivalent to confidential. Captured documents are considered raw intelligence; no evaluation is assigned. Therefore, the V-tag normally will be:

V	3	0	0	1	0	0
---	---	---	---	---	---	---

d. W-Tag. Enter an "F" in W¹ to indicate that the originator of the document is foreign.

One of the following codes will be entered in W³⁻⁴ to indicate the document type:

- 8A Captured personal document, *including personal letters and diaries.*
- 8B Captured official document, *including official correspondence, publications, directives, receipts, certificates and letters of commendation or appreciation, and official personal records such as medical records and personal history statements.*

NOTE: The definitions of 8A and 8B do *not* correspond with the types of documents A and B listed on the evaluation worksheet.

e. X-Tag. Enter the date of the translation summary in the X-tag. For full translations, enter two X-tags, one for the date of the summary and one for the date of the full translation.

f. Capture Data. Capture data will be entered in the first phrase of indexing. The capturing unit will be entered in an F-tag using the abbreviations separately promulgated. The date of capture will be entered in a Y-tag. The coordinates of the place of capture will be entered in an L-tag, and province/district within which they fall in a D-tag.

g. Source Data. For official documents the Việt Cộng or North Vietnamese unit that issued the original document, if given, will be entered in an F-tag. All cover numbers used will be included in the indexing. If the document is signed, the name of the person signing it will be entered in a C-tag, according to

the rules for indexing Vietnamese names (see page 3-26 below). The date of the captured original document will be entered in a J-tag; if the original is undated, the date of capture will be used for the J-tag. If the document is numbered, this number will be entered in a second U-tag, right justified, with a "V" in U¹ to indicate that it is a Việt Cộng document number rather than a US report number. Việt Cộng document numbers need not be indexed for certificates, letters of communication, appreciation or introduction. The type of document will be indicated by a G-tag using only the first six characters of the word, as G:RESOLU for resolutions, G:CIRCUL for circulars and G:DIRECT for directives. For example, the hypothetical sample document shown in Figure 3-1 would be indexed as follows:

→	S	F	.	U	ø	4	1	7	3	6	V	3	ø	ø	1	ø	ø	X	6	7	ø	4	ø	6			
W	F	M	8	B	ø	4	Y	6	7	ø	4	ø	5	F	U	ø	4	3	D	N							
L	Y	D	6	ø	ø	8	D	1	ø	2	ø	4	.	J	6	7	ø	3	2	8	B	A	V	S	V	C	C
F	C	O	S	V	N	.	G	R	E	S	O	L	U	U	V	ø	ø	ø	4	7							

EVALUATION WORKSHEET

Evaluator: _____
Accuracy Ck: _____
English Ck: _____
Log/Final Ck: _____

Log #: 04 - 1736 - 67

5 Page (s), 8 x 10 in.

(Handwritten) (Typewritten) (Printed)

Type: ☐ A ☒ B ☐ C ☐ D ☐ E

Sum: ☒ Ex: ☐ F Trans: ☐

Circumstances of Capture:

Date: 5 Apr 67

Place: YD 606 088

Unit: US 43rd Inf Div

Received CDEC: 6 April 67

Subject:

COSVN resolution #47/QV, dated 28 March 1967

Figure 3-1. Summary Translation of Captured Document

2. Interrogation Reports

a. S- and U-Tags. The codes for originators of interrogation reports and the coding format for the report numbers are given in Figure 3-2. Also the specific code for the first position of the W-tag is given. Rand Corporation interviews will be considered as interrogations.

b. V-Tag. Enter the classification with caveats in V¹⁻³. All interrogation reports will be considered as raw intelligence; a "1" will be entered in V⁴. Enter zeros in V⁵⁻⁶.

c. W-Tag. One of the following codes will be entered in W³⁻⁴ to indicate the type of document.

Code	Type of Interrogation
9A	Interrogation report for a rallier (returnee)
9B	Interrogation report for a captive
9C	Interrogation report, miscellaneous.

See also III-B-5 for Special Reports of CMIC.

d. Source Information. Specific data on the source (either captive or rallier) will be indexed in the first phrase of the indexing, and in retrieval considered as factored descriptors. His name will be entered according to the rules for Vietnamese names. When biographic data are given the modifier M:7000001 will be entered; if his relatives or close friends are listed the modifier M:701001 will be included. These modifiers may be combined as M:701001. This modifier must be accompanied by a special F-tag to describe the source's political and religious affiliations.

INDEXING OF INTERROGATION REPORTS			
Type and Sample Number	\$-Tag	U-Tag	W
CMIC, Report No. US 658-67	\$.AMIC.	U:000658	F
, Log No. #04-030-67	\$.AMIC.	U:040030	F
National Interrogation Center, Report No. 123/67	\$.ANIC.	U:000123	F
National Police Directorate, Report No. QN 47/1 ¹	\$.APOLIC	U:0QN471	F
6th Psyops Battalion, Project No. 7149	\$.U006P\$	U:007149	2
Rand Corporation Interviews, File No. FX-5	\$.URAND.	U:000FX5	C
JUSPAO Interrogation No. 7	\$.UJU\$PA	U:000007	7
1st Marine Div, III MAF (349-67)	\$.UM03MF	U:000349	5
I Corps, CMIC, Report No. 378-67	\$.AMIC.	U:000378	F
Det 1, Div Int Unit, HQ1 ATF 18-2-2 (123)	\$.R001TF	U:000123	F
Intelligence Team Advisor Team OBM 58	\$.U058TM	U:000058	2
Rừng Sát Special Zone (No. 17-67)	\$.UR\$Z.	U:000017	F
Advisory Team No. 2, MACV (Unnumbered)	\$.UMACV.		6
1st Military Intelligence Det No. 1-439-67	\$.U001MI	U:000439	2
5th SFG (ABN) Interrogation A-101-67-13	\$.U005SF	U:016713	2
Americal Division (Task Force Oregon) Interrogations (#288-67)	\$.U0ORTF	U:000288	2
¹ National Police interrogations have many types of report number formats. Year designations will be dropped and the last six characters entered.			

Figure 3-2. Indexing of Interrogation Reports

The date of the source's return to GVN control (either capture or rallying) will be entered in a Y-tag. The province where he returned will be entered in a D-tag, to include the CTZ. If the capture was effected off the coast, enter the province of the adjacent coast and a B-tag for the China Sea, B:BPCCHØ.

A Q-tag will be indexed between the descriptors for the source and the regular subject indexing.

A J-tag must be entered to show the date of information for the report. If no other data is given, the date of return to GVN control will be used.

3. Information Reports (IR's) (Figure 3-3)

a. S-and U-Tags. The IR number (always a 10-digit number) is located in block number 8, and will be entered in the S- and U-tags. The first four numbers indicate the originator of the IR, and will be entered in the S-tag, right justified. Most IR's will be ones generated by MACV, code 6-075.

The serial number of the IR and the year in which generated will be indexed in the U-tag. For example, IR number 6-075-5436-66 will be entered:

S	6	0	7	5	U	5	4	3	6	6	6
---	---	---	---	---	---	---	---	---	---	---	---

b. V-Tag. Enter the classification and caveats in V¹⁻³. For documents that are not releasable to Vietnamese nationals, enter an "N" in V³.

All IR's are considered raw intelligence, and have a "1" entered in V⁴.

c. W-Tag. The service affiliations of the originator will be indexed in W¹. For IR's, this code will always be the same as the first character of the IR number. For MACV IR's this number is 6. Enter "AA" in W³⁻⁴ to indicate that the document is an IR.

d. X-Tag. The date of the report, given in block 9, will be entered in the X-tag.

e. P-Tag. Specific Intelligence Collection Requirement (SICR) numbers will be entered when given in the report. This is normally given in block 11. It is a nine-character number. The first character of the P-tag will be the last character of the year in which the report was issued. The last five characters of the SICR number will be entered in P²⁻⁶. For example, SICR U-UPE-U0226 referenced in a 1966 report would be entered:

P	6	U	0	2	2	6
---	---	---	---	---	---	---

f. J-Tag. A J-tag will always be entered for the date of information, given in block 4. If block 4 is not filled in, enter the date of acquisition, given in block 5.

DEPARTMENT OF DEFENSE INTELLIGENCE INFORMATION REPORT		
<p>NOTE: This document contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, U.S.C., Sec. 793 and 794. The transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.</p>	<div style="font-size: 2em; margin: 0;">V¹-3</div> <p>(Classification and Control Markings)</p>	<p><i>This report contains unprocessed information. Plans and/or policies should not be evolved or modified solely on the basis of this report.</i></p>
<p>1. COUNTRY:</p> <p>2. SUBJECT:</p> <p>3. ISC NUMBER:</p> <p>4. DATE OF INFORMATION: J</p> <p>5. PLACE AND DATE OF ACQ:</p> <p>6. EVALUATION: SOURCE _____ INFORMATION _____</p> <p>7. SOURCE: 5</p>	<p>8. REPORT NUMBER: S u</p> <p>9. DATE OF REPORT: X</p> <p>10. NO. OF PAGES:</p> <p>11. REFERENCES: P</p> <p>12. ORIGINATOR:</p> <p>13. PREPARED BY:</p> <p>14. APPROVING AUTHORITY:</p>	
<p>15. SUMMARY:</p> <div style="height: 100px; border: 1px solid black;"></div>		<p>(Leave Blank)</p>
<p>16. DISTRIBUTION BY ORIGINATOR:</p> <div style="height: 150px; border: 1px solid black;"></div>	<p>17. DOWNGRADING DATA:</p> <div style="height: 100px; border: 1px solid black;"></div>	<p>18. ATTACHMENT DATA:</p> <div style="height: 150px; border: 1px solid black;"></div>

DD FORM 1396
1 SEP 62

(Classification and Control Markings)

REPLACES DA FORM 1048, 1 AUG 60,
OPNAV FORM 3820 (Rev. 10-61),
AF FORM 112, JUL 61, WHICH MAY BE
USED UNTIL 1 JAN 62.

FEB 1968

Figure 3-3. Intelligence Information Report

4. Intelligence Summaries

Intelligence summaries (INTSUM's) are issued by all of the major commands operating in Việt Nam. The originator of the INTSUM being indexed using the standard abbreviations.

The INTSUM number, if given, will be entered in the U-tag, right justified. If a cite number was assigned for message transmission, enter it in a second U-tag.

Enter the date of the report in an X-tag. For INTSUM's prepared in message format, enter the time from the date-time-group in a 9-tag. For daily INTSUM's enter the day covered in a J-tag; for weekly and monthly INTSUM's enter the latest date for the period covered in the J-tag.

Enter one of the following codes in W³⁻⁴:

E1	Monthly Intelligence Summary
EK	Weekly Intelligence Summary
ET	Daily Intelligence Summary

5. Special Reports of CMIC

The Special Reports issued by the Combined Military Interrogation Center (CMIC) focus on a single subject based on the interrogation of one or two individuals. The following indexing rules will be used.

a. S-Tag. Enter S:AMIC. in the S-tag.

b. U-Tag. Some of the Special Reports will have been originally issued in Vietnamese, and translated into English. For these enter the log number in the U-tag. For those originally published in English, the report number will be entered. The report number is usually made up of a serial number, the calendar year in which issued, and a source control number. For example, in the number 90-66/1105 the "90" is the serial number of the report, "66" the year in which issued, and the "1105" the control number for the source. Only the serial number will be entered in the U-tag, i.e.

U	0	0	0	0	9	0
---	---	---	---	---	---	---

c. V-Tag. Most Special Reports will give the evaluation of the source and of the information in a special paragraph in the heading. These data will be entered in V⁵⁻⁶.

d. W-Tag. Enter BK in W³⁻⁴.

e. Source Data. Enter the name of the source in C-tags, along with any cover names given. If the date and place of capture are given enter these in Y- and D-tags respectively. As biographic information on the source is rarely given in Special Reports, the biographic modifiers will not normally be used.

6. State Department Telegrams

- a. S-Tag. Enter S:USTATE in the S-tag.
- b. U-Tag. Enter the control number of the telegram in the U-tag.
- c. V-Tag. State Department telegrams will be considered finished intelligence; enter "2" in V⁴. The evaluation of the source and information are not normally given; enter "~~00~~" in V⁵⁻⁶.
- d. X- and 9-Tags. Enter the date and time of the date-time group in the X- and 9-tags.
- e. W-Tag. Enter a "4" in W¹ to indicate that the originator was the State Department. Enter "AA" in W³⁻⁴.

7. Agent Reports (Figure 3-4)

Agent Reports are prepared on DA Form 341, and are used primarily for reporting counterintelligence information. The following indexing procedures will be used.

a. S-Tag. Enter the abbreviation for the organization preparing the report; this information is given in box 5.

b. U-Tag. Enter the file number of the report. This number will be given in box 3, preceded either by an "IN" or and "SP." Other numbers in this box will be ignored. For example, for the set of control symbols

IN01551/66 ZA015575 I/3/0016/66/IN

the first of these numbers is the file number that will be indexed. The "66", representing the year in which the document was prepared, will be dropped, and the last six characters will be entered in the U-tag:

U	N	Ø	1	5	5	1
---	---	---	---	---	---	---

c. V-Tag. Enter the classification and caveats as they are marked on the document. The evaluations of the source and of the information are usually given in the first paragraph of the text; when given, these will be entered in V⁵⁻⁶. Agent reports are raw intelligence; a "1" will be entered in V⁴.

d. W-Tag. Enter "LA" in W³⁻⁴ to indicate that the document is an agent report.

AGENT REPORT

(SR 380-320-10)

1. Name of Subject or Title of Incident

ACTIVITIES OF THE VIET CONG (U)

2. Date Submitted

ⓧ 26 October 1966

3. Control Symbol or File Number

IN01508/66 ← Ⓢ

ZA015577 RR/2/0191/66/IN

4. Report of Findings

On 16 October 1966 Ⓤ

5. Typed Name and Organization of Special Agent

Ⓢ

JOHN Q. FRIZZLEBY
135th MI GP

6. Signature of Special Agent

PPC-Japan

FORM 341 Replaces WD AGO Form 341, 1 Jun 47, Which may be used.

1 APR 52

Figure 3-4. Agent Report

8. Translation of South Vietnamese Government Documents

Many intelligence documents prepared by Vietnamese national and regional organizations are translated into English for use by Free World Military Assistance Forces. These most commonly are information reports and intelligence summaries. Factored field indexing must take into account both the original documents identifiers and those assigned by the translating organizations. Two S-tags, two U-tags and two X-tags will need to be entered, one set to identify the original document and one, the translation. The document identifier in W³⁻⁴ will represent the original document only. Figure 3-5 illustrates a translation by the 55th Military Intelligence Detachment of a Weekly Intelligence Summary prepared by II Corps, and its associated indexing.

55TH MILITARY INTELLIGENCE DETACHMENT (S)

19 Dec 66

DOCUMENT REPORT

(Translation of II CTZ Document Report)

DOC LOG NR: (u) 1374-66

(u) TRANSLATION NR: 395-66

The following document was prepared by the M I Detachment Headquarters, II Corps Tactical Zone. It was translated, edited, and reproduced by the 55th Military Intelligence Detachment.

----- COMPLETE TRANSLATION -----

(W3-4)
Weekly Intelligence Summary Report

(From 6 Dec 66 to 13 Dec 66)

(J)

General Situation

.....

Republic of Vietnam
R V N A F

(S) 2d Corps Tactical Zone
Headquarters, G2
#0936 / II CTZ / * / * / *

(u) 14 December 1966

→	\$	A	Ø	2	C	T	Z	U	Ø	Ø	Ø	9	3	6	X	6	6	1	2	1	4	V	3	Ø	Ø	1	Ø	Ø
W	F	M	E	E	Ø	4	\$	U	Ø	5	5	M	I	U	Ø	Ø	1	3	7	4								
U	Ø	Ø	Ø	3	9	5	X	6	6	1	2	1	9	J	6	6	1	2	1	3								

Figure 3-5. Translation of South Vietnamese Government Document

9. Press and Foreign Broadcast Information Service Documents

Press releases, newspaper and magazine articles, and copies of foreign radio and television broadcasts (primarily from the Foreign Broadcast Information Service [FBIS]) may be input when required to support specific users. These documents are all unclassified. Originator codes will be established as required, using the pattern given on page 3-2. For FBIS material, S:UFBIS will be used. Normally a U-tag will not be needed. The type of document will be indicated in W³⁻⁴ using the following codes:

MØ	Wire service, including FBIS
MA	Weekly magazine
MB	Daily newspaper
MC	Monthly magazine

For unidentifiable documents or one-of-a-kind documents, use ØØ in W³⁻⁴.

C. BIOGRAPHIC AND PERSONALITY INFORMATION

1. Personal Names

The C-tag will be used to enter the names of people. They will be indexed for all persons mentioned in documents when the person is one in a position of authority.

The following are considered to be persons in a position of authority:

- Military and political officers;
- Persons in a position of political preeminence for any area, including members of hamlet, village, district or province governments, or chairmen of party committees for these areas.
- Any person involved in an intelligence (espionage), sabotage, or propaganda system.

The following rules apply to the specific types of documents listed

a. Rosters. The names of personnel listed on rosters will not be indexed, except for the names of officers. Modifier 205 will be included. If biographic data on the individuals are given, this will be indicated by the biographic modifier M:70-001 (followed immediately by the required F-tag). Should this F-tag vary, more than one biographic modifier will have to be entered.

b. Personal History Statements. The name of the individual concerned will be indexed. The names of his sponsors will not be indexed. If a self critique statement is included along with the personal history statement, A:135655 and G:SELFCR will also be entered, but the biographic modifier and accompanying F-tag do not need to be repeated.

c. Awards and Commendations. The names of the persons to whom these awards are given will not be indexed, unless they are specifically listed as officers. The names of the persons signing the awards must be indexed. Specific rules for A- and G-tags for these documents are contained in Appendix D.

d. Other Documents. In all other documents, only the names of persons in a position of authority will be indexed. When in doubt, the names will be indexed. Occidental names will be indexed by entering only the last name in a C-tag.

A Vietnamese name is generally made up of three parts, a surname (họ), a middle name (đệm or lót) and a first name (tên), given in that order. For example, in the name Trinh văn Đuy, Trinh is the surname or family name; Đuy is the first name. There are only a limited number of family names in Vietnamese, so few, in fact, that retrieval by surname alone is almost meaningless. The large variety of first names, on the other hand, provides an excellent retrieval handle; even the Vietnamese people generally use the first name as the most significant one. The middle name is often omitted in documents, and is rarely included in cover names.

For each Vietnamese name two entries will be made. The complete name as it appears in the document will be entered in one word, extended as necessary. A second entry will be made for the first name (the last in order). All diacritical marks will be ignored in indexing, and the letter Đ will be transcribed as D. The following are examples:

Trinh văn Đuy	C T R I N H V - A N D U Y . C D U Y .
Nguyễn văn Vũ	C N G U Y E N - V A N V U . C V U .
Hai Thư	C H A I T H U C T H U .
7 Chinh	C B A Y C H I - N H . C C H I N H .

When full names of persons are not given, the name will be entered exactly as it is given in the document, with the exceptions of the abbreviations listed below. These abbreviations are so standard that they can be spelled out

with little possibility of error. The following abbreviations of family names (given first in a Vietnamese name) will be spelled out:

Ng. Nguyễn

Tr. Trần

As middle names the following abbreviations will be spelled out:

v. văn

m. minh

th. thanh

qg. quang

It is important to remember that these abbreviations will only be spelled out when they occur in the positions indicated (family or middle names). Under all other circumstances, the names and abbreviations will be entered exactly as given in the documents. The following are examples:

Lê qg. Phát	code as	C L E Q U A N	- G P H A T .
Ng. v. Hưng	code as	C N G U Y E N	- V A N H U N
Tr. h. Minh	code as	C T R A N H M	- I N H .
Pham ng. Nguyên	code as	C P H A M N G	- N G U Y E N
Nguyễn-m-Long	code as	C N G U Y E N	- M I N H L O

Very often Việt Cộng and North Vietnamese personnel have aliases or cover names. These may be listed in documents after the legal name, following the word aka. All cover names will be indexed as if they were legal names. They are frequently written using numbers as part of the name. Numbers will be spelled out in indexing:

1 một	6 sáu
2 hai	7 bảy
3 ba	8 tám
4 bốn	9 chín
5 năm	10 mười

Because of the difficulties of transmission in any code of diacritical markings in Vietnamese, a Special International Telegraphic code has been developed.¹ In this code diacritical markings are converted to letters. Those that change the vowel quality are entered immediately after the vowel they affect. Thus â is transmitted as aa and ă is transmitted as EA. Tonal markings are added at the end of a word. For example, the name Nguyễn would be transmitted NGUYEENX, while the word Nguyễn would appear NGUYEENV. The complete code is included as Figure 3-6. Note that there are slight differences in the usage of North and South Việt Nam.

When names are encountered in documents, primarily messages, with diacritical markings transcribed in telegraphic code, the spellings must be restored to the original version before indexing. Thus NGUYEENX (Nguyễn) would be indexed NGUYEN, BAYR (Bảy) as BAY, and BOONS (Bốn) as BON.

Other Oriental names will be entered following the rules for Vietnamese names. For names of Western persons, enter the surnames only. All western names appearing in captured documents will be indexed. For example, Nikolai Bulganin would be indexed:

C B U L G A N - I N .

The names of prisoners of war, when given, will be entered along with the subject 723.600. The capturing country will be entered in the B-tag; the nationality of the prisoner in an R-tag. For example, an American, Lt. C.B. Johanssen, a prisoner of the Việt Cộng, would be indexed:

C J O H A N E - S S E N . A 7 2 3 6 0 0
B A V S V C C R H U S 0 0 X

¹ More complete information on the transliteration of diacritical works can be found in MACV Directive 381-37.

VIETNAMESE INTERNATIONAL TELEGRAPHIC CODE FOR DIACRITICAL MARKINGS		
<u>Standard</u>	<u>Southern Code</u>	<u>Northern Code</u>
<u>TONES</u> \ / ? ~ .	L S R X V	F S R X J
<u>VOWELS</u> Â Ê Ǻ Ô Ø Ƴ	AA EE EA OO OW UW	AA EE EA OO OW UW
<u>CONSONANTS</u> GI PH QU D Đ	Z F Q Z D	PH or F QU or Q D or Z DD or D

Figure 3-6. Vietnamese Telegraphic Code

2. Biographic Information

Biographic data fall into two broad categories, each indicated by a modifier:

- Personal history information and personal traits. This type of information is indicated by the standard modifier M:*00001.
- A listing of close relatives or intimate friends. This type of data is indicated by a "1" in the third position on the biographic modifier, M:*01001. When information on relatives or friends is given without other biographic information enter the modifier M:*01000.

The names of these persons will only be indexed if they are in a position of authority as defined above. With each biographic modifier (either of the above kinds), the following additional information must also be entered, if known:

- For military personnel, either modifier 185 or 186 must be entered to indicate whether the person is an officer or enlisted. Absence of the modifier will indicate that the person is a civilian.
- An F-tag will be entered to show political and religious affiliations. (See paragraph 3.)
- For military personnel, the unit to which assigned will be entered in an F-tag. For civilians, the organization to which they belong, if any, will be entered in an F-tag. Thus, a member of the COSVN staff would have an F-tag F:CO SVN.
- The district, village and hamlet where the person is located will be entered.
- For political officers or political cadre include G:POLIT.
- The subject code will be:

For military personnel, 747.000.

For civilians, the ISC for the organization of which they are a part or the speciality in which they work, e.g., a member of the provincial party organization, 135.275; an intelligence agent, 159.710.

When indexing a standard DOD biographic report (DD Form 1396-1) also enter G:139601.

3. The Political-Religious Affiliations

Whenever a biographic modifier is used, an F-tag must also be entered to show the political and religious affiliations of the person. This F-tag must be located immediately after the biographic modifier. Each column will have a different meaning, according to the following table.

<p>COL. 1 <i>Nationality</i></p> <p>N North Vietnamese <i>(by birth)</i> S South Vietnamese <i>(by birth)</i> L Laotian C Cambodian T Thai H Chinese Ø Other</p>	<p>COL. 2 <i>Military</i></p> <p>M Military C Civilian</p> <p><i>VC will be considered as military.</i></p>	<p>COL. 3 <i>Viet Cong</i></p> <p>V Việt Cộng Ø Non-Việt Cộng</p> <p><i>North Vietnamese Army personnel in the South will be considered as VC.</i></p>
<p>COL. 4 <i>Religion</i></p> <p>B Buddhist C Catholic D Cao Đài H Hòa Hảo A Ancestor Worship P Protestant T Thiên Lâm N Confucianist Ø "Non-Christian"</p>	<p>COL. 5 <i>Communist</i></p> <p>C CP member Ø Non-CP member</p> <p><i>Including Lao Động or Labor Party, but not youth organizations.</i></p>	<p>COL. 6 <i>Infiltrator</i></p> <p>F Infiltrator Ø Non-Infiltrator</p> <p><i>Including regroupees infiltrated back into the South.</i></p>

When a document contains biographic information on several individuals, as in a roster of personnel containing biographic data, all persons for whom this F-tag is the same may be grouped in a single Q-phrase.

D. GEOGRAPHIC AREAS

1. B- and R-Tags. Area Codes

The B- and R-tags are used to indicate the countries or areas covered by the subject. The B-tag is the primary area, and is generally the country about which a report is written, the location of an action, or the initiator of a transaction. The R-tag is used for the secondary area, usually the recipient of a transaction. The secondary area is sometimes called the related area. Specific rules for the use of primary and secondary areas are given in the ISC for individual subjects.

The areas codes for the B- and R-tags are included in the Area Classification Code, Appendix 12 to Reference 1. Care should be exercised to assure that the code used is dated June 1965; the June 1964 edition contained in the ISC is out-of-date. Care must also be taken to distinguish the letter O from the number zero (Ø).

For Việt Nam the regular area codes will not be used; the following codes will be used for both primary and secondary areas:

Code	Area
AVSVSS	South Việt Nam as a geographical area; the Saigon government, its activities and forces.
AVSVCC	The Việt Cộng, Central Office, South Việt Nam, National Liberation Front of South Việt Nam.
AVSVNC	North Vietnamese troops in South Việt Nam.
AVNVNC	North Việt Nam as a geographical area; the Hà Nội government, its activities and forces, except those located in South Việt Nam.
GWDØØW	Free World Military Assistance Forces in General

2. D-Tag. Geographical Place Names

The D-tag is used to show the names of geographical features and installations. Geographical names will be indexed whenever the location of an installation, unit, or operation is discussed. The following types of names are included:

beaches	airfields
canals	training or bivouac areas
cities, towns, villages	barracks, camps, casernes
communes	military bases
dams, lakes	command posts or headquarters
mountains, hills	defense sites
rivers, streams	depots and dumps
bridges, tunnels	electronic sites and stations
cableways	gunnery or bomb ranges
pipe, power and rail lines	unidentified installations
stations	hospitals

Entries will be made in the normal left-to-right sequence, with a terminal period at the end of the entry. The D-tag will be extended when required. For installations named after an individual, drop all ranks, titles or initials.

Cover names of geographic places or installations will be entered in D-tags. Cover numbers, however, will be entered in F-tags, with the abbreviation "UT" in the first two positions.

A special area code has been developed for the provinces and districts of Việt Nam. For the South, the first position represents the CTZ in which the province is located, with 5 being used for the National Capital Zone. The second and third positions indicate the province, numbered from North to South. Sa Đéc province was reestablished after the design of the code, and has been included at the end as number 46; there is no province 20.

The districts are numbered in the fourth and fifth positions. Thus a single term indicates CTZ, province and district. The sixth position will be filled with a period. These codes will be entered, in D-tags, for each district. For example, a hospital in Buu Son district would be entered:

A 2 7 1 2 Ø Ø D 2 1 2 Ø 2 .

A similar four position code will be used for the provinces and districts of North Việt Nam. Complete alphabetical and geographical listings of the province and districts of both the North and South are included in Appendix B.

When the Việt Cộng names for provinces or districts are given that differ from the GVN names, they will be entered in D-tags. The corresponding area codes for the GVN provinces or districts will also be entered from Appendix B.

In 1966 the province/district area codes were not used. District names were written out in full. The names of provinces were written out in full also, but proceeded with the number of the CTZ in D¹. Thus Quảng Trị was entered:

D I Q U A N G - T R I .

When the names of villages and hamlets are entered, the province and district in which located will also be indexed. Care must be exercised to distinguish between cities and villages that have the same name as a province or district; the city name will always be spelled out. For example, an attack on Pleiku City, in Lê Trung district, Pleiku province, would require two D-tags:

D 2 Ø 8 Ø 2 . D P L E I K U

The Việt Cộng divide the administration of Việt Nam into military regions; they do not correspond with the GVN corps zones (CTZ). In the early days of the war the whole of Việt Nam was divided into nine regions numbered from north to south; MR1 - MR4 were in North Việt Nam, MR5 - MR9 in the South. To avoid the appearance that the war was directed by Hà Nội, the zones in the South were renumbered. MR7 - MR9 became MR1 - MR3; the Sài Gòn-Gia Định region became MR4. MR5 and MR6 remained unchanged. This has resulted in two sets of MR1 - MR4. Only MR4 causes difficulty in that it is the zone immediately north of the Demilitarized Zone (DMZ). The two are distinguished by the area codes (B:AVNVNC or B:AVSVCC) used.

The Việt Cộng military regions will be indexed in D-tags. If either the headquarters or its area of jurisdiction are discussed include A:733~~000~~; for the headquarters include G:HQ.

The cover designations of the military regions are usually the letter "T" followed by the number of the region, e.g., T4 is MR4. Occasionally the letters "Y" or "I" are used instead of T. These designations will be entered in F-tags, with "UT" in F¹⁻². The regular D-tag for the military region will also be entered, without the letter designation T.

Inter-regions were superprovincial administrative organizations formerly used by the Việt Cộng, and are approximately equivalent to the present military regions in function. In indexing they will be treated as military regions. For example, Inter-region 9 would be indexed:

D	M	R	9	.
---	---	---	---	---

Inter-districts (liên quận or liên huyện) will be indexed as districts.

Nam Bộ (Nambo) is an old Vietnamese name and a Việt Cộng designation for the southern part of Việt Nam formerly called Cochinchina, and is divided into three regions, roughly matching the military regions. In indexing, a D-tag will be

included for the Nam Bộ region, and also a D-tag will be included for the corresponding military regions. The following table shows the D-tags and corresponding military regions:

English	Vietnamese	D-Tag	Military Region
Eastern Nambo	Miền Đông Nam Bộ	D:ENAMBO	D:MR1.
Central Nambo	Miền Trung Nam Bộ	D:CNAMBO	D:MR2.
Western Nambo	Miền Tây Nam Bộ	D:WNAMBO	D:MR3.

Inter-region 5 (Liên khu 5) was formed by the Việt Minh in 1947. Because of the size of the area it was eventually split into two military regions, MR5 and MR6. The exact boundaries have changed several times. MR5 has been divided into subordinate regions, known by various names. In late 1966 the Northern Subregion was made an independent military region, called the Trị-Thiên or Trị-Thiên-Huế Military Region. The three provinces of Daklak (Darlac), Gia Lai (Pleiku) and Kontum form the Western Highlands, which operates as a separate front command largely independent of MR5. Figure 3-7 summarizes the indexing procedures.

Military Regions		
ENGLISH	VIETNAMESE	INDEXING TAGS
MR1		D:MR1.
Eastern Nambo	Miền Đông Nam Bộ	D:MR1. D:ENAMBO
MR2		D:MR2.
Central Nambo	Miền Trung Nam Bộ	D:MR2. D:CNAMBO
MR3		D:MR3.
Western Nambo	Miền Tây Nam Bộ	D:MR3. D:WNAMBO
MR4		D:MR4.
Saigon-Gia Định Region	Khu Sài Gòn Gia Định	D:MR4.
MR5		D:MR5.
Central Trung Bo	Miền Trung Trung Bộ	D:MR5. D:CTRUNG
Northern Subregion ¹	Phân Khu Bắc	D:MR5. D:NORTH.
Southern Subregion	Phân Khu Nam	D:MR5. D:SOUTH
Western Highlands	Tây Nguyên	D:MR5. D:WEST. D:TAYNGU --:YEN.
Western Highlands-Lower Laos	Tây Nguyên-Hạ Lào	D:MR5. D:WEST. D:TAYNGU --:YEN. B:ALA00S
MR6		D:MR6.
Southern Trung Bo	Miền Nam Trung Bộ	D:MR6. D:STRUNG
MR10²		D:MR10.
Southwestern Highlands	Miền Nam Tây Nguyên	D:MR10.
Trị-Thiên MR¹	Trị-Thiên	D:TRITHI --:EN.
Trị-Thiên-Huế	Trị-Thiên-Huế	D:TRITHI --:EN. D:HUE.
Trị-Thiên-Central Laos	Trị-Thiên-Trung Lào	D:TRITHI --:EN. B:ALA00S
Rừng Sát Special MR³	Đặc Khu Rừng Sát	D:RUNGSA --:T.
Group 10	Đoàn 10	D:RUNGSA --:T. F:GPT0.

¹ The Northern Subregion of MR5 became the Trị-Thiên MR in late 1966.
² MR10 was originally created in 1962 and was composed of Phước Long, Bình Long, Lam Đông and Quảng Đức provinces, but was dissolved in late 1963. It was reformed in late 1966 covering only Phước Long, Bình Long and Quảng Đức provinces. The designation MR10 (or T.10) was also used for the Rừng Sát in 1965/66.
³ During 1965 and 1966 the Rừng Sát was also designated MR10 (or T.10).

Figure 3-7. Military Regions

In August 1962 a region 10 (T.10) was formed to solve the complex problems of minority groups in Phước Long, Bình Long, Lam Đông and Quảng Đức provinces; the region was dissolved in August 1963. It was recreated in late 1966, but covering only Phước Long, Bình Long and Quảng Đức provinces. In both instances the cover designation T.10 has been used. It is now usually referred to as military region 10 or military region T.10; it will be indexed as MR10. This designation has also been used, however, for the Rừng Sát special zone; care must be exercised to distinguish between the two areas. The Rừng Sát is now generally referred to as Đoàn 10 (Group 10).

Route numbers for highways will be indexed in the G-tag, with the abbreviation "RTE" in the first three positions. For example, Route 19 would be entered:

G	R	T	E	1	9	.
---	---	---	---	---	---	---

Although this rule is not in accordance with DIA established procedures, it was established very early, and to avoid confusion in retrieval, has not been changed.

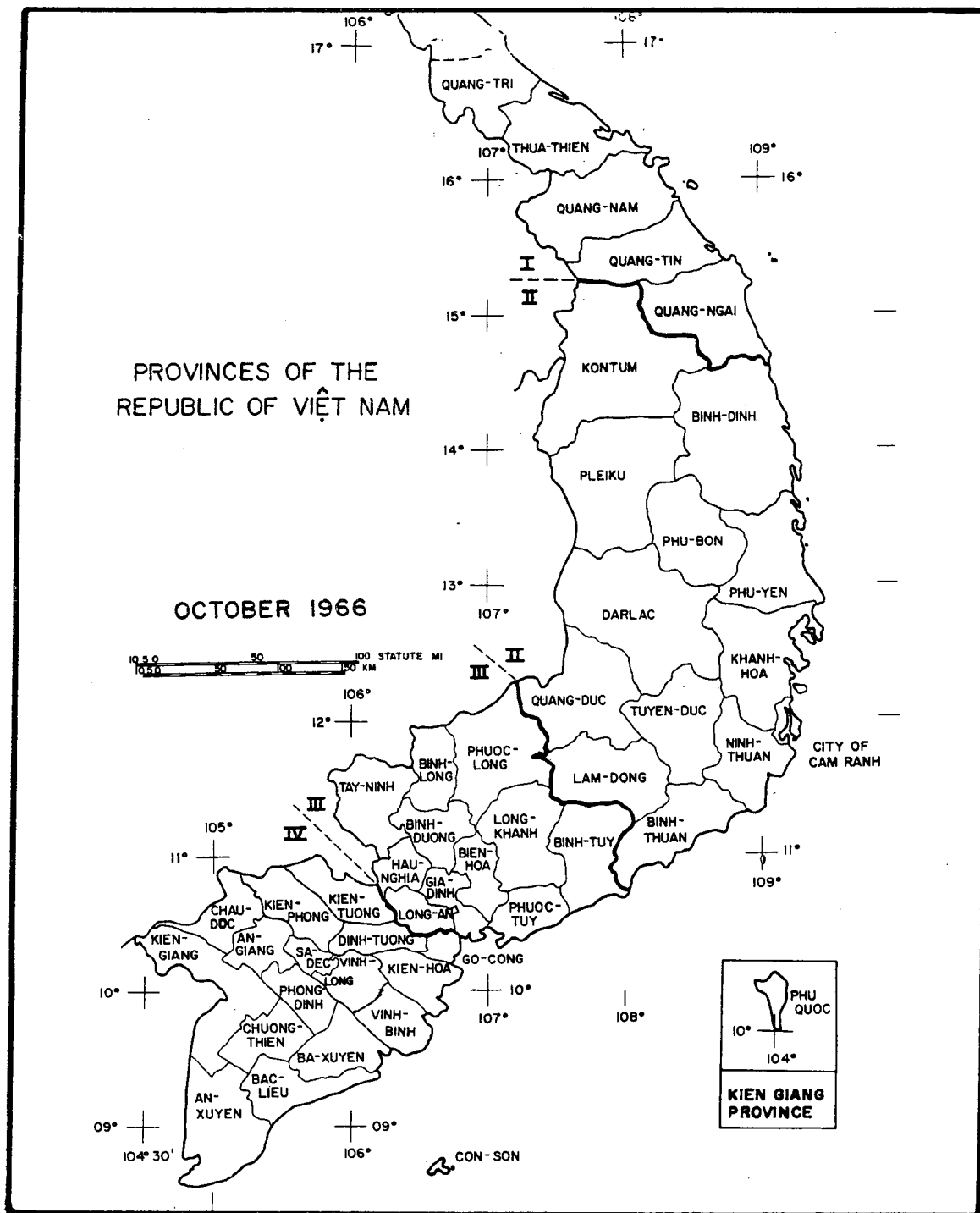


Figure 3-8. Provinces of the Republic of Việt Nam

Việt Cộng Provinces & Military Regions

APPROXIMATE SCALE 1:4,000,000

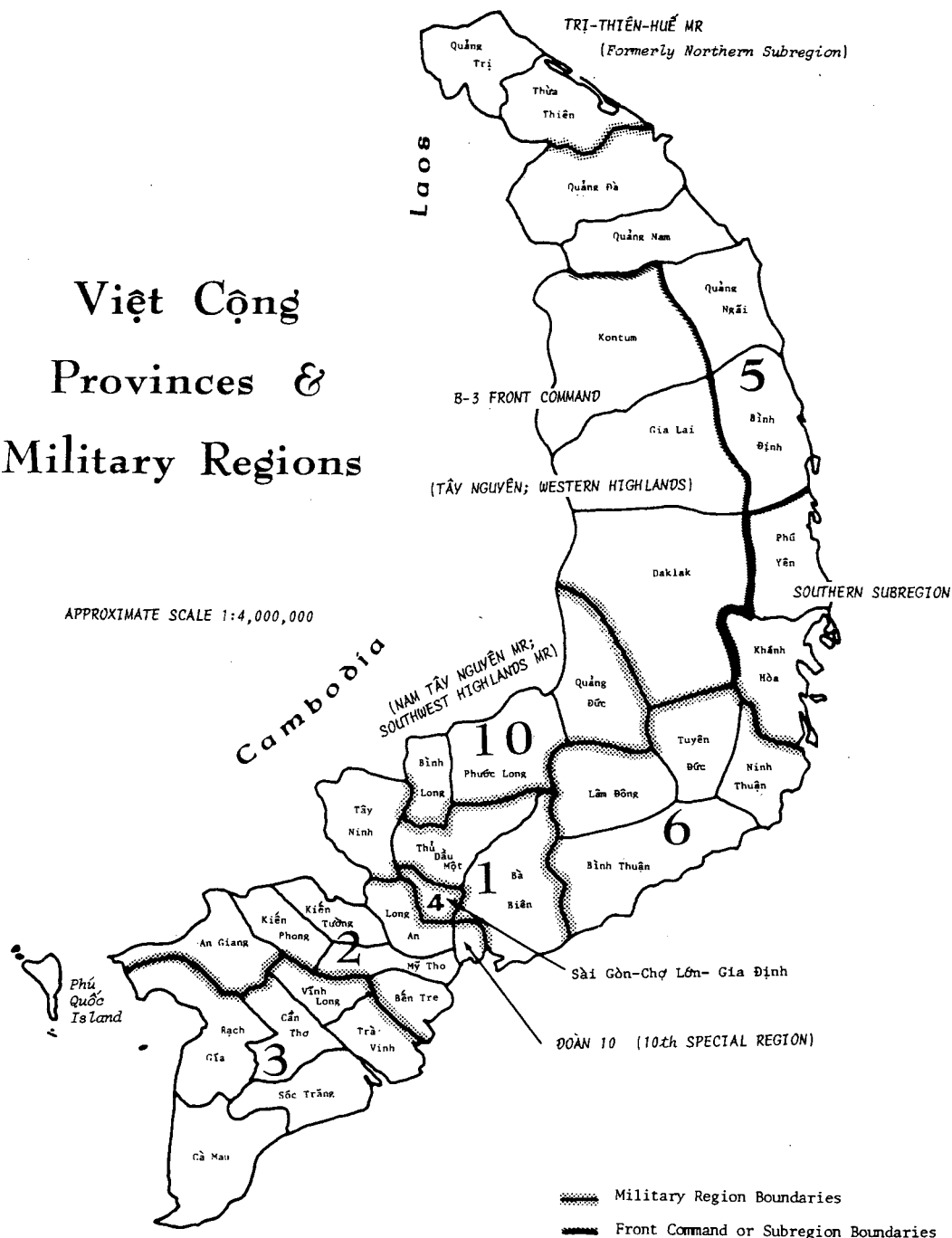


Figure 3-9. Việt Cộng Provinces & Military Regions

3. L-Tag. Geographic Coordinates

The L-tag may be used to index both geographic coordinates of latitude and longitude, and universal transverse Mercator (UTM) grid coordinates. UTM coordinates will be used exclusively for data on the land areas of interest to MACV. Should the use of latitude and longitude prove useful for certain specialized applications, a description of the indexing procedures can be found in the DIA IDHS Automatic Document Storage and Retrieval System Guide.

