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((Cover))

Activity Plan

T7 ((Region))

MISSION, ORGANIZATION, AND
WORKING PROCEDURES

OF

THE PEOPLE'S REVOLUTIONARY COMMITTEES AND
THE DIFFERENT BRANCHES OF THE ((VC)) AUTHORITIES.

IN CITIES, PROVINCES, PROVINCE
CAPITALS, AND DISTRICTS.

ISSUED BY THE NAM TRƯỞNG ((possibly aka COSVN))
ADMINISTRATION STEERING COMMITTEE

((Page 2 of O.T.))

P R E F A C E

In compliance with Directive No. 77/CTNT, the People's Revolutionary Committees were established in various cities, provinces, province capitals, and districts.

In order to assist all committees in provinces, districts, and cities to establish administrations, in coordination with the ((COSVN)) Administration Steering Committee, the military security, wounded personnel, finance and economy, information, cultural, art and music, education, public health, communication and postal transportation, and the emulation branches subordinate to M40 ((possibly aka COSVN)) compiled a document concerning, ((the mission, organization, and working procedures of the People's Revolutionary Committees in cities, provinces, province capitals, districts, and their subordinate branches)). While performing the tasks and implementing this plan, send your lessons learned from experiences and your opinions to us. All this is aimed at adding valuable ideas to the documents concerning victories of the General Offensive and Uprising.

31 May 1969

The Nam Truong Administration

Steering Committee

((Page 3 of O.T.))

C O N T E N T S

Preface:

Part 1:

Mission, organization, and working procedures of the People's Revolutionary Committees in cities, provinces, province capitals, and districts.

I. THE PEOPLE'S REVOLUTIONARY

Committees in cities and provinces.

II. THE PEOPLE'S REVOLUTIONARY.

Committees in province capitals and districts.

Part II:

Mission, organization, and working procedures of the specialized branches subordinate to the province, district, and city authorities:

I. Military ((field)):

1. Province units
2. District units

II. Security ((branch)):

1. Province security service
2. District security office

III. Finance and economy ((branch)):

At province level:

1. Agricultural service
2. Commercial and trading service
3. Financial service - treasury
4. Forestry service

At district level:

1. Agricultural office
2. Commercial and trading office
3. Financial office - treasury
4. Forestry office.

IV. Information, cultural, and education ((branch)):

1. Information, cultural and entertainment:

Province information, cultural, art, and entertainment service. District information, cultural, art, and entertainment office.

2. Education:

Province education service district education office.

V. War disabled, public health and social welfare ((branch)):

1. War disabled

Province war disabled service, district war disabled office.

2. Public health and social welfare

Province public health and social welfare service.
District public health and social welfare office.

VI. Communication and postal transportation ((branch)):

1. Province communication and postal transportation service.

2. District communication and postal transportation office.

VII. Emulation and commendation ((branch)):

The emulation section and commendation councils at province and district levels.

((Page 4 of O.T.))

Part 1: Missions, organization and working procedures of the People's Revolutionary Committees in the cities, province capitals and districts.

I. The People's Revolutionary Committees in the cities and provinces.

A. The common missions of the committees:

Strive for national unity to carry on the struggle against the US imperialists and overthrow the Puppet Government. Develop democracy widely, consolidate and protect the political power, increase agricultural output, and improve the people's living conditions. Motivate the people to contribute manpower and material resources in support of the front line. Train and strengthen cadre to help the committees of the lower echelon.

B. Organizing Province and City People's Revolutionary Committees:

The committees in cities and provinces should have from seven to eight committee members assigned as follows:

One chairman in charge of general affairs, awards, and emulations.

Two vice-chairmen in charge of economy, finance, and military affairs.

One secretary committee member in charge of communication, postal transportation, and the committee office.

One committee member in charge of security affairs.

One committee member in charge of information, cultural, and educational affairs.

One committee member in charge of social welfare, medical, and disabled soldiers affairs.

Any committee that has nine members will strengthen either the economy, finance, or military section.

