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HEADQUARTERS
UNITED STATES MILITARY ASSISTANCE COMMAND, VIETNAM
Office of the Assistant Chief of Staff, Intelligence
APO U.S. Forces 96243

RAND

FEB 18 1966

WFO/L3
WASH. OFFICE

MACJ21

TRANSLATION REPORT

6 February 1966

ENEMY DOCUMENTS

USMACV DEC
Doc Log No. 01-1253-66

Capture Date:
14 Jan 66, by 173d Bde
Capturing Unit: Unknown

----- FULL TRANSLATION -----

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CORRESPONDENCE
RECEIVING (AND) ISSUING MISSION

-43-

LESSON ONE

GROUP-1

Excluded from automatic
downgrading and declassification.

Receiving (and) Issuing Mission:

I. FUNDAMENTAL DUTIES OF CORRESPONDENTS IN CHARGE OF RECEIVING
IN COMING FIELD DOCUMENTS AND DISTRIBUTING OUT GOING FIELD
DOCUMENTS:

1. Responsible for accurately registering in coming documents which are sent from various agencies, and within one's own regimental echelon (depending upon the characteristic of each document).

2. Based on the procedure guidelines for periods of receiving and distributing documents, use organic couriers to relay documents. Documents with top priority and emergency precedence be relayed at the time they are received.

3. Accurately record in coming documents which are sent from friendly units/agencies to one's own echelons so they are based on the characteristic of the documents. Thus they can be quickly distributed to receiving agencies or individuals.

II. IN ADDITION TO THE ABOVE FUNDAMENTAL DUTIES, THE CORRESPONDENT
MUST IMPLEMENT THE FOLLOWING:

1. Maintain documents which cannot be forwarded yet. Always inspect the file record to see whether any top priority or emergency messages have not been distributed.

Maintain passwords listing to be distributed to subordinate agencies troops and detachments within local echelon.

3. Memorize code names, telephone signals, bivouac locations of directly concerned regiments. Also know the full names of various pertinent correspondent chiefs.

"KIN IS A VIETNAMESE CLASSIFICATION
EQUIVALENT TO CONFIDENTIAL AND WILL
BE HANDLED ACCORDINGLY"

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FEB 15 1966

DECLASSIFIED
Authority: NARA Date: 12/19/96
BY: KIM

NOTICE: THIS MATERIAL CONTAINS INFORMATION
AFFECTING THE NATIONAL DEFENSE OF THE UNITED
STATES WITHIN THE MEANING OF THE ESPIONAGE
LAWS, TITLE 18 U.S.C. SECTIONS 793 AND 794.
THE TRANSMISSION OR REVELATION OF WHICH IN
ANY MANNER TO AN UNAUTHORIZED PERSON IS
PROHIBITED BY LAW.

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4. Be fully aware of situation in the vicinity of bivouac area, and of situation of the traffic as well as liaison directions (long or short distances, road width, type of soil, steep elevations, rivers, bridges and drainages, climatic effect on roads) ... In order to adequately use the information for the utmost success.

5. Be fully aware of the characteristic struggle of regiments and troops of one's own echelon.

6. Be fully aware of the general situation of the information center, organization of one's own echelon. Then we have a tightly knit organization which can cooperate with other facilities in fulfilling the common mission.

7. Be fully aware of the information, motivation, detachment strength, situation of organization, actual capabilities of each individual type of equipment, skill and quantity all signal and motivation soldiers.

8. Individuals cannot leave their duty post. Any departure from work must be approved by a superior or have a replacement provided.

9. Strictly keep out any unauthorized persons who have no mission in the receiving and distributing station. Thus we can maintain order and tranquility in the office, and to prevent spies from stealing documents.

III. RECEIVING (AND) DISTRIBUTING STATIONS MUST ABIDE BY THE FOLLOWING SYSTEM:

1. Shift system: If there are more than 2 persons in the receiving (and) distributing station, a shift system must be employed; when the workload is heavy, 2 persons must help each another, and make sure that both night or day there is a shift working.

The shift changing over must realize:

- Quantity, and characteristic of documents received and distributed.

- Quantity, characteristics and purpose of documents not yet forwarded.

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- Quantity of soldiers and means of information (and) motivation in mission; situations of soldiers and means of information (and) motivation at all times.

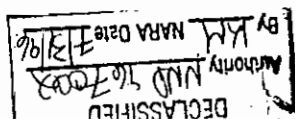
- Various types of record books, and document receiving (and) distributing bulletins.

- Any changes of bivouac locations of associated regiments, troops and subordinate installations.