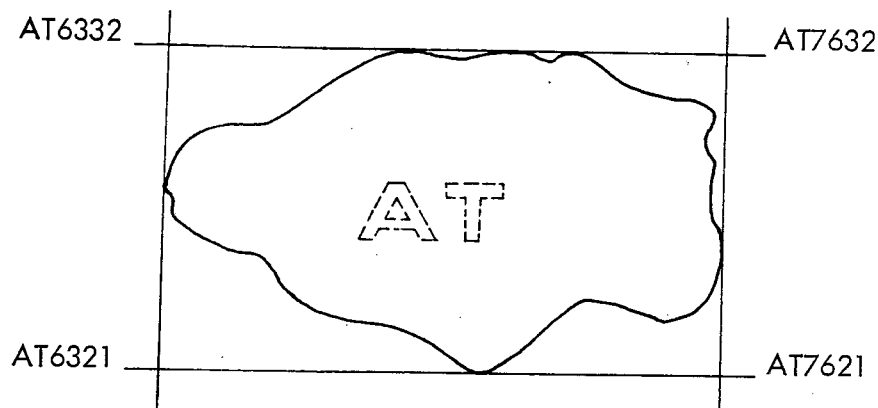
In writing UTM grid coordinates¹ the two axes are combined into a single word, which is normally carried out to six digits to describe a 100-meter square. For example, a set of grid coordinates might appear as 49PAQ743426. The 49P represents the zone in which the position is located; it will be dropped in indexing. The AQ defines a 100,000-meter square within zone 49P. This two-letter designator will be entered in L¹⁻². The six-digit number describes a specific 10-meter square within 49PAQ, the first three numbers representing the position on the horizontal axis, and the last three, the position on the vertical axis. In indexing these coordinates the last position for each axis will be dropped, and the remaining four numbers entered in L³⁻⁶. Thus 49PAQ743426 would be entered:

L	A	Q	7	4	4	2
---	---	---	---	---	---	---

Coordinates will be indexed for all installations for which they are given in the original documents. The modifier Ø25 will also be included to indicate that a specific location of an installation is given. Coordinates will also be given for the location of operations, but the Ø25 modifier will not be included for operations. When specific locations are being indexed, each L-tag must be indexed in a separate phrase which must completely describe this installation or operation.

¹ A detailed description of UTM coordinates can be found in FM 21-26, Map Reading, Chapter 4, "Grids."

A pair of L-tags can be used to describe an area. Take for example a secret zone, the maximum extensions of which run between 63 and 76 on the x-axis and between 21 and 32 on the y-axis:



This area may be described by entering the coordinates for the lower-left and upper-right corners of the rectangle:

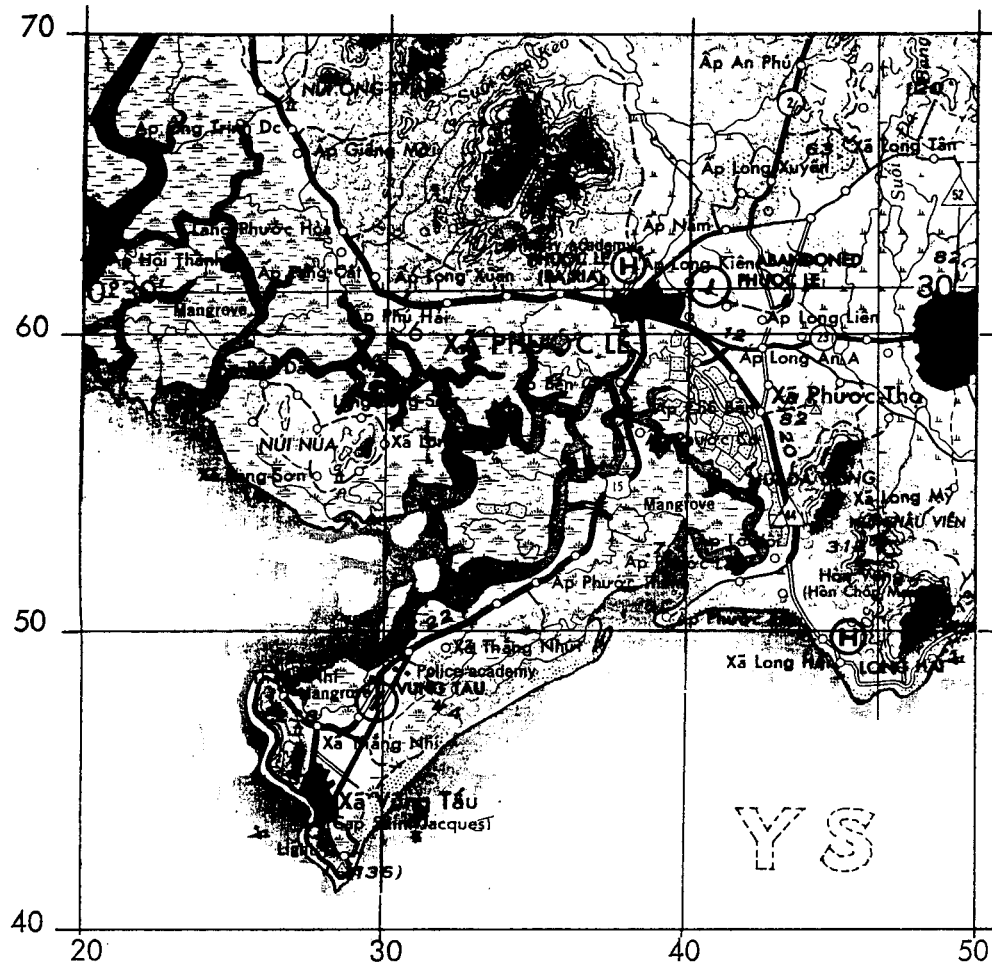
L A T 6 3 2 1 L A T 7 6 3 2

These two L-tags must be entered in a single indexing phrase.

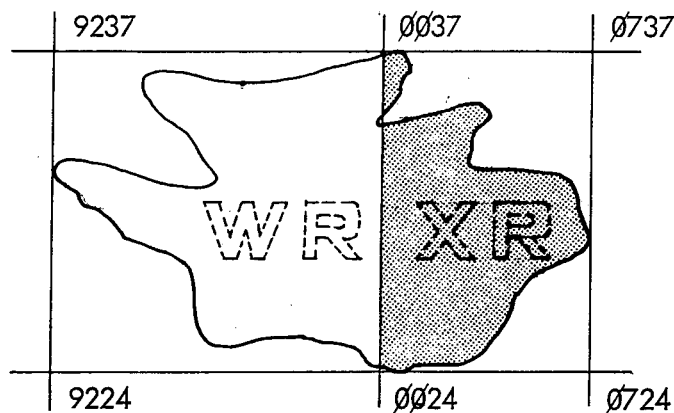
This technique may also be used to describe a road or trail. A description of Việt Cộng traffic on route 15 from Vũng Tàu (YS2747) to Phước Lễ (YS3861), shown on the map, would be indexed:

Q B A V S V C C A 5 Ø 4 4 Ø Ø D V U N G T A - U .
D P H U O C L - E . L Y \$ 2 7 4 7 L Y \$ 3 8 6 1 Q

Note that Vũng Tàu is an autonomous city, not located in a province, and no province name or code is required.



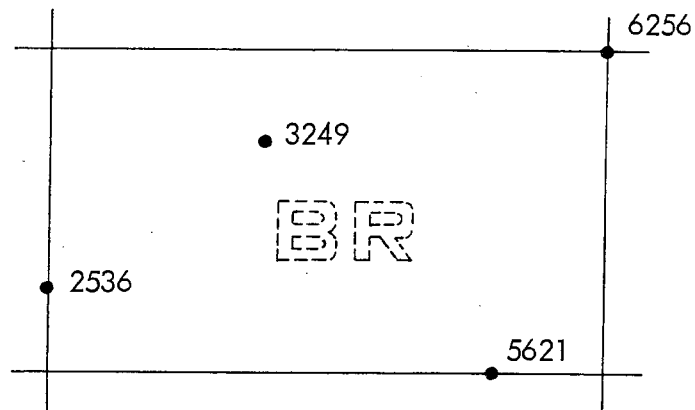
When the desired area falls into two or more grid squares, the area must be divided and treated as two areas. As a result, four sets of coordinates will be included in a single indexing phrase. The Phong Chién forest lies in an area bounded by WR9224 and XR0737



To describe this area the following L-tags must be entered:

L W R 9 2 2 4 L W R 9 9 3 7 L X R 0 0 2 4 L X R 0 7 3 7

When a series of coordinates are given to describe an area, choose the lowest x-axis component from the group and combine it with the lowest y-axis component to form the lower left corner of the area. Then match the greatest x-axis component with the greatest y-axis one for the upper right corner.



The area shown above would be indexed:

L B R 2 5 2 1 L B R 6 2 5 6

E. INSTALLATIONS AND ORGANIZATIONS

1. Installations and Structures

Specific installations or structures may be indexed in either of two ways under the ISC. Those that are used for production, repair or processing of a commodity are indexed under the specific commodity in Chapter VI of the ISC, with modifier Ø25 whenever these facilities are described or specific locations given. If the facility is for storage of the commodity the modifier Ø58 is also used. Thus a description of a rice cache would be indexed:

A	6	Ø	1	1	4	5	M	6	Ø	Ø	Ø	5	8	M	6	Ø	Ø	Ø	2	5
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Installations that do not deal in commodities have specific subject codes assigned to them. Thus hospitals and dispensaries are indexed under the 271.2ØØ section, communications and transportation facilities in the 5ØØ.ØØØ chapter, and military installations at the end of the 7ØØ.ØØØ chapter. Here again, however, the modifier Ø25 will be used when either descriptions or exact locations are given.

Every time an installation is indexed all of the following must also be coded in the same phrase:

- The province and district in which located, by district code.
- Associated specific place names, as villages, hamlets, forests or safe zones.
- The coordinates at which located.
- The names of the commander, deputy commander, and political officer, if given.

For example, the description of a Việt Cộng tunnel complex in the Bồi Lồi woods (Bình Dương province, Châu Thành district), at coordinates XT7536 would be indexed:

A	7	8	8	6	5	Ø	G	T	U	N	N	E	L	M	7	Ø	Ø	Ø	2	5	D	3	2	6	Ø	2	.
D	B	O	I	L	O	I																					
D	C	H	A	U	T	H	-	A	N	H	.			L	X	T	7	5	3	6							

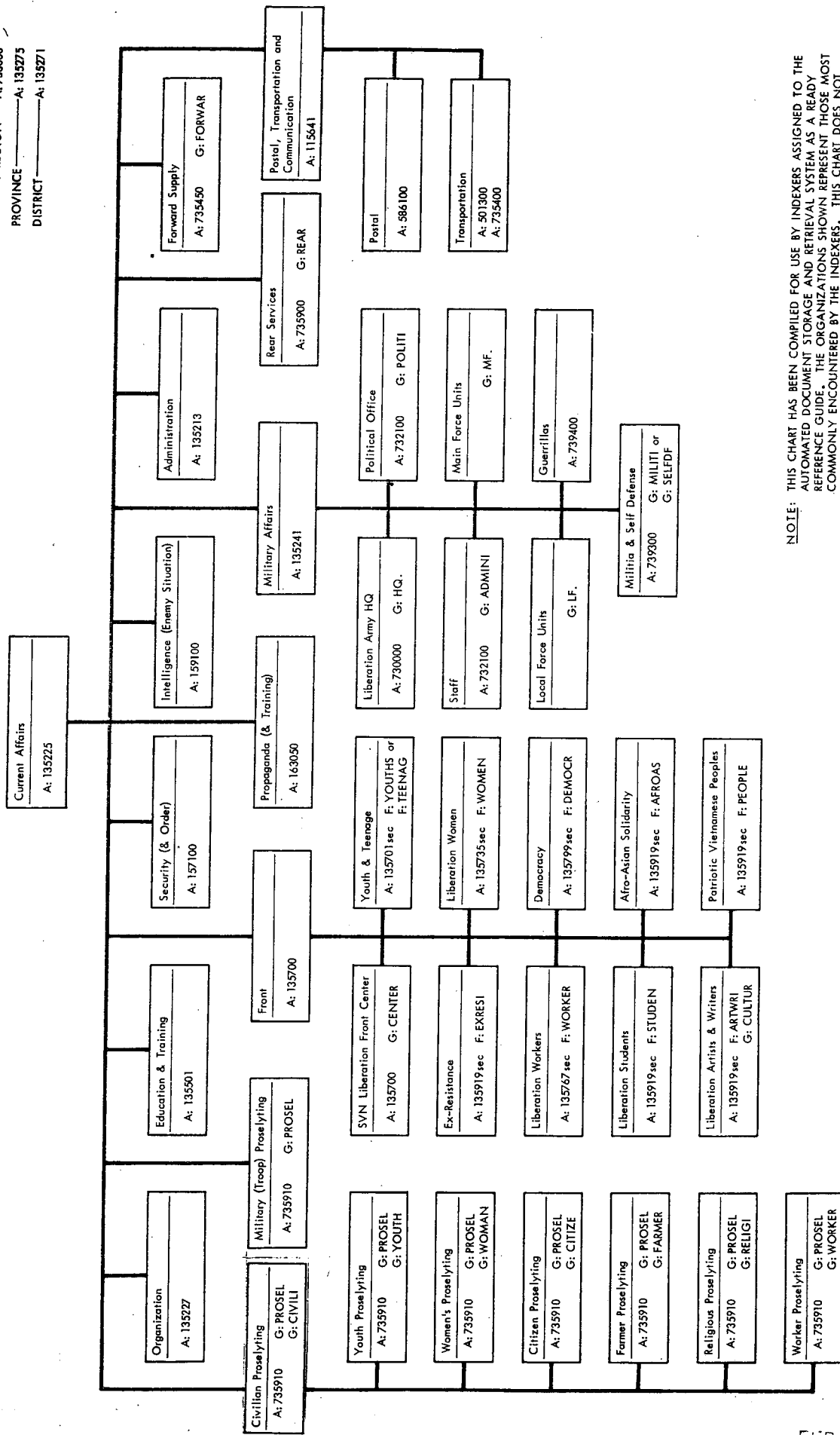
A description with a map of a commo-liaison station at Ba Chuc (VS8858), Trú Tôn district, Châu Đốc province, would be coded:

A	5	8	5	6	Ø	Ø	G	C	O	M	M	O	L	M	5	Ø	Ø	Ø	2	5	M	5	Ø	Ø	2	2	Ø
D	B	A	C	H	U	C	D	T	R	I	T	O	N														
L	V	\$	8	8	5	8	D	4	3	5	Ø	5	.														

2. Organizations

The Việt Cộng structure is extremely complicated, and varies from one part of Việt Nam to another. The principle organizations are listed in Figure 3-10 on page 3-48, with their indexing rules. Less frequent organizations are listed in Appendix D.

ORGANIZATIONAL LEVEL
 COSVN — A: 135223
 MILITARY REGION — A: 733000
 PROVINCE — A: 135275
 DISTRICT — A: 135271



NOTE: THIS CHART HAS BEEN COMPILED FOR USE BY INDEXERS ASSIGNED TO THE AUTOMATED DOCUMENT STORAGE AND RETRIEVAL SYSTEM AS A READY REFERENCE GUIDE. THE ORGANIZATIONS SHOWN REPRESENT THOSE MOST COMMONLY ENCOUNTERED BY THE INDEXERS. THIS CHART DOES NOT REPRESENT THE ACTUAL STRUCTURE OF ANY SINGLE ORGANIZATION.

Figure 3-10. Coding Chart

F. MILITARY INFORMATION

1. Types of Units and Unit Designations

All military units mentioned in documents will be indexed in F-tags. The first two positions of the tag (F¹⁻²) will be used to show the size or nature of the unit, using the following table:

AS Agricultural site (<i>Nông trường</i>)	GP Group, Family, Family Group, Inter-Family (<i>Đoàn, Liên đoàn</i>)
BN Battalion	LB Letter box number (<i>See page 3-59</i>)
BT Battery	PL Platoon
BE Brigade	RT Regiment
CT Combat team	SN Squadron
CO Company	TC Transport command
DT Detachment, Inter-detachment (<i>Đội, Liên đội, Chi đội, Phân đội</i>)	TN Training command
DN Division	UT Unit, Inter-unit
	WS Work site (<i>Công trường</i>)

This abbreviation will be followed by the number or name of the unit, left justified, and ended with a period. The F-tag may be extended. Military organizations will not be coded in F-tags below company level unless the unit is an independent one, as, for example, a district platoon.

For unidentified units include the abbreviation in an F-tag, followed by a period and three zeros. For example:

An unidentified battalion

F B N . 0 0 0

An unidentified unit (unspecified)

F U T . 0 0 0

In order to distinguish between different types of units that are indexed under the 736.000 section, G-tags will be added for the following types of units:

G:LF.000	Local force units
G:MF.000	Main force units
G:PROVIN	Province units
G:DISTRI	District units

The area code is always B:AVSVCC for these units. Guerrilla units will be coded A:739400. Militia or self defense units will be indexed A:739300 with either G:MILITI or G:SELFDE respectively.

Four different designations are used by the Việt Cộng in both their literal meanings and as cover designations. When these are used literally they are translated completely. However, when they are used as cover designations they are transcribed in Vietnamese (occasionally with a translation supplied in brackets). The following table summarizes the various ways these will be indexed:

COVER DESIGNATIONS			LITERAL USAGES	
Công Trường ¹ 5 Div.	F:WS5.	F:DN5.	Workshop ²	A:735250 G:WORKSH
Nông Trường ³ 3 Div.	F:AS3.	F:DN3.	Agricultural site ⁴	A:735455 F:AS-.
Phi Trường 10	F:PHITRU ⁵	F:UT10.	Airfield	A:791060 <i>et seq.</i>
Hải Cảng 10	F:HAICAN ⁵	F:UT10.	Sea port	<i>ISC Chapter V</i>
NOTES: ¹ Often abbreviated "CT." ² The translation "worksite" may be used either as a literal usage or as a cover designation; the indexer will have to determine which was meant. If the workshop is devoted to the manufacture or repair of specific items (as the manufacture of grenades), also index it under the item in Chapter VI with modifier 025. A machine shop (<i>công xưởng</i> or <i>công binh xưởng</i>) will be coded as A:735200 with G:ENGINE and G:MACHIN. ³ Often abbreviated "NT." ⁴ Agricultural sites in the literal sense are located in North Việt Nam ⁵ Implemented 1 November 1967.				

2. Subject

For each unit, enter only the subject or subjects being discussed. For example, if the organization, order of battle, or table of organization and equipment are discussed, include a code from the military organization section. This subject would not be included, however, if the training of this unit is the only subject discussed; a code from the training section would be used. The following are the basic subjects and how they should be applied.

a. Organization. Organizational information will be indexed in the 730 - 742 sections. Specific organizational information must be given. It may range from a full, detailed description of a division and all subordinate units to a simple statement of the number of weapons in a specific company.

One or more of the following four modifiers will normally be used with the codes for military organizations:

- | | |
|-----|--|
| 180 | Order of Battle. <i>Includes the identification, strength, command structure, and disposition of personnel, units, weapons, and equipment of any military force. It is the actual strength of a unit.</i> ¹ |
| 181 | Tables of Organization and Equipment. <i>Covers the authorized composition and strength of personnel and weapons of a unit., and includes tables on composition and strength that should be assigned to a unit.</i> |
| 182 | Combat Effectiveness. <i>Includes information on the efficiency of personnel assigned to the unit, its length of time in combat, personal traits of the commanders, morale, discipline, reliability, and the condition of weapons and equipment.</i> |
| 205 | Rosters of Personnel. <i>Lists of the personnel assigned to the unit. If ranks and position are given, also include modifier 180.</i> |

¹ For a detailed discussion of order of battles see FM30-5, Combat Intelligence Chapter 9, "Order of Battle."

When the information covers only a specific unit within a larger organization, use only the subject code for the unit actually described, but include F-tags for the names of the larger units. Thus a complete order of battle summary for the Le Long Regiment, 325th Division, would be indexed:

A	7	3	6	1	5	Ø	F	R	T	L	E	L	O	-	N	G	.			
B	A	V	S	V	C	C	F	D	N	3	2	5	.	M	7	Ø	Ø	1	8	Ø

A specific statement of the area of responsibility of a unit is part of the OB for that unit, indexed with modifier 18Ø. It is only worth indexing specifically for major units of regimental size or larger; in this case include G:AREAOF along with M:7ØØ18Ø. When relocation of a unit involves a change in the area of its responsibility, the above rule will also apply. However, if a relocation does not involve a change in the area of responsibility, it will be treated as a unit movement only.

b. Tactics, Operations, and Specific Battles. Tactics and operations will be coded in the 744 section. Whenever possible the detailed codes will be used to indicate the exact tactic involved. To distinguish between tactics and operations, the following modifiers will be used:

- | | |
|-----|---|
| 298 | Tactics. <i>The theoretical discussion of methods of warfare.</i> |
| 299 | Operations. <i>Discussion of specific operations, either past or future. Include here only descriptions with details of the methods and procedures used. For past operations also include A:7232ØØ. For planned (future) operations include A:7Ø8ØØØ.</i> |

2. Subject

For each unit, enter only the subject or subjects being discussed. For example, if the organization, order of battle, or table of organization and equipment are discussed, include a code from the military organization section. This subject would not be included, however, if the training of this unit is the only subject discussed; a code from the training section would be used. The following are the basic subjects and how they should be applied.

a. Organization. Organizational information will be indexed in the 730 - 742 sections. Specific organizational information must be given. It may range from a full, detailed description of a division and all subordinate units to a simple statement of the number of weapons in a specific company.

One or more of the following four modifiers will normally be used with the codes for military organizations:

- | | |
|-----|--|
| 180 | Order of Battle. <i>Includes the identification, strength, command structure, and disposition of personnel, units, weapons, and equipment of any military force. It is the actual strength of a unit.</i> ¹ |
| 181 | Tables of Organization and Equipment. <i>Covers the authorized composition and strength of personnel and weapons of a unit., and includes tables on composition and strength that should be assigned to a unit.</i> |
| 182 | Combat Effectiveness. <i>Includes information on the efficiency of personnel assigned to the unit, its length of time in combat, personal traits of the commanders, morale, discipline, reliability, and the condition of weapons and equipment.</i> |
| 205 | Rosters of Personnel. <i>Lists of the personnel assigned to the unit. If ranks and position are given, also include modifier 180.</i> |

¹ For a detailed discussion of order of battles see FM30-5, Combat Intelligence Chapter 9, "Order of Battle."

When the information covers only a specific unit within a larger organization, use only the subject code for the unit actually described, but include F-tags for the names of the larger units. Thus a complete order of battle summary for the Le Long Regiment, 325th Division, would be indexed:

A	7	3	6	1	5	Ø	F	R	T	L	E	L	O	-	N	G	.			
B	A	V	S	V	C	C	F	D	N	3	2	5	.	M	7	Ø	Ø	1	8	Ø

A specific statement of the area of responsibility of a unit is part of the OB for that unit, indexed with modifier 18Ø. It is only worth indexing specifically for major units of regimental size or larger; in this case include G:AREAOF along with M:7ØØ18Ø. When relocation of a unit involves a change in the area of its responsibility, the above rule will also apply. However, if a relocation does not involve a change in the area of responsibility, it will be treated as a unit movement only.

b. Tactics, Operations, and Specific Battles. Tactics and operations will be coded in the 744 section. Whenever possible the detailed codes will be used to indicate the exact tactic involved. To distinguish between tactics and operations, the following modifiers will be used:

- | | |
|-----|---|
| 298 | Tactics. <i>The theoretical discussion of methods of warfare.</i> |
| 299 | Operations. <i>Discussion of specific operations, either past or future. Include here only descriptions with details of the methods and procedures used. For past operations also include A:7232ØØ. For planned (future) operations include A:7Ø8ØØØ.</i> |

Enter specific battles or engagements under A:723200. The location of the battle should be coded in D-tags (including province-district code and specific place), and an L-tag if coordinates are given. Always consider the Việt Cộng as the primary area in clashes between them and FWMAF. A J-tag will be entered with the date of battle (first and last days if it occurred over a span of several days). If tactical details are supplied, also enter the appropriate code from the 744 section with modifier 299. For after-action reports, also include G:AFTERA.

c. Effect of Allied Operations. Although information about allied operations is not indexed, careful coding of the effects of these operations is necessary to permit an accurate assessment of the overall effectiveness of our operations. The following subjects may be used:

723.510	Personnel losses. (<i>Primary area is losing country.</i>)
723.520	Equipment losses. (<i>Primary area is losing country.</i>)
725.100	Effect on the civilian population. (<i>Primary area is either AVSVSS or AVNVNC.</i>)
725.200	Effect on military units. (<i>Primary area is either AVSVCC, AVSVNC, or AVNVNC.</i>)
258.---	Public opinion of operations.
261.---	Private opinion of operations.
163.---	Our operations as subject of propaganda theme

These subjects show the effect achieved. However, it is also necessary to code the type of operation that caused the effect. To do this, the following G-tags will be used:

G:EFFAIR	Effects of air operations, including naval air [1 July 1967]
G:EFFGRO	Effects of ground operations, except artillery [1 July 1967]
G:EFFART	Effects of artillery [1 July 1967]
G:EFFNAV	Effects of naval gunfire [1 July 1967]
G:EFFREC	Effects of reconnaissance [1 July 1967]
G:EFFPSY	Effects of psychological operations, including propaganda [1 July 1967]
G:DEFOLI	Effects of defoliation
G:EFFEXP	Effects of exposure to weather, lack of maintenance, or misplacement [1 October 1967]
G:CHIEUH	Effects of Chiêu Hôi program
G:PACIFI	Effects of Pacification program [25 October 1967]
G:REVDEL	Effects of Revolutionary Development program [25 October 1967]

These effects may range from statistics on KIA and WIA to short statements that a specific unit moved from one area to another as the result of an operation or strike. Any indication that the VC/NVA did something as the direct result of our operations qualifies.

When specific weapons are mentioned as having caused the particular effect, they will also be coded in a separate G-tag. For example, the effects of a B-52 raid would have both G:EFFAIR and G:B52.

Care must be taken to assure that country codes are used correctly for the effects of our airstrikes outside South Việt Nam.

Direct effects of reconnaissance operations will be few, but are possible. They would include statements that the VC moved their positions, modified their tactics, or took special precautions as the result of having seen or having been spotted by our reconnaissance aircraft.

When the names of KIA are given, the G-tag G:NAME. will be included along with A:723.51Ø; the names of the dead do not need to be included, unless another rule requires their inclusion.

The Chiêu Hồi (Open Arms) program is a government program begun in mid 1963 that grants amnesty and provides training for Việt Cộng or North Vietnamese Army personnel who return to the GVN. A person who participates in the program is called a hồi chánh. The effects of this program on the VC will be indexed with the subject codes for effects, with G:CHIEUH. Propaganda against the program will be coded A:163312 with G:CHIEUH. Measures taken by the VC/NVA against the program will be indexed with A:135658 and A:75921Ø with G:CHIEUH. [25 October 1967]

A second program, National Reconciliation (Đoàn Kết) was begun in April 1967 to appeal to higher level personnel in the VC than could be attracted by the Chiêu Hồi program. When this program is mentioned, the same coding procedures will be used as for the Chiêu Hồi program, but with G:DOANKE. [25 October 1967]

The GVN is also operating two other interrelated programs, the Pacification program (Bình Định) and the Revolutionary Development program, sometimes called Rural Development. Although both are programs carried out by armed teams, the first is dedicated to restoration of low-level control of an area to the GVN, while the latter is devoted to improvement of the local political structure, economics and general welfare. Effects of these programs will also be indexed using the subject codes for effects, but with either G:PACIFI or G:REVDEL. Discussions of the programs themselves will be coded with A:7213ØØ, using either of the G-tags. [25 October 1967]

d. Military Training. Unspecified training will be indexed under 765.000. This includes basic recruit training and advanced training when no course of study is specified.

If the training is specialized it will be indexed under the 770 - 775 sections. General ground force training will be entered under 773.100.

Training manuals will be indexed under 769.100. For field manuals see 742.300.

Training facilities will be indexed under the 771 section. If the facilities are described enter modifier 025; if coordinates are given for the facilities enter modifier 025 and an L-tag. For specialized training facilities all the appropriate code from the 770 - 775 sections.

Political training of military personnel, when a part of general military training, will be indexed under 157.613, with modifier 135. Political training as an aspect of a general military curriculum (subject 765.000) will not be indexed.

Military security, intelligence and espionage, sabotage, and propaganda training will be indexed under 157.050, 159.400, 161.100 and 163.500 respectively, with modifier 135.

3. Infiltration

a. Infiltration Routes. The subject code for infiltration routes is 333.660. All countries involved are considered as primary areas and will be coded in B-tags. The codes AVNVNC and AVSVSS will always be used; if movement is through Laos or Cambodia ALA000 or ACB000 will also be entered. Always enter the province of North Việt Nam from which the infiltration route left, and the province of South Việt Nam where the infiltration terminated, if these are discernable. Do not

index place names along the route unless they refer to some significant occurrence in the journey.

Any discussion of specific modes of transportation during the journey will be indexed. Thus, if there is a description of the ferry used to cross the Sepone River, it will be indexed:

A 5 0 4 5 3 0 G F E R R Y . D S E P O N E

For infiltration by sea also include the area code for the South China Sea (B:BPCCH0), and the names of any ports or islands involved.

b. Infiltration Training. The subject code for infiltration training is 770.750. The area code, if the training is done in North Việt Nam, will be AVNVNC. If a description or the exact location of the training facilities is given, include the modifier 025; if a map of the facilities is also included, use modifier 220.

When the description of the subject matter goes beyond standard military and political training, also index the specific policies being taught. For example, the North Vietnamese policy on treatment on prisoners of war would be indexed as A:723600 and A:723620.

c. Infiltration Documentation. Enter descriptions or examples of identification cards used in infiltration training centers under A:157740 with G:ID. Enter infiltration passes under A:157750 with G:INFILT.

4. Relationships Between Units

a. Maintenance of Forces. [1 October 1967] Maintenance of forces will be indexed as A:702390, with G-tags to indicate the specific types of maintenance involved, using the following table of definitions:

G:REPLAC	Replacement. Addition of personnel integrally to a unit. Replacement personnel may come from a different unit.
G:REINFO	Reinforcement. The reinforcement of a unit by another unit, where the units maintain their separate identities.
G:INTEGR	Integration. The merger of different types of units into a single unit.
G:ROTATI	Rotation or return to North Việt Nam. Include here the policy, eligibility, and statistics on the movement of troops back to the North. If the evacuation of wounded is involved, add G:WOUNDE. For the route used, add A:333660 and G:EXFILT.

Replacement or reinforcement can occur between different types of units, and integration always involves different types of units. The following table summarizes the principal combinations of units that will be encountered:

NVA & VC	B:AVSVCC	B:AVSVNC
Local & main force	B:AVSVCC	G:LF. G:MF.
Local force & guerrillas	B:AVSVCC	G:LF. A:739400
VC & Montagnard (VMC)	B:AVSVCC	A:748400 G:MONTAG
NVA & Montagnard (VMC)	B:AVSVNC	A:748400 G:MONTAG

b. Control of the War. [1 August 1967] Evidence of the control or direction of the war by North Việt Nam will be indexed using A:701440. The primary area will be North Việt Nam (B:AVNVNC) and the secondary area will be the Việt Cộng (R:AVSVCC).

c. Friction or Preferential Treatment. [1 August 1967] Indexing of indications of friction between different units, or the preferential treatment of one

unit over another, is very important. The following table summarizes the different relationships that may occur and the indexing rules for them:

Between similar military units	A:7Ø142Ø
Between military command echelons	A:7Ø142Ø
Between VC and NVA	A:7Ø144Ø B:AVSVCC B:AVSVNC
Between military and political cadre	A:7Ø141Ø
Between political elements or levels <i>If specifically with COSVN add A:135281</i>	A:135663

d. Relations with the Local Population. [1 August 1967] Any information on the relations between the VC and the local inhabitants will be coded under A:7Ø143Ø. Included here are the reactions of villagers to the presence of VC units in the area. The primary area is B:AVSVCC; no secondary area is required, except when the public concerned is that of another country. For relations between the NVA and the local population, use B:AVSVNC.

G. MEDICAL INFORMATION

The medical history of a specific individual will be indexed as a biographic document using the subject 747.000. A biographic modifier will be added, and, if the names of relatives are given, the full biographic modifier M:701001. The name of the patient will be entered in a C-tag when required by the rules on page 3-26.

If the document describes the method of treatment, also include the appropriate code from the therapeutic section (355.800), for example:

Use of surgery

A	3	5	5	8	1	0
---	---	---	---	---	---	---

Use of prosthetic devices

A	3	5	5	8	1	2
---	---	---	---	---	---	---

G	(device)
---	----------

For diagnoses dealing with a specific disease or injury also include the code for the disease from the 355.600 section:

Tumor

A	3	5	5	6	5	5
---	---	---	---	---	---	---

G	T	U	M	O	R	.
---	---	---	---	---	---	---

Beri-Beri

A	3	5	5	6	6	0
---	---	---	---	---	---	---

G	B	E	R	I	B	E
---	---	---	---	---	---	---

Note that the 355.600 is to be used for description of diseases and specific treatment for them. Any discussion of disease incidence (percentage of the population or areas infected, etc.) will be indexed in the 271.070 section.

Discussion of the Việt Cộng capability to deal with specific fields of medicine, rather than with a specific disease, will be indexed under the 355.300 section.

The 271.150 section, disease control measures, is used for prophylactic measures taken to prevent a disease from occurring or spreading, such as mosquito control measures to decrease malaria.

Medical facilities, military and non-military, will be indexed in the 271.170 section. The location, if known, will be indexed in D-tags; both provincial and local

names will be included. If a specific coordinate position is given it will be included in an L-tag, along with modifier Ø25. This modifier will also be included if there is a description of the physical facilities.

The military medical organization (medical units, etc.) will be indexed under 735.35Ø. Military medical training will be entered under 77Ø.55Ø. For both of these codes a G-tag G:MEDICA is required.

The code 752.1ØØ, medical care, will be used only to index information on the medical services available to military personnel, as, for example, the services available to soldiers in Phú B²ôn province.

Drugs and pharmaceuticals will be indexed under the 619.2ØØ section, using the following modifiers:

Ø49	Production data	Ø55	Allocations
Ø53	Consumption	Ø56	Shortages
Ø54	Requirements	Ø57	Stockpiles and reserves

General discussions of the availability of drugs and pharmaceuticals will be entered under 271.23Ø; the availability of a specific drug will be entered under 619.2ØØ with the appropriate modifier.

The availability of medical equipment (not including drugs) will be indexed in the 645.ØØØ section, with appropriate modifiers. The availability of medical personnel (including shortages) will be indexed under 271.25Ø.

H. VIỆT CỘNG FINANCIAL AND ECONOMIC SYSTEM

1. Revenues

a. Taxes. Many different types of taxes are collected by the Việt Cộng. Official directives setting up tax policies and procedures will be coded as 475.311; all other documents dealing with taxes will be entered under 475.310. The specific type of tax will be indicated by a G-tag taken from the following table:

TYPES OF TAXES	
<u>Type</u>	<u>G-Tag</u>
Rice	G:RICE.
Livestock and Poultry	G:LIVEST
Fish	G:FISH.
Forestry	G:FOREST
Transportation	G:TRANSP
Plantation	G:PLANTA
Business	G:BUSINE
Income	G:INCOME
Individual	G:INDIVI
Property	G:PROPER
<u>Enter Import-Export taxes under</u> <u>Duties, 485.311. If levied</u> <u>on material sent to or from</u> <u>Cambodia or Laos, enter</u> <u>R:ACB00\$ or R:ALA00\$.</u>	

b. Miscellaneous Revenues. Index miscellaneous sources of revenue according to the subject codes in the following table. G-tags will be entered when given.

MISCELLANEOUS REVENUES		
<u>Source</u>	<u>ISC</u>	<u>G-Tag</u>
Counterfeiting <u>Area rule: Primary area is country counterfeiting; secondary area is country whose currency is being counterfeited.</u>	475.851	
Issuance of Currency	475.890	
Issuance of Bonds (Savings Bonds)	475.390	G:SAVING
Issuance of Postage Stamps	586.130	G:STAMPS
Issuance of Treasury Certificates	475.390	G:TREASU
Fund Drives	475.390	G:FUNDDR
Membership Fees	475.390	G:FEES.
Debt Collection	475.510	
Sale of Capture or Confiscated Equipment	475.390	G:SALEEQ
Operation of Businesses <u>Also index specific businesses in Chapter VI.</u>	401.600	
Production Units <u>(See paragraph 3.)</u>	735.455	
Foreign Aid (non-military) <u>Area rule: Primary area is country granting assistance; secondary area is AVSVCC.</u>	493.120 <u>sec</u>	
<u>For military aid see 717.000.</u>		

2. Credit Cooperatives

These organizations, when identified, will be entered under 475.714. All names and places involved will be indexed.

3. Production Units

Production units will be indexed as 735.455. The specific crops or goods produced will be indexed using codes from Chapter VI and the appropriate modifiers:

Ø35	Production difficulties
Ø4Ø	Product specifications and description
Ø49	Product data
Ø5Ø	Planned and estimated future production
Ø51	Production plan fulfillment
Ø52	Commodity capacity
Ø56	Shortages
Ø57	Stockpiles and reserves
Ø58	Storage facilities
Ø59	Prices
Ø6Ø	Transportation techniques
Ø61	Marketing difficulties

4. Bookkeeping

Account books and directives on financial accounting will be entered under 135.289; a G-tag G:ACCBOO will be entered for account books. However, account books of military units will be entered under 7Ø9.ØØØ with a G-tag G:ACCBOO.

5. Financial Relationships

Enter information on the financial relations between different levels of the party under 475.600. This includes the percentages of income that may be retained in a unit and the percentage that must be forwarded to higher headquarters.

I. VIỆT CỘNG INTELLIGENCE REPORTS

All documents dealing with Việt Cộng knowledge of Free World Military Assistance Forces' installations or operations will be indexed as A:159300. Care must also be exercised to index all information on the Việt Cộng intelligence collection organization or procedures that might be contained in the document under the appropriate divisions of the 159 section.

The information covered in the report will be indexed in a separate phrase (separated by a Q-tag). Thus, a document discussing U.S. security precautions at Lai Khê Air Base would be indexed:

A	1	5	9	3	0	0	B	A	V	S	V	C	C	Q	A	7	9	1	0	6	0
B	H	U	S	0	0	X	D	L	A	I	K	H	E	M	7	0	0	0	2	7	

During retrieval it is then possible to retrieve Việt Cộng reports dealing with U.S. security measures, allied airfields, or any other specific subject of enemy intelligence reports, by setting the appropriate switches on the console to the factored position.

J. LETTER BOX NUMBERS

Letter box numbers are used for the routing of communications between VC/NVA units in the same way that the United States used APO numbers. These are usually identified in document translations by the abbreviation "LBN." These can be very significant for identification of units and political organizations, as well as for an understanding of organizational structure. These numbers are changed periodically. Each letter box number appearing in a document will be coded, whether or not the numbers are identified.

Letter box numbers are made up of combinations of letters and numbers, often interspersed with punctuation. The basic number is usually four or five numbers long, but this may vary; it is often suffixed with a letter. Subordinate units are frequently indicated by a prefix, separated from the basic number by a virgule (slant). For example, in the number 540/6,308C, "6308C" is the basic unit's number, the "540" identifies the rear services section. The medical section of the unit would be indicated by the number 545/6,308C.

In indexing, all letters and numbers will be entered as they appear, in an F-tag following the abbreviation "LB," but punctuation (including commas, periods, hyphens and virgules) will be dropped. For numbers that appear to have two parts, the primary four or five character number will also be entered in a second F-tag. Whenever there is doubt the second entry should be made.

15103X	F L B 1 5 1 Ø - 3 X .
540/6,308C	F L B 5 4 Ø 6 - 3 Ø 8 C . F L B 6 3 Ø 8 - C .
203	F L B 2 Ø 3 .
15-M.3705A	F L B 1 5 M 3 - 7 Ø 5 A . F L B 3 7 Ø 5 - A .

Letter box numbers are often prefixed with the letters HT. This is an abbreviation for Hòm Thợ (South Vietnamese) or Hòm Thư (North Vietnamese) which mean "letter box". These letters will not be included in the indexing. For example, LBN HT 3467A would be entered:

F	L	B	3	4	6	7	-	A
---	---	---	---	---	---	---	---	---

K. KEYWORD INDEXING—THE G-TAG

The ISC and many of its sections provide only broad categories that do not specifically define the subject of a document. In other cases documents cover special items that have been given proper names or code word designations, which, if not indexed, become very difficult to retrieve. These keywords are indexed in the G-tag.

Keyword entries permit the coder to specify exactly the special subject involved. The ISC requires a variety of different but related items to be coded under the same number, the specific item will be entered in a G-tag. For example, the ISC 504510 cover "bridges, viaducts, and culverts." A specific bridge would be coded:

A	5	0	4	5	1	0	G	B	R	I	D	G	E
---	---	---	---	---	---	---	---	---	---	---	---	---	---

Medical, dental and veterinary units (military) are all entered in 735.350; a specific medical unit would be entered:

A	7	3	5	3	5	0	G	M	E	D	I	C	A
---	---	---	---	---	---	---	---	---	---	---	---	---	---

For types of organizations, operations, or special programs that carry a specific name or designation, this designation will also be entered in a G-tag. For example, a sapper unit is indexed as 736.750 (reconnaissance units) with a G-tag G:SAPPER. Specifically named tactics will always have a G-tag for the type of tactics, as:

Mobile warfare	<table border="1"><tr><td>A</td><td>7</td><td>4</td><td>4</td><td>1</td><td>8</td><td>0</td><td>G</td><td>M</td><td>O</td><td>B</td><td>I</td><td>L</td><td>E</td></tr></table>	A	7	4	4	1	8	0	G	M	O	B	I	L	E
A	7	4	4	1	8	0	G	M	O	B	I	L	E		

Strategic comb tactics	<table border="1"><tr><td>A</td><td>7</td><td>4</td><td>4</td><td>1</td><td>8</td><td>0</td><td>G</td><td>C</td><td>O</td><td>M</td><td>B</td><td>.</td></tr></table>	A	7	4	4	1	8	0	G	C	O	M	B	.
A	7	4	4	1	8	0	G	C	O	M	B	.		

Unless confusion is likely to result, G-tags will be cut off at the end of the first six characters. Continued descriptors will be used only if there are potential mix-ups between similar terms.

Specifically named programs are listed in the Indexing Guide, Appendix D to this Manual. Any entry not listed for which a keyword is required will be added to the appendix; new entries will be coordinated through the head of the Coding Section.

Names of organizations are always entered as keywords, using, however, the F-tag. These entries also appear in Appendix D, usually under both the English and Vietnamese forms. The F-tags will have been constructed based on the form in which the organization was listed in the first document indexed, which may either be the English or Vietnamese form of the name.

The names of magazines and newspapers will be entered in G-tags, spelled out for twelve characters (one continuation).

Documents containing serial numbers of weapons will be indexed under the appropriate code in Chapter VI of the ISC, with the modifier Ø44 and G:SERIAL. This same procedure will also be used for specific identifications of individual pieces of equipment by number, including the license numbers used for vehicles. For example, a list of lambrettas used by the VC, when they were identified either by serial number or license plate number, would be indexed:

A	6	5	4	1	1	2	G	L	A	M	B	R	E	G	S	E	R	I	A	L	M	6	Ø	Ø	Ø	4	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

L. MODIFIERS FOR SPECIAL TYPES OF DOCUMENTS

A series of modifiers has been established to indicate the presence of special types of documents or attachments. They have been approved for DOD use only, and are not listed in the ISC's. The following is a complete list:

201	Abstracts
202	Bibliography
203	Glossaries and dictionaries, including lists of abbreviations
204	Catalogs
205	List of members
206	Directories
207	Proceedings, including agenda
208	Yearbooks
209	Instruction manuals, not elsewhere classified
210	Personality photograph
211	Ground photograph
212	Aerial photograph
214	Unconventional imagery (including radar and infrared)
219	Motion pictures
220	Cartographic representation, including maps, nautical charts, and terrain sketches
230	Books, magazines, newspapers, commercial documents
233	Publications, studies not elsewhere classified
240	Materiel (hardware)
242	Engineering drawings, graphs, technical diagrams and sketches, line and block charts
244	Sound recordings (including tape and wire recordings) and video tapes

For example, modifier 210 would be used to indicate that a document contained a photograph of a person mentioned in the document. A description of a tunnel, with a map showing the location, a cross-section drawing of its layout, and a photograph of the entrance would be indexed:

A 7 8 8 6 5 0 GTUNNEL M7 0 0 2 2 0 M7 0 0 2 4 2
M7 0 0 2 1 1 M7 0 0 0 2 5

1

2

3

CHAPTER IV

INPUT

A. KEYPUNCHING INDEX CARDS

When ready for keypunching the documents will have been assembled by the indexers with the code sheet on front. The Indexing Section will arrange documents in order by CDEC log number or document number, and separate them in batches not exceeding fifty documents. A log will be maintained by the indexing section of all documents indexed, with the batch number and date when they were sent to the Machine Section (see VII-B-1).