Additional duties will be assigned to the following personnel:

Chairman: Preside over every meeting of the committees and current affairs committees of the People's Revolutionary Committees in the cities. Sign the important documents for the committee. Supervise, assign missions, and coordinate tasks.

Secretary Committee members:

Solve daily problems and sign all official correspondence. Settle all legal problems. Maintain files, documents, and the official seals of the committee. Discuss the people's situation with the chairman in order to make reports to the higher echelons.

Set up a current affairs committee consisting of one chairman, one vice-chairman, and one secretary committee member, in order to handle the everyday work load according to the directives and resolutions of the committee and the higher echelons.

C. Working procedures of the committee:

The entire committee takes charge of general affairs. Each committee member is responsible for his mission. Hold committee meetings every month in order to review the committee's work and prepare plans for the next month. The province committee should hold a meeting every quarter with the district committee delegates, in order to review the achievements attained by the district during the past quarter and plan for the operation of the next quarter.

CDEC Doc Log No. 10-5558-69

((Page 5 of O.T.))

Prepare and promptly send reports to higher echelons.

Assist the district committee in the control of its area.

Report the situation to the district committee.

D. The People's Revolutionary Committee Office in province capitals and cities.

1. Missions:

- Observe and report the situation so that the Current Affairs Committee can forward a situation report to the People's Revolutionary Committee.

- Conduct activities according to the directives and resolutions issued by the committee and the higher echelons of the subordinate branches. Record the minutes of the various conferences of the committee.

- Receive and submit incoming and outgoing correspondences.

- Hold committee meetings and Current Affairs Committee meetings.

- Welcome our guests.

- Take care of the cadre and personnel of the office, both physically and mentally.

2. Organization:

One office chief in charge of studying general affairs on administration, internal affairs, and correspondences.

- One deputy chief in charge of administration.

- A number of clerks and other office personnel. Depending on the situation and status of the tasks, the total number of personnel must be sufficient to perform the tasks.

II. THE PEOPLE'S REVOLUTIONARY COMMITTEES IN PROVINCE CAPITALS AND DISTRICTS.

A. General missions:

They are similar to the missions of the province level, but particularly, the District Committee directly provides guidance

to the village People's Revolutionary Committees for implementation of plans from higher echelons and of the villages, control and improve professional skills of cadre.

B. Organization of the People's Revolutionary Committee in province capitals and districts.

((The People's Revolutionary Committee should)):

- Consist of five to seven members who will assume the following missions:

One chairman in charge of general affairs, emulation, and commendation.

- One deputy chairman in charge of finance-- economy ((affairs)).

- One clerk, in charge of communication and postal transportation ((affairs)).

- One member in charge of military ((affairs)).

- One member in charge of information, culture, and education ((affairs)).

- One member in charge of public health, social welfare and war disabled ((affairs)).

- If there are only five members, the chairman or deputy chairman must concurrently take charge of military, communications, and postal transportation ((affairs)) on finance -- economy ((affairs)) and the clerk must concurrently take charge of information, cultural, and educational ((affairs)).

C. Operating procedures of the people's Revolutionary Committees in province capitals and districts.

- ((The procedures)) are similar to those at city and province levels, but these committees are placed under the direct leadership of the city and province committees. All members must go to the villages and street quarters to provide guidance on implementation of the resolutions and directives of the districts.

((Page 6 of O.T.))

D. The People's Revolutionary Committee administrative office in the province capitals and districts.

The missions and organization of a district People's Revolutionary Committee administrative office are the same as the ones of a province Committee. However, since its activities are fewer, its number of personnel is reduced.

Part two: Missions, organization, and working procedures of the specialized branches subordinate to the province, district, and city authorities.

a. The common name of all branches at region level is So ((possibly department)), at province level Ty ((possibly service)), at district level Phong ((possibly office)), and at village level Ban ((possibly section)).

b. The different specialized branches of the ((VC)) authorities subordinate to the committee at city, province, and district levels include: Military ((unit)), finance and economy, security information, culture, education, war disabled, social welfare, public health, communications and postal transportation, and emulation.