- Situation of traffic, and liaison directions.

- Other related duties which require recognition.

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2. Inspection system:

-Daily-either in the morning or in the afternoon - register books and remaining documents must be inspected to see whether there is a any document which is late, forgotten to be forwarded, lost, or recorded incorrectly.

3. Report system:

Verbal Report period to the Chief of Information Center Area.

Reporting form:

- Quantity and characteristic of various types of documents received and forwarded. Status of duty SOP.
- Quantity of documents, and reason for being incorrectly relayed, forgotten to be sent out, late, lost, or wrongly registered.
- Situation of soldiers and means of information (and) motivation, situation of communication routes.
- Comments and proposals for resolving problems related to information (and) motivations mission.

The END

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Document Classification
and Receiving (and) Distributing Procedure

LESSON 2

IV. DOCUMENT CLASSIFICATION, AND RECEIVING (AND) DISTRIBUTING PROCEDURES.

1. Based on Documents.

- Orders, instructions, circularly, reports, besides these there are also combat training books, on other types of "secret" info of the Armed Forces. Each type has a different reason for being secret information.

2. Based on characteristic secrets to classify:

- Ultra secret, top secret, secret.

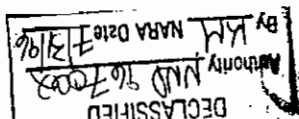
a. Ultra secret:

It is the highest classification, and limited to only a few individuals who are authorized to read and act upon such information.

- Ultra secret correspondence must be directly received from the place it is sent by the most reliable information (and) motivation soldier who must himself take it to its destination. While en route, the courier must seriously comply with the commo-liaison procedures, and must strive to use his own means to take the most direct route.

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He is forbidden to stop at crowded places. If the mission requires 2 men, weapons are needed to protect them. The itinerary for going and returning must be predetermined. Report immediately upon arrival or return.

Ultra secret documents must be stamped "Ultra Secret" in red. Envelopes must be made of thick, water-proof paper which cannot be seen through. Sending and receiving agencies must be clearly jotted down (if document is especially sent to individual who is authorized to read it, it must bear this note: to be opened only by Comrade X...) the reverse side of the envelop must be sealed and stamped.

b. Top Secret:

Such a classification is quite high but limited to the correspondent chief, and a few cadres in charge of technical service who are authorized to read and take action. This classification cannot be revealed to unauthorized individuals.

Top secret documents can be relayed through receiving (and) relay stations, but must be put in two envelopes; the cover is left plain, the inner envelop must be sealed and stamped. Top secret.

c. Secret:

Classification for the Armed Forces routine documents which should not be read by civilians and unauthorized personnel.

3. The Priority Precedence:

1. Top priority:

Especially used for emergency situations, that require field command decisions. Regardless whether night or day, documents with this precedence must be relayed immediately, by any means, upon receipt.

2. Emergency:

Used for urgent missions which, if late, could cause danger to the troops' lives, to defensive and offensive plans, to the Armed Forces and people's properties. Documents bearing such precedence must be transferred on the spot.

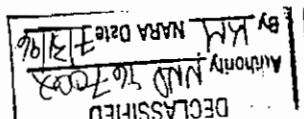
For each top priority or emergency document, which cannot be forwarded immediately, the originator must be notified for further appropriate instructions.

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3. Urgent: Reserved for professional jobs which requires routine precedences. Documents with this precedence must be sent during early working hours.

4. Routine daily services. After sending the higher priority documents, documents with this precedence must be forwarded (if still the working hours).

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They cannot be considered so routine as to be neglected. Such action is not acceptable.

Such documents are normally based on the in coming and out going section, and relayed according to the information Chief's decision.

V. Forwarding Procedures:

1. Incoming documents to be relayed must be checked by the receiver to see whether the envelop is carefully sealed, classified or given correct precedence. (If the envelop is not well sealed or the address is not clear, the sending agency should be told to reseal it and rewrite the address more clearly). Incoming documents will then be recorded in the out going document logs.

2. The document is classified, given a precedence and time. Then the information (and) motivation cell is contacted to determine how many men the cell needs. From this information the means used to forward the document is determined.

When assigning information (and) motivation soldier, /TN: Probably courier service/ and information means, it is necessary to organize the reserve forces in order to respond to future needs:

3. When the information (and) motivation man arrives for assignment, he must be informed of the following.

- Quantity and characteristics of documents, documents must be forwarded one by one according to the record logs. The addressee is required to sign the out going document logs.

- Address, names, cover designations of agencies or of addressees, names of originating and receiving stations, necessary pass words, or recognition signals.