As batches are received in the Machine Room they will be keypunched on the Flexowriter. The batches with the lowest batch numbers should be processed first, except for translation summaries of captured documents. These will be processed ahead of all other types of documents. Batches containing documents urgently needed by analysts may also be processed ahead of routine material.

The index sheet will be keypunched as it appears. The sheet is arranged so that each two lines of indexing constitute one card. At the end of each second line a stop code will be punched; the tape feed will then be depressed to advance to the next card.

The operator will assign an accession number to each document. These numbers will be made up of two parts, a number indicating the month and a serial number assigned within the month.

If an error is punched, a large "X" will be written over the card using a white or yellow pencil; the tape feed will then be depressed and the card repunched.

After all cards in a batch have been punched, the cards will be run back through the tape-read section of the Flexowriter, and the resulting printout compared against the code sheets. Cards in which errors are detected must be repunched. As the cards are being verified, the accession number of the document will be written on the cards. The first card will have the accession number written on it; succeeding cards for the same document will be assigned the same number followed by a card number, with the two parts separated by a virgule. For example, the three cards for document 9-435 would be numbered: 9435, 9435/2, 9435/3.

When paper tape is available, the original keypunching will be done using this medium. The procedures are the same, except that when the operator realizes that he has made an error, the tape may be backed up manually and the errors eliminated by punching "code delete." At the same time that the paper tape is verified the code cards will be generated.

The cards will be cut after they have been verified. Erroneous cards, marked with a large "X", will be discarded.

Detailed Flexowriter operating procedures are given in the FileSearch Flexowriter Instructions. However, the following points can not be stressed too carefully:

1. THE LAST PUNCH ON ANY CARD IS A STOP CODE.
2. An index card can contain up to 56 characters excluding the stop code (which can be the 57th).
3. The first character punched into the first index card of each document must be the arrow (→). When recorded on film and scanned by the Retrieval Unit during search, the arrow indicates that a new document is beginning. The arrow controls the reset of hits, page counts, etc., so that each document is independently searched and retrieved.
4. A tab or carriage return must be punched immediately following the last character of every index term. These are control characters which, when scanned from film, signal the end of a descriptor. They cause the Retrieval Unit to store any hits resulting from the descriptor and to get ready to compare a tag.
5. If more than one card is punched per document, the order of the cards must be preserved for the recording operation.
6. A phrase boundary is a Q-tag immediately followed by either a tab or carriage return

tab	Q	tab
CR	Q	tab
CR	Q	CR
tab	Q	CR

The use of the carriage return is preferred.

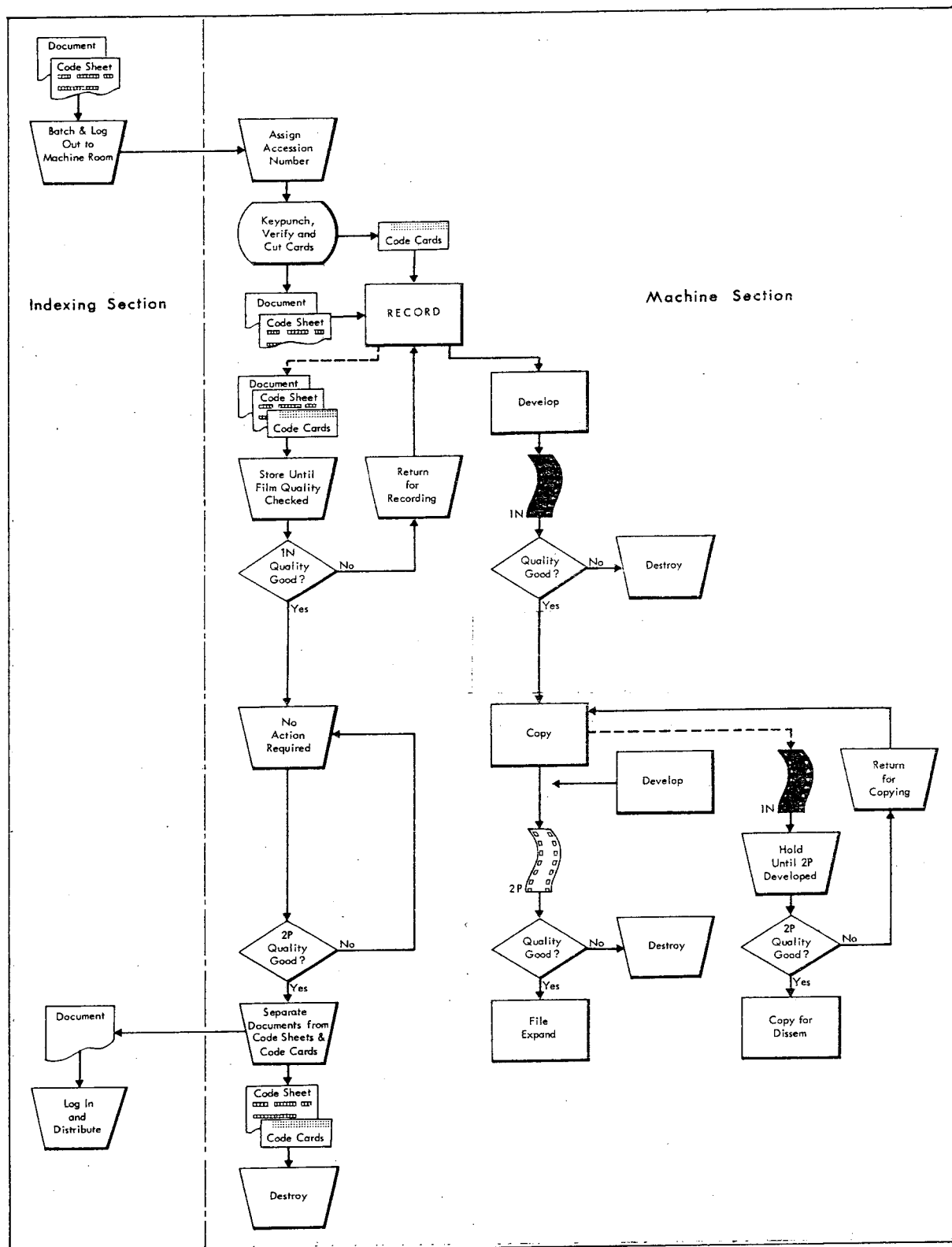


Figure 4-1. Machine Room Input Flow Chart

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B. RECORDING

Recording consists of simultaneously photographing a document and its indexing code which has been punched into cards. The operating procedures for the Record Unit are given in the FileSearch Record Unit Instructions; these remarks supplement the procedures given in that manual.

Each batch of documents will be recorded as a unit. Special cover sheets will be photographed twice at the beginning and end of each batch to indicate the classification of the most highly classified document in the batch. For documents bearing only Vietnamese classifications of KÍN or MẬT, cover sheets with a large "X" and the classification will be used. For documents bearing U.S. classifications, standard Department of the Army cover sheets will be used. When documents with the caveat "No Foreign Dissemination" are recorded, a U.S. cover sheet will be used, with the word NOFORN written across the center of the sheet in large letters. Cover sheets will be photographed using a card with the start and stop codes.

The cover sheet will be followed by a batch sign indicating the batch number and the date on which it is photographed. This sheet will be photographed with a special card containing the batch number coded in a Z-tag. The year of the batch will be placed in the first two positions, right justified. The card must begin with a start code (→). For example, the card for batch 67-213 would be coded

→	Z	6	7	Ø	2	1	3
---	---	---	---	---	---	---	---

Documents over 50 pages in length will be broken into 50-page sections. Each section will be recorded with all code cards being reentered. In effect this makes the one document into a series of shorter ones.



Figure 4-2. Security Cover Sheets

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B A T C H

68-276

Photographed

27 Jan '68

C. FILM DEVELOPING

1. Operation

a. To raise the TANK COVER, turn the MAIN WATER VALVE on UNIPRO OFF, release COVER LOCK, raise TANK COVER by opening "UP" VALVE slowly until the TANK COVER has reached the upward limit. Turn the "UP" VALVE OFF to relieve the pressure. The water trapped in the cylinder is sufficient to hold the TANK COVER in a raised position.

CAUTION: Do NOT leave the "UP" VALVE open with the TANK COVER locked down or with the TANK COVER to its up limit.

b. F107.3 FILM-A-RECORD DEVELOPER/REPLENISHER

TO PREPARE AS DEVELOPER: Pour contents of small bottle (activator) into large bottle. Replace cap and agitate until solution is uniform.

TO USE AS DEVELOPER: Fill Developer Tank 1/3 full with water. Pour contents of large bottle into tank. Fill tank to level mark with water.

TO PREPARE AS REPLENISHER: Pour contents of small bottle (activator) into large bottle. Replace cap and agitate until solution is uniform.

FOR USE AS REPLENISHER: Dilute 1 part concentrate to 2 parts of water to make working solution. Store in refrigerator until ready for use.

Recommended Replenisher Rates:

6 fl. ozs. of working solution per 100' - 16mm

12 fl. ozs. of working solution per 100' - 35mm

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c. F108.3 FILM-A-RECORD MICROFILM FIXER

FOR USE: Fill Tank 1/3 full with water. Pour contents of large bottle into fixer tank. Fill tank to level mark with water. Stir thoroughly with stirring rod. Clean stirring rod after each use.

SOLUTION LIFE OF FIXER:

Negative Film: 16mm x 100' - 40 rolls Limit per
35mm x 100' - 20 rolls filling for

Positive Film: Number of rolls varies with type and make of film.

NOTE: F108.3 is a highly concentrated fixer solution designed specifically for use in the Unipro Microfilm Processor.

d. Place short piece of leader between ALARM ROLLER and HOLD-BACK ROLLER. Close MAGAZINE DOOR.

e. Turn on DEVELOPER PUMP SWITCH.

NOTE: Never turn on DEVELOPER PUMP until Developer Tank is filled.

f. Check developer temperature (recommended level 82°F) on THERMOMETER after heater PILOT LIGHT has gone on and off. PILOT LIGHT on indicates DEVELOPER HEATERS are on.

g. Temperature may be adjusted by turning THERMOSWITCH screw counterclockwise to raise and turning THERMOSWITCH screw clockwise to lower.

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NOTE: 1/8 turn of adjusting screw will change THERMOSWITCH setting .5° F.

h. Threading of processor will be facilitated by using 16mm leader not containing any staples. With MAGAZINE DOOR open, raise ALARM ROLLER, LOWER BRAKE RELEASE ARM to locked position, and thread leader through LOADING MAGAZINE and into FILM SLOT per threading Diagram.

i. Lower ALARM ROLLER, close and lock MAGAZINE DOOR.

j. Thread leader into plastic reel (square hole out), place reel on TAKE-UP SPINDLE and engage reel with adjustable FILM SPACER PIN.

k. Slowly lower TANK COVER to lowest position until COVER LOCK engages by slowly activating the "Down Valve", which drains the water that had been trapped in the cylinder into the Rinse Tank.

CAUTION: In lowering the TANK COVER, carefully watch the Elevator to make sure the Elevator Guides are centered with the tracks of the pre-rinse tank. Close the "Down Valve" as soon as the Cover Lock engages.

NOTE: When threading processor with leader, lower Tank Cover and assist hydraulic piston by applying mechanical pressure at center of Tank Cover.

l. Release LOADING ELEVATOR LATCH and slowly lower LOADING ELEVATOR to lowest position.

m. Set PRE-RINSE SHUTOFF VALVE to closed position.

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n. Open WATER VALVE to PRESSURE GAGE reading of 8 lbs. for 16 or 35mm film. For archival film, water temperature must be 75 - 80°F.

o. Turn on Drive Motor switch and Dryer switch. Set dial indicator on Dryer Thermoswitch to maintain a Drying temperature range of 100°F to 125°F.

p. When buzzer signals end of leader held in FILM BRAKE, unlock MAGAZINE DOOR, raise ALARM ROLLER, swing out LOADING SPINDLE, remove empty spool, replace with full spool, push into position and splice film to end of leader. Elevator allows 3/4 min. for splicing.

NOTE: Use leader for initial training run.

q. Lower Alarm Roller, close and lock Magazine Door, lower Brake Release arm to locked position, release Loading Elevator Latch, and lower Loading Elevator to Bottom position.

r. Check SQUEEGEE rollers with film (or leader) moving through SQUEEGEE. Set ADJUSTING NUT for minimum roller pressure at which no moisture drops or streaks appear on film.

s. When SPLICE ALARM buzzer signals full roll at TAKE-UP REEL, cut film after splice and remove full reel.

NOTE: SPLICE ALARM is adjusted by means of screw at end of SWITCH CONTACT ARM shaft located in DRIVE UNIT.

t. Insert film slot on empty reel with square hole out. Wind up excess film, slip reel on TAKE-UP SPINDLE and engage with adjustable FILM SPACER PIN.

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- u. Repeat steps 19, 20, 23 and 24 for every roll of film.
- v. When end of last film is wound on TAKE-UP REEL, turn off all SWITCHES and shut WATER VALVE.
- w. Raise TANK COVER. Push LOADING ELEVATOR. Lock SQUEEGEE in open position. Remove, clean and store SPONGES.
- x. When exhausted (see Section 1) or after no more than one week, drain solutions; open TANK DRAIN VALVES, permit to drain, flush TANKS. Close VALVES before refilling.

CAUTION: Drop of liquid level below thermostwitch will result in serious overheating.

- y. If the water pressure drops below 5 psi, clean the water filter. This should restore normal pressure.

2. Maintenance

KEEP THE MACHINE CLEAN.

DO NOT TOLERATE ACCUMULATION OF DRIED CHEMICALS.

Sponge outside of processor daily, at end of run. Use water only on finish and sponge dry.

Stainless steel must be kept clean to prevent corrosion. Sponge and dry daily. Fine scouring power such as BON AMI may be used, and for exceptional cases, stainless steel wool. Under no circumstances use ordinary steel wool, metallic "sponges", polishes, "liquid cleaners", coarse grit cleaners, acids, or anything which roughens the surface.

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Solution tanks may be cleaned by filling with 20% solution of OAKITE #33 manufactured by Oakite Products Inc., 19 Rector Street, New York 6, N.Y. To obtain 20% solution add to 1 part of OAKITE #33 (as supplied by manufacturer) 4 parts of water. Allow to soak for one hour, drain, scrub clean, and flush tanks thoroughly with clean water.

Check all rollers daily for free turning. Use water to keep all surfaces clean. Disassemble and clean bearing surfaces if required. Unipro Cleaner may be used to assist in cleaning rubber surfaces of roller.

Check spray nozzles daily. If plugged, run fine wire through opening and recheck. If necessary, remove nozzle and blow or flush through threaded end.

NOTE: To take out PRE-RINSE NOZZLES,
remove HEADER BOX.

Check aerators daily. If not aerating, remove, disassemble, clean and replace.

Replace sponges on first sign of wear or disintegration. Effective dyeback removal depends on full, firm sponges of correct size.

Clean both squeegee rollers daily to prevent glazing. Use Unipro Cleaner per ROLLERS section above. Keep roller bushings clean and lubricated.

Replace cloth polishing strips when soiled. Press tapered end into roller slot, using tool provided. Rewind by turning roller in normal direction of rotation and secure outer end with small amount of Carter's Paper (rubber) Cement or equivalent.

Replace or wash clean the air filter pads with soap and water when dirty.

Remove DRIVE UNIT COVER and apply one or two drops of light machine oil in (2) oil holes of drive motor, monthly.

Remove screw marked "OIL", top of DRIVE MOTOR GEAR HOUSING; fill with 1 tablespoon "3-in-1" oil or equivalent, every 2 months. Lightly lubricate drive chain and gears with light machine oil, every 2 months.

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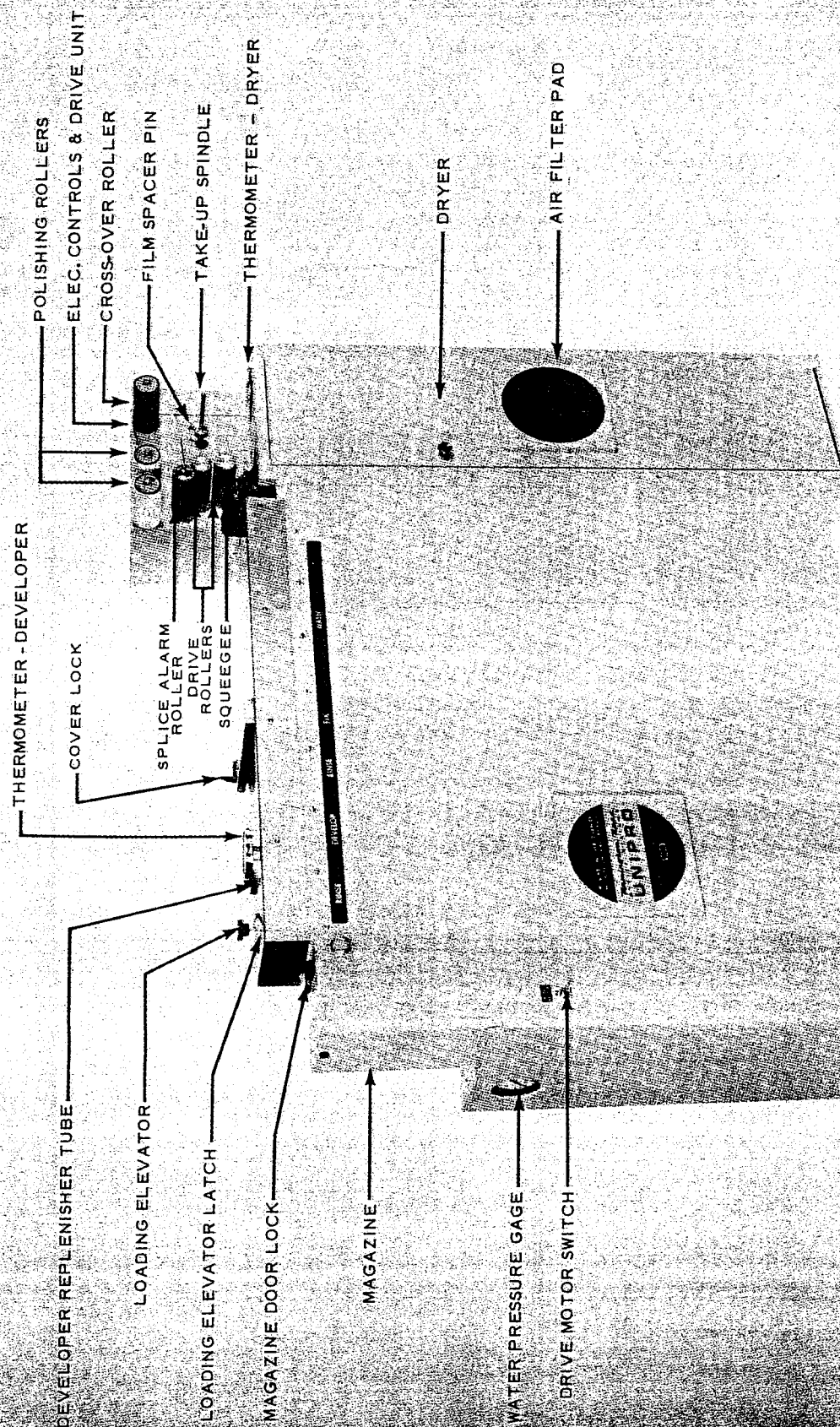


FIG. 1
FRONT VIEW - CLOSED

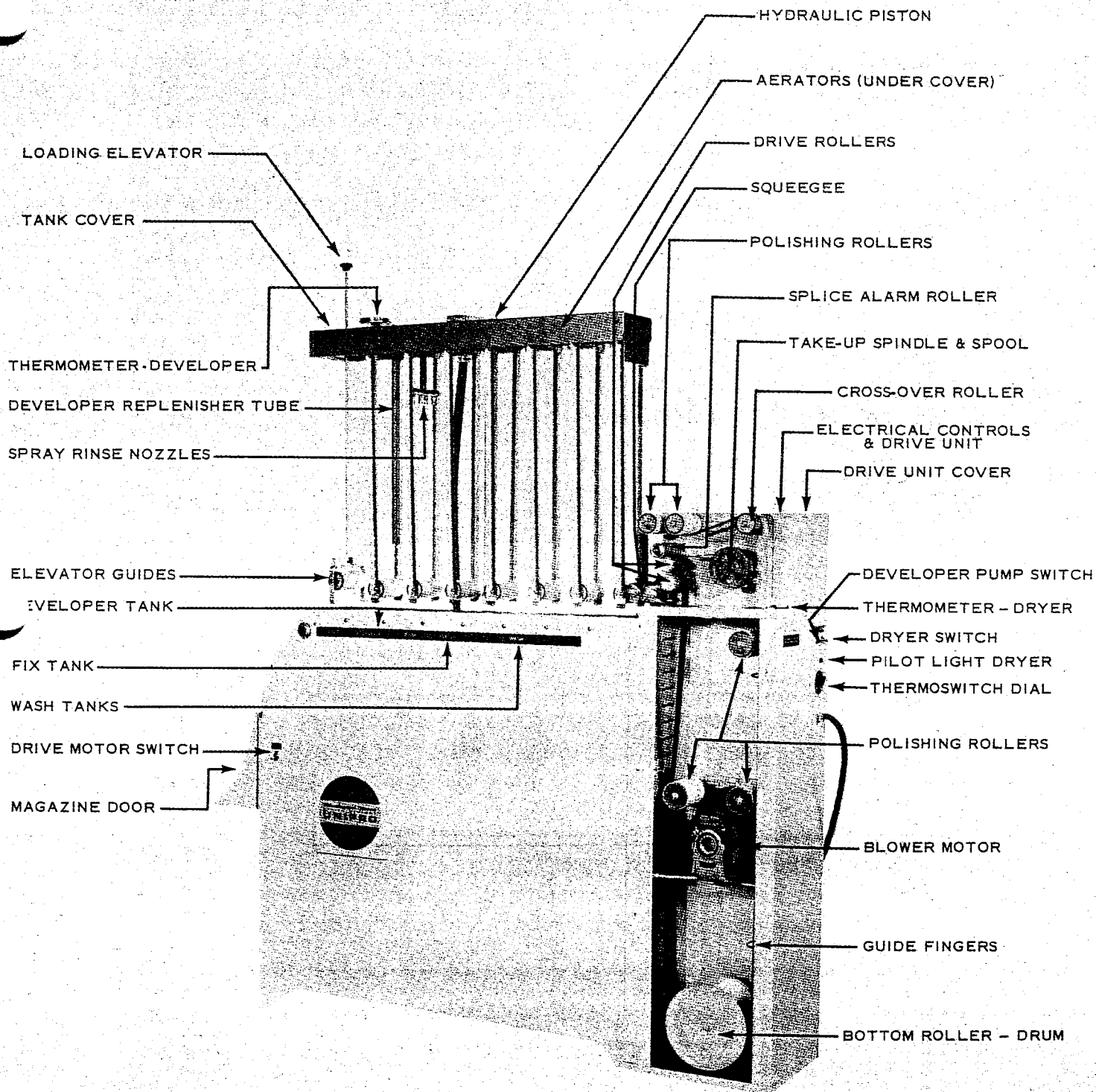


FIG. 2
FRONT VIEW - OPEN

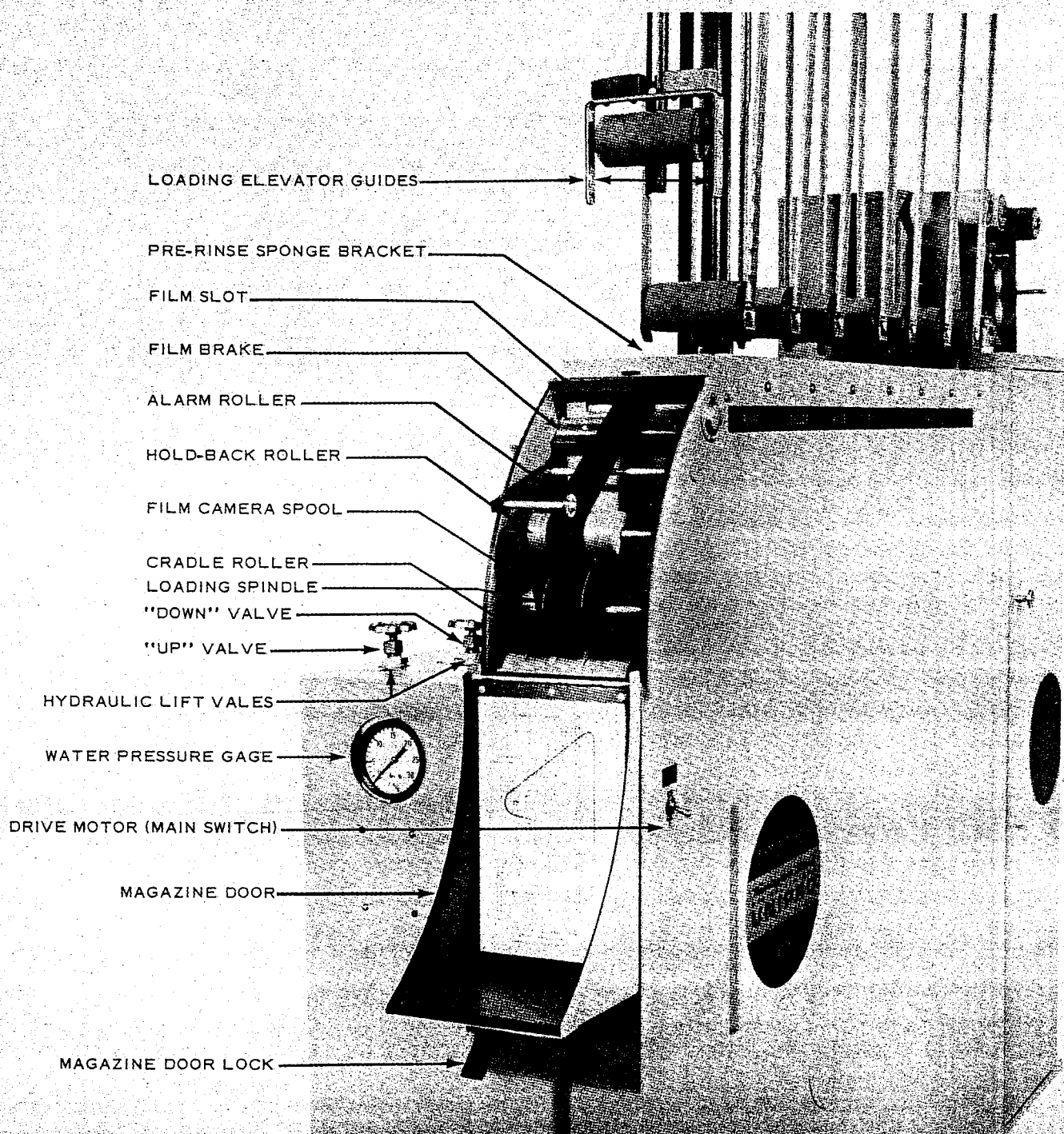


FIG. 3
MAGAZINE

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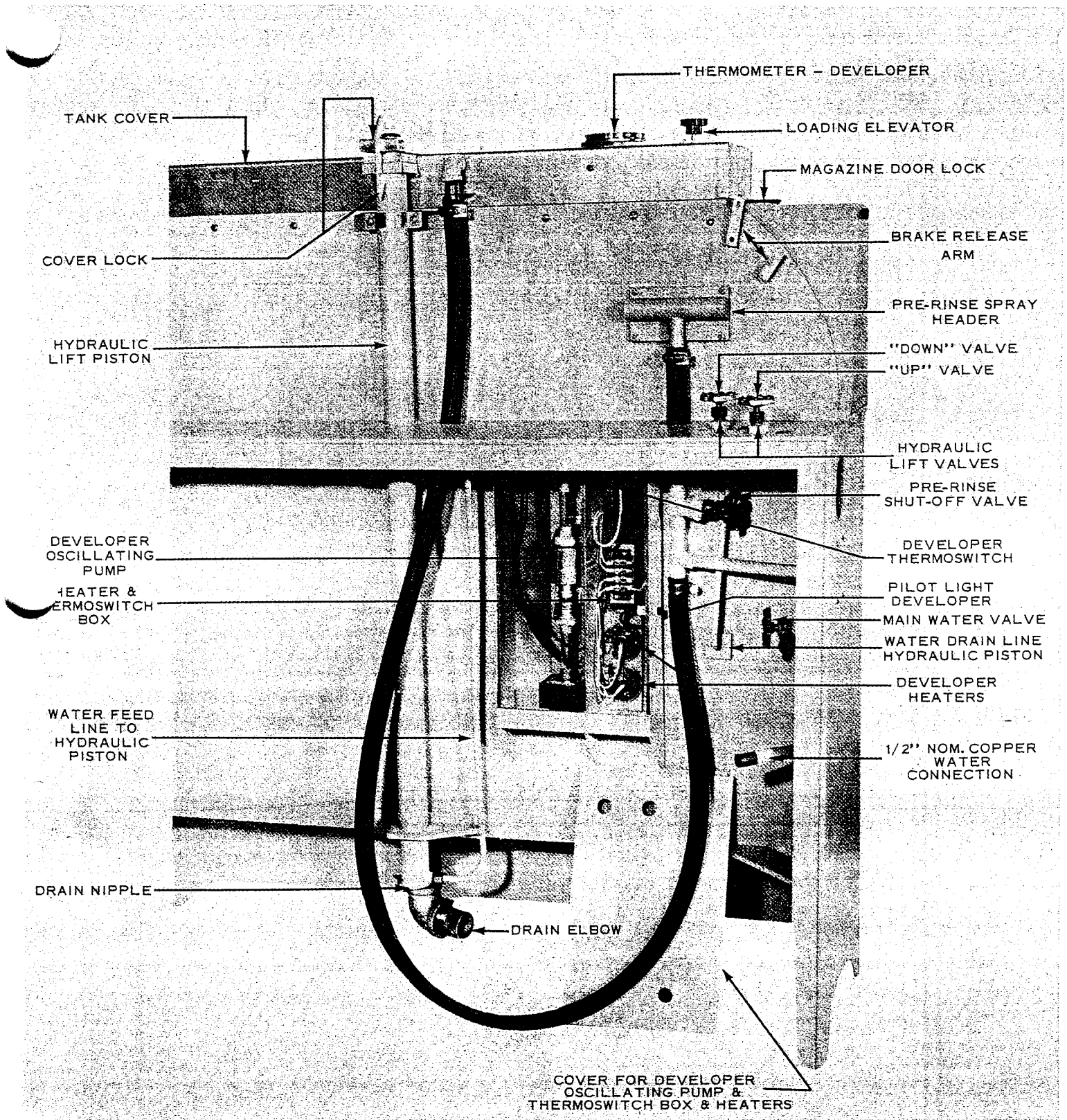
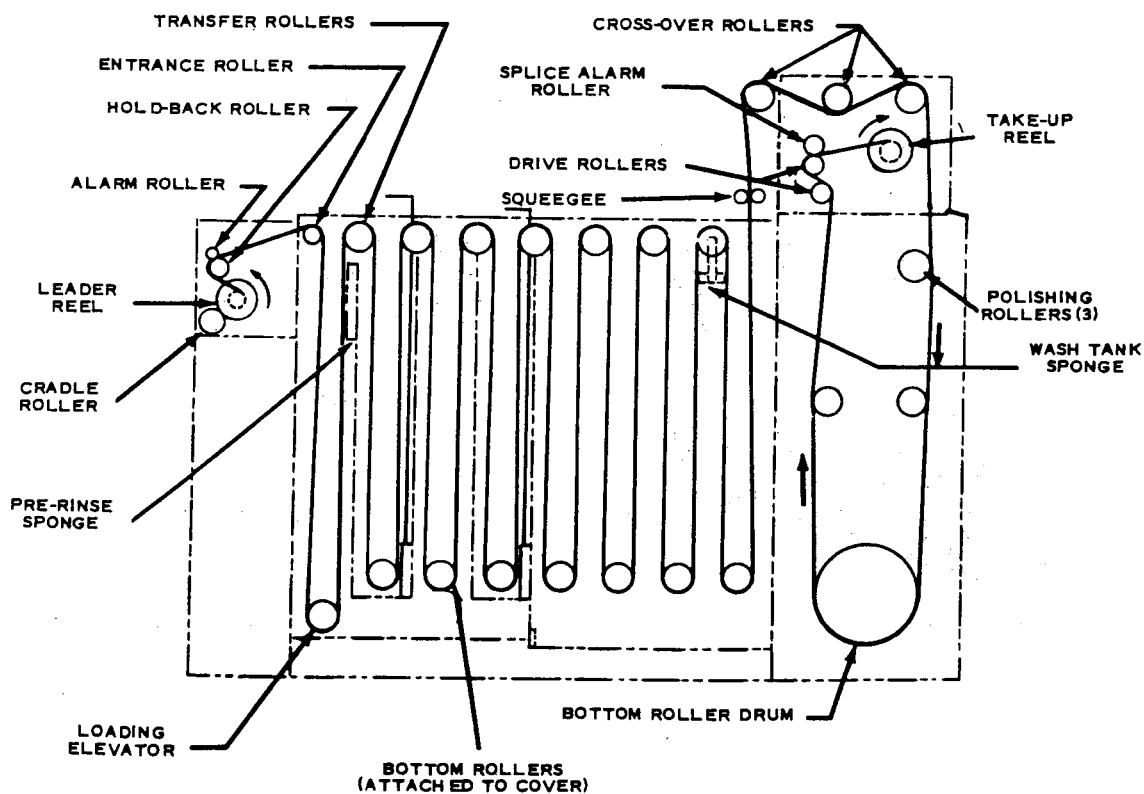
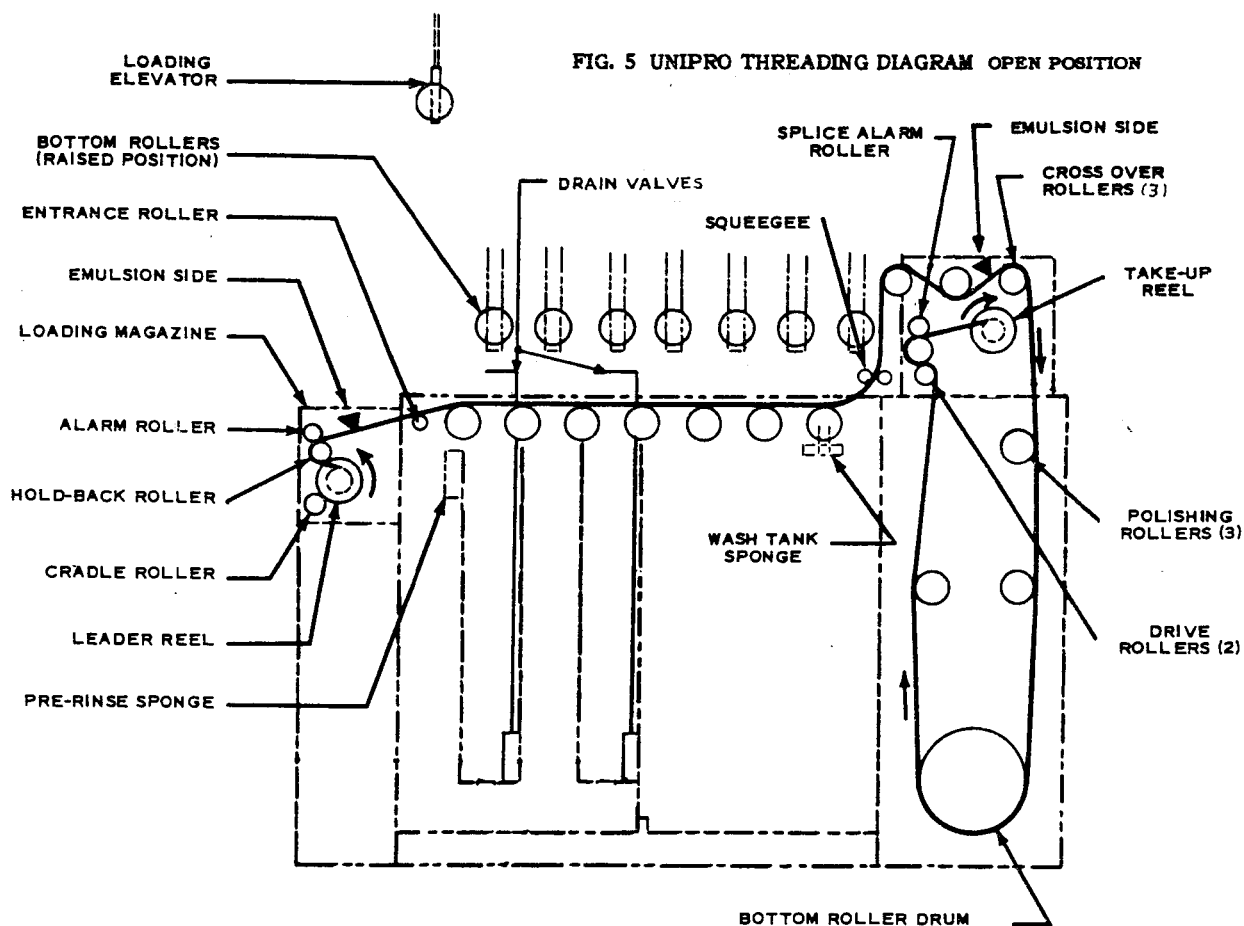


FIG. 4
FRONT VIEW



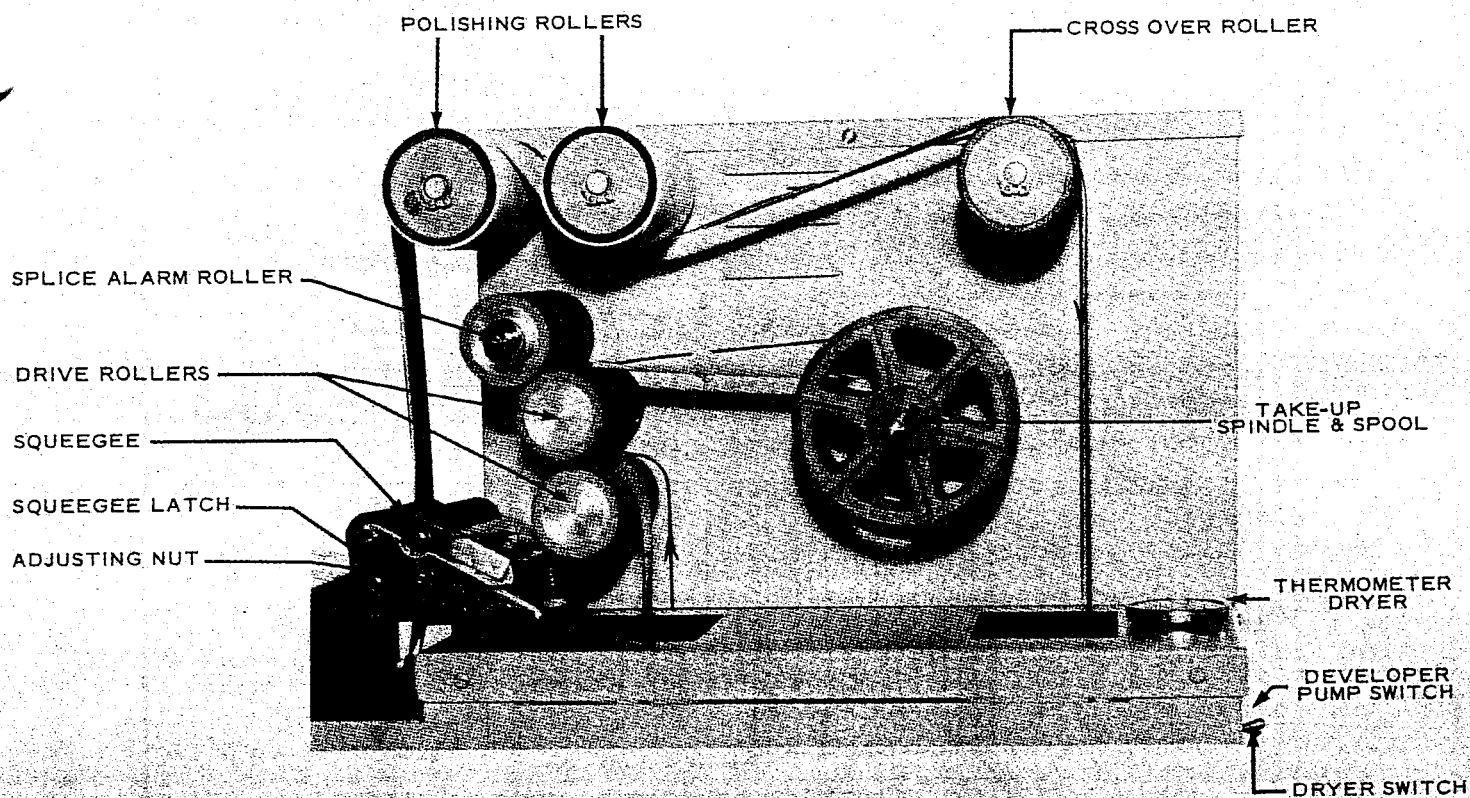
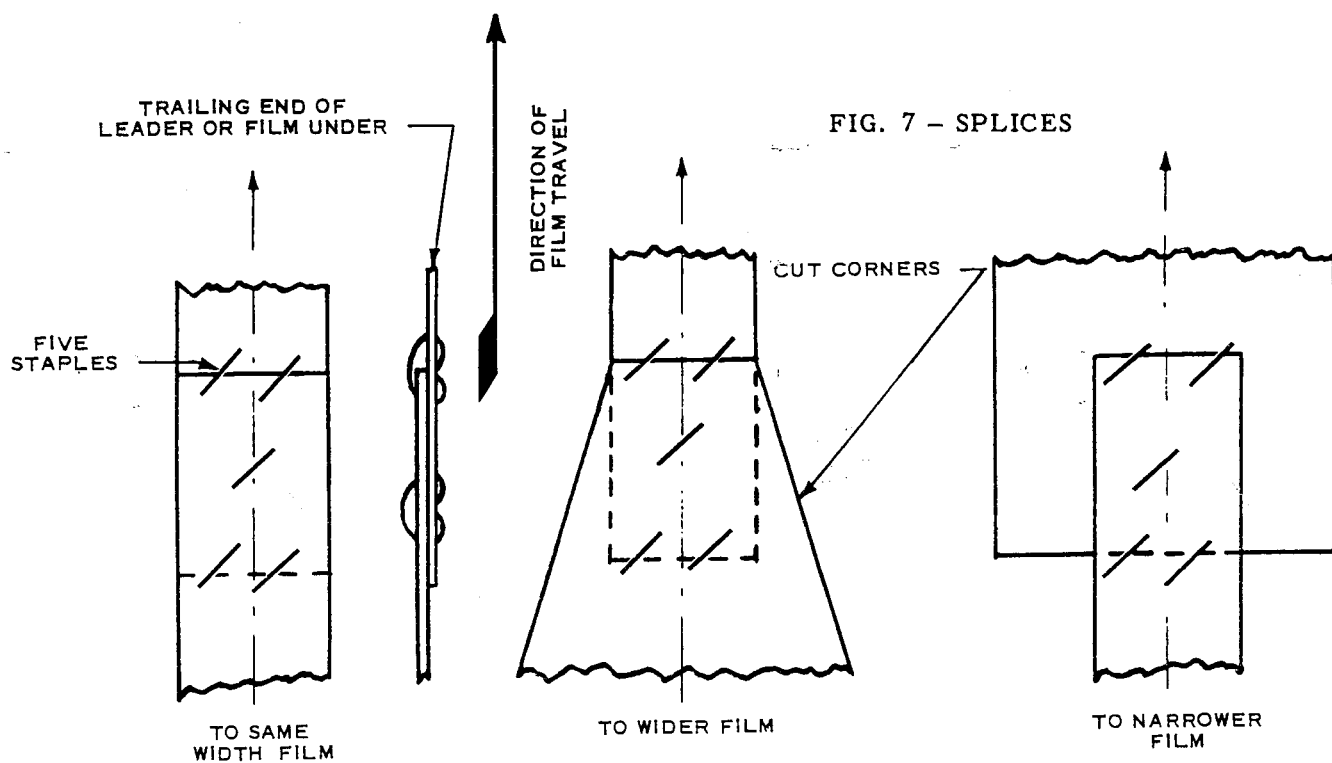
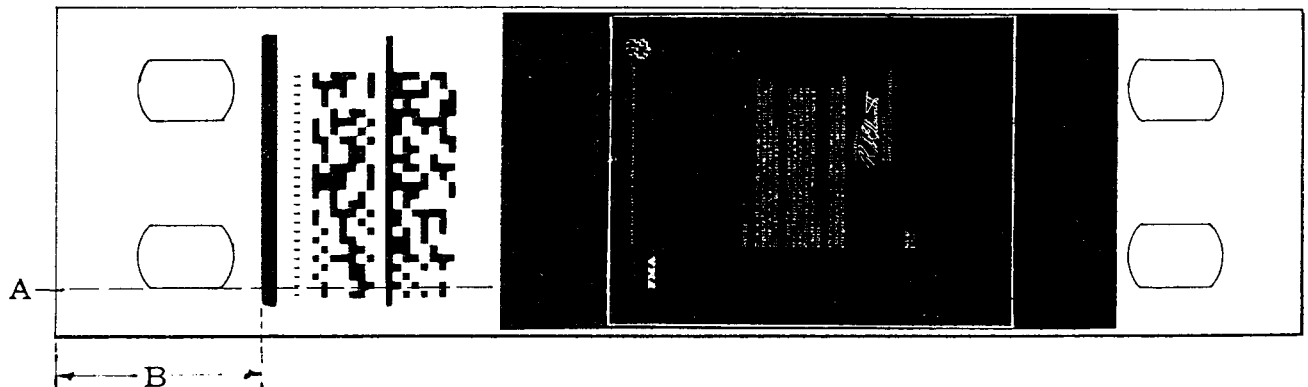


FIG. 8
SQUEEGEE

D. CHECKING FILM QUALITY

After a reel of film has been developed it will be spliced between two leaders with end of film marker and be immediately checked for quality. Photographic quality will be checked by examining documents at random throughout the reel, and by examining the resolution charts. Four point type should be legible on the 1N. Particular attention should be paid to the sprocket-hole-to-code-block alignment. The trailing edge of the first line of data should line up with the leading edge of the sprocket hole. This alignment is shown in the illustration below by the letter "A".