I. MILITARY ((FIELD)): (The part concerning the city has not been prescribed).

1. Province unit:

A. Missions of the Province Unit Command Committee:

1. Coordinate with the revolutionary groups to motivate the people to participate in the guerrilla warfare movement in order to protect their lives, property, production and living conditions, and the revolutionary authorities.

Motivate the people to participate in the resistance missions in the local areas and serve the front line.

2. Strengthen the armed and paramilitary forces.

3. Command and lead them to carry out the military and the troops and enemy proselyting missions directed by the higher echelons of the People's Revolutionary Committee. On behalf of the People's Revolutionary Committee of province level, the Command Committee takes care of the cadre and soldiers of the armed and paramilitary (forces in both the physical and mental fields).

4. ((The Command Committee)) coordinates with the province security section to suppress the counterrevolutionaries and maintain security.

5. Regularly follow, control, urge, and provide guidance on military affairs and troop and enemy proselyting missions for the province capitals and the district units. At the same time, the committee points out and corrects shortcomings and disseminates experiences gained.

B. Organization of the Province Unit Command Committee.

The Province Unit Command Committee consists of the following personnel:

One province unit leader, in charge of military affairs; one political officer in charge of political affairs and concurrently acting as military affairs member of the People's Revolutionary Committee; one or two assistant unit leaders; and one assistant political officer.

The specialized sections subordinate to the Province Unit Command Committee are:

a. The Military Staff Section: In charge of conducting military training on combat, military intelligence, radio communication, signal, and liaison missions.

b. The Political Section: In charge of providing political and ideological guidance to the cadre, training them, maintaining security, and conducting political and cultural indoctrination on the revolutionary policies.

((Page 7 of O.T.))

c. Rear Service Section: This section is in charge of quartermaster, medical ordnance, finance, and transportation tasks etc...((sic)) (also dispensary workshop, and military and political training school, if any).

The number of personnel in these specialized sections should be in accordance with the troop strength and population of each province.

g. Working procedure of the province unit:

The province unit is subordinate to the People's Revolutionary Committee in the province. It is also placed under the military leadership of the military agency of higher levels. The reports which are submitted to higher levels should be approved by the People's Revolutionary Committee (one copy of the reports on specialized tasks which is forwarded to higher echelons must be sent to the province committee for information).

- The province unit must assist the WIA service to implement the policy concerning the WIA and KIA personnel. It also must assist the soldiers' families or families who serve the Revolution and resistance.

CDEC Doc Log No. 10-5558-69

province Committee in its struggle against the intelligence and spy activities of the imperialists and reactionary elements and also to protect the Revolution. Coordinate with various revolutionary associations to motivate the masses to engage in security maintenance against espionage and spy activities of reactionary elements.

((Page 8 of O.T.))

2. Regularly supervise and guide security activities in the province capitals and districts; also discover shortcomings and errors in order to correct them in time.

3. Directly put into practice all measures against the imperialists and their espionage activities. Maintain the revolutionary movement in the provinces.

Guide and improve the specialized skills of cadre in order to protect our internal organization and the various branches around the province.

4. Activate armed security forces and directly command them, unceasingly strengthen the security machinery to perform the missions assigned by revolutionary authorities.

5. Improve security personnel in political and ideological matters, also in specialized skills and armed tasks. They must be absolutely faithful to the people. Closely guide security cadre and successfully implement the policy concerning cadre activities in the security branches.

B. Organization of security services:

The province security service consists of:

- One service chief, who is at the same time, a member of the Province People's Revolutionary Committee. With the aid of one or two assistants, he supervises overall activities. The security chief designates a standing committee to perform daily activities. In addition to their general tasks in leadership, the assistant service chiefs must also take charge of the specialized branches.

C. Working procedures of the security service:

The security service is subordinate to the People's Revolutionary Committee. It has a direct chain of command through which experiences are exchanged to improve specialized skills of its personnel and secure proper accomplishment of the tasks.