- Movement directions, route distance, traffic situation, and other pertinent information while enroute.

- Situation of time required for forwarding, length of time courier will be delayed at receiving station amount of time required to return.

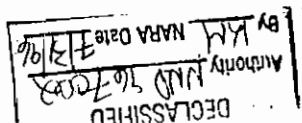
- Procedure for transferring document to its final destination several points are noted when receiving documents to be brought back.

- while enroute, what is the enemy situation?

- Peoples habits along route.

Methods to ask for directions. Points to be noticed when inquiring about road directions.

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4. When the information (and) motivation man [courier] comes back first the correspondent must accurately and in detail record the incoming documents in the incoming document logs. He must look over the incoming documents to see whether there are any urgent documents to be forwarded. Then he must check with the outgoing document record book thoroughly inspect and record in the outgoing document record book the actual time taken to forward the document.

If courier has not accomplished his mission, ask him why - what caused the delay? Enter appropriate comments in the remarks column.

- Furthermore the correspondent must ask the courier the following points:

- The process of transferring correspondence and documents.
- Route situation, any hindrances, or enemy activities.
- Duration, and executive situation in forwarding documents.

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The "Flash" precedence book must be recorded as follows:

"Flash" precedence book form

Incoming:

Date Time Group received	Courier handed in	From	Slip No	Correspondence number, type of documents	Classification To

Outgoing:

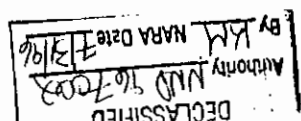
Date Time Group Transferred	Signature of courier	Unit	Characteristic of document	Date Time Group received	Name & rank of receiver	Duration punctually late	Remarks

The above incoming and outgoing table must be covered in the same books

5. Relaying ultra secret and top secret correspondence or documents must have distribution slips which has 2 pages:

One page for file, the other is sent along with the correspondence, and documents to the receiver.

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On arrival the number on the distribution must be checked and kept in the book for later inspection.

- Receipt for ultra secret, top secret correspondence, document must be recorded as follows:-

- File:

- Departure: 250600, May 1962
- From C.506
- Correspondence, document No 401/B3
- To C.90
- Date: 6 May 1962.

- Forward:

- From: C.506 to C.90
- Departed at 0620 and arrived before 1700.
- Ordinal Nr 1, 2, 3,4
- From C.506
- Correspondence No 401/B3
- To: C.90
- Station chief's signature, stamp, rank and date received.

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Flash Slip Form

Station 50 Station to
Nr: Nr: From C.506 to C.90
Departure on . . (time date group) Departure 0620 on 6.

From	Correspondence number	To	Ordinal Nr	From	Correspondence number	To
C.506	401/B3	C.50	1	C.506	401/B3	C.90

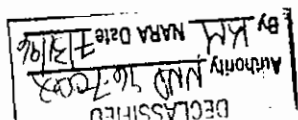
6 May 1962
Station Chief

Received Hours Day Month 1962
0620 26th Station Chief's
Signature, rank, Stamp. Signature and Stamp

VI. TURN IN PROCEDURE:

1. In the following cases, correspondence and documents must be returned to the addressee; for action:

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- Some documents are impossible to forward (addressed unclearly wrong code number, and wrong cover designation).

- Often time set for relaying documents is insufficient. For instance a document must arrive in 3 hours, but at the moment received, one hour has passed and it needs 2 and a half hours to reach the destination. Thus it won't arrive in time.

- Top priority and emergency correspondence documents that require to reach the destination no later than 4 hours but they couldn't be relayed in due time because at their arrival 3 hours have passed and the relay requires one additional hour; thus it cannot arrive on time.

- Top secret correspondences or those carried by hand without envelopes, or carelessly sealed up (raise doubts because the seal is not correct).

- Correspondences addressed to the wrong agency.

2. Ordinary correspondences in stock must be well kept.

- If top priority correspondences, or those which arrive before ... hour and are not relayed because of one or another reason, should be notified to the responsible agency and well kept. They must also be regularly checked, and upon delivery careful recounting is required.

3. Correspondences to be returned which have not been signed for must be sent back with reasons for return, if they are signed; the reason for return should be given on the envelop entered into the register book and in the column of remarks in the correspondence log book.

-----END OF TRANSLATION-----

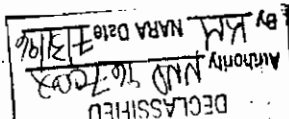
CERTIFIED CORRECT TRANSLATION

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USACV Document Exploitation Center.

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