The distance between the edge of the frame marker and the edge of the film must also be carefully checked; this distance is shown in the illustration above, marked with the letter "B". This distance should be equal to $25\frac{1}{2}$ data bits. These measurements can best be made by inserting the film in the gate of the Retrieval Unit, with the code block and appropriate edge of the film visible on the browsing screen, and making a print of this area of the film. Both measurements can then be checked on the print. Any deviation in these measurements should be reported to the Product Support Engineer.

Indexing and keypunching quality will be checked by running the following two queries on the Retrieval Unit in the Check Mode.

REGISTER	ASSOCIATION	DESCRIPTOR								FUNCTION
		TAG								
A	<div></div>	V	2	*	*	*	*	*	L	
B	AND	X	*	*	*	*	*	*	N	
C	AND	J	*	*	*	*	*	*	N	
D	AND	W	*	*	*	*	*	*	N	
E	AND	A	*	*	*	*	*	*	N	
F	AND	B	*	*	*	*	*	*	N	

SWITCH	
PHRASED	FACTORED
	✓
	✓
	✓
	✓
	✓
	✓

Note that all of the registers are to be set for factored descriptors. This query will cause the Retrieval Unit to stop and display any document coded as Top Secret, or any document in which the V-, X-, W-, A-, or B-tags are missing.

REGISTER	ASSOCIATION	DESCRIPTOR								FUNCTION	SWITCH	
		TAG									PHRASED	FACTORED
A	<div></div>	A	*	*	*	*	*	*	*	N	<div></div>	
B	AND	B	*	*	*	*	*	*	*	N	<div></div>	
C	NOT	W	*	*	9	*	*	*	*	N	<div></div>	

This query will cause the retrieval unit to stop and display any document in which both an A-tag and a B-tag do not appear in the same indexing phrase (between two Q-tags). Notice that the switches must now be set to the phrased position.

After film quality has been checked and found acceptable, the original documents will be separated from the code sheets. The document will be returned to the Indexing Section, who will log them as returned, and then return them to the organization from which they were received. The code sheets and code cards will be destroyed.

Should the film quality as a whole be acceptable, but errors found in individual documents, the erroneous documents will be rephotographed, grouped into a special batch. The incorrectly recorded documents will be bleached off the master negative using Clorox. Note that the entire documents, with their code blocks, will be bleached off, not just bad frames. If the resulting blank space on the film exceeds one foot in length, the blank area should be spliced out of the film.



CHAPTER V

FILE MAINTENANCE

A. REEL IDENTIFICATION SYSTEM

1. Reel Numbering

To identify the contents of a film reel, individual numbers will be assigned to each reel that will permit sight recognition of the polarity (positive or negative) and generation of the film, and the file to which the reel belongs. As polarity and generation in this installation go hand in hand, with odd generations always being negative (1N, 3N), and even ones, positive (2P), these characteristics can be indicated by a single character. A "1" will be used for master negatives, and a "2" for positive films. As the 2P files will have been file expanded into different files, each of these will be identified by a letter; in each case this letter will be the tag which was the basis for creation of the file. For example, the subject file is created by querying by the ISC (A-tag); all reels in the file will be identified by an "A." Within each file the individual reels will be serially numbered; this number will be separated from the file designator by a hyphen. The following are sample reel numbers:

1 - 3	The third reel of the master negative (1N) file.
2 - 12	The twelfth reel of the positive (2P) files.
A - 1	The first reel of the subject file (generated from the A-tag).

Each reel will be labeled as on the example below. The date will just use the month and year when the reel was started, and, when full, the month and year when ended.

FMA	DATE: <u>JAN 66 - DEC 66</u>
REEL NO: <u>B-1</u>	
SUBJECT: <u>NORTH VIET NAM</u>	

2. Reel Colors

Different colored reels will be used for different files to facilitate sight recognition. The following table will be used:

Color	File
Charcoal	Master negative file
White	Positive file
Red	Subject, unit, and special country files
Light Blue	Working reels

B. DUPLICATING THE MASTER FILM

After new film has been checked for quality and cleaned, it will be copied, using the copy mode on the Retrieval Unit. This mode is semi-automatic in that the operator must start and stop the copy operation at the proper frame. The resulting film is a second generation positive (2P) film. After developing, it will be checked for quality using the same procedures described in IV-D above for checking quality of the master negative.

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C. FILE EXPANSION

1. The Expanded Files

File expansion is used to structure the film files so as to reduce access time to requested documents. The Retrieval Unit does this by examining randomly-stored material, selecting all documents about a given subject, and recording them on a new roll of film.

Three basic sets of files will be built using file expansion:

- A subject file (A-tag)
- A special country file (B-tag)
- An organizational designation file (F-tag)

Figure 5-1 lists the file expansion categories that have been established initially. As the files grow in size the categories may need to be revised or expanded. In establishing new categories the following concepts should be kept in mind:

- For fewer categories, more time is spent in processing requests and less time is spent file expanding.
- Conversely, the use of more categories reduces request processing time and increases file expansion time.
- For any installation, there is an optimum number of categories which minimizes the total Retrieval Unit time.

Figure 5-2 illustrates the optimum number of categories as a function of file-expansion time and request processing time.

FILE EXPANSION CATEGORIES

Reel Number	Contents	Reel Number	Contents
<u>Subject File (A-Tag)</u>		<u>Special Country File (B-Tag)</u>	
A-1	100 - 133	B-1	North Việt Nam
A-2	135 & I CTZ	B-2	Cambodia, Laos, Thailand
A-3	135 & II CTZ	B-3	Communist China, USSR, North Korea
A-4	135 & III CTZ		
A-5	135 & IV CTZ		
A-6	136 - 158, not 1577**		
A-7	159 - 162	<u>Organizational Designation File (F-Tag)</u>	
A-8	163 - 199	F-1	A - B
A-9	200	F-2	C
A-10	300	F-3	D - E
A-11	400	F-4	F - J
A-12	500	F-5	K
A-13	600 - 659	F-6	L - P
A-14	660 - 699	F-7	Q - R
A-15	700 - 709	F-8	S
A-16	700 - 719	F-9	T - U
A-17	720 - 729	F-10	V - Z
A-18	730 - 739 & I CTZ	F-11	Ø
A-19	730 - 739 & II CTZ	F-12	1
A-20	730 - 739 & III CTZ	F-13	2
A-21	730 - 739 & IV CTZ	F-14	3
A-22	740 - 744	F-15	4
A-23	748 - 762	F-16	5
A-24	763 - 775	F-17	6
A-25	779 - 784	F-18	7
A-26	786 - 799	F-19	8
		F-20	9

Figure 5-1. File Expansion Categories

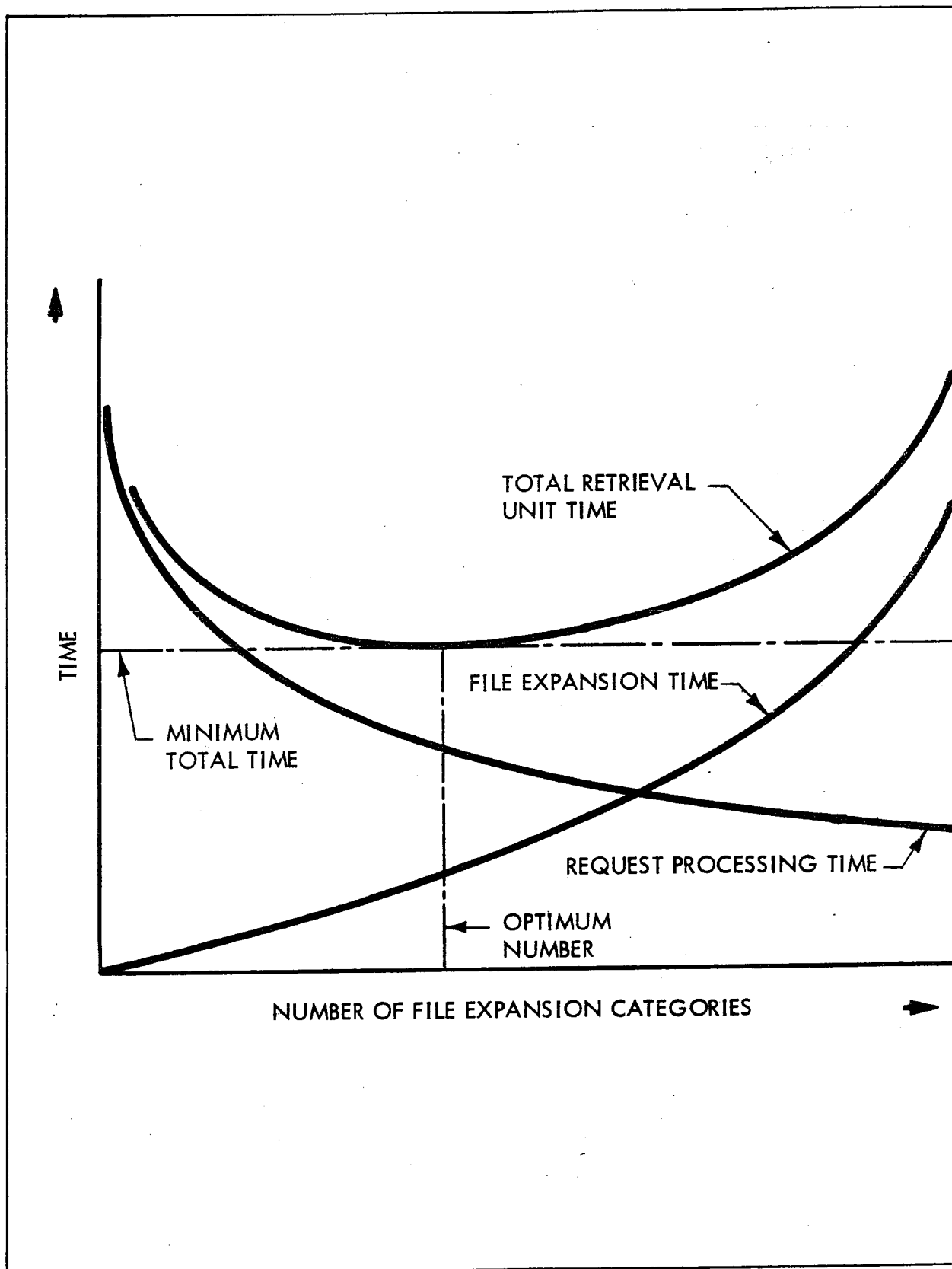


Figure 5-2. Retrieval Time vs. Categories

The following table gives suggestions for the number of categories, based on the daily volume of searches and positive film acquisitions (which are used for file expansion, not back-up). The relationships, shown as linear in the table, are an approximation only.

Searches Per Day	File Growth Per Day	Suggested Number of Categories
25 to 50	100 feet	25 to 50
50 to 100	50 feet	25 to 50
50 to 100	100 feet	50 to 100

During the periods of increased tension in a specific area, or activation of a special project, it might save considerable retrieval time to prepare an ad hoc file-expanded reel on the specific area or subject involved. They might be based on several parameters (or tags) rather than on just one, as is the base in regular file expansion categories. This would substantially reduce the query time, as the file would be smaller, and at the same time allow greater complexity of searches by freeing one or more registers through the elimination of request terms used in generating the film. After the project is over, and with it the requirement for a separate reel, the film would be destroyed.

2. Expansion Procedures

The new 1N film, after quality checking, will be spliced onto a special light-blue "Expand" reel. Special file-expand leaders and trailers will be spliced onto the reel which will place identifying frames on the file-expanded film strips. Each frame on the leader is made up of the film reel number in the document image area, and a code representing the file expansion parameters. A sample leader is shown in Figure 5-3. On the resulting film each strip will be identified by the film reel number in large, easily read figures. The film strip will then be cut from the new film roll and spliced onto the subject reels.

IMAGE	INDEX CODE	FILE EXPANSION REQUEST
-------	------------	------------------------

A-1	➔ A1øøøøø	® A1ø*****N A134****L
A-2	➔ A135øøøø D1øøøøø.	& A135*****N D1*****N
A-3	➔ A135øøøø D2øøøøø.	& A135*****N D2*****N



B-1	➔ BAVNVNC	BAVNVN CN
B-2	➔ BALAøøø	® BALAøøøSN ® RALAøøøSN ® BACBøøøSN ® RACBøøøSN ® BATHøøøSN ® RATHøøøSN

Figure 5-3. Indexing of a File Expansion Leader

The following table gives suggestions for the number of categories, based on the daily volume of searches and positive film acquisitions (which are used for file expansion, not back-up). The relationships, shown as linear in the table, are an approximation only.

Searches Per Day	File Growth Per Day	Suggested Number of Categories
25 to 50	100 feet	25 to 50
50 to 100	50 feet	25 to 50
50 to 100	100 feet	50 to 100

During the periods of increased tension in a specific area, or activation of a special project, it might save considerable retrieval time to prepare an ad hoc file-expanded reel on the specific area or subject involved. They might be based on several parameters (or tags) rather than on just one, as is the base in regular file expansion categories. This would substantially reduce the query time, as the file would be smaller, and at the same time allow greater complexity of searches by freeing one or more registers through the elimination of request terms used in generating the film. After the project is over, and with it the requirement for a separate reel, the film would be destroyed.

2. Expansion Procedures

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IMAGE	INDEX CODE	FILE EXPANSION REQUEST
-------	------------	------------------------

A-1	➔ A1ØØØØØ	® A1Ø*****N A134*****L
A-2	➔ A135ØØØØ D1ØØØØØ.	& A135*****N D1*****N
A-3	➔ A135ØØØØ D2ØØØØØ.	& A135*****N D2*****N



B-1	➔ BAVNVNC	BAVNVN CN
B-2	➔ BALAØØS	® BALAØØSN ® RALAØØSN ® BACBØØSN ® RACBØØSN ® BATHØØSN ® RATHØØSN

Figure 5-3. Indexing of a File Expansion Leader

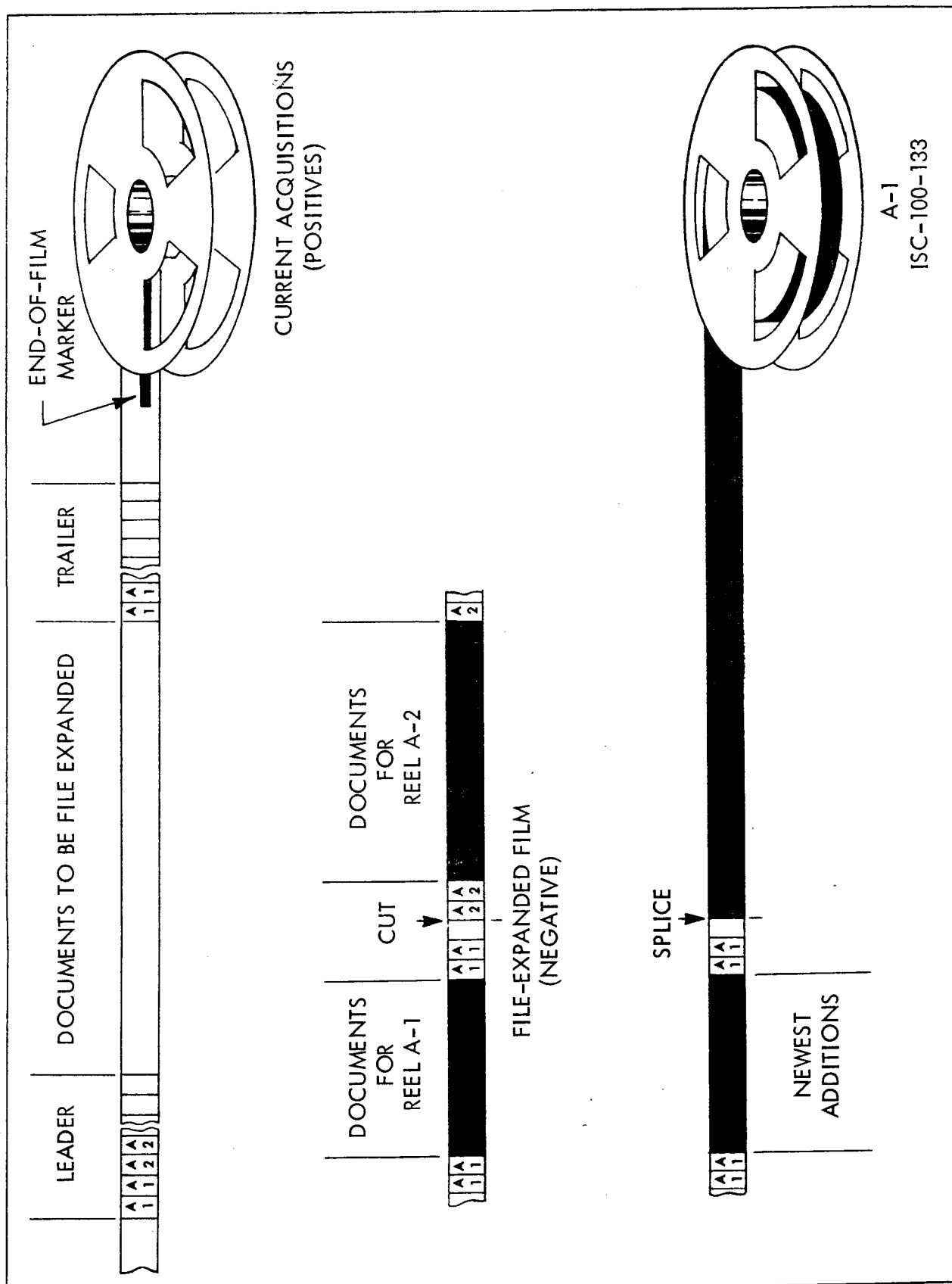


Figure 5-4. Identified Film Strips

D. FILM DISSEMINATION

Copies of the complete data base will be sent to CINCPAC and DIA to serve as a back-up in case of destruction of the local files. It will be generated in the same way that the positive files are prepared and checked for quality.

On special request the complete data base or selected portions of it can be furnished to other intelligence commands. If only selected parts are required on a continuing basis, a special query for the material will be prepared, and the film generated using the expand mode of the Retrieval Unit. However, film prepared for dissemination will always be made from the master negative (1N).

E. FILM CLEANING

Because specks of dirt on film can cause the Retrieval Unit to misread the coded information in the data blocks on the film, the film must be kept clean.

Before film copy is made, either in the expand or copy modes, the film from which the copy is being made will be cleaned. All working reels will routinely be cleaned each month; reels with high usage will be cleaned each week. New film will be cleaned immediately after developing.

A special film cleaning table has been prepared to simplify the process. The reel of film is placed on the lower rewind reel, threaded through the cleaning station, past the blower, and onto the takeup reel. Either Nacolene or Tuff Coat may be used as a cleaning agent, although Tuff Coat is preferred for working reels because of its protective qualities. After the takeup motor has been started, a turn of the reel in the correct direction will start the operation.



CHAPTER VI

RETRIEVAL TECHNIQUES

A. INTRODUCTION

The FileSearch Retrieval Unit searches the coded film and retrieves requested documents. When used to advantage, the system can provide a requester with relevant, complete and timely information in a matter of minutes.

The form of the retrieved documents is determined by the operating mode of the Retrieval Unit. By pushing BROWSE, matching documents can be viewed and desired pages recovered as hard copies. By pushing RETRIEVE, hard copies of all pages of matching documents are obtained automatically. The EXPAND mode results in film copies of selected documents; this may either be 16mm film with images of the documents for viewing on an off-line reader-printer, or machine-readable 35mm film for use on a Retrieval Unit. Using the COUNT HITS mode, retrieval takes the form of a displayed total. The operating procedures are given in FileSearch Retrieval Unit Instructions.

Retrieval techniques are the same for all modes of operation. These techniques, based on the request logic of the Retrieval Unit, comprise the search strategy of the system. If the indexer, retrieval analyst and equipment operator are aware of retrieval techniques, the FileSearch system can perform to optimum advantage. The use of

proper search strategy makes the system more responsive to user requirements by providing relevant documents in less time. Proper search strategy also results in economy of operation by reducing search time and effecting savings in retrieval.

This chapter is concerned with retrieval techniques. The request logic of the Retrieval Unit and console switches, which can be used to modify a request, are discussed. Some of the more common types of requests are illustrated, and the role of the retrieval analyst examined. Additional information concerning retrieval strategy can be found in the DIA guide (Ref. 2).

B. REQUEST LOGIC

1. The Request Form

A request is stated in terms of the parameters of the system using a request form such as shown in Fig. 6-1. The information on the form is punched into a request card (Fig. 6-2) for input to the Retrieval Unit, or input directly using Manual Retrieval Console.

The Retrieval Unit has six registers, labeled A through F. They contain the descriptors of the request which are to be matched with the index terms read from film. The coding of the request descriptors corresponds to the coding of index descriptors.


The function and association determine the subsequent role played by each register during search. The function specifies how each register is to compare descriptors and store hits. The association specifies how the hits recorded by the registers are to be related for recovery of desired documents.

The setting of each register's phrased/factored switch indicates the field assignment of the corresponding descriptor. The switches control the Retrieval Unit to recognize or ignore phrase boundaries during search.

	REGISTER	ASSOCIATION	DESCRIPTOR								FUNCTION	SWITCH	
			TAG									PHRASED	FACTORED
FMA FILESEARCH REQUEST FORM	A	X											
	B												
	C												
	D												
	E												
	F												

Figure 6-1. REQUEST FORM

FUNCTION	TAG	ASSOCIATION	FUNCTION	TAG	ASSOCIATION	FUNCTION	TAG	ASSOCIATION	FUNCTION	TAG	ASSOCIATION	FUNCTION	TAG
F	E	D	C	B	A								



FileSearch
REQUEST CARD

COPYRIGHT 1964 CARD SPECIFICATIONS CONTROLLED FOR FILESEARCH CHARACTERISTICS

Figure 6-2. REQUEST CARD

2. The Search Sequence

When the Retrieval Unit is searching, a sequence of events occurs during the scanning of the index code from one document.

a. Each character of a descriptor scanned from film is compared with the corresponding character of every descriptor in the request. If there are six descriptors in the request and a tag is scanned from film, it is compared with each of the six tags of the request terms simultaneously. A register can compare on the basis of equality, e.g., documents produced in March 1965; or as a limit, e.g., documents produced between March 1965 (a lower limit) and October 1965 (an upper limit). The normal function (N) and continued function (C) correspond to the equal comparison and the limit function (L) corresponds to the limit comparison.

b. When the last character of a descriptor on film has been scanned (as determined by reading a tab or carriage return) the results of the comparisons are stored in flip-flop memories. Each register has such a memory, and when a hit is recorded, the corresponding indicator light on the Retrieval Unit's console is turned on.

c. The flip-flop memories continue to store the hits until either a phrase boundary (Q-tag) or the beginning of the next document (an arrow) is sensed. At this time, the hits, associated according to the AND, OR, AND NOT of the request, are examined to determine if the document should be retrieved.

3. The Superdigit

Each descriptor in the request always has seven characters. The first is the tag, unused positions to the right are filled out with superdigits. The superdigit,

entered as an asterisk, causes the Retrieval Unit to consider the corresponding character read from film as matching. It can be used in any position of any register, except the tag position, and with any function.

The superdigit is extremely useful in forming requests. It allows documents, indexed with very specific terms, to be recovered for more general (generic) requests. For example, the request term X65Ø3** matches all documents written in March 1965 (e.g., indexed with X65Ø3Ø1, X65Ø3Ø5, X65Ø316). Similarly, the request term X65**** matches all documents written in 1965. A request for the ISC subject health, hygiene and sanitation, coded as A271***, matches documents concerning disease incidence (A271Ø7Ø), medical facilities (A27117Ø), water control and supply (A271330), etc.

The superdigit alleviates the problem of spelling clear-text index terms. For example, consider the request for documents concerning a Mr. Clawson; the spelling is uncertain. Reference to a phone book yields several variations in spelling:

Possible Index Terms	Matching Request Terms
CCLAWSO -N.	
CCLAUSE -N.	
CCLAUSO -N.	CCL**S* -N.
CCLOSSO -N.	
CKLASSE -N.	
CKLASSO -N.	CKLASS* -N.
CCLAUSS -ON.	
CCLAUSS -EN.	CCLAUSS -*N.

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A	X	C	C	L	*	*	\$	*	C	✓	
B	AND	-	N	.	*	*	*	*	C	✓	
C	OR	C	K	L	A	\$	\$	*	C	✓	
D	AND	-	N	.	*	*	*	*	C	✓	
E	OR	C	C	L	A	U	\$	\$	C	✓	
F	AND	-	*	N	.	*	*	*	C	✓	

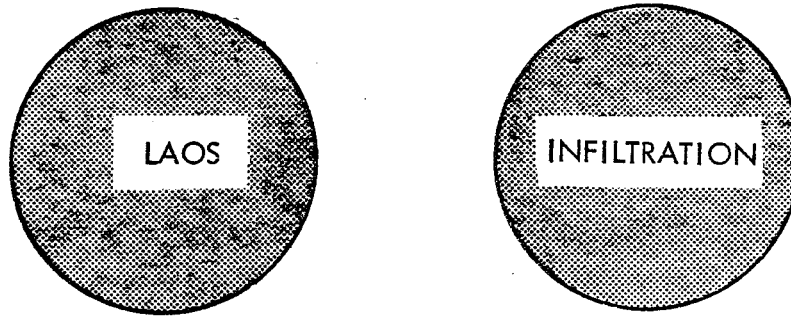
4. The Associations

Figure 6-3 illustrates the three associations AND, OR, AND NOT, for the two request terms Laos and infiltration. If the request asks for Laos or infiltration, documents indexed with either term, or both terms, are recovered. If the request asks for Laos AND infiltration, the retrieved documents must be indexed by both terms. If the request asks for Laos AND NOT infiltration, all documents concerning Laos except those indexed with infiltration are retrieved. The AND NOT association is frequently referred to as EXCEPT.

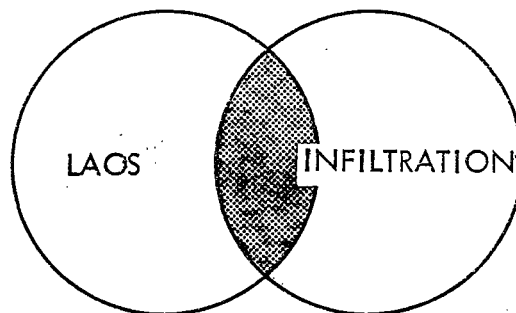
a. AND

The association between the descriptors is dictated by the request, and is usually simple and straightforward. The AND association is probably used most frequently. For example, the request for all documents concerning disease incidence (AND) in Southeast Asia (AND) reported since 1960 involves three ANDed terms. The request for IR's (AND) concerning all medical facilities (AND NOT) except for health resorts (AND) in Addis Ababa, (AND) Ethiopia involves five terms, four of which are ANDed.

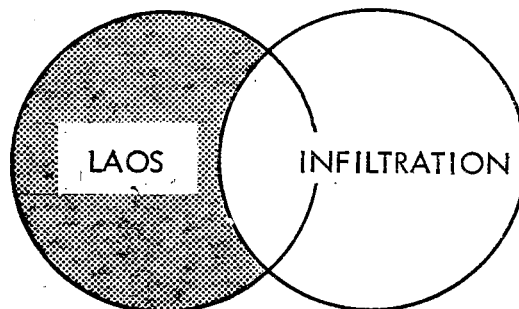
THE SHADED AREA INDICATES DOCUMENTS WHICH ARE RETRIEVED



LAOS OR INFILTRATION



LAOS AND INFILTRATION



LAOS AND NOT INFILTRATION

Figure 6-3. ASSOCIATION LOGIC - TWO TERMS

b. OR

The OR logic is sometimes deceptive. For example, a requestor may ask for documents concerning medical facilities and medical personnel in North Việt Nam. He probably wants documents concerning either medical facilities or medical personnel (or both) in North Việt Nam. In coding a request with OR associations, the request logic must be kept in mind. Figure 6-4 illustrates the request of the example which is stated on the request form as medical facilities AND NVN OR medical personnel AND NVN. If NVN were not ANDed with each subject, the results would be less than satisfactory. For example, if the request were coded medical facilities OR medical personnel AND NVN, documents would be recovered which concern medical facilities located ... any place!

c. AND NOT

The AND NOT logic is often useful in forming a more specific request, thereby retrieving fewer irrelevant documents (false drops). Frequently a requester cannot specify precisely what he wants, but he can indicate what he doesn't want. A request for documents concerning agricultural crops in Asia would probably result in a large volume of retrieved documents. The requester may be able to eliminate some of the false drops on the basis of type of document (e.g., he doesn't want photo-intelligence briefs), document source (e.g., he doesn't want documents originated by the State Department), class of information (e.g., he doesn't want raw intelligence), etc. Under the DIA Indexing System with multiple subjects in a single phrase, the AND NOT logic should generally be used only with factored-field descriptors.

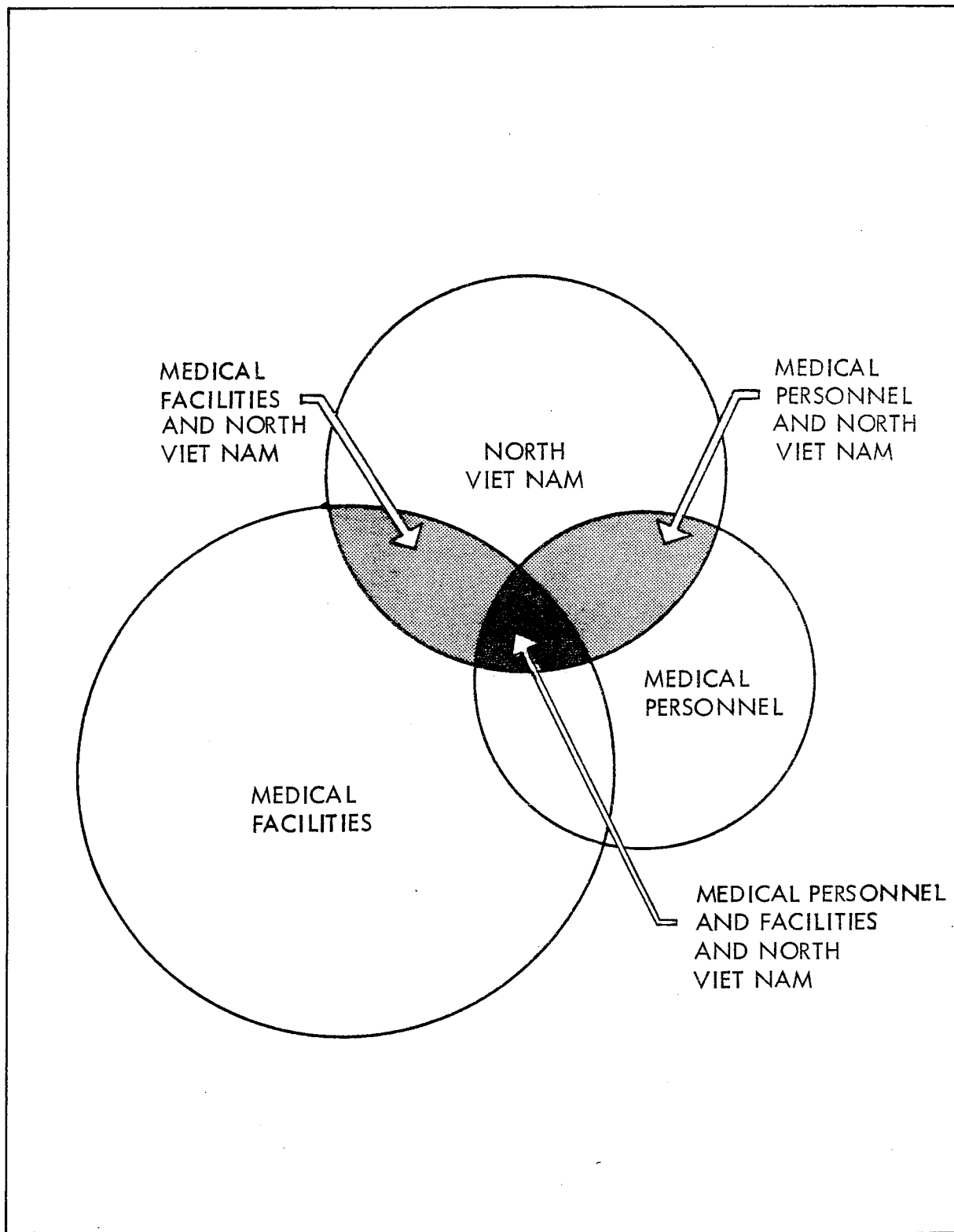


Figure 6-4. OR ASSOCIATION LOGIC

5. The Functions

a. The Normal Function

The normal function causes a register to compare for equality. A hit is recorded in a register's flip-flop when a film descriptor compares exactly with the request descriptor. Of course, a superdigit in any position of the request descriptor is considered as matching.

The normal function is typically the most frequently used, as illustrated in the preceding examples.

b. The Limit Function

The limit function causes registers A, C, and E to compare as lower limits; registers B, D and F to compare as upper limits. A lower limit records a hit when a film descriptor is equal to or greater than the request descriptor; they must have the same tag. An upper limit records a hit when a film descriptor is less than (but not equal to) the request descriptor; they must have the same tag.

The binary representation of the FileSearch characters (Fig. 1-8) has been chosen so that the limit logic considers them in normal numeric or alphabetic order. For example, the following dates, all greater than Y64Ø1Ø1, are arranged in ascending order:

Y64Ø1Ø5
Y64Ø3Ø1
Y6411Ø2
Y65Ø1Ø3
Y65Ø417

All the letters are considered to be greater than the numbers. The following names, all greater than CAABEL, are arranged in ascending order:

CAUSTIN
CAVILA
CAVILEZ
CAYERS
CAYRES
CBACON
CBACUS
CBADEN
CBADER

When the limit or normal functions are used, the corresponding request registers store hits independently. This independent action is desirable in most cases, but can cause false drops when limits are used with certain descriptors.

The limit function can be used to define file expansion categories. It is also used frequently in requests involving dates or geographic areas defined by latitude and longitude. Requests of these types are discussed in following sections of this chapter.

c. The Continued Function




The continued function is used when a request term is continued into a second register. The registers operate in pairs; the descriptor in A can be continued into B, the descriptor in C into D, and the descriptor in E into F. The pair of registers stores hits only when two consecutive words scanned from film compare exactly with the two consecutive request terms.

Both registers of a pair must use the "C" function and they cannot be associated with OR. Usually the two registers are associated with AND. However, it may be desirable to use a continued descriptor with the AND NOT association; in this case, both registers of the pair must be associated with AND NOT.

The continued function eliminates false drops which might occur if the normal function were used.

EXAMPLE:

Consider the request for information concerning Mr. Bá vñ Khổng.

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A		C	B	A	V	A	N	K	C		
B	AND	-	H	O	N	G	.	*	C		

Documents concerning Mr. Khổng will be correctly recovered. However, a document concerning two other persons, Mr. Bà văn Khôi and Mr. Nguyễn Hồng, would not be recovered, even though it has matching terms:

C	B	A	V	A	N	K	-	H	O	A	I	.	
C	N	G	U	Y	E	N	-	H	O	N	G	.	

During scan, the first word (CBAVANK) causes a hit in register A, but the hit is reset when the second word (-HOAI.) does not match register B. The fourth word (-HONG.) doesn't cause a hit in B because register A has not stored a hit. When the hits are sampled, only register C will have stored a hit.

6. The Console Switches

a. The Phrased/Factored Switches

These six switches, one for each register, control the resetting of hits when a phrase boundary is scanned from film. They are usually set according to the tag of each of the descriptors in the request. The factored descriptors are tagged with the letters S through Z; the phrased descriptors are tagged with the remaining letters, A through R. (The numeric tags vary.) Therefore, if register D, for example, contains a W-tagged term, its switch is set for factored descriptors. Similarly, if register B contains an A-tagged term, its switch is set for phrased descriptors. If this procedure is not followed, it is possible to miss relevant documents as well as recover irrelevant documents.

During search, the Retrieval Unit stores hits in the flip-flops of registers which have matched with index terms. When a phrase boundary is sensed, the association of hits is sampled to determine if a document matches a request.

1) If the document does not match the request, the hits stored for phrased descriptors are reset. This prevents unrelated index terms from being associated. The hits stored for factored descriptors are left on; in effect, the phrase boundary is ignored.

2) If the document does match the request at the end of a phrase, the Retrieval Unit is inhibited from recording any more hits in the registers' flip-flops. This obviates the possibility of storing a hit for a register associated with AND NOT, thereby preventing the document's retrieval.

Finally, when the beginning-of-code character (the arrow) of the next document is read, the association of hits is again sampled. If the document matches the request, it is retrieved. If it does not match the request, all the hits are reset before the comparison of the next document begins.

EXAMPLE:

Consider the request for documents concerning descriptions of hospitals in Binh Dinh. It is coded:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A	X	A	2	7	1	*	*	*	N	✓	
B	AND	M	2	*	*	Ø	2	5	N	✓	
C	AND	D	2	B	I	N	H	D	C	✓	
D	AND	-	I	N	H	.	*	*	C	✓	

The Retrieval Unit scans the index code describing a hospital in Phú Yên and a rice cache in Bình Định which is indexed in part:

A	2	7	1	2	∅	∅	M	2	∅	∅	∅	2	5	D	2	1	∅	∅	∅	.	Q
A	6	∅	1	1	4	5	M	6	∅	∅	∅	5	8	D	2	∅	6	∅	∅	.	

The first term causes a hit in Register A and the second in B, but no hits are stored in C and D before the phrase boundary (Q) is read. Because all switches have been set in the phrased position all four registers must have stored hits when the Q is sensed; a C and D have not stored hits, A and B are reset.

During the scanning of the second phrase hits are stored in C and D, but not in A and B. When the arrow (→) at the beginning of the next document is sensed, this document is not retrieved, and C and D are reset.

On the other hand, if the register's switches were incorrectly set for factored descriptors the irrelevant document would have been retrieved. The hits stored in A and B would not have been reset when the Q was read. When the second phrase had been scanned and registers C and D had stored hits, all terms would have been located and a false drop would have occurred.

The above example illustrates some ways of modifying a request through the use of the phrased/factored console switches. The switches should always be set correctly during the first pass of the film. Then if the results are unsatisfactory, all the switches can be set for factored descriptors and a second search made ignoring phrase boundaries. Although false drops may occur, relevant documents which were not recovered on the first pass might be found. The only possibility of overlooking relevant documents, because of setting the switches for factored descriptors, occurs when the request has a phrased field descriptor associated with AND NOT.

The register lights might indicate incomplete results when an OR association is used in a request. Because the storing of hits is inhibited when a matching document is sensed at the end of a phrase, the lights do not indicate hits occurring in following phrases. This is usually of no concern, as the document is always properly retrieved. The one exception occurs when two or more requests have been batched (using the OR) and copies of retrieved documents are required for each requester. In this case, the operator should inspect the document (or its index form) to determine if more than one copy is required.

b. The Forced Hit Switches

The forced hit switches are frequently used to modify a request. When any of the six switches is in the forced hit position, a hit is constantly recorded in the corresponding register's flip-flop and the indicator light is turned on. These switches are used to cancel terms of a request in order to make it more general.

EXAMPLE:

A request is made for documents written since 1965 concerning insurgent movements among tribes in the Sudan. If the retrieved documents are unsatisfactory, a hit can be forced into the register corresponding to tribes. A second search can be made for documents written since 1965 concerning insurgent movements in the Sudan. If the results are still unsatisfactory, the date can be cancelled, and all documents concerning insurgent movements in the Sudan retrieved.

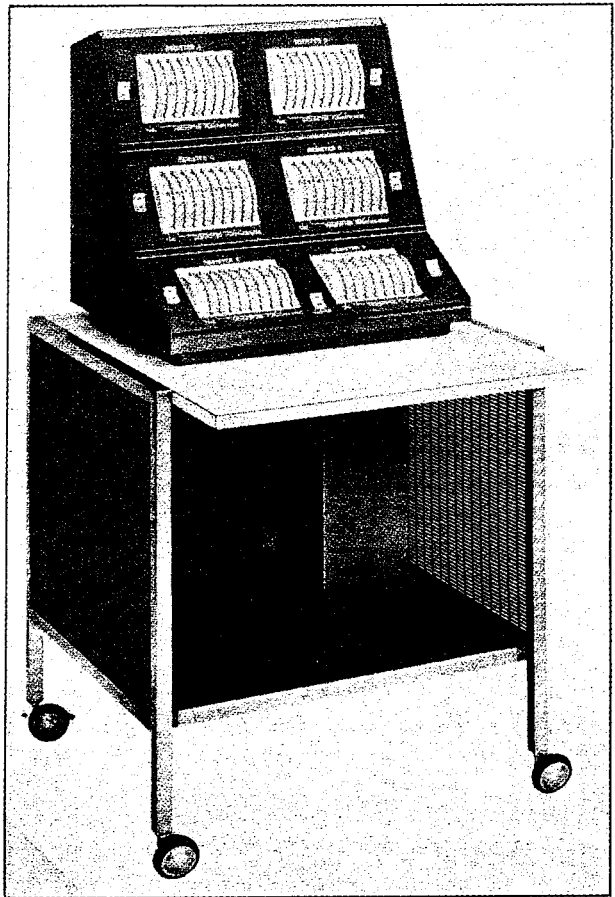
7. Manual Entry Request Console

a. Description

The FileSearch Request Console Model 200 supplements the standard request card reader in the FileSearch Retrieval Unit.

It is a separate unit connected to the Retrieval Unit by a set of six cables. Thumbwheel switches are arranged in six sets to represent the six registers used with the decommutation and compare logic. Registers A through E have nine switches each and Register F has eight. Three panels, each containing two registers, comprise the Console control panel. The switches for each register are arranged as follows:

- 1st switch is the TAG
- 2nd through 7th switches are the DESCRIPTOR
- 8th switch is the FUNCTION
- 9th switch is the ASSOCIATION (excluded on Register F)



b. Operation

1. Request Console Only

The switches for each register are controlled by an ON/OFF rocker switch. When the switch is ON, the corresponding register is activated. When it is OFF, the corresponding register is de-activated.

There is also a master ON/OFF switch which controls all six register ON/OFF switches. This master switch, when on, applies logic control voltages to each of the register ON/OFF switches. These, in turn, apply it to each register that is turned on. When the master switch is off, all register ON/OFF switches are disabled with a single control. Operation of the card reader or Request Console is exclusively by registers.

When using only the Request Console, the card reader should be in the REMOVE position. On the other hand, when the card reader is being used alone, the entire Request Console should be turned off with the master ON/OFF switch.

2. Request Console and Request Card Together

A request card can be used leaving a given request register blank. Then by utilizing the Request Console for that particular register, the descriptor can be inserted and modified by direct entry. If the card reader and Request Console are utilized simultaneously, extreme care must be taken to adhere to proper request coding. This applies particularly to the use of control characters and positions.

It is important that the same character position not be entered from both the request card and the Request Console (unless both contain the same characters). If they contain different characters, the different characters will be superimposed so that parity or coding errors will probably arise, or meaningless searches

will be made.* Therefore, the request information should be grouped by registers and only complete register entries made from each input source.

c. Register Format

A comparison of associated character entry formats is shown below. It should be noted that on the request cards, Register A has no association character, but Register F has. On the Request Console, Register A has an association but Register F has not. This arises from the difference in grouping of the characters. As shown by the placement of the corresponding registers, the association functions are identical. When the request input is a combination of card and Console entries, the associations must be grouped as shown on the Console since the register ON/OFF switches control those characters. Association characters on the card must be punched to simulate the Request Console input.

REQUEST CARD REGISTER FORMAT

A	A S S O C	B	A S S O C	C	A S S O C	D	A S S O C	E	A S S O C	F
---	-----------------------	---	-----------------------	---	-----------------------	---	-----------------------	---	-----------------------	---

Note that on the Request Card the association character preceeds the register it controls but is included in the code group of that register.

* For example, if a "K" and a "C" are entered into the same position, no parity error results, and the Retrieval Unit will search for a "T":

K	1000101
C	0100110
T	1100111

REQUEST CONSOLE REGISTER FORMAT

A	A S S O C	B	A S S O C	C	A S S O C	D	A S S O C	E	A S S O C	F
---	-----------------------	---	-----------------------	---	-----------------------	---	-----------------------	---	-----------------------	---

Note that on the Request Console the association character follows the register code group and controls the association of the next register.

The layout of the registers on the console aid the operator in setting up query terms. Continued descriptors can only be used when the complete term appears on a single line, that is, Registers A and B, C and D, E and F. This same pairing of registers operates for limits; the left-hand registers are lower limits, and right-hand ones are upper limits.

d. Request Console Check List

In summary, the salient procedures to observe for combined operations are as follows:

- Do not enter the data for one register (the descriptor, function and association) from both sources. It is possible to superimpose two characters which will not result in a parity error.
- Pay particular attention to the register associations.
 - An association should not be punched on the card if that register follows one entered from the Request Console.
 - An association is punched into the card if that register precedes one entered from the Request Console.
 - Successive registers entered from the same source are associated as usual.

Briefly, the application of the Request Console is presented in the table below.

APPLICATION	CARD READER		REQUEST CONSOLE		REMARKS
	REMOVE- READ Positions	Request Card	Master ON/OFF Positions	Register ON/OFF Positions	
Request Card Only	READ	Yes	OFF	--	Normal operation with punched card.
Request Card & Request Console	READ	Yes- Selected Punching	ON	ON- Selected Registers	Watch use of Control Characters and their positions.
Request Console Only	REMOVE	--	ON	ON- Selected Registers	Entire request on banks of switches.

8. Jimal Switch Logic

a. Jimal Theory

Frequently two request terms must be linked together for accurate retrieval; in many instances a single term is required to be associated with several others, as, for example, either several different subjects independently linked to a common modifier, or several different modifiers linked with a common subject. When this common descriptor must be associated with more than three other request terms independently, multiple search passes are normally required. For example, a query for tactics (modifier 298) with each of the following subjects

Mortars and recoilless rifles (744.186)
 Artillery (744.22Ø)
 Anti-helicopter (744.216)
 Antiaircraft (744.23*)

would normally be written:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION
		TAG							
A	X	A	7	4	4	1	8	6	N
B	AND	M	7	Ø	Ø	2	9	8	N
C	OR	A	7	4	4	2	2	Ø	N
D	AND	M	7	Ø	Ø	2	9	8	N
E	OR	A	7	4	4	2	1	6	N
F	AND	M	7	Ø	Ø	2	9	8	N

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION
		TAG							
A	X	A	7	4	4	2	3	*	N
B	AND	M	7	Ø	Ø	2	9	8	N
C	STOP								
D									
E									
F									

The same situation occurs when searching for a series of subjects on a specific region. The most common example of this nature is the requirement to retrieve all information on hard installations (subjects ≥ 786000 ; modifier 025; modifier 058; subject 2712**; subject 585600). To retrieve these data for Mỹ Đức district, Quảng Ngãi province (coded 10105.) requires a full ten registers because only adjacent registers can be linked.

For these types of requests it is highly desirable to link a single register with some or all of the remaining registers, as, for example, $A \cdot C$ or $A \cdot D$.¹ Under most circumstances only a single register would need to be associated with the remaining registers, as

$$(A \cdot B) + (A \cdot C) + (A \cdot D) + (A \cdot E) + (A \cdot F)$$

or, expressed simply

$$A \cdot (B + C + D + E + F)$$

A logic modification has been installed in the MACV retrieval units to permit the association of register A with any of the last four registers, as well with register B.

The modification is controlled by four Jimal switches, labeled $Jimal_c$, $Jimal_d$, $Jimal_e$ and $Jimal_f$, according to the register controlled. They have been placed in the rear of the retrieval units.

b. Use of Jimal Switches in Retrieval

Careful use of Jimal switches can, in certain circumstances, reduce retrieval time by as much as 50% by permitting queries that would normally have to be written in twelve registers (two passes) to be reduced to only six registers for a single pass. The simplest set of associations is to link A register with two or more of the succeeding registers. For example, to derive the association


$$(A \cdot B) + (A \cdot C)$$

registers A and B are set up normally. To release the C register for association with the A register, an OR association is used, and the Jimal_c switch is closed

A - - - - - N
& B - - - - - N
OR C - - - - - N Jimal_c closed

Additional registers may be associated with the A register in the same manner by linking them with AND and closing their respective Jimal switches. Note that the association between two registers that both have their Jimal switches closed is always AND, but that the first register with a closed Jimal switch is associated with the preceeding register by OR.

A specific example of this type of query is the request for installations in Mộ Đức district given earlier:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A		D	1	Ø	5	Ø	5	.	N	✓	
B	AND	M	*	Ø	Ø	Ø	2	5	N	✓	
C	OR	A	7	8	6	Ø	Ø	Ø	L	✓	Jimal closed
D	AND	M	*	Ø	Ø	Ø	5	8	N	✓	Jimal closed
E	AND	A	2	7	1	2	*	*	N	✓	Jimal closed
F	AND	A	5	8	5	6	Ø	Ø	N	✓	Jimal closed

By not setting Jimal switches for some registers, the remaining registers are freed for other requests using the normal logic.

C. THE ISC

1. Classification

The Intelligence Subject Code (ISC) is a hierarchic classification scheme with many levels of categorization. An excerpt from Chapter II of the ISC is shown in Figure 6-5.

Many of the major categories, such as Health, Hygiene and Sanitation are assigned a positional code. That is, the first three digits of any subject code in these categories are the same. For example, any subject classified in the category Health Hygiene and Sanitation has a code beginning with 271. If documents pertaining to such a major category are requested, the corresponding request term would contain super-digits (e.g., A271***) and would be compared on the basis of equality (i.e., the normal function).

The intermediate and minor ISC categories, and some major categories, are defined differently. Categories such as Medical Facilities or Hospitals have been assigned codes lying between two limits.

Classifying by limits, rather than position, allows more freedom in assigning codes to provide room for later additions. In a numeric scheme such as the ISC, positional coding is restricted to ten (one position), or one-hundred (two positions), etc., categories per level. The use of limits offers more latitude. For example, of the 1,000 codes available in the major category of Health, Hygiene, Sanitation (i.e., 271.000 to 271.999), fifty-five have been assigned to Medical Facilities (271.170 to 271.224). Of these, thirty-five have been assigned to the minor category of Hospitals (271.175 to 271.209).

CODE	SUBJECT	LEVEL
201.000	<u>Social Organization</u>	Major
-----	-----	-----
271.000	<u>Health, Hygiene, Sanitation</u>	Major
-----	-----	-----
271.070	DISEASE INCIDENCE	Intermediate
271.075	Typhoid	
-----	-----	
271.145	Malaria	
-----	-----	-----
271.170	MEDICAL FACILITIES	Intermediate
271.175	Hospitals	Minor
271.180	General	
271.185	Mental	
271.190	Industrial	
271.195	Prison	
271.200	Military	
271.205	Veterinary	
271.210	Clinics	
271.215	Health Resorts	
271.217	Laboratories	
271.220	Other Medical Facilities	
271.225	AVAILABILITY OF MEDICAL SUPPLIES AND EQUIPMENT	Intermediate
-----	-----	-----
271.250	AVAILABILITY OF MEDICAL PERSONNEL	Intermediate
-----	-----	-----
271.270	HYGIENE	Intermediate
-----	-----	-----
272.000	(Unassigned)	

Figure 6-5. EXCERPT FROM THE ISC

The use of limits in a request to define a subject category, however, is usually precluded. This is due to the false drops which might occur because the indexing could have multiple subjects per phrase, and any two of them could satisfy the limits of the subject category.

EXAMPLE:

A document is indexed with the subjects A115645 and A560300. The code A115645 would satisfy the upper limit A271210; the code A560300 would satisfy the lower limit A272275. The limits define the subject category hospitals, but are matched by spurious index terms.

Limits can be used successfully in requests, without resultant false drops, as described below. Other requests can be of such a nature that a relatively low number of false drops are caused by using the limit function.

2. Limit Searches

Limit searches fall generally into two categories. Type I searches involve types of film descriptors known to occur only once per phrase; i.e., there will not be more than one film descriptor with the same tag in a phrase. This condition usually is true of only fixed field (factored) descriptors.

Type II searches are those involving latitude and longitude. Since both latitude and longitude are identified by the L-tag, the search strategy must be modified to insure correct results.

a. Type I Limit Search

The lowest acceptable descriptor is entered into request register A (or C or E). A descriptor one unit higher than the highest acceptable film descriptor is

entered into register B (or D or F). When a film descriptor is being compared to the request terms, a hit will be stored in the lower limit register when the tags match and the remainder of the film descriptor is equal to or greater than the lower limits. A hit will be stored in the upper limit register when the tags match and the remainder of the film descriptor is less than the upper limit.

In this type of search, each tag will be unique in a phrase and all hits will be legitimate. If two limits are used in a request as bounds on one type of descriptor, only one index term can satisfy both limits.

EXAMPLE:

A request is made for all documents dated between 1 January 1966 and 30 May 1966 concerning health, hygiene and sanitation in Peru.

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION
		TAG							
A	X	X	6	6	Ø	1	Ø	1	L
B	AND	X	6	6	Ø	5	3	1	L
C	AND	B	H	P	E	Ø	Ø	S	N
D	AND	A	2	7	1	*	*	*	N

SWITCH	
PHRASED	FACTORED
	✓
	✓
✓	
✓	

b. Type II Limit Search

In this type of search, the tag being sought may occur twice in a phrase. Precautions must be taken to insure that the individual limits are properly satisfied so that extraneous documents are not recovered. The request terms must be set up so that they will not only include the desired descriptors but also exclude unwanted descriptors. To accomplish this, the AND NOT association is used in conjunction with the limit logic.

EXAMPLE:

A request is made for documents indexed with coordinates falling between 100° E to 140° E and 20° N to 50° N.

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A	X	L	N	Ø	2	Ø	*	*	L	✓	
B	AND	L	E	1	4	Ø	*	*	L	✓	
C	AND NOT	L	N	Ø	5	Ø	*	*	L	✓	
D	AND NOT	L	E	1	Ø	Ø	*	*	L	✓	

The request requires the document coding to be equal to or greater than NØ2Ø and not greater than NØ5Ø, and less than E14Ø and not less than E1ØØ.

It should be noted that if a film phrase contains more than one set (two descriptors) of L-tags, retrieval results will be unpredictable.

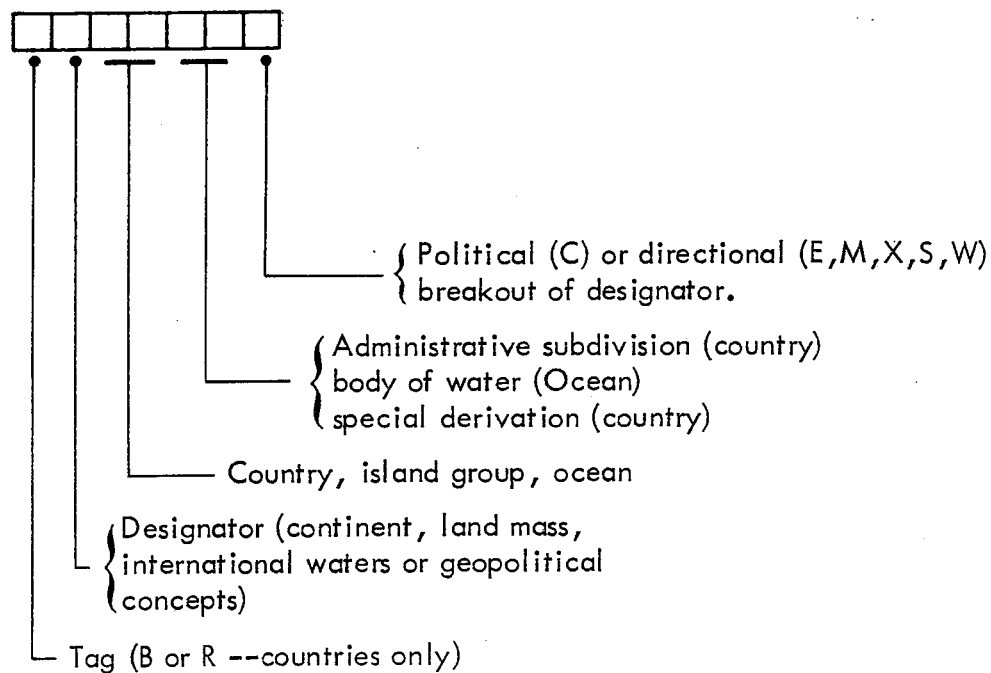
D. GEOGRAPHIC REQUESTS

Several of the kinds of descriptors used in the IDHS document system relate to geographic places. There are B-tagged terms which describe primary areas such as continents, bodies of water, countries, or administrative subdivisions of countries. The R-tagged term, limited to countries only, indicates that a relationship exists between a country and a primary area. D-tagged words are used in conjunction with B-tagged areas to index names of specific towns, rivers, etc. These places can also be described by their geographic coordinates.

1. Country or Area Searches

Every document of a general intelligence nature pertains to at least one area indexed in a B-tagged word, using the ACC (Area Classification Code), Appendix 12, DIA Guide, Ref. 1. This hierarchic code is excellent for retrieval on the basis of continents, countries, political subdivisions or administrative areas.

The ACC is structured as follows:



The following request terms are based on the ACC and imply the normal function:

REQUEST TERM	DESCRIPTOR
1. Asia in general Asia, all areas in	B A A S Ø Ø Ø B A * * * * *
2. Communist China	or B A C H * * C R A C H * * C
3. Hunan Province	and B A C H H U C B * * * * * C
4. All Communist Countries	B W U R Ø Ø Ø B A * * * * C
5. All Asian Communist Countries	B A * * * * M
6. All Middle Asian Countries	B E * * * * W
7. Western European Countries	or B E I T I T W R E I T I T W
8. Continental Italy	B E * * I T W
9. Italy, Sardinia, Sicily	

	<u>REQUEST TERM</u>	<u>DESCRIPTOR</u>
10.	Area of South Việt Nam	B A V S * * *
11.	The Việt Cộng	B A V S V C C
12.	North Vietnamese units in South Việt Nam	B A V S V N C
13.	Việt Cộng or North Vietnamese units in South Việt Nam	B A V S V * C
14.	North Việt Nam or its units in South	B A V * V N C

EXAMPLES:


	<u>Switch</u>	<u>Register</u>	<u>Association</u>	<u>Descriptor</u>	<u>Function</u>
1.	A request for Typhoid incidence information for Asia in general:				
	Phrased	A		A271075	N
	Phrased	B	AND	BAAS000	N
2.	A request for Typhoid incidence information in any area in Asia:				
	Phrased	A		A271075	N
	Phrased	B	AND	BA*****	N
3.	A request for Typhoid incidence information in South Việt Nam				
	Phrased	A		A271075	N
	Phrased	B	AND	BAVS***	N
4.	A request for Typhoid incidence information in the Việt Cộng and North Vietnamese units in the South				
	Phrased	A		A271075	N
	Phrased	B	AND	BAVSV*C	N

2. Place Names Searches

Place names are indexed in clear text; the names of South Vietnamese provinces are preceded by the number of the Corps Tactical Zone (CTZ) in which they are located.

Because of the similarity of Vietnamese place names they should normally be continued in the request to a maximum of twelve characters. If they were not continued many false drops might occur, as with such names Bình Đồng and Bình Đon or Phung Thành, Phung Tường, Phung Tân or Phung Trang.

Requests for all material on a given CTZ may be made by superdigitizing all positions after the number indicating the zone. Thus, information on the Việt Cộng provincial party structure in IV corps would be requested:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A		A	1	3	5	2	7	5	N	✓	
B	AND	D	4	*	*	*	*	*	N	✓	

3. Searches using UTM Coordinates

a. The Normal Function

Using a normal function and the superdigit, documents for various size square areas may be recovered:

- A 1-Kilometer square B R 2 5 3 6
- A 10-Kilometer square B R 2 * 3 *
- A 100-Kilometer square B R * * * *

The request terms may be combined with subjects or other terms to further define a request, as, rice caches in square BR.

b. The Limit Function

Because UTM coordinates may only be indexed with a single specific area in each indexing phrase, limit logic may be used without problems of false drops. To request all information on the area in square BR, from 23 to 54 east-west and 41 to 57 north-south the query would be written:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION
		TAG							
A	<div></div>	L	B	R	2	3	*	*	L
B	AND	L	B	R	5	4	*	*	L
C	AND	L	B	R	*	*	4	1	L
D	AND	L	B	R	*	*	5	7	L

SWITCH	
PHRASED	FACTORED
✓	
✓	
✓	
✓	

This query may be further refined by added subjects or unit designations in registers E and F.

If the area desired extends across two grid squares, two separate requests will need to be made.

4. Retrieving the Việt Cộng Military Regions

Retrieving by the province numbers it is possible to approximate the Việt Cộng military regions. For example, MR5 includes provinces 3 through 11 (Quảng Nam to Khánh Hòa) and 13 (Đà Lạt). A request for information on medical units in MR5 would be written:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A	X	A	7	3	5	3	5	Ø	N	✓	
B	AND	D	2	1	3	*	*	*	N	✓	
C	OR	D	*	Ø	3	*	*	*	L	✓	
D	AND	D	*	1	2	*	*	*	L	✓	
E	AND	A	7	3	5	3	5	Ø	N	✓	

Note that when using limits it is wise to superdigit the CTZ position. Also, the upper limit must be one number greater than the last province desired. Figure 6-6 shows the approximate correspondence between Việt Cộng military regions and the province designations.

Region	Province Numbers
MR 1	22 - 27 (<i>Hậu Nghĩa is split between MR-1 & MR-2.</i>)
MR-2	27 - 28 (<i>Kiên Giang is split between MR-2 & MR-3.</i>) 30-- 37
MR-3	37 - 46
MR-4	29, Saigon, Cholon
MR-5	3 - 11, 13
MR-6	12, 15 - 18
MR-10	14, 19, 21
Trị-Thiên-Huế	1 - 2

Figure 6-6. Approximate Correspondence Between Provinces and Military Regions

E. REQUESTS USING NAMES OF PEOPLE

Vietnamese names are entered in full, and the first name of an individual is then reentered in a separate C-tag. This procedure assures maximum flexibility during retrieval with a minimum of false drops. Depending on the amount of information known about the person, the following procedures apply.

1. Full Name

When the full name of an individual is known and it does not exceed twelve characters, the request should be made considering it as a single term. Thus, to retrieve information on Nguyễn văn Dẫu the query would be written:

REGISTER	ASSOCIATION	DESCRIPTOR								FUNCTION	SWITCH	
		TAG									PHRASED	FACTORED
A	X	C	N	G	U	Y	E	N	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B	AND	-	V	A	N	D	A	U	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

If the name exceeds twelve characters the first name (tên) can be repeated to avoid the possibility of a false drop, as, for example, between Nguyễn văn Thành and Nguyễn văn Thặng

REGISTER	ASSOCIATION	DESCRIPTOR						FUNCTION	SWITCH		
		TAG							PHRASED	FACTORED	
A	X	C	N	G	U	Y	E	N	C	✓	
B	AND	-	V	A	N	T	H	A	C	✓	
C	AND	C	T	H	A	N	H	.	N	✓	

If, after the request has been run an insufficient amount of information has been located, the request may be rerun using just the first name (tên). But to avoid a large number of false drops caused by the limited number of names, especially since the diacritical markings are dropped, some qualifier should be used, as DẦU in Bình Định province, or intelligence agent Thanh in II Corps:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION
		TAG							
A	X	C	D	A	U	.	*	*	N
B	AND	D	2	B	I	N	H	D	N
C	OR	C	T	H	A	N	H	.	N
D	AND	A	1	5	9	*	*	*	N
E	AND	D	2	*	*	*	*	*	N

SWITCH	
PHRASED	FACTORED
✓	
✓	
✓	
✓	
✓	

2. Family (Họ) and First Name (Tên)

If only the last and first names are known, the request should be written to retrieve all documents with these two names, whether or not the middle name (dệm) was indexed. Thus, to query for Phan Duy, Phan would be requested as a họ with the rest of the name superdigitized, and Duy as a tên entered independently, ended with a period:

REGISTER	ASSOCIATION	DESCRIPTOR						FUNCTION	SWITCH		
		TAG							PHRASED	FACTORED	
A	X	C	P	H	A	N	*	*	N	✓	
B	AND	C	D	U	Y	.	*	*	N	✓	

3. Cover Names

Cover names will usually be treated as complete names. A request for information on Chin Nam should usually be written:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION
		TAG							
A	X	C	C	H	I	N	N	A	C
B	AND	-	M	.	*	*	*	*	C

SWITCH	
PHRASED	FACTORED
✓	
✓	

When both the real name and one or more cover names are known, all should be queried for independently. Thus, for Nguyễn chi Thành, with cover names Sáu (6) Di, Sáu Ri (pronounced the same in North Vietnamese) and Trường Sơn, the request would be written:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION
		TAG							
A	X	C	N	G	U	X	E	N	C
B	AND	-	C	H	I	T	H	A	C
C	OR	C	\$	A	U	R	I	.	N
D	OR	C	\$	A	U	D	I	.	N
E	OR	C	T	R	U	O	N	G	C
F	AND	-	\$	O	N	.	*	*	C

SWITCH	
PHRASED	FACTORED
✓	
✓	
✓	
✓	
✓	
✓	

Should an additional cover name be required, Sáu Ri and Sáu Di might be requested in a single register:

REGISTER	ASSOCIATION	DESCRIPTOR						FUNCTION	
		TAG							
A	X	C	\$	A	U	*	I	:	N

SWITCH	
PHRASED	FACTORED
✓	

F. DATE DESCRIPTORS

1. Requesting

Four kinds of dates can be used in indexing and requesting: the date of keypunching the document index (date of accession, /-tag), the date the document was prepared (X-tag), the date of an event described in the document (J-tag), or the date of capture (Y-tag).

EXAMPLE:

<u>Request</u>	<u>Switch</u>	<u>Register</u>	<u>Association</u>	<u>Descriptor</u>	<u>Function</u>
1. All documents input since 1 June, 1965	Factored	A		65Ø6**	L
2. Documents written since 1 June 1965	Factored	A		X65Ø6**	L
3. Documents written in 1965	Factored	A		X65****	N
4. An event that happened in 1965	Phrased	A		J65****	N
5. An event occurring in Spring 1965	Phrased Phrased	A B	AND	J65Ø4** J65Ø7**	L L

2. Date of Information

Usually the date of an event is indexed into one J-tagged term. In unusual circumstances however, it may be desirable to describe an event occurring over a period of time. Significant time periods can be indexed by using two J-tagged terms in one phrase, corresponding to the first and last dates of the period. Events covering a time period can be recovered by requests which use limits, even when the indexed period of time is greater than that of the request.

EXAMPLE:

Consider two documents. The first concerns an event occurring on 13 July 1965; the second concerns a similar event which took place from 15 June 1965 to 30 September 1965. They are indexed:

Document 1 J 6 5 0 7 1 3

Document 2 J 6 5 0 6 1 5 J 6 5 0 9 3 0


A request is made for a corresponding event which occurred in July or August, 1965. It can be coded using limits so that both documents are recovered:

REGISTER	ASSOCIATION	DESCRIPTOR						FUNCTION	SWITCH	
		TAG							PHRASED	FACTORED
A	X	A						N	✓	
B	AND	J	6	5	0	8	3	2	✓	
C	AND	J	6	5	0	7	0	1	✓	

In this case, documents are desired which concern one date or a period of time. Any date prior to the upper limit causes a hit in register B (e.g., J650713, J650614); register C records a hit if a date is on or after the lower limit (e.g., J650713, J650930). Both of the above documents cause hits in registers B and C. Document 2 is recovered even though it covers a longer period of time than the request. Notice that if the lower limit were coded J6507** and the upper limit J6509**, the same documents would be retrieved.

3. Date of Key punching

The date of key punching is used in retrieval to select documents input to the system since the last time the query was run for the same person. This is particularly important in monitoring the response to collection requirements or automatic film dissemination for example, at a given time each month a query might be run to produce a microfilm of all documents added to the data base during the preceeding month on military aid granted by Communist China. To avoid duplication of documents, each month's query would specify documents keypunched during the preceeding month (in the following example December 1966):

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A		A	7	1	7	*	*	*	N	✓	
B	AND	B	A	C	H	*	*	C	N	✓	
C	AND	Y	6	6	1	2	*	*	N		✓

G. PROGRAMMING REQUESTS

There are many ways to state a request and retrieve the same documents. Some requests, even though programmed differently, require the same number of descriptors. In other cases, the number of descriptors can be reduced. The different methods of programming involve the request logic or take advantage of the coding of the descriptors.

The following examples illustrate some of the techniques available.

1. If a descriptor can appear only once per document (e.g., a factored descriptor) and it is a limit, then:

AND + lower limit = AND NOT + upper limit
AND + upper limit = AND NOT + lower limit

EXAMPLE:

AND	X64****	lower limit is the same as
AND NOT	X64****	upper limit

2. Two limits can sometimes be replaced with one term containing super-digits and the normal function.

EXAMPLE:

The area from 21°30'N up to (but not including) 21°40'N and 15°50'W up to 16°00'W:

	LN0213*	N
AND	LW0155*	N

3. An OR association can sometimes be replaced by an AND or AND NOT association, thus economizing on registers. This technique makes use of the coding system.

EXAMPLE:

All raw intelligence concerning sightings made since June 1965 in the China or Yellow Sea. Sightings are indexed as a modifier (M***079). The area codes are arranged as follows:

BPCØØØ	Pacific Ocean	(not wanted)
BPCBRØ	Bering Sea	(not wanted)
BPCCHØ	China Sea	(wanted)
BPCTMØ	Tasman Sea	(not wanted)
BPCYLØ	Yellow Sea	(wanted)
BXPØØØ	Persian Gulf	(not wanted)

If the OR association is used, eight request terms (two request cards and two searches) are required:


Card 1

A	J65Ø6**	L (phrased)
B AND	M***Ø79	N (phrased)
C AND	V***1**	N (Factored)
D AND	BBPCCHØ	N (phrased)

Card 2

A	J65Ø6**	L
B AND	M***Ø79	N
C AND	V***1**	N
D AND	BBPCYLØ	N

However, the request can be programmed into six registers:

REGISTER	ASSOCIATION	DESCRIPTOR							FUNCTION	SWITCH	
		TAG								PHRASED	FACTORED
A		J	6	5	Ø	6	*	*	L	✓	
B	AND	M	*	*	*	Ø	7	9	N	✓	
C	AND	V	*	*	*	1	*	*	N		✓
D	AND NOT	B	B	P	C	T	M	*	N	✓	
E	AND	B	B	P	C	C	H	*	L	✓	
F	AND	B	B	P	D	*	*	*	L	✓	

The limits in E and F select the codes for China Sea to Yellow Sea; the term in D excludes Tasman Sea.

H. THE HIT COUNTER

The hit counter is associated with the Output Selector, an optional feature of the FileSearch Retrieval Unit. When the Count Hits mode is selected, the number of documents matching the request is counted and displayed. The film is not stopped when a matching document is sensed, as in the other modes of operation, but the total is augmented by one.

The hit counter can be used to respond to a request, rather than documents. For example, the query "how many documents from Detachment 1 concerning communication systems, have been received in the past two months?" can be answered by a document count.

The hit counter can be used to audit the files so that collection activities can be monitored. A typical request might involve a subject and area code; the total number of matching documents would indicate whether the field reporting is adequate. Trends can also be identified by comparing the number of matching documents received during various periods of time.

The expected response to a query can be monitored with respect to the volume of output it would produce. The total may result in selecting film copy, rather than hard copy, for off-line viewing. The total may also indicate that the request should be made more specific or more general.

I. THE ROLE OF THE RETRIEVAL ANALYST

The person who is responsible for analyzing and coding requests frequently deals with a requester who is not familiar with the FileSearch system. Typically, this requester is accustomed to manual systems, to requesting a file folder and subsequently looking for more specific information. In this case, the retrieval analyst should try to help the requester to be as specific as possible. For example, he may ask for material on Albania when his real interest is in intelligence briefs concerning refineries in Albania.

When the analyst assists the requester, two benefits accrue. First, the response to the query is made more satisfactory. Second, the requester is learning about the system. As he becomes more familiar with the full potential of the system, the communication between analyst and requester improves.

Several techniques are available for refining a request. For example, by using the hit counter, the requester can be informed as to the number of documents which match his request. He can modify the request accordingly. The Browse mode is also useful in this respect. By viewing retrieved documents and perhaps their index forms, the request can be modified by adding terms. This is specifically advantageous in querying for military units. A request can initially be run for division 341. The first document hit reveals that this unit is made up of the 31st and 32nd regiments, the later with cover designations K101 and Song Hong. The query can then be written to retrieve all of these designations:

REGISTER	ASSOCIATION	DESCRIPTOR								FUNCTION	SWITCH	
		TAG									PHRASED	FACTORED
A	OR	F	D	N	3	4	1	.	N	✓		
B	OR	F	R	T	3	1	.	*	N	✓		
C	OR	F	R	T	3	2	.	*	N	✓		
D	OR	F	*	*	K	1	Ø	1	N	✓		
E	OR	F	*	*	\$	O	N	G	C	✓		
F	AND	-	H	O	N	G	.	*	C	✓		

Better responses can be provided if the requester cooperates by evaluating the retrieved documents. This feed-back can be the basis for improvements in any phase of the automated document storage and retrieval system, e.g., collection, indexing procedures, indexing vocabularies, distribution and request processing. The system can dynamically progress, adapting to the changing needs of the users.

J. THE RETRIEVAL CHECK LIST

If the CONTINUED FUNCTION is being used:

1. Only registers A and B, or C and D, or E and F can be paired. Registers B and C, or D and E cannot.
2. Both registers must have the "C" function.
3. If the first register of the pair is C or E and its association is AND NOT, the second register must also be associated with AND NOT. In all other cases, the association between a pair of continued registers must be AND.

If the LIMIT FUNCTION is being used:

1. Any number of limits (one, two, three, etc.) can be used in a request.
2. Lower limits must be in registers A, C, or E; upper limits in registers B, D, or F.
3. The upper limit should be "one" greater than the largest descriptor desired.

EXAMPLES:

- a. Names from Haack to Joyce inclusive:
CHAACK* (lower limit) AND CJOYCF* (upper limit)
- b. Dates from July 1965 to September 1965 inclusive:
X6507** (lower limit) AND X6510** (upper limit) or --
X650701 (lower limit) AND X650932 (upper limit).

A register's PHRASED/FACTORED SWITCH should be set according to the tag of the descriptor in that register.

1. A register's switch must never be set initially for phrased descriptors if it contains a factored descriptor and vice versa.
2. Either setting of the switches of unused registers can be chosen.

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CHAPTER VII

MISCELLANEOUS PROCEDURES

A. CLEANLINESS OF FILESEARCH AREAS

The Retrieval Unit utilizes optical systems in reading and copying film. Dust in the optics is copied onto new generations of film, and can cause the film to misread index codes. Cleanliness is therefore of primary importance. The following procedures will be followed in equipment areas:

1. The machine room will be vacuumed daily. A broom will not be used.
2. Top surfaces will be wiped down daily.
3. No smoking is permitted.
4. The door will be kept closed.
5. The trash can will be emptied daily.
6. The entire area will be mopped weekly.
7. The film processor will be cleaned each time chemicals are changed.
8. The darkroom will be kept clean. Spilled chemicals will be cleaned up immediately.

B. RECORDS AND LOGS

1. Document Logs

Document logs will be maintained by the Indexing Section to keep track of the documents being input to the system. Four basic log books will be kept using the following formats:

Information Reports

Log No.	Received	Indexed	Indexer	To Mach. Rm.	Batch	Remarks
6026002766	21 JUN 67	21 JUN 67	EJC	26 JUN 67	1095	

Summaries and Translations

Log No.	Type	Received	Indexer	Indexed	To Mach. Rm.	Batch	Admin.
02-2457	FT	10 MAY 67	LJS	10 MAY 67	13 MAY 67	755	23 JUN 67
06-1603	S	6 JUN 67	DVC	13 JUN 67	16 JUN 67	968	29 JUN 67

Interrogations

Number	Received	Indexer	Indexed	To Mach. Rm.	Batch
492	20 MAY 67	RLP	27 MAY 67	2 JUN 67	892

Miscellaneous

Log No.	Received	Indexed	Indexer	To Mach. Rm.	Batch	Unit
541	21 JUN 67	22 JUN 67	LJS	24 JUN 67	1011	1st DIV

2. Statistical Log

A statistical log will be kept by the Indexing Section. This log will be used in compiling the monthly statistical summary. Format for the summary is shown in Figure 7-1.

3. Batch Log

The Machine Section will maintain a log of document batches. Batch numbers will be assigned by the Indexing Section. Each batch will be logged by the Machine Section when it is received, the book will be kept in batch number order. The dates when the batches are flexed and microfilmed will also be entered. The following format will be used:

Batch No.	Received	No. Doc.	Type Doc.	Flex. Op.	Date Flexed	Accession Numbers
67-1101	26 JUN 67	50	IR's	Nguyệt	28 Jun 67	6.4513 - 6.4562

Roll No.	Date Microfilmed	Date Returned	Paper Tape
127	29 JUN 67	3 JUL 67	✓

DATE	SUMMARIES	TRANSLATIONS	INFORMATION REPORTS	INTERROGATION REPORTS	MISCELLANEOUS INTSUMS MSG'S	TOTALS
<u>1 - 6</u>	BALANCE	55	35	77	193	629
	RECEIVED	58	26	55	110	574
	TOTAL	113	61	132	303	1,203
	INDEXED	82	46	58	0	589
	BALANCE	31	15	74	303	614
<u>7 - 13</u>	BALANCE	31	15	74	303	614
	RECEIVED	279	164	229	52	1,112
	TOTAL	310	179	303	355	1,726
	INDEXED	80	163	133	74	945
	BALANCE	230	16	170	281	781
<u>14 - 20</u>	BALANCE	230	16	170	281	781
	RECEIVED	459	45	136	92	1,038
	TOTAL	689	61	306	373	1,819
	INDEXED	57	0	148	0	532
	BALANCE	632	61	158	373	1,287
<u>21 - 27</u>	BALANCE	632	61	158	373	1,287
	RECEIVED	49	35	121	33	610
	TOTAL	681	96	279	406	1,897
	INDEXED	347	18	132	74	936
	BALANCE	334	78	147	332	961
<u>28 - 31</u>	BALANCE	334	78	147	332	961
	RECEIVED	43	0	79	16	267
	TOTAL	377	78	226	348	1,228
	INDEXED	40	0	60	28	217
	BALANCE	337	78	166	320	1,011

Figure 7-1. Statistical Log

4. Machine Room Daily Activity Logs

The Machine Section will maintain two logs of the amount of material processed each day. They will be kept in the following formats:

Flexing Log

Date	1 JUL 1967	2 JUL 1967	3 JUL 1967	4 JUL 1967
On Hand	445	455	476	252
Docs Rec'd	313	337	38	---
Total	758	792	514	252
Docs Flexed	303	316	262	208
BALANCE	455	476	252	44

Record Unit Log

Date	1 JUL 1967	2 JUL 1967	3 JUL 1967	4 JUL 1967
Backlog	228	303	267	373
Docs Flexed	303	316	262	208
Total	531	619	529	581
Docs Recorded	228	352	156	118
	303	267	373	463

5. Queries Log

The Machine Section will maintain a log of the queries levied against the system, to include the requestor's name and organization. The following format will be used:

Query Nº	Organization	Date	Nº Queries	Nº Ans.	16 ^{mm}	Nº Cartridges	Date To Ops
974	500th MI GP	29-1-68	1	1	✓	2	29-1-68
975	1st Inf. Div	30-1-68	4	3			30-1-68

The columns marked "Nº Q" and "Nº R" will be used for the number of queries and the number of those queries which produced responses. The number of queries will be considered to be the number of independent questions asked by the requestor.

6. Monthly IDHS Statistical Worksheet

At the end of each week, the statistics for all operations in the system will be entered onto the Monthly Statistical Worksheet. These data will be extracted from the logs listed earlier in this section. The first and fifth weeks for the month may each be partial weeks, with correspondingly smaller figures. A sample Monthly Statistical Worksheet is shown in Figure 7-2. The top figures given in the large blocks that have been subdivided are the running totals.

1-6 7-13 14-20 21-27 28-31
FMA STATISTICAL WORK SHEET FOR THE MONTH OF: January 68

<u>INPUT</u>	Week	1st	2nd	3rd	4th	5th	Total
Number of Documents Received:			$\frac{1686}{1112}$	$\frac{2724}{1038}$	$\frac{3334}{610}$	$\frac{3601}{267}$	
		574					3601
Number of Documents Indexed:			$\frac{1534}{945}$	$\frac{2066}{532}$	$\frac{3002}{936}$	$\frac{3219}{217}$	
		589					3219
Number of Documents Backlogged:							
		614	781	1287	961	1011	1011

Number of Documents Received:		$\frac{1485}{1088}$	$\frac{2129}{644}$	$\frac{2981}{852}$	$\frac{3303}{322}$	
	397					3303
Number of Documents Keypunched:		$\frac{1927}{1325}$	$\frac{3129}{1202}$	$\frac{3953}{824}$	$\frac{4037}{84}$	
	602					4037
Number of Documents Backlogged:						
	1469	1232	674	702	940	940

Number of Documents Received:		$\frac{1927}{1325}$	$\frac{3129}{1202}$	$\frac{3953}{824}$	$\frac{4037}{84}$	
	602					4037
Number of Documents Recorded:		$\frac{1770}{961}$	$\frac{3886}{2116}$	$\frac{5009}{1123}$	$\frac{5551}{542}$	
	809					5551
Number of Documents Backlogged:						
	1308	1672	757	458	0	0

OUTPUT

Number of Queries Received:		$\frac{18}{7}$	$\frac{19}{1}$	$\frac{23}{4}$	$\frac{28}{5}$	
	11					28
Number of Queries Answered:		$\frac{18}{7}$	$\frac{19}{1}$	$\frac{23}{4}$	$\frac{28}{5}$	
	11					28

Figure 7-2. Monthly Statistical Worksheet

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APPENDIX A

GLOSSARY

- 1:1 A ratio of unity; used in optics to indicate the same size rather than a reduced or magnified size.
- Association One of three logical connections (AND, OR and NOT) which can be made between the request terms, relating the hits recorded by the individual registers in the Retrieval Unit; punched respectively as &, (R), - into the request card.
- Beginning-of-document Character A control character (punched as an arrow) which appears as the first character of a document's indexing; controls the Retrieval Unit to reset hits, page counts, etc. during search; not used in a request.
- Bit A Binary digit - that is, a digit from a numbering scheme which has only two: 1 and 0. The two digits correspond to machine-readable states such as hole/no hole; opaque area/translucent area; on/off.
- Binary Representation The configuration of bits (holes, opaque areas) which represent a character to the FileSearch equipment. Seven bits are used per character; the first six represent data and the seventh, right-hand bit is used for checking. The representations have been chosen to maintain numeric and alphabetic order:

FILESEARCH BINARY REPRESENTATION

DATA BITS*

higher order	00	01	10	11
lower order				
0000	0	space		
0001	1	A	J	
0010	2	B	K	S
0011	3	C	L	T
0100	4	D	M	U
0101	5	E	N	V
0110	6	F	O	W
0111	7	G	P	X
1000	8	H	Q	Y
1001	9	I	R	Z
1010			→	
1011	-	OR		stop
1100				*
1101	/			
1110			CR	tab
1111	.		AND	delete

*The check (parity) bit is chosen so that each binary representation has an odd number of one bits.

Carriage Return
Character

A control character punched by the Flexowriter when the carriage return key is depressed, thereby returning the carriage of the Flexowriter to the left-hand margin stop position; an end-of-word character; CR.

Characters

The letters, numbers or symbols used in the FileSearch system. Forty-eight characters are available on the Flexowriter, including the period, dash, etc. Each is represented by a unique 7-bit code on both the punched card and film.

Code Block	On one frame, the area designated by the frame marker which contains the binary index code (up to 56 characters or 392 bits).
Control Character	A character which is used to control an operation of the Retrieval Unit.
Continued Word	The second of two words used to index or request a term which has more than six characters (excluding the tag).
Descriptor	A descriptor is a descriptive term; an index or request term. On the film, a descriptor can have seven or less characters, and as many descriptors as needed can be used to describe a document. In the request, a descriptor has seven characters and is held in one of the six registers of the Retrieval Unit.
Document	Any recorded information, regardless of its physical form, is a document. The FileSearch system excludes sound recordings, but handles documents which are written, typed, printed, drawn; graphics; photographs, etc.; and which can have one or more pages.
End-of-word Character	A control character at the end of a descriptor on the indexed film which signals the Retrieval Unit to store any hits and begin comparing a new descriptor; both the tab and carriage return are end-of-word characters.
Extended Word	See Continued Word.
Factored Descriptor	A descriptor assigned to the factored field because it can be combined with any of the other terms in a document's index.
Factored Field	The first of two fields of variable length in a document's coded index; contains the factored, rather than phrased, descriptors.
False Drop	An irrelevant document retrieved in response to a request.
FETM	An abbreviation for the File Expansion Transport Module which contains unprocessed film and is part of the 1:1 camera unit; sometimes referred to as FEM.

File	This term is used in the FileSearch system to denote any collection of documents (library) stored on coded film.
File Expansion	The automatic structuring of the film files into categories to reduce access time to requested documents; analogous to manually cross-filing copies of documents.
File Item	A unit in a file; a document.
File Maintenance	In the FileSearch system, the process of creating and updating the film file; includes processing, verifying, distributing and structuring the coded film.
Fixed Field	A term used to denote the first eight descriptors on each Mini-card (an Eastman Kodak system) roughly equivalent to FileSearch's factored field.
Flag	See Timing Mark.
Flexowriter	An electric typewriter used in the FileSearch system which can punch index or request cards and/or read the cards; uses the FileSearch binary configuration to represent characters; can also punch and/or read paper tape.
Forced Hit	A hit forced into a register by means of a switch on the console of the Retrieval Unit; used to broaden a request by cancelling the corresponding descriptor from the request.
Frame	In the FileSearch system, a length of 35mm film (0.375 inches) which has two sets of sprocket holes and can be blank or can contain an image, code, or both image and code.
Frame Marker	A small vertical strip adjacent to the code block in each frame of film containing image and/or code. The strip is slightly longer than the code block, extending beyond it at both top and bottom. It tells the Retrieval Unit's film scanner that it is about to read a block of code, and finally indicates that it has finished reading the block of code.

Function	Each request register can function (make comparisons between the code on the request card and the code on the film) in three ways. It can make NORMAL (equal) comparisons, LIMIT (greater than or less than) comparisons, and CONTINUED comparisons (in which two registers are connected and a comparison made for equality on adjacent descriptors read from film).
Hit	A match: (1) A hit occurs when a coded request descriptor and a coded index descriptor on the film compare in a specified way; the corresponding register's indicator light is turned on; (2) A hit occurs when a document's indexing satisfies the request; the document is retrieved or counted.
Hit Counter	An optional Retrieval Unit feature which can be used to count and display a running total of the number of documents which match a request.
Index Card	A specially printed card which contains the indexing information about a document; punched by the Flexowriter.
Index Term	A descriptor used to index a document.
Indexing	The process of analyzing a document to determine its information content: identifying and evaluating the concepts discussed in the document; describing important information and the document with index terms, according to the procedures set forth for the system.
Jimal Switches	A series of switches for registers C, D, E and F that link each of these registers directly with register A, without regard for intervening registers.
Library	Any collection of documents; often referred to as a file.
Open Field	A term used to denote the field following the fixed field on each Minicard (an Eastman Kodak system) roughly equivalent to FileSearch's phrased field.
Parity Error	A machine-readable character which contains an even (rather than odd) number of 1-bits is said to have a parity error.

Phrase	A group of related index terms demarcated by a phrase boundary; used to prevent false drops caused by the association of unrelated index terms.
Phrase Boundary	The control codes (tab-Q-tab) which appear in the indexing at the beginning and end of a phrase and can be recognized by the Retrieval Unit (an optional feature); carriage return characters can be substituted for the tabs.
Phrased Descriptor	A descriptor assigned to the phrased field because it might be indexed into a phrase; in any one indexing system, the assignment is fixed according to the kind of descriptor (tag).
Phrased Field	The second of two variable length fields in a document's coded index which contains the phrased, rather than factored, descriptors.
Phrase Gate	A phrase boundary.
Q-tag	See Phrase Boundary.
Recording Unit	In the FileSearch system, a specially designed camera which records both a document and its associated index code on 35mm microfilm; Record Unit.
Register	One of six storages in the Retrieval Unit which holds a request term for comparison during search; the request term is entered by means of the punched request card or optional request console.
Request Card	A specially printed card which contains the request information: the request terms, register functions and associations; punched on the Flexowriter.
Retrieval	In the FileSearch system, the recovery of a requested document in the form of an image on a screen, a hard copy, a duplicate film copy or a count.

Retrieval Unit	In the FileSearch system, the equipment which can search the coded film and retrieve requested documents.
Search	In the FileSearch system, the process of locating requested documents on the Retrieval Unit by moving the coded film in the forward direction; scanning, comparing, and associating index terms to determine if a document should be retrieved; positioning a matching document for retrieval.
Stop Code	A control character which: 1) On the film, tells the Retrieval Unit that it has come to the end of a code block; any code block containing less than 56 characters must have a stop code as the last character. 2) On a request card, indicates unused registers and must be entered as the association character of the first register not used. 3) On a punched card, halts the reading operation of the Flexowriter. The stop code is the last character punched into any card, request or index.
Superdigit	A control character, punched as an asterisk (*) in a request term, which causes comparison results of the corresponding character in the index terms scanned from film to be ignored. Any character (letter, number, symbol) occupying a position within a descriptor on film corresponding to that of a superdigit in a request descriptor is considered as matching. The superdigit is used to fill out unused positions of registers and to make categorical searches.
Tab	A control character punched by the Flexowriter when the tab key is depressed, thereby moving the carriage of the Flexowriter to the next tab stop position; an end-of-word character.
Tab Error	If more than seven index characters are scanned from film without sensing an end-of-word control character (tab or carriage return) a tab error is said to exist.
Tag	The first character of a descriptor which identifies the kind of descriptor; during search, a tag is always compared for equality.

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APPENDIX B

ADMINISTRATIVE DIVISIONS

OF

SOUTHEAST ASIA

INTRODUCTORY STATEMENT

These listings of the administrative divisions of the countries of Southeast Asia have been compiled to assist in studies on the area. Names given in Roman type are the divisions used by the governments at the time of compilation. Italic type is used for former names and for the names of disestablished divisions.

ADMINISTRATIVE DIVISIONS OF THE
REPUBLIC OF VIỆT NAM

The Republic of Việt Nam is divided into provinces (*tỉnh*), which are further subdivided into districts (*quận*). Five cities (Cam Ranh, Đà Lạt, Đà Nẵng, Huế and Vũng Tàu) and the Sài Gòn prefecture are autonomous and do not fall within the provinces. The Côn Sơn islands are administered under Sài Gòn. In this geographic listing the provinces have been arranged from north to south.

A five-digit area code is assigned to each administrative division, except the autonomous cities. The first digit (1-5) represents the corps tactical zone in which the province is located; "5" represents the Sài Gòn-Gia Định capital region. The second and third positions contain the province number, assigned from north to south. The last two positions represent specific districts.

Names for the administrative divisions used by the Việt Cộng are included, in italic type, along with the approximate correspondence of GVN areas.

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APPENDIX B

ADMINISTRATIVE DIVISIONS OF THE
REPUBLIC OF VIET NAM
(SOUTH VIET NAM)

GEOGRAPHICAL LISTING

JUL 1967

B-5

- 10100 Quảng Trị province
 - 10108 Ba Lòng district
 - 10101 Cam Lộ district
 - 10102 Gio Linh district
 - 10103 Hải Lăng district
 - 10104 Hương Hóa district (*VC Hương Hóa district includes Trung Lương district.*)
 - 10104 Hy Lập district, VC district in the southern part of Hương Hóa district
 - 10105 Mai Lĩnh district (*Created by decree 880 on 11 June 1965.*)
 - 10104 Mông Cồ district, VC district in the southern part of Hương Hóa district
 - 10106 Triệu Phong district
 - 10107 Trung Lương district (*Included in VC Hương Hóa district.*)
 - 6000 Vĩnh Linh district, variant name of Vĩnh Linh region, North Việt Nam
- 10200 Thừa Thiên province
 - 10201 Hương Điền district
 - 10202 Hương Thủy district
 - 10203 Hương Trà district
 - 10204 Nam Hòa district (*Nam Hòa is divided into three areas [vùng] by the VC, designated A, B and C.*)
 - 10205 Phong Điền district
 - 10206 Phú Lộc district
 - 10207 Phú Thứ district (*Included in VC Phú Vang district.*)
 - 10208 Phú Vang district (*VC Phú Vang district includes Phú Thứ and Vĩnh Lộc districts.*)
 - 10209 Quảng Điền district
 - 10210 Vĩnh Lộc district (*Included in VC Phú Vang district.*)

- 10500 Quảng Ngãi province
- 10501 Ba Tơ district
- 10502 Bình Sơn district
- 10503 Đức Phổ district
- 10501 *Gia Vut district, VC district covering half of Ba Tơ district, probably created in early 1967*
- 10504 Minh Long district
- 10505 Mộ Đức district
- 10506 Nghĩa Hành district
- 10507 Sơn Hà district *(The VC consider the western part of Sơn Hà as part of Kontum province.)*
- 10508 Sơn Tịnh district
- 10509 Trà Bồng district
- 10510 Tư Nghĩa district
- 20600 Bình Định province
- 20605 *An Lão district, VC district corresponding roughly to western Hoài Nhơn district*
- 20601 An Nhơn district
- 20602 An Túc district *(Included in VC Gia Lai province.)*
- 20603 Bình Khê district
- 20604 Hoài Ân district
- 20605 Hoài Nhơn district *(VC Hoài Nhơn district covers only the eastern part of the GVN district.)*
- 20606 Phù Cát district
- 20607 Phù Mỹ district
- 20608 Tuy Phước district *(VC Tuy Phước district covers only the eastern part of the GVN district.)*

- 20608 *Vân Canh district, VC district corresponding roughly to western Tuy Phước district*
- 20603 *Vĩnh Thạnh district, VC district corresponding roughly to northern Bình Khê district*
- 20700 Kontum (Kon Tum; Công Tum) province
 - 20901 *Cheo Reo district, VC district covering part of Phú Thiện district in Phú Bổn province*
 - 20701 Chuong Nghĩa district
 - 20702 Dak-Sut (Daksut; Đắc Sút) district
 - 20703 Dak-To (Dakto; Đắc Tô) district
 - 20704 Kon-Tum (Kontum) district
 - 20705 Tou Morong (Tu Mơ Rông) district
- 20800 Pleiku (Pơ Lây Cu) province (*VC Gia Lai province*)
 - 20801 Lệ Thanh district
 - 20802 Lệ Trung district
 - 20803 Phú Nhon district
- 20900 Phú Bổn province (*Included in VC Daklak and Kontum provinces.*)
 - 20901 Phú Thiện district
 - 20902 Phú Túc district
 - 20903 Thuận Mãn district

- 21000 Phú Yên province
- 21001 Đồng Xuân district
 - 21002 Hiếu Xương district
 - 21003 *Miền Tây, VC district corresponding to Phú Hòa district*
 - 21004 *and the western parts of Sơn Hòa and Hiếu Xương*
 - 21002 *districts*
 - 21003 Phú Đức district
 - 21004 Sơn Hòa district
 - 21005 Sông Cầu district
 - 21006 Tuy An district
 - 21007 Tuy Hòa district (*VC Tuy Hòa 2 district corresponds to GVN Tuy Hòa district; Tuy Hòa 1 district covers the eastern part of Hiếu Xương district [code 21002].*)
- 21100 Khánh Hòa province
- 21104 *Bắc Ninh district, VC district covering northern Ninh*
 - 21103 *Hòa and northeastern Khánh Dương districts*
 - 21101 Cam Lâm district
 - 21101 *Cam Ranh district, VC district covering part of Cam Lâm district and the autonomous municipality of Cam Ranh*
 - 21102 Diên Khánh district
 - 21103 Khánh Dương district
 - 21102 *Khánh Sơn district, VC district within Diên Khánh district*
 - 21104 *Nam Ninh district, VC district covering southern Ninh Hòa district*
 - 21104 Ninh Hòa district
 - 21105 Vạn Ninh district

- 21102 *Vĩnh Khánh district, VC district within Diên Khánh district*
- 21101 *Vĩnh Sơn district, VC district covering most of Cam Lâm district*
- 21106 *Vĩnh Xương district*
- 21200 *Ninh Thuận province*
 - 21201 *An Phước district (VC Đồng Hà district)*
 - 21202 *Bac Ai (Bac Ai Đông) district, VC district covering*
 - 21203 *Buổi Sơn and most of Dư Long districts*
 - 21202 *Buổi Sơn district*
 - 21201 *Đồng Hà district, VC name for An Phước district*
 - 21203 *Dư Long district*
 - 21204 *Thanh Hải district*
 - 21202 *Thuận Bắc district, VC district covering northern*
 - 21204 *Thanh Hải district and part of Buổi Sơn district*
 - 21204 *Thuận Nam district, VC district covering southern*
 - 21201 *Thanh Hải and adjacent An Phước districts*
- 21300 *Đà Lạt province (VC Darlak or Đặc Lắc province, which includes most of GVN Phú Bổn province. The VC districts are also numbered H1-H9. H1-H7 are under B-3; H8-H9 are under B-5.)*
 - 21301 *Ban Mê Thuật (Banmêthuôt) district*
 - 21302 *Buôn Hồ district*
 - 21303 *Đắc Song district, VC district covering Lạc Thiện and*
 - 21304 *Phước An districts*
 - 21303 *Lạc Thiện district (H8)*
 - 21304 *Phước An district (H9)*

- 21400 Quảng Đức province
- 21401 Đức Lập district (*Formerly called Đức Sơn district.*)
 - 21502 Đức Trọng district, VC district considered by the GVN as part of Tuyên Đức province
 - 21402 Khiêm Đức district
 - 21403 Kiến Đức district
- 21500 Tuyên Đức province (*Tuyên Đức is divided by the VC into three areas [vùng] lettered A, B and C.*)
- 21501 Đơn Dương district
 - 21502 Đức Trọng district (*Considered by the VC as part of Quảng Đức province.*)
 - 21503 Lạc Dương district
- 21600 Lâm Đồng province
- 21601 Bảo Lộc district
 - 21602 Di Linh district
- 21700 Bình Thuận province (*Northern Bình Thuận is sometimes referred to by the VC and Bắc Bình province.*)
- 21705 Bắc Sơn district, VC district covering Phan Lý Cham district
 - 21701 Đông Hải district, VC name for Hải Long district
 - 21704 Đông Lâm district, VC district covering Hòa Đa and coastal Tuy Phong districts
 - 21701 Hải Long district
 - 21702 Hải Ninh district
 - 21703 Hàm Thuận district (*VC Hàm Thuận district includes most of Thiện Giáo district and enclaves from Phan Lý Cham district.*)

- 21102 *Vĩnh Khánh district, VC district within Diên Khánh district*
- 21101 *Vĩnh Sơn district, VC district covering most of Cam Lâm district*
- 21106 *Vĩnh Xương district*
- 21200 *Ninh Thuận province*
 - 21201 *An Phước district (VC Đồng Hà district)*
 - 21202 *Bac Ai (Bac Ai Đông) district, VC district covering*
 - 21203 *Buổi Sơn and most of Dư Long districts*
 - 21202 *Buổi Sơn district*
 - 21201 *Đồng Hà district, VC name for An Phước district*
 - 21203 *Dư Long district*
 - 21204 *Thanh Hải district*
 - 21202 *Thuận Bắc district, VC district covering northern*
 - 21204 *Thanh Hải district and part of Buổi Sơn district*
 - 21204 *Thuận Nam district, VC district covering southern*
 - 21201 *Thanh Hải and adjacent An Phước districts*
- 21300 *Darlac province (VC Darlak or Đắc Lắc province, which includes most of GVN Phú Bổn province. The VC districts are also numbered H1-H9. H1-H7 are under B-3; H8-H9 are under B-5.)*
 - 21301 *Ban Mê Thuột (Banmêthuột) district*
 - 21302 *Buôn Hồ district*
 - 21303 *Đắc Song district, VC district covering Lạc Thiện and*
 - 21304 *Phước An districts*
 - 21303 *Lạc Thiện district (H8)*
 - 21304 *Phước An district (H9)*

- 21400 Quảng Đức province
- 21401 Đức Lập district (*Formerly called Đức Sơn district.*)
 - 21502 Đức Trọng district, VC district considered by the GVN as part of Tuyên Đức province
 - 21402 Khiêm Đức district
 - 21403 Kiến Đức district
- 21500 Tuyên Đức province (*Tuyên Đức is divided by the VC into three areas [vùng] lettered A, B and C.*)
- 21501 Đơn Dương district
 - 21502 Đức Trọng district (*Considered by the VC as part of Quảng Đức province.*)
 - 21503 Lạc Dương district
- 21600 Lâm Đồng province
- 21601 Bảo Lộc district
 - 21602 Di Linh district
- 21700 Bình Thuận province (*Northern Bình Thuận is sometimes referred to by the VC and Bắc Bình province.*)
- 21705 Bắc Sơn district, VC district covering Phan Lý Châm district
 - 21701 Đông Hải district, VC name for Hải Long district
 - 21704 Đông Lâm district, VC district covering Hòa Đa and coastal Tuy Phong districts
 - 21701 Hải Long district
 - 21702 Hải Ninh district
 - 21703 Hàm Thuận district (*VC Hàm Thuận district includes most of Thiện Giáo district and enclaves from Phan Lý Châm district.*)

- 21704 Hòa Đa district
- 21705 Phan Lý Cham district *(Parts of this district are enclaves wholly within Thiện Giáo and Hòa Đa districts.)*
- 21703 Phan Thiết district, VC district covering parts of Ham Thuận and Thiện Giáo district adjacent to Phan Thiết City
- 21706
- 21706 Thiện Giáo district
- 21707 Tuy Phong district
- 31800 Bình Tuy province *(Included in VC Bình Thuận province.)*
 - 31801 Hàm Tân district
 - 31802 Tân Linh district
 - 31803 Hoài Đức district *(Reestablished by decree no. 1681 on 30 September 1965.)*
- 31900 Phước Long province *(VC also use name Tiến Giang)*
 - 31901 Bồ Đức district
 - 31902 Đôn Luân district
 - 31903 Đức Phong district
 - 31904 Phước Bình district
- 32100 Bình Long province
 - 32101 An Lộc district
 - 32102 Châu Thành district
 - 32102 Chơn Thành district, VC name for Châu Thành district
 - 32103 Lộc Ninh district
- 32200 Long Khánh province *(Merged by the VC in late 1966 with Bà Rịa (GVN Phước Tuy) and Biên Hòa provinces to form Bà Biên province, sometimes called Long Bà Biên province.)*
 - 32201 Định Quán district
 - 32202 Xuân Lộc district

- 32300 Phước Tuy province (VC Bà Rịa province, merged in late 1966 with Biên Hòa and Long Khánh provinces to form Bà Biên province, sometimes called Long Bà Biên province.)
- 32302 Cao Su district, VC name for Đức Thành district
- 32304 Châu Thành district, VC name for Long Lễ district
- 32301 Đất Đỏ district (Included in VC Long Đất district.)
- 32302 Đức Thành district (VC Cao Su district)
- 32301 Long Đất district, VC district covering Đất Đỏ and
32302 Long Điền districts
- 32303 Long Điền district (Included in VC Long Đất district.)
- 32304 Long Lễ district (VC and former GVN Châu Thành district.)
- 32305 Xuyên Mộc district
- 32400 Biên Hòa province (In late 1966 the VC merged Biên Hòa province with Bà Rịa (GVN Phước Tuy) and Long Khánh provinces to form Bà Biên province, sometimes called Long Bà Biên province.)
- 52902 Cần Giuộc district, VC district included by the GVN in Gia Định province
- 32401 Công Thành district (Included in VC Thủ Dầu Một province.)
- 32402 Dĩ An district
- 32403 Đức Tu district (VC Vĩnh Cửu district covers western Đức Tu district; VC Trảng Bom district formed in October 1966 covers at least eastern Đức Tu district.)
- 32404 Long Thành district } (Merged by the VC into a single
32405 Nhơn Trạch district } district, called Long Thành district, on 9 October 1966.)
- 52906 Quảng Xuyên district, VC district included by GVN in Gia Định province
- 32406 Tân Uyên district (Included in VC Thủ Dầu Một province; formerly in GVN and VC Phước Thanh province.)
- 32403 Trảng Bom district, VC district activated in October 1966 covering at least eastern Đức Tu district
- 32403 Vĩnh Cửu district, VC name for part of Đức Tu district

- 32500 Tây Ninh province
- 32501 Bến Cầu district, VC district covering most of Khiêm Hạnh district
- 32503 Châu Thành district, VC district covering part of Phú Khương district
- 32504 Dương Minh Châu district, VC district covering Phước Ninh district
- 32503 Gò Dầu (Gò Dầu Hạ) district, VC district covering Hiếu Thiện district
- 32501 Hiếu Thiện district (VC. Gò Dầu Hạ district)
- 32502 Khiêm Hạnh district
- 32503 Phú Khương district
- 32504 Phước Ninh district
- 32503 Tòa Thánh district, VC district covering part of Phú Khương district
- 32704 Trảng Bàng district, GVN district in Hậu Nghĩa province considered by the VC in Tây Ninh province
- 32600 Bình Dương province (VC Thủ Dầu Một province, formed in Nov. 1966)
- 32601 Bến Cát district
- 32602 Châu Thành district
- 32606 Dầu Tiếng district, renamed Tri Tâm district
- 32603 Lái Thiêu district
- 32604 Phú Giáo district (Formerly in GVN and VC Phước Thanh province.
- 32605 Phú Hòa district
- 32606 Tri Tâm district (Formerly named Dầu Tiếng district.)
- 32406 Tân Uyên district, GVN district in Biên Hòa, considered by the VC as part of Thủ Dầu Một province

32700 Hâu Nghĩa province

32701 Cũ Chi district (VC Cũ Chi district is under Gia
Định province.

32702 ĐỨC HÒA district (VC ĐỨC HÒA district is under Long An province.

32703 Đức Huệ district (VC Đức Huệ district is under Long An province.

32704 Trảng Bàng district (VC Trảng Bàng district is under
 Tây Ninh province)

32800. Long An province

32801 Bến Lức district

32801 BẾN THỦ district, VC district covering BẾN LỨC and THỦ
32806 THỦ districts

32802 Bình Phước district

32803 Cần Đước (Cần Đức) district

32807 Cần Giuộc district

32702 *Đức Hòa district, Hậu Nghĩa province, is carried by the
VC as part of Long An province*

32703 *Đức Huệ district, Hậu Nghĩa province, is carried by the VC as part of Long An province*

32804 Tân Trụ district

32805 Thanh Đức district

32806 Thủ Thừa district

43000 Kiến Tường province

43001 Châu Thành district

43002 Kiến Bình district

43003 Tuyên Bình district

43004 Tuyên Nhơn district

43100 Định Tường province (*Part of VC Mỹ Tho province*)

43101 Bến Trành district

43102 Châu Thanh district

43103 Chợ Gạo district

43104 Giảo Đức district

43105 Cai Lậy district

43106 Long Định district

43107 Cái Bè district

43200 Gò Công province (*Part of VC Mỹ Tho province*)

43203 *Gò Công district, VC district covering Hòa Lạc and Hòa*

43204 *Tân districts*

43201 Hòa Bình district (*Included in VC Hòa Đông district.*)

43202 Hòa Đông district

43203 Hòa Lạc district *Included in VC Gò Công district.)*

43204 Hòa Tân district (*Included in VC Gò Công district.*)

- 43300 Kiến Hòa province (*VC Bến Tre province*)
- 43301 Ba Tri district
 - 43302 Bình Đại district
 - 43305 *Châu Thành district, VC district including Hàm Long and*
43309 *Trúc Giang districts*
 - 43303 Đôn Nhon district
 - 43304 Giồng Trôm district
 - 43305 Hàm Long district (*Included in VC Châu Thành*
district.)
 - 43306 Hương Mỹ district
 - 43307 Mỏ Cày district (*VC Mỏ Cày district includes Đôn Nhon*
and parts of Hương Mỹ and Giồng Trôm districts.)
 - 43308 Thạnh Phú district
 - 43309 Trúc Giang district (*Included in VC Châu Thành*
district.)
- 43400 Kiến Phong province
- 43401 Cao Lãnh district
 - 43402 Hồng Ngự district
 - 43403 Kiến Văn district (*Included in VC Cao Lãnh district.*)
 - 43404 Mỹ An district (*Established by decree on 24 April 1964.*)
 - 43405 Thanh Bình district

- 43500 Châu Đốc province (*Included by the VC as part of An Giang province.*)
- 43501 An Phú district
 - 43501 An Tân district, VC district covering An Phú and Tân Châu districts
 - 43503
 - 43504 Biên Tịnh district, VC name for Tịnh Biên district
 - 43502 Châu Phú district
 - 43503 Tân Châu district
 - 43501 Tân Châu An Phú district, variant name of VC An Tân district, covering An Phú and Tân Châu districts
 - 43503
 - 43504 Tịnh Biên district (*VC Biên Tịnh district*)
 - 43505 Tri Tôn district
- 43600 An Giang province (*VC An Giang province includes GVN Châu Đốc province; also called Long Xuyên province.*)
- 43601 Châu Thành district
 - 43602 Chợ Mới district
 - 43701 Hà Tiên district, VC district covering Hà Tiên and western Kiên Lương district, Kiên Giang province
 - 43704
 - 43603 Huệ Đức district
 - 43604 Thốt Nốt district (*Included in VC Cần Thơ province.*)
- 43700 Kiên Giang province (*VC Rạch Gia province*)
- 43702 An Biên district, VC district covering northern Kiến An district
 - 43706 Châu Thành district, VC district covering Kiến Thanh and eastern Kiên Lương districts
 - 43704
 - 43703 Giồng Riềng district, VC district approximately the same as Kiến Bình district
 - 44102 Gò Quao district, VC district approximately the same as Kiến Hưng district, Chương Thiện province

43701 Hà Tiên district

43702 *Hiếu Lê district, GVN district incorporated into Kiến An district by decree no. 459/NV on 20 March 1965*

43702 Kiến An district

43703 Kiến Bình district

43704 Kiến Lương district

43705 Kiến Tân district

43706 Kiên Thành district

43707 Phú Quốc district (Phú Quốc island)

43705 *Tân Hiệp district, VC name for Kiến Tân district*

43103 *Vĩnh Thuận district, VC district covering Kiến Long district, Chương Thiện province*

43800 Vĩnh Bình province (VC Trà Vinh province)

43801 Càng Long district

43802 Cầu Kè district

43803 Cầu Ngang district

43804 Châu Thành district

43805 *Duyên Hải district, VC name for Long Toàn district*

43805 Long Toàn district (VC Duyên Hai district)

43806 Tiểu Cần district

43807 Trà Cú district

43808 *Trà Ôn district, transferred to Vĩnh Long province in late 1966, without adjustment of area code*

43809 *Vũng Liêm district, transferred to Vĩnh Long province in late 1966, without adjustment of area code*

- 43900 Vĩnh Long province *(VC Vĩnh Long province includes Sa Đéc province.)*
- 43901 Bình Minh district *(VC Bình Minh district includes the southwestern half of Đức Thạnh district, Sa Đéc province.)*
- 43904 Cài Nhum district, VC name for Minh Đức district
- 43902 Châu Thành district
- 43903 Chợ Lách district
- 44601 Đức Thạnh district, transferred to Sa Đéc province on 24 September 1966
- 44602 Đức Tôn district, transferred to Sa Đéc province on 24 September 1966
- 44603 Lập Vò district, transferred to Sa Đéc province on 24 September 1966
- 43904 Minh Đức district *(VC Cài Nhum district)*
- 44604 Sa Đéc district, transferred to Sa Đéc province on 24 September 1966
- 43905 Tam Bình district
- 43808 Trà Ôn district *(Transferred from Vĩnh Bình province in late 1966, without adjustment of area code.)*
- 43902 Vĩnh Long district, VC district covering Châu Thành and Đức Tôn districts
- 44602
- 43809 Vững Liêm district *(Transferred from Vĩnh Bình province in late 1966, without adjustment of area code.)*
- 44600 Sa Đéc province *(Reestablished by decree no. 162 on 24 September 1966)*
- 44601 Đức Thạnh district
- 44602 Đức Tôn district
- 44603 Lập Vò district
- 44604 Lê Hà district, VC district covering northern Sa Đéc district
- 44604 Sa Đéc district

- 44000 Phong Dinh province (*VC Cần Thơ province*)
 - 44001 Châu Thành district
 - 44101 *Long Mỹ district, VC district covering Long Mỹ and Đức Long districts, Chương Thiện province*
 - 44002 *Ô Môn district, VC district covering part of Phong Phú district*
 - 44002 Phong Phú district
 - 44003 Phụng Hiệp district
 - 44004 Thuận Nhơn district
 - 44005 Thuận Trung district
- 44100 Chương Thiện province (*Divided by the VC between Cần Thơ, Rạch Gia and Sóc Trăng provinces.*)
 - 44101 Châu Thành district
 - 44102 Phong Phú district
 - 44103 Phụng Hiệp district
 - 44104 Thuận Nhơn district
 - 44105 Thuận Trung district
- 44200 Ba Xuyên province (*Included in VC Sóc Trăng province.*)
 - 44206 *Châu Thành district, VC name for Thuận Hòa district*
 - 44201 Kế Sách district
 - 44202 *Lịch Hội Thượng district (Included in VC Long Phú district.)*
 - 44203 *Long Phú district (VC Long Phú district includes Lịch Hội Thượng district.)*
 - 44204 Mỹ Xuyên district
 - 44205 Thạnh Trị district
 - 44206 Thuận Hóa district (*VC Châu Thành district*)

- 44300 Bạc Liêu province (*Included in VC Sóc Trăng province.*)
- 44301 Gia Rai district
- 44301 *Hồng Dân district, VC district covering parts of Gia*
44302 *Rai and Phước Long districts in Bạc Liêu province*
44302 *and part of Kiến Thiện district in Chương Thiện*
 province
- 44302 Phước Long district
- 44303 Vĩnh Châu district
- 44304 Vĩnh Lợi district
- 44400 An Xuyên province (*VC Cà Mau province*)
- 44404 *Bãi Châu district, VC name for Quận Long district*
- 44401 Cái Nước district (*VC Năm Căn district*)
- 44301 *Chín Nam district, VC district falling within GVN Gia*
 Rai district, Bạc Liêu province
- 44402 Đầm Dơi district
- 44405 *Hải Duyên district, VC district covering coastal parts*
44406 *of Sông Ông Đốc and Thới Bình districts*
- 43702 *Mười Cự district, VC district covering approximately*
 southern Kiến An district, Kiên Giang province
- 44405 *Mười Tề district, VC district covering inland parts of*
44406 *Sông Ông Đốc and Thới Bình districts*
- 44403 Năm Căn district
- 44401 *Năm Căn district, VC district approximately the same*
 as Cái Nước district
- 44404 Quận Long district
- 44405 Sông Ông Đốc district
- 44406 Thới Bình district

44403 *Tư Khang district, VC district covering Năm Căn district*
 44402 *and eastern Đầm Dơi district*

52900 Gia Định province

52901 Bình Chánh district

52901 *Bình Tân district, VC district covering Bình Chánh and*
 52907 *Tân Bình districts*

52902 Cần Giuộc district *(Included in VC Biên Hòa province.)*

32701 *Củ Chi district, VC district included by the GVN in*
Hậu Nghĩa province

52903 *Gò Môn district, VC district covering Gò Vấp and Hóc*
 52904 *Môn districts*

52903 Gò Vấp district

52904 Hóc Môn district

52905 Nhà Bè district

52906 Quảng Xuyên district *(Included in VC Biên Hòa province.)*

52907 Tân Bình district

52908 Thủ Đức district

54500 Côn Sơn administrative delegation (Côn Sơn islands)

ADMINISTRATIVE DIVISIONS OF THE
REPUBLIC OF VIET NAM

(SOUTH VIET NAM)

ALPHABETICAL LISTING

A

- 43702 *An Biên district, VC district covering northern Kiến An district, Kiên Giang (Rạch Gia) province*
- 43600 *An Giang province (VC An Giang province also includes Châu Đốc province, code 43500. It is sometimes called Long Xuyên province.)*
- 20605 *An Lão district, VC district corresponding roughly to Hoài Nhơn district, Bình Định province*
- 32101 *An Lộc district, Bình Long province*
- 20601 *An Nhơn district, Bình Định province*
- 43501 *An Phú district, Châu Đốc province*
- 21201 *An Phước district, Ninh Thuận province (VC Đồng Hà district)*
- 43501 *An Tân district, VC district covering An Phú and Tân Châu districts,*
43503 *Châu Đốc (VC An Giang) province*
- 20602 *An Túc district, Bình Định province (Included in VC Gia Lai province.)*
- 44400 *An Xuyên province (VC Cà Mau province)*

B

- 32200 *Bà Biên province, VC province formed by the merger of Bà Rịa, Biên*
- 32300 *Hòa and Long Khánh province in late 1966. It is also called Long*
- 32400 *Bà Biên.*
- 10108 *Ba Lòng district, Quảng Trị province*
- 32300 *Bà Rịa province, VC name for Phước Tuy province, merged by the VC in*
late 1966 with Biên Hòa and Long Khánh provinces to form Bà Biên
province, sometimes called Long Bà Biên province.
- 10501 *Ba Tơ district, Quảng Ngãi province*
- 43301 *Ba Tri district, Kiến Hòa province*
- 44200 *Ba Xuyên province (Included in VC Sóc Trăng province.)*
- 21202 *Bac Ai district, VC district covering Buối Sơn district and most*
- 21203 *of Dư Long district, Ninh Thuận province*
- 21700 *Bắc Bình province, VC name for the northern part of Bình Thuận province.*
- 44300 *Bạc Liêu province (Included in VC Sóc Trăng province.)*
- 21104 *Bắc Ninh district, VC district covering northern Ninh Hòa and*
- 21103 *northeastern Khánh Dương districts, Khánh Hòa province*
- 21705 *Bắc Sơn district, VC district covering Phan Lý Cham district, Bình*
Thuận province
- 21301 *Ban Mê Thuật (Banmethuot) district, Đarlac province*
- 21601 *Bảo Lộc district, Lâm Động province*
- 44404 *Bảy Châu district, VC name for Quận Long district, An Xuyên (Cà*
Mau) province
- 32601 *Bến Cát district, Bình Dương province*
- 32501 *Bến Cầu district, VC district covering most of Khiêm Hanh district,*
Tây Ninh province
- 32801 *Bến Lức district, Long An province*
- 32801 *Bến Thu district, VC district in Long An province covering Bến Lức*
- 32806 *and Thủ Thừa districts*
- 43101 *Bến Tranh district, Định Tường province (Included by the VC in*
Châu Thành district, Mỹ Tho province.)
- 43300 *Bến Tre province, VC name for Kiên Hòa province*
- 32400 *Biên Hòa province (In late 1966 the VC merged Biên Hòa with Bà Rịa*
(GVN Phước Tuy) and Long Khánh provinces to form Bà Biên province,
sometimes called Long Bà Biên province.)
- 43504 *Biên Tịnh district, VC name for Tịnh Biên district, Châu Đốc (VC*
An Giang) province

52901 Bình Chánh district, Gia Định province
 43302 Bình Đại district, Kiến Hòa province
 20600 Bình Định province
 32600 Bình Dương province
 20603 Bình Khê district, Bình Định province
 32100 Bình Long province
 43901 Bình Minh district, Vĩnh Long province (VC Bình Minh district
 (Trà Vinh province) includes the southwestern half of Đức Thành
 district, Sa Đéc province.)
 32802 Bình Phước district, Long An province
 10502 Bình Sơn district, Quảng Ngãi province
 52901 Bình Tân district, VC district covering Bình Chánh and Tân Bình
 52907 districts, Gia Định province
 21700 Bình Thuận province
 31800 Bình Tuy province (Included by the VC in Bình Thuận province.)
 31901 Bồ Đức district, Phước Long province
 21302 Buôn Hồ district, Đarlac province
 21202 Buối Sơn district, Ninh Thuận province

C

- 44400 *Cà Mau province, VC name for An Xuyên province*
- 43102 *Cái Bè district, Định Tường province*
- 43103 *Cai Lậy district, Định Tường province*
- 43904 *Cài Nhum district, VC name for Minh Đức district, Vĩnh Long province*
- 44401 *Cái Nước district, An Xuyên (Cà Mau) province (VC Năm Căn district)*
- 21101 *Cam Lâm district, Khánh Hòa province*
- 10101 *Cam Lộ district, Quảng Trị province*
- *Cam Ranh autonomous municipality (Established July 1966 by decree no. 62)*
- 21101 *Cam Ranh district, VC district covering part of Cam Lâm district and the autonomous municipality of Cam Ranh*
- 32803 *Cần Đức district, Long An province (also Cần Đức district)*
- 52902 *Cần Giở district, Gia Định province (Included by the VC in Biên Hòa province.)*
- 32807 *Cần Giuộc district, Long An province*
- 44000 *Cần Thơ province, VC name for Phong Định province*
- 43801 *Càng Long district, Vĩnh Bình province*
- 43401 *Cao Lãnh district, Kiến Phong province*
- 32302 *Cao Su district, VC name for Đức Thành district, Phước Tuy (Ba Rịa) province*
- 43802 *Cầu Kè district, Vĩnh Bình province*
- 43803 *Cầu Ngang district, Vĩnh Bình province*
- 43203 *Cay Lậy district, variant spelling of Cai Lậy district, Định Tường (Mỹ Tho) province*
- 43500 *Châu Đốc province (Included in VC An Giang province.)*
- 32300 *Châu Đức district, Phước Tuy (Bà Rịa) province, VC district not correlated with GVN boundaries*
- 43502 *Châu Phú district, Châu Đốc province*

43601 Châu Thành district, An Giang province

44206 *Châu Thành district, VC name for Thuận Hòa district, Ba Xuyên (Sóc Trăng) province*

32602 Châu Thành district, Bình Dương province

32102 Châu Thành district, Bình Long province

43104 Châu Thành district, Định Tường province (VC Châu Thành district, Mỹ Tho province) includes Long Định and Bến Tranh districts.)

43706 *Châu Thành district, Kiên Giang province (VC Rạch Gia province), VC*
 43704 *district covering Kiến Thành and eastern Kiến Lương districts*

43305 *Châu Thành district, Kiến Hòa (VC Bến Tre) province, VC district*
 43309 *covering Hầm Long and Trúc Giang districts*

43001 Châu Thành district, Kiến Tường province

44001 Châu Thành district, Phong Định province

32304 *Châu Thành district, VC name and former GVN name for Long Lễ*
district, Phước Tuy (Ba Rịa) province

32404 *Châu Thành district, Tây Ninh province, VC district covering part*
of Phước Ninh district

43804 Châu Thành district, Vĩnh Bình province

43902 Châu Thành district, Vĩnh Long province

20901 *Cheo Reo district, VC district in Gia Lai province covering part of*
Phú Thiện district, Phú Bổn province

44301 *Chín Nam district, VC district falling within Gia Rai district, Bạc*
Liêu (Cà Mau) province

43105 Chợ Gạo district, Định Tường province

43903 Chợ Lách district, Vĩnh Long province

43602 Chợ Mới district, An Giang province

32102 *Chơn Thành district, VC name for Châu Thành district, Bình Long*
province

20701 Chương Nghĩa district, Kontum province

- 44100 Chương Thiện province *(Divided by the VC between Cần Thơ, Rạch Gia and Sóc Trăng provinces.)*
- 54500 Côn Sơn administrative delegation (Côn Sơn islands)
- 32401 Công Thanh district, Biên Hòa province *(Included in VC Thủ Dầu Một province.)*
- 20700 Công Tum province, variant spelling of Kontum province
- 2701 Củ Chi district, Hậu Nghĩa province *(VC consider Củ Chi district as part of Gia Định province.)*

D

- Đà Lạt autonomous municipality
- Đà Nẵng autonomous municipality
- 21300 *Đắc Lắc province, variant spelling of Đaklak, VC name for Đarlac province*
- 21303 *Đắc Song district, VC district covering Lạc Thiện and Phước An*
- 21304 *districts, Đarlac (Đaklak) province*
- 10301 Đại Lộc district, Quảng Nam province (VC Quảng Đà province)
- 21300 Đaklak province, VC name for Đarlac province
- 20702 Đak-Sut (Đắc Sút) district, Kontum province
- 20703 Đak-To (Đắc Tô) district, Kontum province
- 44402 Đám Dơi district, An Xuyên province
- 21300 Đarlac province (VC Đaklac or Đắc Lắc province, which includes most of GVN Phú Bổn province. The VC districts are also numbered H1-H9; H1-H7 are under B-3, H8-H9 under B-5.)
- 32301 Đất Đỏ district, Phước Tuy (Ba Rịa) province
- 32606 Dầu Tiếng district, renamed Tri Tâm district, Bình Dương province
- 32402 Dĩ An district, Biên Hòa province
- 21602 Di Linh district, Lâm Đồng province
- 10302 Điện Bàn district, Quảng Nam province (VC Điện Bàn district, Quảng Đà province, includes Hiếu Nhơn district.)
- 21102 Diên Khánh district, Khánh Hòa province
- 32201 Định Quán district, Long Khánh province
- 43100 Định Tường province (Included in VC Mỹ Tho province.)
- 21501 Đôn Dương district, Tuyên Đức province
- 31902 Đôn Luân district, Phước Long province
- 43303 Đôn Nhơn district, Kiến Hòa province

21201 *Đồng Hà district, VC name for An Phước district, Ninh Thuận province*

21701 *Đồng Hải district, VC name for Hải Long district, Bình Thuận province*

21704 *Đồng Lâm district, VC district covering Hòa Đa and coastal Tuy*
 21707 *Phong districts, Bình Thuận province*

21001 *Đồng Xuân district, Phú Yên province*

21203 *Dũ Long district, Ninh Thuận province*

10303 *Đức Dục district, Quảng Nam province (VC Quảng Đà province. Đức Dục is divided by the VC among Đại Lộc, Duy Xuyên and Quế Sơn districts.)*

32702 *Đức Hòa district, Hậu Nghĩa province (VC Đức Hòa district is under Long An province.)*

32703 *Đức Huệ district, Hậu Nghĩa province (VC Đức Huệ district is under Long An province.)*

21401 *Đức Lập district, Quảng Đức province (Formerly Đức Sơn district)*

44101 *Đức Long district, Chương Thiện province*

10503 *Đức Phổ district, Quảng Ngãi province*

31903 *Đức Phong district, Phước Long province*

21401 *Đức Sơn district, old name for Đức Lập district, Quảng Đức province*

32302 *Đức Thành district, Phước Tuy province*

44601 *Đức Thành district, Sa Đéc province (Moved from Vĩnh Long to Sa Đéc province 24 September 1966.)*

44602 *Đức Ton district, Sa Đéc province (Moved from Vĩnh Long to Sa Đéc province 24 September 1966.)*

21502 *Đức Trọng district, Tuyên Đức province (Considered by the VC as part of Quảng Đức province.)*

32403 *Đức Tú district, Biên Hòa province (VC Vĩnh Cửu district.)*

32504 *Dương Minh Châu district, VC district covering Phước Ninh district, Tây Ninh province*

10304 *Duy Xuyên district, Quảng Nam province (VC Quảng Đà province.)*

43805 *Duyên Hải district, VC name for Long Toàn district, Vĩnh Bình (Trà Vinh) province*

G

- 52900 Gia Dinh province
- 20800 *Gia Lai province, VC name for Pleiku province*
- 44301 Gia Rai district, Bạc Liêu province
- 10501 *Gia Vut district, Quảng Ngãi province, VC district covering half of Ba Tơ district, probably created in early 1967*
- 43106 Giáo Đức district, Định Tường province
- 10102 Gio Linh district, Quảng Trị province
- 43703 *Giồng Riềng district, VC district approximately the same as Kiến Bình district, Kiên Giang (Rạch Gia) province*
- 43304 Giồng Trôm district, Kiến Hòa province
- 43203 *Gò Công district (Mỹ Tho province), VC district covering Hòa Lạc and Hòa Tân districts, Gò Công (Mỹ Tho) province*
- 43204
- 43200 Gò Công province (Included in VC Mỹ Tho province)
- 32503 *Gò Dầu (Gò Dầu Hạ) district, VC district covering Hiếu Thiện district, Tây Ninh province*
- 32501
- 52903 *Gò Môn district, VC district corresponding to Gò Vấp and Hố Môn districts, Gia Dinh province*
- 52904
- 44102 *Gò Quao district, VC district approximately the same as Kiến Hưng district, Chương Thiện (Rạch Gia) province*
- 52903 *Gò Vấp district, Gia Định province (Included in VC Gò Môn district.)*

H

- 43701 Hà Tiên district, Kiên Giang province (VC Hà Tiên district covers Hà Tiên and western Kiên Lương districts.)
- 44405 Hải Duyên district, VC district covering coastal parts of Sông Ông
44406 Đốc and Thới Bình districts, An Xuyên (Cà Mau) province
- 10103 Hải Lang district, Quảng Trị province
- 21701 Hải Long district, Bình Thuận province
- 21702 Hải Ninh district, Bình Thuận province
- 43305 Hàm Long district, Kiến Hòa province (Included in VC Châu Thành district.)
- 31801 Hàm Tân district, Bình Tuy province
- 21703 Hàm Thuận district, Bình Thuận province (VC Hàm Thuận district includes most of Thiện Giáo district and enclaves from Phan Lý Châm district.)
- 10401 Hậu Đức district, Quảng Tín province (VC Trà My 2 district, Quảng Nam province.)
- 32700 Hậu Nghĩa province (Divided by the VC between Tây Ninh, Gia Định and Long An provinces.)
- 10402 Hiệp Đức district, Quảng Tín province (VC Quảng Nam province)
- 10305 Hiếu Đức district, Quảng Nam province (VC Quảng Đà province)
- 43702 Hiếu Lê district, incorporated into Kiến An district by decree no. 459/NV on 20 March 1965
- 32401 Hiếu Liêm district, former GVN district, Phước Thanh province,
32201 incorporated into Công Thành and Định Quán districts
- 10306 Hiếu Nhơn district, Quảng Nam province (Included in VC Điện Bàn district, Quảng Đà province.)
- 32501 Hiếu Thiện district, Tây Ninh province (VC Gò Dầu Hạ district)
- 21002 Hiếu Xương district, Phú Yên province

43201 Hòa Bình district, Gò Công province (*Included in VC Hòa Đông district, Mỹ Tho province.*)

21704 Hòa Đa district, Bình Thuận province

43202 Hòa Đông district, Gò Công province (*VC Hòa Đông district includes Hòa Bình district.*)

43203 Hòa Lạc district, Gò Công province (*Included in VC Gò Công district, Mỹ Tho province.*)

43204 Hòa Tân district, Gò Công province (*Included in VC Gò Công district, Mỹ Tho province.*)

10307 Hòa Vang district, Quảng Nam province (*VC Quảng Đà province*)

20604 Hoài Ân district, Bình Định province

31802 Hoài Đức district, Bình Tuy province (*Reestablished 30 Sept. 1965*)

20605 Hoài Nhơn district, Bình Định province (*VC Hoài Nhơn district covers only the eastern part of the GVN district.*)

52904 Hóc Môn district, Gia Định province

44301 *Hồng Dân district, VC district covering parts of Gia Rai and Phước*
 44302 *Long districts in Bạc Liêu province and part of Kiên Thiện*
 44104 *district in Chương Thiện province*

43402 Hồng Ngự district, Kiến Phong province

----- Huệ autonomous municipality

43603 Huệ Đức district, An Giang province

10201 Hương Điền district, Thừa Thiên province

10104 Hương Hóa district, Quảng Trị province (*VC Hương Hóa district includes Trung Lương district.*)

43306 Hương Mỹ district, Kiến Hòa province

10202 Hương Thủy district, Thừa Thiên province

10203 Hương Trà district, Thừa Thiên province

10104 *Hy Lập district, VC district in the southern part of Hương Hóa district, Quảng Trị province*

K

44201 Kê Sách district, Ba Xuyên province

21103 Khánh Dương district, Khánh Hòa province

21100..... Khánh Hòa province

21102 *Khánh Sơn district, VC district within Diên Khánh district, Khánh Hòa province*

21402 Khiêm Đức district, Quảng Đức province

32502 Khiêm Hạnh district, Tây Ninh province

43702 Kiến An district, Kiên Giang province

43002 Kiến Bình district, Kiến Tường province

43703 Kiến Bình district, Kiên Giang province

21403 Kiến Đức district, Quảng Đức province

43700 Kiên Giang province (VC Rạch Gia province)

43300 Kiến Hòa province (VC Bến Tre province)

44102 Kiến Hưng district, Chương Thiện province

44103 Kiến Long district, Chương Thiện province

43704 Kiến Lương district, Kiên Giang province

43400 Kiến Phong province

43705 Kiến Tân district, Kiên Giang province

43706 Kiến Thành district, Kiên Giang province

44104 Kiến Thiện district, Chương Thiện province

43000 Kiến Tường province

43403 Kiến Văn district, Kiến Phong province (Included in VC Cao Lãnh district.)

20700 Kontum (Kon-Tum) province

20704 Kontum (Kon-Tum) district, Kontum province

L

- 21503 Lạc Dương district, Tuyên Đức province
- 21303 Lạc Thiện district, Đarlac province
- 32603 Lái Thiêu district, Bình Dương province
- 21600 Lâm Đồng province
- 44603 Lập Vò district, Sa Đéc province (*Transferred from Vĩnh Long to Sa Đéc province 24 September 1966.*)
- 44604 Lê Hà district, VC district covering northern Sa Đéc district, Sa Đéc province
- 20801 Lệ Thanh district, Pleiku province
- 20802 Lệ Trung district, Pleiku province
- 44202 Lịch Hội Thượng district, Ba Xuyên (Sóc Trang) province (*Included in VC Long Phú district.*)
- 32103 Lộc Ninh district, Bình Long province
- 32800 Long An province
- 32200 Long Bà Biên province, variant name of VC Bà Biên province, formed in late 1966 by the merger of Long Khánh, Bà Rịa (GVN Phước Tuy) and Biên Hòa provinces
- 32300 Long Đất district, VC district covering Đất Đỏ and Long Điền districts, Phước Tuy (Ba Rịa) province
- 32303 Long Điền district, Phước Tuy province
- 43107 Long Định district, Định Tường province (*Included in VC Châu Thành district, Mỹ Tho province.*)
- 32200 Long Khánh province (VC Long Khánh province was merged in late 1966 with Biên Hòa and Bà Rịa (GVN Phước Tuy) provinces to form Bà Biên province, sometimes called Long Bà Biên province.)
- 32304 Long Lễ district, Phước Tuy (Ba Rịa) province (VC and former GVN Châu Thành district)
- 44105 Long Mỹ district, Chương Thiện province
- 44203 Long Phú district, Ba Xuyên (Sóc Trang) province (VC Long Phú district includes Lịch Hội Thượng district.)

- 32404 Long Thành district, Biên Hòa province *(VC Nhon Trạch district was incorporated into Long Thành district on 9 October 1966.)*
- 43805 Long Toàn district, Vĩnh Bình province *(VC Duyên Hải district)*
- 43600 Long Xuyên province, variant name for An Giang province
- 10403 Lý Tín district, Quảng Tín province *(VC Tam Kỳ Nam district)*

M

- 10105 Mai Linh district, Quảng Trị province *(Created by decree 880 on 11 June 1965.)*
- 21003 Miền Tây district, VC district corresponding to Phú Hòa district
- 21004 and the western parts of Sơn Hòa and Hiếu Xương districts
- 21002
- 43904 Minh Đức district, Vĩnh Long province
- 10504 Minh Long district, Quảng Ngãi province
- 43307 Mỹ Cày district, Kiến Hòa province *(VC Mỹ Cày district includes Đôn Nhơn and parts of Hương Mỹ and Giồng Trom districts.)*
- 10505 Mỹ Đức district, Quảng Ngãi province
- 10104 Mông Cổ district, VC district in the southern part of Hương Hóa district, Quảng Trị province
- 43702 Mười Cù district, Cà Mau province, VC district approximately covering southern Kiến An district, Kiên Giang province
- 44405 Mười Tề district, VC district covering inland parts of Sông Ông Đốc
- 44406 and Thới Bình districts, An Xuyên (Cà Mau) province
- 43404 Mỹ An district, Kiến Phong province *(Created by decree 480/BNV/NC on 24 April 1964.)*
- 43100 Mỹ Tho province, VC province corresponding to Định Tường and Gò
- 4 3200 Công provinces
- 44204 Mỹ Xuyên district, Ba Xuyên province

N

- 44403 Nam Căn district, An Xuyên (Cà Mau) province
- 44401 Nam Cường district, VC name for Cái Nước district An Xuyên province
- 10204 Nam Hòa district, Thừa Thiên province (Nam Hòa is divided into three areas [vùng] by the VC, designated A, B and C.
- 21104 Nam Ninh district, VC district covering southern Ninh Hòa district, Khánh Hòa province
- 10506 Nghĩa Hạng district, Quảng Ngãi province
- 52905 Nhà Bè district, Gia Định province
- 32405 Nhon Trạch district, Biên Hòa province (VC Nhon Trạch district was merged with Long Thành district on 9 October 1966, with the new district retaining the name Long Thành, in the new Bà Biên province.)
- 21104 Ninh Hòa district, Khánh Hòa province
- 21200 Ninh Thuận province

44002 *Ô Môn district, VC district covering part of Phong Phú district,
Phong Định province*

P

- 21705 Phan Lý Cham district, Bình Thuận province *(Parts of this district are enclaves wholly within Thiên Giáo and Hòa Đa districts.)*
- 21703 Phan Thiết district, VC district covering parts of Hàm Thuận and
21706 Thiên Giáo districts adjacent to Phan Thiết city
- 10205 Phong Điền district, Thừa Thiên province
- 44000 Phong Định province *(VC Cần Thơ province)*
- 44002 Phong Phú district, Phong Định province
- 20900 Phú Bôn province *(Included by the VC under Daklak and Kontum provinces.)*
- 20606 Phù Cát district, Bình Định province
- 21003 Phú Đức district, Phú Yên province
- 32604 Phú Giáo district, Bình Dương province *(Formerly in GVN and VC Phước Thành province.)*
- 32605 Phú Hòa district, Bình Dương province
- 32503 Phú Khương district, Tây Ninh province
- 10206 Phú Lộc district, Thừa Thiên province
- 20607 Phù Mỹ district, Bình Định province
- 20803 Phú Nhơn district, Pleiku province
- 43707 Phú Quốc district (Phú Quốc island), Kiên Giang province *(VC Rạch Gia province)*
- 20901 Phú Thiện district, Phú Bôn province
- 10207 Phú Thù district, Thừa Thiên province *(Included in VC Phú Vang district.)*
- 20902 Phú Túc district, Phú Bôn province
- 10208 Phú Vang district, Thừa Thiên province *(VC Phú Vang district includes Phú Thù and Vĩnh Lộc districts.)*
- 21000 Phú Yên province

- 44003 Phụng Hiệp district, Phong Định province
- 21304 Phước An district, Đarlac province
- 31904 Phước Bình district, Phước Long province
- 31900 Phước Long province *(VC also use the name Tiến Giang province for Phước Long province.)*
- 44302 Phước Long district, Bạc Liêu province
- 32504 Phước Ninh district, Tây Ninh province
- 10402 *Phước Sơn district, VC district covering northern Hiệp Đức district, Quảng Tín province (VC Quảng Nam province).*
- *Phước Thanh province, former GVN and VC province. The GVN incorporated it into adjacent Bình Long, Phước Long, Bình Dương, Biên Hòa and Long Khánh provinces; the VC incorporated it into Thủ Dầu Một province in November 1966.*
- 32300 Phước Tuy province *(VC Ba Rịa province)*
- 20800 Pleiku (Pơ Lây Cu) province *(VC Gia Lai province)*
- 20800 *Pơ Lây Cu province, variant spelling of Pleiku province*

Q

- 44404 *Quản Long district, An Xuyên (Cà Mau) province (VC Bảy Châu district)*
- 10300 *Quảng Đà province, VC name for Quảng Nam province*
- 10209 *Quảng Điền district, Thừa Thiên province*
- 21400 *Quảng Đức province*
- 10300 *Quảng Nam province (VC Quảng Đà province; VC Quảng Nam province corresponds to GVN Quảng Tín province.)*
- 10500 *Quảng Ngãi province*
- 10400 *Quảng Tín province (VC Quảng Nam province)*
- 10100 *Quảng Trị province*
- 52906 *Quảng Xuyên district, Gia Định province (Included in VC Biên Hòa province.)*
- 10308 *Quế Sơn district, Quảng Nam province (VC Quảng Đà province)*

R

- 43700 *Rạch Gia province, VC name for Kiên Giang province*
- 52902 *Rừng Sát special zone, a GVN designation for the area covered by*
- 52906 *Quảng Xuyên and Cần Giờ districts, Gia Định province. The Việt Cộng activated a Rừng Sát special zone on 15 April 1966, but it was not effectively manned until 1 June 1966.*

S

- 44604 Sa Đéc district, Sa Đéc province (*Moved from Vĩnh Long to Sa Đéc province 24 September 1966.*)
- 44600 Sa Đéc province (*Reestablished 24 September 1966.*)
- Sài Gòn prefecture
- 44200 Sóc Trăng province, VC province corresponding to Bạc Liêu and Ba Xuyên provinces
- 44300
- 10507 Sơn Hà district, Quảng Ngãi province (*The VC consider western Sơn Hà to be part of Kontum province.*)
- 21004 Sơn Hòa district, Phú Yên province
- 10508 Sơn Tịnh district, Quảng Ngãi province
- 21005 Sông Cầu district, Phú Yên province
- 44405 Sông Ông Đốc district, An Xuyên province

T

- 43905 Tam Bình district, Vĩnh Long province
- 10404 Tam Kỳ district, Quang Tín province (VC Tam Kỳ Bắc district, Quảng Nam province)
- 10403 Tam Kỳ Nam district, VC name for Lý Tín district, Quảng Tín province (VC Quảng Nam province)
- 52907 Tân Bình district, Gia Định province
- 43503 Tân Châu district, Châu Đốc province
- 43501 Tân Châu An Phú district, variant name of VC An Tân district,
- 43503 VC An Giang province, covering An Phú and Tân Châu districts, of GVN Châu Đốc province
- 43705 Tân Hiệp district, VC name for Kiến Tân district, Kiên Giang (Rạch Gia) province
- 32804 Tân Trụ district, Long An province
- 32406 Tân Uyên district, Biên Hòa province (Included by the VC in Thủ Dầu Một province; formerly in GVN and VC Phước Thanh province.)
- 31803 Tân Lĩnh district, Bình Tuy province
- 32500 Tây Ninh province
- 10405 Thang Bình district, Quảng Tín province (VC Quảng Nam province)
- 43405 Thạnh Bình district, Kiến Phong province
- 32805 Thanh Đức district, Long An province
- 21204 Thanh Hải district, Ninh Thuận province
- 43308 Thạnh Phú district, Kiến Hòa province
- 44205 Thạnh Trị district, Ba Xuyên province
- 21706 Thiện Giáo district, Bình Thuận province
- 44406 Thới Bình district, An Xuyên province
- 43604 Thốt Nốt district, An Giang province (Included in VC Cần Thơ province.)
- 32600 Thủ Dầu Một province, VC province corresponding to parts of Bình Dương, Biên Hòa and Long Khánh provinces; created in Nov. 1966.
- 52908 Thủ Đức district, Gia Định province

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32806 Thử Thừa district, Long An province

10200 Thừa Thiên province

21202 *Thuận Bắc district, VC district covering northern Thanh Hải and*
 21204 *part of Bửu Sơn districts, Ninh Thuận province*

44206 Thuận Hóa district, Ba Xuyên province (VC Châu Thành district)

20903 Thuận Mãn district, Phú Bôn province

21204 *Thuận Nam district, VC district covering Thanh Hải and adjacent*
 21201 *An Phước districts, Ninh Thuận province*

44004 Thuận Nhơn district, Phong Dinh province

21704 *Thuận Phong district, VC district probably covering Hoa Đa*
district, Bình Thuận province

44005 Thuận Trung district, Phong Dinh province

10309 Thuong Đức district, Quảng Nam province (VC Quang Đà province)

31900 *Tiến Giang province, VC cover name for Phước Long province*

10406 Tiến Phước district, Quảng Tín province (VC Quảng Nam province)

43806 Tiến Cần district, Vĩnh Bình province

43504 Tịnh Biên district, Châu Đốc province (VC Biên Tịnh district,
An Giang province)

32503 *Tòa Thánh district, VC district covering part of Phú Khương*
district, Tây Ninh province

20705 Tou Morong (Tu Mơ Rông) district, Kontum province

10509 Trà Bông district, Quảng Ngãi province

43807 Trà Cú district, Vĩnh Bình province

10402 *Trà Mỹ 1 district, VC district covering southern part of Hiệp Đức*
district, Quảng Tín province (VC Quảng Nam province)

10401 *Trà Mỹ 2 district, VC name for Hậu Đức district, Quảng Tín*
province (VC Quảng Nam province)

43808 Trà Ôn district, Vĩnh Long province (Transferred from Vĩnh
Bình province in late 1966; area code not adjusted.

43800 Trà Vinh province, VC name for Vĩnh Bình province

32704 Trảng Bàng district, Hậu Nghĩa province (VC consider Trảng Bàng district as part of Tây Ninh province.)

32403 Trảng Bom district, Bà Biên province, VC district formed in October 1966 covering at least eastern Đức Tú district

32606 Tri Tâm district, Bình Dương province (Formerly Dầu Tiếng district)

43505 Tri Tôn district, Châu Đốc province

10106 Triệu Phong district, Quảng Trị province

43309 Trúc Giang district, Kiến Hòa province (Included in VC Châu Thành district.)

10107 Trung Lương district, Quảng Trị province (Included in VC Hương Hóa district.)

44403 Tư Khang district, VC district covering Nam Căn and eastern Đầm Dơi districts, An Xuyên (Cà Mau) province

44402

10510 Tư Nghĩa district, Quảng Ngãi province

20705 Tu Mơ Rông district, variant spelling of Tou Morong district, Kontum Province

21006 Tuy An district, Phú Yên province

21007 Tuy Hòa district, Phú Yên province (VC Tuy Hòa 2 district corresponds to GVN Tuy Hòa district; Tuy Hòa 1 district covers eastern Hiếu Xương district, code 21001.)

21707 Tuy Phong district, Bình Thuận province

20608 Tuy Phước district, Bình Định province (VC Tuy Phước district covers only the eastern part of the GVN district.)

43003 Tuyên Bình district, Kiến Tường province

21500 Tuyên Đức province (Tuyen Đức is divided by the VC into three areas [vùng] lettered A, B and C.)

43004 Tuyên Nhơn district, Kiến Tường province

V

- 21105 Vạn Ninh district, Khánh Hòa province
- 20608 Vạn Canh district, VC district corresponding roughly to western Tuy Phước district, Bình Định province
- 43800 Vĩnh Bình province (VC Trà Vinh province)
- 44303 Vĩnh Châu district, Bạc Liêu province
- 32403 Vĩnh Cửu district, VC name for Đức Tú district, Biên Hòa province
- 21102 Vĩnh Khánh district, VC district within Diên Khánh district, Khánh Hòa province
- 6000 Vĩnh Linh district, Quảng Trị province, variant name for Vĩnh Linh region, North Việt Nam
- 10210 Vĩnh Lộc district, Thừa Thiên province (Included in VC Phú Vang district.)
- 44304 Vĩnh Lợi district, Bạc Liêu province
- 43902 Vĩnh Long district, VC district covering Châu Thành and Đức Tôn districts, Vĩnh Long and Sa Đéc provinces
- 44602
- 43900 Vĩnh Long province (VC Vĩnh Long province corresponds to Vĩnh Long and Sa Đéc provinces.)
- 21101 Vĩnh Sơn district, VC district covering most of Cam Lâm district, Khánh Hòa province
- 20603 Vĩnh Thạnh district, VC district corresponding roughly to northern Bình Khê district
- 43103 Vĩnh Thuận district, VC district covering Kiến Long district, Chương Thiện (Rạch Gia) province
- 21106 Vĩnh Xương district, Khánh Hòa province
- 43809 Vũng Liêm district, Vĩnh Long province (Transferred from Vĩnh Bình province in late 1966; area code not adjusted.)
- Vũng Tàu autonomous municipality

X

- 32202 Xuân Lộc district, Long Khánh province
- 32305 Xuyên Mộc district, Phước Tuy province (VC Ba Rịa province)

ADMINISTRATIVE DIVISIONS OF THE
DEMOCRATIC REPUBLIC OF VIET NAM

(NORTH VIET NAM)

GEOGRAPHICAL LISTING

JUL 1967

B-51

ADMINISTRATIVE DIVISIONS OF THE
DEMOCRATIC REPUBLIC OF VIỆT NAM

Three different types of administrative divisions are used at an equal level in the Democratic Republic of Việt Nam (North Việt Nam):

Autonomous municipality (*Thành phố trực thuộc trung ương*)

Province (*Tỉnh*)

Region (*Khu vực*)

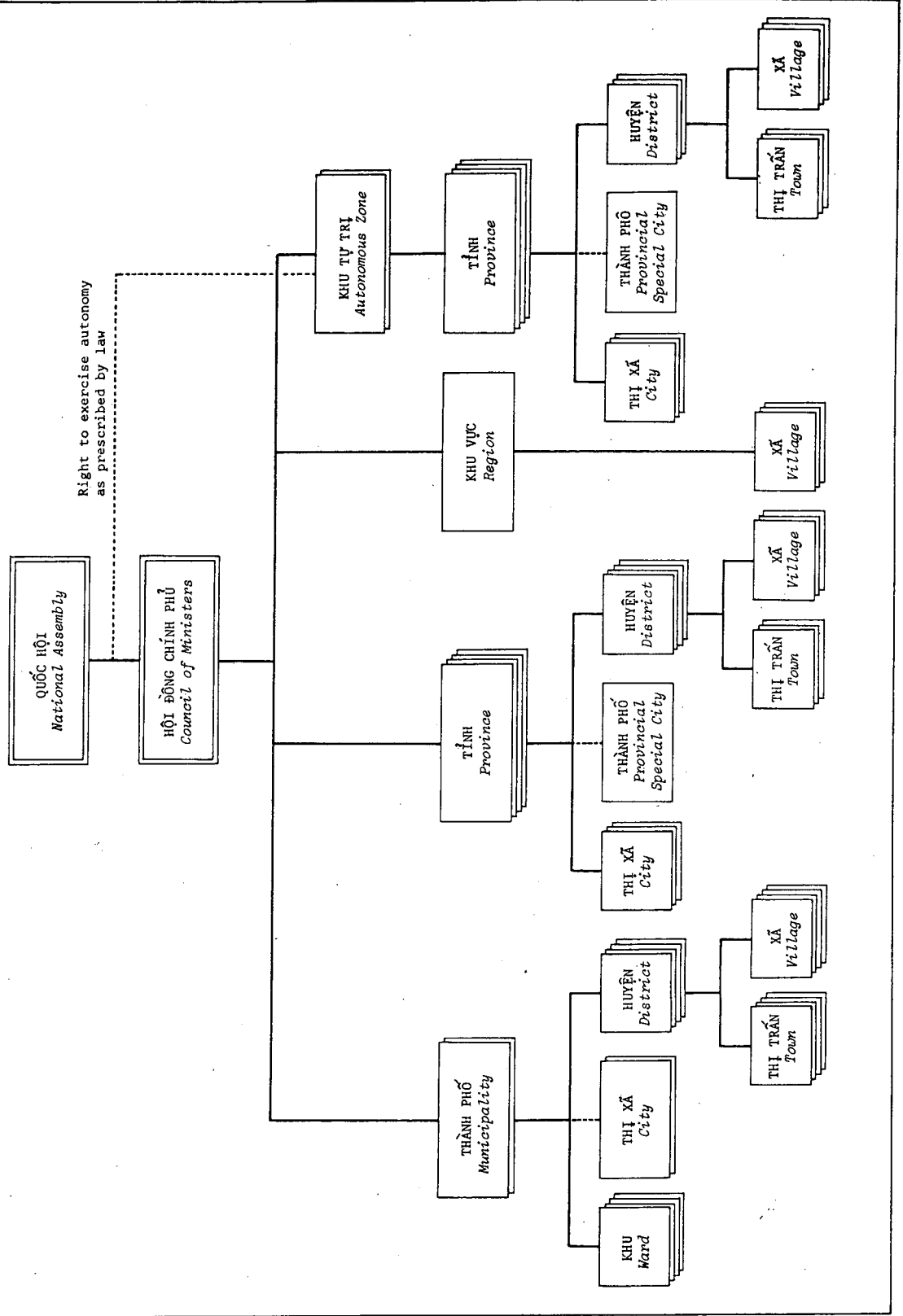
There are two municipalities and only one region. In two cases several provinces have been grouped into autonomous regions (*khu tự trị*). Each of these, except the Vinh Linh region, may be divided into wards (*khu*), cities (*thị xã*) and districts (*huyện*). Of these smaller divisions, only the districts (*huyện*) are listed here.

In the geographical listing the provinces have been arranged from south to north, with the Tây Bắc and Việt Bắc autonomous regions at the end.

The numerical area codes given for each administrative division is composed of a two digit number for the province, region or autonomous municipality, followed by two digits for the district. The province numbers begin with 60 to avoid confusion with the numbers assigned to the provinces of the Republic of Việt Nam.

The Chinese characters for the Vietnamese place names have been included in the geographical listing.

ADMINISTRATIVE STRUCTURE OF DEMOCRATIC REPUBLIC OF VIETNAM



6000	Vĩnh Linh region	永寧
6100	Quảng Bình province	廣平
6101	Bố Trạch district	布澤
6102	Lệ Thủy district	麗水
6103	Minh Hóa district	明化
6104	Quảng Ninh district	廣寧
6105	Quảng Trạch district	廣澤
6106	Tuyên Hóa district	宣化
6200	Hà Tĩnh province	河靜
6201	Cẩm Xuyên district	錦春
6202	Can Lộc district	干祿
6203	Đức Thọ district	德壽
6204	Hương Khê district	香溪
6205	Hương Sơn district	香山
6206	Kỳ Anh district	棋安
6207	Nghi Xuân district	儀春
6208	Thạch Hà district	石河

6300	Nghệ An province	藝安
6301	Anh Sơn district	櫻山
6302	Con Cuông district	岡薑
6303	Diễn Châu district	演州
6304	Đô Lương district	都良
6305	Hưng Nguyên district	興源
6306	Kỳ Sơn district	棋山
6307	Nam Đàn district	南壇
6308	Nghi Lộc district	儀祿
6309	Nghĩa Đàn district	義壇
6310	Quế Phong district	桂封
6311	Quỳ Châu district	葵州
6312	Quỳ Hợp district	葵合
6313	Quỳnh Lưu district	瓊樓
6314	Tân Kỳ district	新棋
6315	Thanh Chương district	清彰
6316	Tương Dương district	襄陽
6317	Yên Thành district	安成

6400	Thanh Hóa province	清和
6401	Bá Thước district	霸鐸
6402	Cẩm Thủy district	錦水
6403	Đông Sơn district	東山
6404	Hà Trung district	河忠
6405	Hậu Lộc district	后祿
6406	Hoàng Hóa district	弘化
6407	Lang Chánh district	琅正
6408	Nga Sơn district	峨山
6409	Ngọc Lạc district	玉洛
6410	Như Xuân district	如春
6411	Nông Cống district	農貢
6412	Quan Hóa district	冠化
6413	Quảng Xương district	廣昌
6414	Thạch Thành district	石城
6415	Thiệu Hóa district	紹化
6416	Thọ Xuân district	壽春
6417	Thường Xuân district	長春
6418	Tĩnh Gia district	靜嘉
6419	Triệu Sơn district	肇山
6420	Vĩnh Lộc district	永祿
6421	Yên Định district	燕定

6500 Ninh Bình province 寧平

6501	Gia Khánh district	嘉慶
6502	Gia Viễn district	嘉遠
6503	Kim Sơn district	金山
6504	Nho Quan district	儒關
6505	Yên Khánh district	燕慶
6506	Yên Mô district	燕撫

6600 Nam Hà province 南河

*Formed from the merger of Hà Nam and Nam Định provinces.
Districts marked with an a were in Hà Nam province, those
marked with a b were in Nam Định province.*

6601	Bình Lục district (a)	平祿
6602	Duy Tiên district (a)	維仙
6603	Giao Thủy district (b)	蛟水
6604	Hải Hậu district (b)	海后
6605	Kim Bảng district (a)	金榜
6606	Lý Nhân district (a)	理仁
6607	Mỹ Lộc district (b)	美祿
6608	Nam Trực district (b)	南籍
6609	Nghĩa Hưng district (b)	義興
6610	Thanh Liêm district (a)	清憲
6611	Trực Ninh district (b)	籍寧
6612	Vụ Bản district (b)	霧本
6613	Xuân Trường district (b)	春長
6614	Ý Yên district (b)	薏燕

6700	Thái Bình province	太平
6701	Đông Quan district	東關
6702	Duyên Hà district	緣河
6703	Hưng Nhân district	興仁
6704	Kiến Xương district	建昌
6705	Phụ Dực district	輔翼
6706	Quỳnh Côi district	瓊孤
6707	Thái Ninh district	太寧
6708	Thư Tri district	舒輜
6709	Thụy Anh district	瑞英
6710	Tiền Hải district	前海
6711	Tiên Hưng district	先興
6712	Vũ Tiên district	宇仙
6800	Hải Phòng (Autonomous municipality)	海防
6801	An Dương district	安楊
6802	An Lão district	安老
6803	Cát Bà district	葛巴
6804	Cát Hải district	葛海
6805	Hải An district	海安
6806	Kiến Thụy district	建陞
6807	Thủy Nguyên district	水源
6808	Tiên Lãng district	仙浪
6809	Vĩnh Bảo district	永保

6900	Quảng Ninh province	廣寧
6901	Ba Chẽ district	巴槲
6902	Bình Liêu district	平僚
6903	Cẩm Phả district	錦斧
6904	Đầm Hà district	潭河
6905	Đình Lập district	廷立
6906	Đông Triều district	東朝
6907	Hà Cối district	河孤
6908	Hoanh Bồ district	宏蒲
6909	Móng Cái district	芒街
6910	Tiên Yên district	仙燕
6911	Yên Hùng district	燕雄
7000	Hòa Bình province	和平
7001	Đà Bắc district	陀北
7002	Kim Bôi district	金貝
7003	Kỳ Sơn district	圻山
7004	Lạc Sơn district	樂山
7005	Lạc Thủy district	樂水
7006	Lương Sơn district	梁山
7007	Mai Châu district	梅州
7008	Tân Lạc district	新樂
7009	Yên Thủy district	燕水

7100 Hà Tây province 河西

Formed from the merger of Hà Đông and Sơn Tây provinces. Districts marked with an a were in Hà Đông province, those marked with a b were in Sơn Tây province.

- 7101 Bất Bạt district (b) 畢跋
- 7102 Chương Mỹ district (a) 璋美
- 7103 Đan Phượng district (a) 丹鳳
- 7104 Hoài Đức district (a) 淮德
- 7105 Mỹ Đức district (a) 美德
- 7106 Phú Xuyên district (a) 富川
- 7107 Phúc Thọ district (b) 福壽
- 7108 Quảng Oai district (b) 廣威
- 7109 Quốc Oai district (b) 國威
- 7110 Thạch Thất district (b) 石室
- 7111 Thanh Oai district (a) 清威
- 7112 Thường Tín district (a) 常訊
- 7113 Tùng Thiện district (b) 從善
- 7114 Ứng Hòa district (a) 應和

7200 Hưng Yên province 興安

- 7201 Ân Thi district 恩施
- 7202 Khoái Châu district 膾洲
- 7203 Kim Đông district 金東
- 7204 Mỹ Hào district 美和
- 7205 Phù Cừ district 符衢
- 7206 Tiên Lữ district 仙侶

	7207	Văn Giang district	文江
	7208	Văn Lâm district	文霖
	7209	Yên Mỹ district	安美
7300		Hải Dương province	海陽
	7301	Bình Giang district	平江
	7302	Cẩm Giàng district	錦弦
	7303	Chi Linh district	芝寧
	7304	Gia Lộc district	嘉祿
	7305	Kim Thành district	金城
	7306	Kinh Môn district	京門
	7307	Nam Sách district	南索
	7308	Ninh Giang district	寧江
	7309	Thanh Hà district	清河
	7310	Thanh Miện district	清冕
	7311	Tứ Kỳ district	泗棋
7400		Hà Nội (Autonomous municipality)	河內
	7401	Đông Anh district	東英
	7402	Gia Lâm district	嘉林
	7403	Thanh Trì district	清池
	7404	Từ Liêm district	慈廉

7500	Hà Bắc province	河北
7501	Gia Lương district	嘉良
7502	Hiệp Hòa district	協和
7503	Lạng Giang district	諒江
7504	Lục Nam district	緣南
7505	Lục Ngạn district	緣岸
7506	Quế Võ district	桂宇
7507	Sơn Động district	山東
7508	Tân Yên district	新安
7509	Thuận Thành district	順成
7510	Tiên Sơn district	仙山
7511	Việt Yên district	越安
7512	Yên Dũng district	安勇
7513	Yên Phong district	安封
7514	Yên Thế district	安世
7600	Vĩnh Phúc province	永福
7601	Bình Xuyên district	平川
7602	Đa Phúc district	多福
7603	Kim Anh district	金纓
7604	Lập Thạch district	立石
7605	Tam Dương district	三羊
7606	Vĩnh Tường district	永湘
7607	Yên Lạc district	安樂
7608	Yên Lãng district	安朗

- 7700 Phú Thọ province 富壽
- 7701 Cẩm Khê district 錦溪
- 7702 Đoan Hùng district 端雄
- 7703 Hạ Hòa district 夏和
- 7704 Lâm Thao district 林韜
- 7705 Phù Ninh district 符寧
- 7706 Tam Nông district 三農
- 7707 Thanh Ba district 清巴
- 7708 Thanh Sơn district 青山
- 7709 Thanh Thủy district 清水
- 7710 Yên Lập district 安立
- 7800 Yên Bái province 安沛
- 7801 Bảo Yên district 保安
- 7802 Lục Yên district 綠安
- 7803 Trấn Yên district 鎮安
- 7804 Văn Bàn district 文端
- 7805 Văn Yên district 文安
- 7806 Yên Bình district 安平
- 7900 Lao Cai province 老街
- 7901 Bắc Hà district 北河
- 7902 Bảo Thắng district 保勝
- 7903 Bát Xát district 八察
- 7904 Mường Khương district 芒康
- 7905 Sa Pa district 沙巴

TÂY BẮC AUTONOMOUS REGION 西北自治區

- 8000 Lai Châu province 萊州
- 8001 Điện Biên district 奠邊
- 8002 Mường Lay district 蒙萊
- 8003 Mường Tè district 蒙齊
- 8004 Phong Thổ district 豐土
- 8005 Sinh Hồ district 省湖
- 8006 Tủa Chùa district 鐸佐
- 8007 Tuần Giáo district 巡校
- 8100 Nghĩa Lộ province 義路
- 8101 Bắc Yên district 北安
- 8102 Mù Cang Chải district 母庚寨
- 8103 Phù Yên district 符安
- 8104 Than Uyên district 炭淵
- 8105 Trạm Tấu district 站驍
- 8106 Văn Chấn district 文震
- 8200 Sơn La province 山羅
- 8201 Mai Sơn district 梅山
- 8202 Mộc Châu district 沐州
- 8203 Mường La district 蒙羅
- 8204 Quỳnh Nhai district 瓊涯
- 8205 Sông Mã district 馬河
- 8206 Thuận Châu district 順州
- 8207 Yên Châu district 安州

VIỆT BẮC AUTONOMOUS REGION 越北自治區

- 8300 Lạng Sơn province 諒山
- 8301 Bắc Sơn district 北山
- 8302 Bình Gia district 平嘉
- 8303 Cao Lộc district 高祿
- 8304 Chi Lăng district 芝陵
- 8305 Hữu Lũng district 右隴
- 8306 Lộc Bình district 祿平
- 8307 Tràng Định district 長定
- 8308 Văn Lãng district 文朗
- 8309 Văn Quan district 雯關

- 8400 Bắc Thái province 北泰

Formed from the merger of Bắc Can and Thái Nguyên provinces. Districts marked with an a were in Bắc Can province, those marked with a b were in Thái Nguyên province.

- 8401 Bạch Thông district (a) 白通
- 8402 Chợ Đồn district (a) 屯市
- 8403 Chợ Rã district (a) 挪市
- 8404 Đại Từ district (b) 大慈
- 8405 Định Hóa district (b) 定化
- 8406 Đồng Hỷ district (b) 同喜
- 8407 Na Rì district (a) 挪靡
- 8408 Ngân Sơn district (a) 銀山
- 8409 Phổ Yên district (b) 普安

- 8410 Phú Bình district (b) 富平
- 8411 Phú Lương district (b) 富良
- 8412 Võ Nhai district (b) 武涯
- 8500 Tuyên Quang province 宣光
 - 8501 Chiêm Hóa district 詹化
 - 8502 Hàm Yên district 咸安
 - 8503 Na Hang district 挪坑
 - 8504 Sơn Dương district 山楊
 - 8505 Yên Sơn district 安山
- 8600 Hà Giang province 河江
 - 8601 Bắc Quang district 北光
 - 8602 Đồng Văn district 同文
 - 8603 Hoàng Su Phì district 黃樹菲
 - 8604 Mèo Vạc district 苗瓦
 - 8605 Quản Bạ district 管把
 - 8606 Vị Xuyên district 渭川
 - 8607 Xín Mần district 星盟
 - 8608 Yên Minh district 安明

8700 Cao Bằng province 高平

8701 Bảo Lạc district 保樂

8702 Hạ Lang district 夏榔

8703 Hà Quảng district 河廣

8704 Hòa An district 和安

8705 Nguyên Bình district 源平

8706 Phúc Hòa district 福和

8707 Quảng Uyên district 廣洲

8708 Thạch An district 石安

8709 Trà Lĩnh district 茶嶺

8710 Trùng Khánh district 重慶

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ADMINISTRATIVE DIVISIONS OF THE
DEMOCRATIC REPUBLIC OF VIET NAM

(NORTH VIET NAM)

ALPHABETICAL LISTING

JUL 1967

B-69

A

- 6801 An Dương district, Hải Phòng municipality
- 6802 An Lão district, Hải Phòng municipality
- 7201 Ân Thi district, Hưng Yên province
- 6301 Anh Sơn district, Nghệ An province

B

- 6901 Ba Chẽ district, Quảng Ninh province
- 6401 Bá Thước district, Thanh Hóa province
- 8400 Bắc Cạn province, consolidated into Bắc Thái province
- 7500 Bắc Giang province, consolidated in Hà Bắc province on
27 October 1962
- 7901 Bắc Hà district, Lào Cai province
- 7500 Bắc Ninh province, consolidated into Hà Bắc province on
27 October 1962
- 8601 Bắc Quang district, Hà Giang province
- 8301 Bắc Sơn district, Lạng Sơn province
- 8400 Bắc Thái province (Formed by the merger of Bắc Cạn and Thái
Nguyên provinces.)
- 8101 Bắc Yên district, Nghĩa Lộ province
- 8401 Bạch Thông district, Bắc Thái province (Formerly in Bắc Cạn
province.)
- 8701 Bảo Lạc district, Cao Bằng province
- 7902 Bảo Thắng district, Lào Cai province
- 7801 Bảo Yên district, Yên Bái province
- 7101 Bát Bạt district, Hà Tây province (Formerly in Sơn Tây
province.)
- 7903 Bát Xát district, Lào Cai province
- 8302 Bình Gia district, Lạng Sơn province
- 7301 Bình Giang district, Hải Dương province
- 6902 Bình Liêu district, Quảng Ninh province
- 6601 Bình Lục district, Nam Hà province (Formerly in Hà Nam
province.)
- 7601 Bình Xuyên district, Vĩnh Phúc province
- 6101 Bồ Trách district, Quảng Bình province

C

- 7302 Cẩm Giàng district, Hải Dương province
- 7701 Cẩm Khê district, Phú Thọ province
- 6903 Cẩm Phả district, Quảng Ninh province
- 6402 Cẩm Thủy district, Thanh Hóa province
- 6201 Cẩm Xuyên district, Hà Tĩnh province
- 6202 Can Lộc district, Hà Tĩnh province
- 8700 Cao Bằng province
- 8303 Cao Lộc district, Lạng Sơn province
- 6803 Cát Bà district, Hải Phòng municipality
- 6804 Cát Hải district, Hải Phòng municipality
- 8304 Chi Lăng district, Lạng Sơn province
- 7303 Chi Linh district, Hải Dương province
- 8501 Chiêm Hóa district, Tuyên Quang province
- 8402 Chợ Đồn district, Bắc Thái province (*Formerly in Bắc Cạn province.*)
- 8403 Chợ Rã district, Bắc Thái province (*Formerly in Bắc Cạn province.*)
- 7102 Chương Mỹ district, Hà Tây province (*Formerly in Hà Đông province.*)
- 6302 Con Cuông district, Nghệ An province

8700

D

- 7001 Đà Bắc district, Hòa Bình province
- 7602 Đa Phúc district, Vĩnh Phúc province
- 8404 Đại Từ district, Bắc Thái province (*Formerly in Thái Nguyên province.*)
- 6904 Đàm Hà district, Quảng Ninh province
- 7103 Đan Phượng district, Hà Tây province (*Formerly in Hà Đông province.*)
- 8001 Điện Biên district, Lai Châu province
- 6303 Diễn Châu district, Nghệ An province
- 8405 Định Hóa district, Bắc Thái province (*Formerly in Thái Nguyên province.*)
- 6905 Đình Lập district, Quảng Ninh province
- 6304 Đô Lương district, Nghệ An province
- 7702 Đoan Hùng district, Phú Thọ province
- 7401 Đông Anh district, Hà Nội municipality
- 8406 Đồng Hỷ district, Bắc Thái province (*Formerly in Thái Nguyên province.*)
- 6701 Đông Quan district, Thái Bình province
- 6403 Đông Sơn district, Thanh Hóa province
- 6906 Đông Triều district, Quảng Ninh province
- 8602 Đông Văn district, Hà Giang province
- 6203 Đức Thọ district, Hà Tĩnh province
- 6602 Duy Tiên district, Nam Hà province (*Formerly in Hà Nam province.*)
- 6702 Duyên Hà district, Thái Bình province

G

- 6501 Gia Khánh district, Ninh Bình province
- 7402 Gia Lâm district, Hà Nội municipality
- 7304 Gia Lộc district, Hải Dương province
- 7501 Gia Lương district, Hà Bắc province
- 6502 Gia Viễn district, Ninh Bình province
- 6603 Giao Thủy district, Nam Hà province (*Formerly in Nam Định province.*)

H

- 7500 Hà Bắc province (*Formed 27 October 1962 by the merger of Bắc Ninh and Bắc Giang provinces*)
- 6907 Hà Cối district, Quảng Ninh province
- 7100 Hà Đông province, *consolidated into Hà Tây province*
- 8600 Hà Giang province
- 7703 Hạ Hòa district, Phú Thọ province
- 8702 Hạ Lang district, Cao Bằng province
- 6600 Hà Nam province, *consolidated into Nam Hà province*
- 7400 Hà Nội municipality
- 8703 Hà Quảng district, Cao Bằng province
- 7100 Hà Tây province (*Formed by the merger of Hà Đông and Sơn Tây provinces.*)
- 6200 Hà Tĩnh province
- 6404 Hà Trung district, Thanh Hóa province
- 6805 Hải An district, Hải Phòng municipality
- 7300 Hải Dương province
- 6604 Hải Hậu district, Nam Hà province (*Formerly in Nam Định province.*)
- 6800 Hải Phòng municipality

8502 Hàm Yên district, Tuyên Quang province
6405 Hậu Lộc district, Thanh Hóa province
7502 Hiệp Hòa district, Hà Bắc province
8704 Hòa An district, Cao Bằng province.
7000 Hòa Bình province
7104 Hoài Đức district, Hà Tây province (*Formerly in Hà Đông province.*)
6406 Hoàng Hóa district, Thanh Hóa province
8603 Hoàng Su Phì district, Hà Giang province
6908 Hoanh Bồ district, Quảng Ninh province
6305 Hưng Nguyên district, Nghệ An province
6703 Hưng Nhân district, Thái Bình province
7200 Hưng Yên province
6204 Hương Khê district, Hà Tĩnh province
6205 Hương Sơn district, Hà Tĩnh province
8305 Hữu Lũng district, Lạng Sơn province

K

- 7202 Khoái Châu district, Hưng Yên province
- 6806 Kiến Thụy district, Hải Phòng municipality
- 6704 Kiến Xương district, Thái Bình province
- 7603 Kim Anh district, Vĩnh Phúc province
- 6605 Kim Bảng district, Nam Hà province (*Formerly in Hà Nam province.*)
- 7002 Kim Bôi district, Hòa Bình province
- 7203 Kim Động district, Hưng Yên province
- 6503 Kim Sơn district, Ninh Bình province
- 7305 Kim Thành district, Hải Dương province
- 7306 Kinh Môn district, Hải Dương province
- 6206 Kỳ Anh district, Hà Tĩnh province
- 7003 Kỳ Sơn district, Hòa Bình province
- 6306 Kỳ Sơn district, Nghệ An province

L

7004 Lạc Sơn district, Hòa Bình province
7005 Lạc Thủy district, Hòa Bình province
8000 Lai Châu province
7704 Lâm Thao district, Phú Thọ province
6407 Lang Chánh district, Thanh Hóa province
7503 Lạng Giang district, Hà Bắc province
8300 Lạng Sơn province
7900 Lao Cai province
7604 Lập Thạch district, Vĩnh Phúc province
6102 Lệ Thủy district, Quảng Bình province
8306 Lộc Bình district, Lạng Sơn province
7504 Lục Nam district, Hà Bắc province
7505 Lục Ngạn district, Hà Bắc province
7802 Lục Yên district, Yên Bái province.
7006 Lương Sơn district, Hòa Bình province
6606 Lý Nhân district, Nam Hà province (*Formerly in Hà Nam province.*)

M

- 7007 Mai Châu district, Hòa Bình province
- 8201 Mai Sơn district, Sơn La province
- 8604 Mèo Vạc district, Hà Giang province
- 6103 Minh Hóa district, Quảng Bình province
- 8202 Mộc Châu district, Sơn La province
- 6909 Mống Cái district, Quảng Ninh province
- 8102 Mù Cang Chải district, Nghĩa Lộ province
- 7904 Mường Khương district, Lào Cai province
- 8203 Mường La district, Sơn La province
- 8002 Mường Lay district, Lai Châu province
- 8003 Mường Tè district, Lai Châu province
- 7105 My Đức district, Hà Tây province (*Formerly in Hà Đông province.*)
- 7204 Mỹ Hào district, Hưng Yên province
- 6607 Mỹ Lộc district, Nam Hà province (*Formerly in Nam Định province.*)

N

- 8503 Na Hang district, Tuyên Quang province
- 8407 Na Rì district, Bắc Thái province (*Formerly in Bắc Can province.*)
- 6307 Nam Đàn district, Nghệ An province
- 6600 *Nam Định province, consolidated in Nam Hà province*
- 6600 Nam Hà province (*Formed by the merger of Hà Nam and Nam Định provinces.*)
- 7307 Nam Sách district, Hải Dương province
- 6608 Nam Trực district, Nam Hà province (*Formerly in Nam Định province.*)
- 6408 Nga Sơn district, Thanh Hóa province
- 8408 Ngân Sơn district, Bắc Thái province (*Formerly in Bắc Can province.*)
- 6300 Nghệ An province
- 6308 Nghi Lộc district, Nghệ An province
- 6207 Nghi Xuân district, Hà Tĩnh province
- 6309 Nghĩa Đàn district, Nghệ An province
- 6609 Nghĩa Hưng district, Nam Hà province (*Formerly in Nam Định province.*)
- 8100 Nghĩa Lộ province
- 6409 Ngọc Lặc district, Thanh Hóa province
- 8705 Nguyên Bình district, Cao Bằng province
- 6504 Nho Quan district, Ninh Bình province
- 6410 Như Xuân district, Thanh Hóa province
- 6500 Ninh Bình province
- 7308 Ninh Giang district, Hải Dương province
- 6411 Nông Cống district, Thanh Hóa province

P

- 8409 Ph³ Yên district, Bắc Thái province (*Formerly in Thái Nguyên province.*)
- 8004 Phong Th³ district, Lai Châu province
- 8410 Ph³ Bình district, Bắc Thái province (*Formerly in Thái Nguyên province.*)
- 7205 Phù Cừ district, Hưng Yên province
- 6705 Phụ Dục district, Thái Bình province
- 8411 Ph³ Lương district, Bắc Thái province (*Formerly in Thái Nguyên province.*)
- 7705 Phù Ninh district, Ph³ Thọ province
- 7700 Ph³ Thọ province
- 7106 Ph³ Xuyên district, Hà Tây province (*Formerly in Hà Đông province.*)
- 8103 Phù Yên district, Nghĩa Lộ province
- 8706 Phúc Hòa district, Cao Bằng province
- 7107 Phúc Thọ district, Hà Tây province (*Formerly in Sơn Tây province.*)

Q

- 8605 Qu³ản Bạ district, Hà Giang province
- 6412 Quan H³ỏa district, Thanh H³ỏa province
- 6100 Qu³ảng Bình province
- 6900 Qu³ảng Ninh province
- 6104 Qu³ảng Ninh district, Qu³ảng Bình province
- 7108 Qu³ảng Oai district, Hà Tây province (*Formerly in Sơn Tây province.*)
- 6105 Qu³ảng Tr³ạch district, Qu³ảng Bình province
- 8707 Qu³ảng Uy³ên district, Cao B³ằng province
- 6413 Qu³ảng X³ương district, Thanh H³ỏa province
- 6310 Qu³ế Phong district, Ngh³ệ An province
- 7506 Qu³ế V³õ district, Hà B³ắc province
- 7109 Qu³ốc Oai district, Hà Tây province (*Formerly in Sơn Tây province.*)
- 6311 Qu³ỳ Ch³âu district, Ngh³ệ An province
- 6312 Qu³ỳ H³ợp district, Ngh³ệ An province
- 6706 Qu³ỳnh C³ôi district, Th³ái Bình province
- 6313 Qu³ỳnh L³ưu district, Ngh³ệ An province
- 8204 Qu³ỳnh Nh³ai district, Sơn La province

S

- 7905 Sa Pa district, Lao Cai province
- 8005 Sinh Hồ district, Lai Châu province
- 7507 Sơn Động district, Hà Bắc province
- 8504 Sơn Duong district, Tuyên Quang province
- 8200 Sơn La province
- 7100 *Sơn Tây province, consolidated into Hà Tây province*
- 8205 Sông Mã district, Sơn La province

T

- 7605 Tam Dương district, Vĩnh Phúc province
- 7706 Tam Nông district, Phú Thọ province
- 6314 Tân Kỳ district, Nghệ An province
- 7008 Tân Lạc district, Hòa Bình province
- 7508 Tân Yên district, Hà Bắc province
- Tây Bắc autonomous region; consists of Lai Châu, Nghĩa Lộ and Sơn La provinces*
- 8708 Thạch An district, Cao Bằng province
- 6208 Thạch Hà district, Hà Tĩnh province
- 6414 Thạch Thành district, Thanh Hóa province
- 7110 Thạch Thất district, Hà Tây province *(Formerly in Sơn Tây province.)*
- 6700 Thái Bình province
- 8400 *Thái Nguyên province, consolidated into Bắc Thái province*
- 6707 Thái Ninh district, Thái Bình province
- 8104 Than Uyên district, Nghĩa Lộ province
- 7707 Thanh Ba district, Phú Thọ province
- 6315 Thanh Chương district, Nghệ An province
- 7309 Thanh Hà district, Hải Dương province
- 6400 Thanh Hóa province
- 6610 Thanh Liêm district, Nam Hà province *(Formerly in Hà Nam province.)*
- 7310 Thanh Miện district, Hải Dương province
- 7111 Thanh Oai district, Hà Tây province *(Formerly in Hà Đông province.)*

7708 Thanh Sơn district, Phú Thọ province
 7709 Thanh Thủy district, Phú Thọ province
 7403 Thanh Trì district, Hà Nội municipality
 6415 Thiệu Hóa district, Thanh Hóa province
 6416 Thọ Xuân district, Thanh Hóa province
 6708 Thư Trì district, Thái Bình province
 8206 Thuận Châu district, Sơn La province
 7509 Thuận Thành district, Hà Bắc province
 7112 Thường Tín district, Hà Tây province *(Formerly in Hà Đông province.)*
 6417 Thường Xuân district, Thanh Hóa province
 6709 Thụy Anh district, Thái Bình province
 6807 Thủy Nguyên district, Hải Phòng municipality
 7510 *Tiên Du district, consolidated in March 1963 into Tiên Sơn district, Hà Bắc province*
 6710 Tiên Hải district, Thái Bình province
 6711 Tiên Hưng district, Thái Bình province
 6808 Tiên Lãng district, Hải Phòng municipality
 7206 Tiên Lữ district, Hưng Yên province
 7510 *Tiên Sơn district, Hà Bắc province (Formed in March 1963 by the merger of Tiên Du and Tu Sơn districts.)*
 6910 Tiên Yên district, Quảng Ninh province
 6418 Tĩnh Gia district, Thanh Hóa province
 8709 Trà Lĩnh district, Cao Bằng province
 8105 Trạm Tầu district, Nghĩa Lộ province
 7803 Trấn Yên district, Yên Bái province
 8307 Tràng Định district, Lạng Sơn province

- 6419 Triệu Sơn district, Thanh Hóa province
- 6611 Trục Ninh district, Nam Hà province *(Formerly in Nam Định province.)*
- 8710 Trùng Khánh district, Cao Bằng province
- 7404 Từ Liêm district, Hà Nội municipality
- 7311 Tứ Kỳ district, Hải Dương province
- 7510 *Tu Sơn district, consolidated in March 1963 into Tiên Sơn district, Hà Bắc province*
- 8006 Tủa Chùa district, Lai Châu province
- 8007 Tuần Giáo district, Lai Châu province
- 7113 Tùng Thiện district, Hà Tây province *(Formerly in Sơn Tây province.)*
- 6316 Tương Dương district, Nghệ An province
- 6106 Tuyên Hóa district, Quảng Bình province
- 8500 Tuyên Quang province

U

- 7114 Ứng Hòa district, Hà Tây province *(Formerly in Hà Đông province.)*

V

- 7804 Văn Bàn district, Yên Bái province
- 8106 Văn Chấn district, Nghĩa Lộ province
- 7207 Văn Giang district, Hưng Yên province
- 7208 Văn Lâm district, Hưng Yên province
- 8308 Văn Lãng district, Lạng Sơn province
- 8309 Văn Quan district, Lạng Sơn province
- 7805 Văn Yên district, Yên Bái province
- 8606 Vị Xuyên district, Hà Giang province
- Viet Bac autonomous region; consists of Hà Giang, Cao Bằng, Tuyên Quang, Bắc Thái and Lạng Sơn provinces*
- 7511 Việt Yên district, Hà Bắc province
- 6809 Vĩnh Bảo district, Hải Phòng municipality
- 6000 Vĩnh Linh region (*Vĩnh Linh district, Quảng Trị province*)
- 6420 Vĩnh Lộc district, Thanh Hóa province
- 7600 Vĩnh Phúc province
- 7606 Vĩnh Tường district, Vĩnh Phúc province
- 8412 Võ Nhai district, Bắc Thái province (*Formerly in Thái Nguyên province.*)
- 6612 Vụ Bản district, Nam Hà province (*Formerly in Nam Định province.*)
- 6712 Vũ Tiên district, Thái Bình province

X

8607 Xín Mần district, Hà Giang province

6613 Xuân Trường district, Nam Hà province (*Formerly in Nam Định province.*)

Y

- 6614 Ý Yên district, Nam Hà province (*Formerly in Nam Định province.*)
- 7800 Yên Bái province
- 7806 Yên Bình district, Yên Bái province
- 8207 Yên Châu district, Sơn La province
- 6421 Yên Định district, Thanh Hóa province
- 7512 Yên Dũng district, Hà Bắc province
- 6911 Yên Hùng district, Quảng Ninh province
- 6505 Yên Khánh district, Ninh Bình province
- 7607 Yên Lạc district, Vĩnh Phúc province
- 7608 Yên Lãng district, Vĩnh Phúc province
- 7710 Yên Lập district, Phú Thọ province
- 8608 Yên Minh district, Hà Giang province
- 6506 Yên Mô district, Ninh Bình province
- 7209 Yên Mỹ district, Hưng Yên province
- 7513 Yên Phong district, Hà Bắc province
- 8505 Yên Sơn district, Tuyên Quang province
- 6317 Yên Thành district, Nghệ An province
- 7514 Yên Thế district, Hà Bắc province
- 7009 Yên Thủy district, Hòa Bình province

PROVINCES OF LAOS

Attapeu	ອາດອບເປີອ
Borikhane	ບໍຣິຂັນ
Champassak	ຈຳປາສັກ
Houa Khong	ຫົວຂົງ
Houa Phan (Samneua)	ຫົວພານ (ສຳເໝີອ)
Khammouane	ຄຳມວນ
Luang Prabang	ຫລວງພະບາງ
Phong Saly	ຟົງສາລີ
Samneua, use Houa Phan	ສຳເໝີອ. ໄຊ້ ຫົວພານ
Saravane	ສາຮາວານ
Savannakhet	ຊາຫວັນນາເຂດ
Sayaboury	ສາຢາບຸຣີ
Sédone	ເຊດອນ
Sithandone	ຊິຕາດອນ
Vapikhamthong	ວາປິຄຳທອງ
Vientiane	ວຽງຈັນ
Xiêng Khouang	ຊຽງຂວາງ

PROVINCES OF CAMBODIA

Battambang	បាត់ដំបង
Kampot	កំពត
Kandal	កណ្តាល
Koh Kong	កោះកុង
Kompong Cham	កំពង់ចាម
Kompong Chhnang	កំពង់ឆ្នាំង
Kompong Speu	កំពង់ស្ពឺ
Kompong Thom	កំពង់ធំ
Kratie	ក្រចេះ
Mondulkiri	មណ្ឌលគិរី
Oddar Meanchey	ឧត្តរមានជ័យ
Preah Vihear	ព្រះវិហារ
Prey Veng	ទីព្រៃវែង
Pursat	ពោធិ៍សាត់
Ratanakiri	រតនគិរី
Siem Reap	សៀមរាប
Stung Treng	ស្ទឹងត្រែង
Svay Rieng	ស្វាយរៀង
Takeo	តាកែវ

Bokor, Kep, Phnom Penh and Sihanoukville are autonomous municipalities, and are not included in a province.

1

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3

APPENDIX C

LIST OF ACRONYMS

CDEC	Combined Document Exploitation Center
CICV	Combined Intelligence Center Vietnam
CMEC	Combined Materiel Exploitation Center
CMIC	Combined Military Interrogation Center
CTZ	Corps Tactical Zone
DRV	Democratic Republic of Việt Nam (North Việt Nam)
FWMAF	Free World Military Assistance Forces
GVN	Government of the Republic of Việt Nam
IR	Intelligence Information Report
MACV	Military Assistance Command, Vietnam
NIC	National Interrogation Center
NVA	North Vietnamese Army
PAVN	Peoples Army of Việt Nam (North Vietnamese Army)
RVN	Republic of Việt Nam (South Việt Nam)
SICR	Specific Intelligence Collection Requirement
UTM	Universal Transverse Mercator
VC	Việt Cộng
VMC	Vietnamese Montagnard Communist

APPENDIX D

INDEXING GUIDE

Achievement statements

A:135655 G:SELFRCR

Account books, Military units

A:7090000 G:ACCB00

Activation of a military unit

M:-00037

Acupuncture

A:3559000

Addresses

A:5869000 G:ADDRES

After-action reports

G:AFTERA

Agricultural production plans

A:481205

Agricultural sites

F:AS----

Ai Lien Association (Chinese Patriotic Association)

A:135919sec F:AILIEN

Air dropped listening devices

A:673222 *Primary country is dropping country; secondary country is the country into which dropped.*
For instructions on avoiding, enter M:600027 and A:157680.

Alert inspections

A:707100 G:INSPEC

Alliance Neutral Front

A:135799sec F:ALLIAN -:CENEUT

Allowances (financial) for military units

A:750000 G:ALLOWA

Allowances of rice

A:601145 M:600055

Anti-rallying measures by VC

A:135658 A:759210

If Chiêu Hồi program is mentioned, also enter G:CHIEUH.

Anti-surveillance measures against US infrared reconnaissance

A:157680 G:INFRAR

Application for Communist Party Membership Card

A:135219

Armed entertainment groups

A:207700 G:ENTERT G:ARMED.

Armed propaganda teams

A:163050 G:ARMED.

Artillery Forward Observer

A:736550 G:OBSERV

Assassination team

A:736750 A:143131 G:ASSASS

Assault youth group (Đoàn Viên Xung Phong)

A:135701sec G:ASSAULT

Assistance by NVN government to families of NVA men serving in SVN

A:752900 B:AVNVNC

Association for the Protection of Human Dignity and Women's Interests
(Hội Bảo Vệ Nhân Phẩm Và Quyền Lợi Phụ Nữ)

A:135735sec F:APHDWI

Autonomous administrative committee

A:135271 or A:135275 G:AUTONO

B-52 raids

—Advance warning of	A:155300	G:B52.
—Effect on civilian population	A:725100	B:AVSVSS G:EFFAIR G:B52.
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Billeting of troops in civilian houses

A:752200 G:CIVILI

Blood transfusion techniques

A:355900 G:TRANFU

Body guard training

A:771400 G:BODYGU

Bogus AAA emplacements

A:788410 G:BOGUS.

Booty

—For booty as personal gain

A:723500 B:HUS00X B:AVSVSS
R:AVSVCC G:BOOTY

—For VC use of captured materiel
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Border action units

A:739210 G:BORDAC

Break-off of operations

A:744187

Briefings

—On political subjects

A:135279 G:BRIEFI

—On military subjects

A:701600 G:BRIEFI

Budgets

A:709000 G:BUDGET

By-pass (road)

A:504590 G:BYPASS

Camouflage for tunnel entrances

A:744152 G:TUNNEL

Cambodian currency (riels), Use by VC

A:489300 B:ACB00S R:AVSVCC

Cần Lao party

A:133--- F:CANLAO

Captive and rallier status reports

A:721300 B:AVSVSS G:STAREP

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A:712000 G:CAPTUR BAVSVCC

Cartoons (as propaganda)

A:163170 G:CARTOO

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A:701300 G:LTRCOM

Checkpoints

A:157363 G:CHECKP

If used for the collection of taxes also include A:475310.

Chiêu Hồi (Open Arms) program

—Measures against A:135658 A:759210 G:CHIEUH

—Propaganda theme A:163312 G:CHIEUH

Chinese cultural revolution

—Private opinion A:261220 R:ACH00C G:CHICUL

—Public opinion A:258220 R:ACH00C G:CHICUL

—Theoretical aspects A:135621 B:ACH00C G:CHICUL

Chinese medical techniques (Oriental medicine)

A:355900

Chinese Patriotic Association (Ái Liên Association)

A:135919sec F:AILIEN

City penetration agent (Đô thị nội-công)

A:159710 G:DOTINO -:ICONG.

City take-over

—*Tactics* A:744167 G:CITY.

—*Training* A:770900 G:CITY.

Civilian laborers

A:74407-

Civilian mobile medical teams

A:271060 G:MOBILE

Combat villages

A:788050

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A:135701sec F:COMBAT

Commando (Biệt Kích) units

—*Countermeasures against*

A:744104 G:BIETKI

—*Results on VC units*

A:725200 G:BIETKI

—*VC raids or attacks against
Biệt Kích units or outposts*

A:723200 G:BIETKI

Commo-liaison

—*Passenger logs*

A:510000 G:COMMOL

—*Routes*

A:780120 G:COMMOL

—*Stations*

A:585600 G:COMMOL

—*Units*

A:585600 G:COMMOL

Communist Party membership

A:135295

Communist party membership cards

A:157780 G:CP.

Công Đoàn Giang Hải (Sea and River Labor Union)

A:135767sec F:SEAAND -:RIVER.

Control slips

A:742100 G:CONTRO

Control stations

A:157363 G:CHECKP

Correspondence between NVN and SVN

A:586130 B:AVNVNC B:AVSVNC

Correspondent (foreign)

A:239610 G:CORRES

Primary area is the nationality of the correspondent; secondary area is the country to which accredited or where working.

Countersweep operations

—Tactics A:744180 G:CSWEEP

—Training A:773100 G:CSWEEP

Cover designations, Guides to use and lists of

A:157660 G:COVER.

For cover names in individual instances, only enter designations in F-tags. For lists, all cover designations will also be entered in F-tags.

Crypto

—Procedures A:585400 G:CRYPTO

—Training A:585100 G:CRYPTO

Crypto technical school

A:771400 G:CRYPTO

Curfew

A:157363 G:CURFEW

Đại Việt Cách Mạng Đảng (Đại Việt Party; Greater Vietnam Revolutionary Party)

A:133--- F:DAIVIE -:T.

Daily activity schedules

G:DAIACT

Đảng Dân Chủ Xã Hội (Socialist Democratic Party)

A:133--- F:DANGDA -:NCHUXA

Đảng Khăn Trắng (White Scarf Party; KKK; Khmer Kanpuchea Krom)

A:720--- B:AVSVSS F:DANGKH -:ANTRAN

Dead, Treatment of

A:207920

If the document covers evacuation/treatment of the dead as a part of withdrawal or retreat, also enter A:744187.

Decoys and deception practices

—Dummy or bogus installations A:type of instal. G:BOGUS.

—Radio practices, ground A:597110 A:589520

—Radio practices, aeronautical A:597110 A:589210

Defoliation

—Effect on civilian life A:725100 G:DEFOLI

—Effect on military units A:725200 G:DEFOLI

—Effect on the economy in general A:471000 G:DEFOLI

—Propaganda theme A:163331 G:DEFOLI

—Protective equipment A:6866-- G:DEFOLI

—Private opinion of A:261313 G:DEFOLI

—Public opinion of A:258313 G:DEFOLI

—Results on specific crops A:601--- M:600049
M:600179 G:DEFOLI

FEB 1968

Demilitarized Zone (DMZ)

A:726400

Democratic Citizen Front of South Việt Nam (said to be a new name for the National Liberation Front)

A:135--- F:DCF. F:NFL.

Democratic Revolutionary Force (Lực Lượng Dân Chủ Cách Mạng)

A:133--- F:LUCLUO -:NGDANC

Demolition and destruction

—*Organization* A:735210

—*Tactics* A:744021

—*Training* A:744045

For demolition of specific types of installations enter the type in a G-tag, e.g. G:BRIDGE.

Demotions

A:751000 G:DEMOTI

Detention camps

A:723610 F:DC----

Direction of war effort by North Việt Nam

A:701440 B:AVNVNC R:AVSVCC

Directives

Index directives under the subjects they discuss and include G:DIRECT.

Disguise (military)

A:744294 M:700298 G:DISGUI -:SE.

Dispensaries

A:271200 /

Distribution list

A:742300 G:DISTRI

Đồ thị nội-công (city penetration agent)

A:159710 G:DOTINO -:ICONG.

Đoàn

Code as a Group, F:GP-----.

Đoàn Viên Xung Phung (Assault Youth Group)

A:135701sec G:ASSAUL

Dogs

—Use in military operations A:744180 A:603290 G:DOG.

—Defensive measures against A:744140 A:603290 G:DOG.

Đội

Code as a Detachment, F:DT-----.

Dry season campaign

G:DRY.

Dud collection teams

A:735250 G:DUD.

Dũng Sĩ Diệt Mỹ (Strong Young Destroyers of America)

A:143131 F:DUNGS I -:DIETMY

Economic cells

A:135269 A:735900 G:ECONOM

Effect of allied illumination during battles

A:725200 G:EFFFLA

If part of reconnaissance, add G:EFFREC.

Emulation campaigns or tactics

A:748000 G:EMULAT

For emulation awards, etc., code under appropriate subject with G:EMULAT.

Entertainment groups

A:207700 G:ENTERT

If called an Armed Entertainment Group, add G:ARMED.

Escalation of the war

A:743000 G:ESCALA

Euthanasia

A:355790 G:EUTHAN -:ASIA.

Evacuation of wounded

A:271060 G:WOUNDE

If evacuation is to NVN add A:702390 G:ROTATI.

Exchange of prisoners of war

A:723630 G:EXCHAN

All countries involved are primary.

Expenditures of funds in military units

A:709100

For account books add G:ACCB00.

Farmers' Association

A:135829sec F:FARMER

Fear by VC of specific weapons, nationalities or units

A:748200 G:FEAR.

—If weapon, add code from Chapter VI with modifier 047.

—If nationality, add nation feared in R-tag.

—If specific unit, add unit in F-tag and its nationality in R-tag.

Ferries

A:504530 G:FERRY.

Fifth columnists

A:159710 G:FIFTHC

Fines

A:475390 G:FINE.

Firing tables (artillery)

A:742300 M:700209

If the specific weapon is known, also code under the weapon in Chapter VI, with modifier 040.

Fisherman's Association

A:135829sec F:FISHER

Flamethrower units

A:735300 G:CHEMIC G:FLAMET A:686440 M:600076

Food issue

A:691310 M:600055

For issue of specific products index under product in Chapter VI with modifier 055, e.g. rice issue, A:601145 M:600055.

Forced labor by VC

A:455--- G:FORCED

Do not use 157.370 unless intent of forced labor is repression of the people, or punishment. For use of civilian laborers by the VC see 744.070 and subdivisions.

Foreign correspondents

A:239610 G:CORRES

Primary area is the nationality of the correspondent; secondary area is the country to which accredited or where working.

Fortified villages

A:788050

Forward air control (FAC) aircraft, Tactics against

A:74423- or A:74415- G:FAC.

Forward reinforcing agency (A variation of the Forward Supply Council)

A:735450 G:FORWAR

Forward supply councils

A:735450 G:FORWAR

Friction

For relationships or friction between different organizations or levels of command see pages 3-57 through 3-59.

Frogmen

—Units A:737500 G:FROGMA G:UDT.

—Tactics A:744315 G:FROGMA

—Training A:774300 G:FROGMA

Fulro movement

A:141000 G:FULRO.

Fund drives

A:475390 G:FUNDDR

Geneva Convention

A:726200 G:GENEVA

Golden Dragon (Rông Vàng) party or movement

A:133--- F:RONGVA -:NG.

Goodman's Association

A:135919sec F:GOODMA -:NS.

Greater Việt Nam Revolutionary Party (Đại Việt Cách Mạng Đảng)

A:133--- F:DAIVIE -:T.

Guerrilla units

A:739400

*Include here only those units of the VC designated as guerrilla units,
and not the VC as a whole.*

Guides (type of VC document)

G:GUIDE.

Helicopter landing zones

A:333690 G:HLDZ.

Hội Bảo Vệ Nhân Phẩm Và Quyền Lợi Phụ Nữ

(Association for the Protection of Human Dignity and Women's Interests)

A:135735sec F:APHDWI

Hùng Việt Party

A:135701sec F:HUNGV I -:ET.

Hunting regulations and restricted areas

A:786210 G:HUNTIN

If shortages of ammunition are mentioned, add A:681000 M:600056.

Identification cards, civilian

A:157710

Identification cards, military

A:157740 G:IDENT.

Illegal groups

A:135251

Individual issue control slips

A:742100 G:CONTRO

Infiltration by sea

A:333660 B:BPCCH0 B:AVNVNC B:AVSVSS D:*province infiltrated*

Infiltration passes

A:157750 G:INFILT

Infrared reconnaissance, measures against

A:157680 G:INFRAR

Instructions "Not to be taken alive"

A:723640 G:ALIVE.

Inter-province agencies

A:135275 G:INTERP D:*codes for individual provinces involved*

Interrogation teams

A:159100 G:INTERR

Interrogation techniques

A:159763

Inventory procedures for supplies

A:779400 G:INVENT

Invoices

A:157770 G:INVOIC

Jokes (as propaganda)

A:163170 G:JOKE.

Khmer Cahom

A:135243sec B:ACB00S F:KHMERC -:AHOM.

Khmer Kanpuchea Krom (KKK; White Scarf Party; Đảng Khăn Trắng)

A:720--- B:AVSVSS F:DANGKH -:ANTRAN

Labor draft cards

A:157740 G:LABORD

Labor youth group

A:135701sec G:LABOR.

Laborers, Utilization of prisoners of war for

A:723600 G:EXPLOI

Lao Đông party

A:135--- B:AVNVNC F:LAODON

Leadership

A:769000 G:LEADER

Leave

A:752900 G:LEAVE.

Lesson plans

A:769100 G:LESPLA

Letters of appreciation

A:701300 G:LTRAPP

Letters of commendation

A:701300 G:LTRCOM

Letters of introduction

A:157750 G:LTRINT

Letters of reprimand

A:759000 G:LTRREP..

Liberation Farmers' Association

A:135829sec F:FARMER

Liberation Teenagers' Association

A:135701sec F:TEENAG

Liberation United Student Association

A:135701 F:LUSA.

Liberation Women's Association

A:135735sec F:WOMENS

Liberation Youth's Association

A:135701sec FYOUTHS

Lực Lượng Dân Chủ Cách Mạng (Democratic Revolutionary Force)

A:133--- F:LUCLUO -:NGDANC

Lực Lượng Liên Kết Đấu Tranh (United Struggle Forces)

A:133--- F:USF.

Lực Lượng Quốc Gia Thống Nhất (National Unified Forces)

A:133--- F:NUF.

M113 APC

A:654240 G:M113.

M41 tank

A:654212 G:M41.

Machine shop

A:735200 G:ENGINE G:MACHIN

Magazines

Enter name in G-tag.

Markets, including VC markets

A:409700 G:MARKET

Markings, postal

A:586130 G:MARKIN

Mặt Trận Quốc Gia Thống Nhất (United National Front)

A:133--- F:UNF.

Mặt Trận Quốc Gia Kháng Chiến Việt Nam (National Resistance Front of Việt Nam)

A:133--- F:NRFVN.

Mặt Trận Đoàn Kết (Solidarity Front)

A:135919sec G:RELIGI F:SOLIDA

Medical release certificates

A:157720 G:MEDREL

Medical training facility or school

A:771400 G:MEDICA

Medicine, preventive

A:355400

Mercenaries

A:739900 G:MERCEN

Mercy killing

A:355790 G:EUTHAN -:ASIA.

Military disguises

A:744294 M:700298 G:DISGUI -:SE.

Minefields, Marking of

A:788300 G:MARKIN

Mobile warfare

A:744180 G:MOBILE

Money orders

A:586130 G:MONEYO

Morale

—*In general* A:748200

—*In specific units* M:700182

Movement permits for boats

A:531310 G:PERMIT

Nambo Liberation Association

A:135--- F:NBLA. D:NAMBO.

Narcotics

—*As a commodity* A:619230 G:NARCOT

—*As a social (addictive) problem* A:277300

—*Use in medical therapeutics* A:355830 G:NARCOT

National Liberation Front

A:135--- F:NFL.

National Resistance Front of Viet Nam (Mặt Trận Quốc Gia Kháng Chiến Việt Nam)

A:133--- F:NRNVN.

National Unified Forces (Lực Lượng Quốc Gia Thống Nhất)

A:133--- F:NUF.

Nationalist Party (Quốc Dân Đảng)

A:133--- F:QUOCDA

Naval engineering units

A:735200 M:700145

Newspapers

Enter name in G-tag.

Oaths

A:748300

Old Man's Association

A:135919sec F:OLDMAN

Orders, money

A:586130 G:MONEYO

Orders, TDY

A:751000 G:TDYORD

Orders, transfer

A:751000 G:TRANSF

Ordnance facilities

A:680000 M:600025

Oriental medical techniques

A:355900

Pacification program of the GVN, results on VC.

A:721300

Party membership cards

A:157780 G:CP.

Passwords

A:157660 G:PASSWO

Pathet Lao

A:135243sec B:ALA00S F:PATHET -:LAO.

*If NVN troops are included, add in separate Q-phrase A:135246
B:AVNVNC R:ALA00S.*

Patrols

A:744180 G:PATROL

Pay

A:750000 G:PAY.

People's Revolutionary Party (Đảng Nhân Dân Cách Mạng Việt Nam)

A:135--- F:PRP.

Personal achievement statements

A:135655 G:SELFRCR

Personal history statements

A:747000 M:70-001 G:HISTOR

Physical examinations

A:752100 G:PHYSIC

Political struggle section

A:135237 G:POLSTR

Political training school

A:157613 M:100135 M:100025

Popular Movement for Saving the Country (Phòng Trào Nhân Dân Cứu Quốc)

A:139800 F:CUUQUO -:C.

Postage stamps

A:586130 G:STAMPS

Postal markings

A:586130 G:MARKIN

Postal money orders

A:586130 G:MONEYO

Prescriptions (medical)

A:157720 G:MEDICA G:PRESCR

Preventive medicine

A:355400

Prisoner of war camp leadership course

A:770900 G:PWLEAD

Prisoners of war used as laborers

A:723600 G:EXPLOI

Production cell

A:735455 A:135269

Promotions

A:751000 G:PROMOT

Propaganda and culture training school

A:163510

Proselyting

—Organizations A:735910 G:PROSEL

—Tactics and operations A:744165 G:PROSEL

—Training A:770650 G:PROSEL

For civilian proselyting, include G:CIVILI [1 July 1967].

For proselyting directed against specific nationalities, include country in an R-tag.

Prostitution in VC units

A:207910 G:PROSTI

Quốc Dân Đảng (Nationalist Party)

A:133--- F:QUOCDA

Radio, military

A:5892--

Radio Hanoi

A:5891-- D:HANOI. D:7400.

Also index propaganda under 163.000 as appropriate.

Rainy season campaign

G:RAINY.

Ration cards and certificates

A:157790 G:RATION

Rear base

A:789120 G:BASE.

Rear service units

A:735900 G:REAR.

Recapitulation reports

G:RECAPI

Reception centers

A:765000 M:700025

Registration cards

A:157750 G:REGICD

Rent for housing

A:274140 G:RENT. *For real estate rental, use 478100*

Reorganization of a military unit

M:700180 G:REORGA

Reorientation courses

A:157613 G:REORIE

Replacement and training units

A:736150 G:REPLAC

Republic Youth

A:135701sec F:REPUBL

Rest areas

A:271220 G:CONVAL

Restriction of travel by VC

A:157363 B:AVSVCC

Return or rotation of troops to NVN

—Route A:333660 G:EXFILT

—Policy, eligibility & statistics A:702390 G:ROTATI

If troops are wounded, add G:WOUNDE.

Reunification Bureau of NVN

A:105200 B:AVNVNC A:115501

Rice allowances

A:601145 M:600055

Rice caches and storage facilities

A:601145 M:600058

Riels (Cambodian currency), use by VC

A:489300 B:ACB00S R:AVSVCC

Rông Vàng (Golden Dragon) party or movement

A:133--- F:RONGVA -:NG.

Sapper units

<i>—Organizations</i>	A:736750	G:SAPPER
<i>—Tactics and operations</i>	A:744250	G:SAPPER
<i>—Training</i>	A:773800	G:SAPPER

Savings bonds

A:475390 G:SAVING

Sea and River Labor Union (Cộng Đoàn Giang Hải)

A:135767sec F:SEAAND -:RIVER.

Seals, official and legal

A:121320

Security regulations

A:157600 G:REGULA

Security training

<i>—General security</i>	A:157050
<i>—Physical security</i>	A:770800

Secret zones (areas)

A:789130 G:SECRET

Self assessment statements

A:135655 M:1000001 G:SELFCE

Self critique statements

A:135655 M:1000001 G:SELFCE

Self defense units

A:739300 G:SELFDE

Sentries and guards

—*Organization* A:736900 G:SENTRY

—*Tactics* A:744294 G:SENTRY

Serial numbers of equipment

M:600044 G:SERIAL

Shortage of funds *For shortages of funds in military units use 709000.*

A:475210 G:DEFICI -:T.

Sick and wounded sponsorship councils

A:274320 F:SICKAN

Signal units

A:585300 M:500135

Sino-Soviet ideological dispute

—*Private opinion* A:261220 G:SINOSO

—*Public opinion* A:258220 G:SINOSO

—*Theoretical aspects* A:135621 G:SINOSO

Slogans

A:163195 G:SLOGAN

Snipers

A:744183 G:SNIPER

Socialist Party of Việt Nam (Đảng Xã Hội Việt Nam)

A:133--- F:SPVN.

Soldier's Foster Mother Association

A:274320 F:SOLDIE

Solidarity Front (Mặt Trận Đoàn Kết)

A:135919sec G:RELIGI F:SOLIDA

Special action units

A:736150 G:SPEACT

Speeches (as propaganda medium)

A:163140 G:SPEECH

Stamps (postage)

A:586130 G:STAMPS

Strong Young Destroyers of America (Dũng Sĩ Diệt Mỹ)

A:143131 F:DUNGSI -:DIETMY

Subsistence documentation

A:157790

For ration cards and certificates add G:RATION.

For receipts for food allowances add G:RECEIP.

Suicides (any mention)

A:255411 G:SUCID

If statistics on overall losses from suicides are given, include A:723510.

Suicide squads or units

A:736750 G:SUCID

Support (tactical)

A:744294 G:SUPPOR

Supply movements

A:780--- G:SUPPLY

Tactics during allied flare drops

A:744180 M:700298 A:725200 G:EFFFLA

Tang Family Name Association (Thân Tổ Họ Tăng)

A:135919sec F:THANTO -:HOTANG

Task teams

A:736150 G:TASKTE

TDY orders

A:751000 G:TDYORD

Teenagers' Association

A:135701sec F:TEENAG

Thought reform camps [1 June 1967]

A:157613 M:100025 G:THOREF

Training area (center)

A:772000

Transfer orders

A:751000 G:TRANSF

Transfusion (blood) techniques

A:355900 G:TRANFU

Trash, Utilization of by VC

A:779300 G:TRASH.

Troop movements

A:780--- G:TROOPS

Truce talks

A:726---

Tunnelling under allied installations by VC

A:161461 A:161441 G:TUNNEL

Tunnels

—Installation

A:788650 G:TUNNEL

—Camouflage of

A:744152 G:TUNNEL

United National Front (Mặt Trận Quốc Gia Thống Nhất)

A:133--- F:UNF.

United Struggle Forces (Lực Lượng Liên Kết Đấu Tranh)

A:133--- F:USF.

Utilization of captured materiel

A:712000 G:CAPTUR

Viet Nam Restoration Association (VRA) (Việt Nam Phục Quốc Hội)

A:133--- F:VRA. A:233355 G:CAODAI

Vietnamese Patriotic and Humane Communist Labor Union

A:135767sec F:PATRIO -:TICAND

Vietnamese Socialist Democratic Party (Việt Nam Dân Chủ Xã Hội Đảng)

A:133--- F:VNSDP.

Voter cards

A:157780 G:VOTER

War Invalid's Sponsorship Council

A:274320 F:INVALI -:D.

War Zones

A:789130 G:WARZON

Warning posts

A:788010 G:WARNING

Wet season campaign

G:RAINY.

White Scarf Party (Dãng Khan Trang; KKK; Khmer Kanpuchea Krom)

A:720--- B:AVSVSS F:DANGKH -:ANTRAN

Women's Association

A:135735sec F:WOMENS

Workshops

A:735250 G:WOPKSH M:700025

Wounded, treatment or evacuation of

A:271060 G:WOUNDE

If evacuation/treatment of wounded as part of withdrawal or treat is covered, also include A:744187. If return of wounded troops to NVN is included, enter also A:702390 G:ROTATI.

Youth's Association

A:135701sec F:YOUTHS

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