- Periodically submit reports on the progress of resolutions, directives and military activities to the province People's Revolutionary Committee and at the same time to the Military Affairs Committees at higher levels. Work out plans for the forthcoming military activities.

2. District and district seat units:

A. Mission of district and district seat units:

(It is the same as the one in the province).

B. Organization of the district and district seat unit Command Committee:

The Command Committee consists of:

- A district unit leader (or district seat unit leader) in charge of military activities.

- A district (district seat) unit political officer who is in charge of political activity, and also a member of the district or district seat People's Revolutionary Committee. There are one or two assistant leaders and one political executive officer.

Under the district and district seat Command Committee, there are specialized cells:

- | | |
|------------------------|--|
| a) Military staff cell |) ((The mission of each cell is the same as the one in the province unit)) |
| b) Political cell | |
| c) Rear service cell | |

The personnel of various specialized cells in the district seat unit and district unit should be in accordance with the population in the district.

C. Working procedure of district and district seat units:

(It is the same as the one in the province)

II. SECURITY:

1. Province security service:

A. Mission of the security service:

1. Assess the friendly and enemy situation in all aspects, so as to devise a specific counterplan to assist the

Periodic or irregular reports should be sent to the People's Revolutionary Committee prior to transmitting them to higher echelons. The service chief, his assistant and personnel are responsible for carrying out all prescribed tasks and reporting to the committee.

Activities which are unspecified should be brought up for a democratic discussion among the entire committee for collective agreement.

2. Districts and province capital security office:

A. Missions of districts and province capital security office:

(There tasks are exactly the same as the ones of the province security office. However, they are performed within the limits of the districts and province capital).

B. Organization of district and province capital security office :

One office chief (who is a member of the People's Revolutionary Committee in the district or province capital.

The office chief has one or two assistant missions which will be assigned according to the number of members and their capabilities.

C. Working procedure of the security office is exactly they same as the one in the security services. However, it is performed within the limits of the districts and province capitals.

((Page 9 of O.T.))

III. FINANCE AND ECONOMY:

The main objectives of the Finance and Economy ((Branches)) are to pay particular interest to the living conditions of the people, mobilize the people to attack the enemy, and to train the cadre of the Finance and Economy ((Branches)).

At province level, this branch includes three offices. They are:

- 1) Agricultural service
- 2) Commercial and trading service.
- 3) Financial and treasury service. (A forestry conservation service may exist in areas where there are many forests).

CDEC Doc Log No. 10-5558-69

A) The missions of each service are as follows:

It should use the land and manpower to coordinate with the province Farmers' Associations to work out plans for food production, animal husbandry, woodcutting, fisheries, and other occupations. It should coordinate with the province Farmers' Associations to obtain information on production, provide technical guidance for animal husbandry and growing of crops and fruit trees. It should also provide guidance for the planting of seeds destruction of worms, fertilization, flood control, etc...((sic)).

It should combine with the revolutionary organizations and the province units to make plans to fight the enemy; protect cultivated areas and crops; and counter the enemy's schemes of destruction, sabotage, and relocation of the people.

It should coordinate with the province Farmers' Associations to help the people's Revolutionary Committee carry out the Party's land policy. At the same time, it should indoctrinate the people on the work exchange and collective work policies in order to increase production and improve living conditions.

2) Commercial and trading service:

It should indoctrinate and encourage the people to develop industry and small shops in the local areas. It should direct the people to frustrate the enemy plans of sabotage in the liberated areas.

It should motivate the people to trade goods between the local areas, to include the liberated areas. It should control the markets, in the liberated areas and commercial activities in the border areas.

It should motivate the people to participate in the business concerns between the liberated areas and in the areas temporarily controlled by the enemy in compliance with the plans and policies of the higher echelons and the province committees.

It should motivate various organizations to save money, stock food, and other indispensable goods. It should establish commercial cooperatives and motivate the people to supply the front line with supplies.

3) Finance and treasury service:

It should motivate the people to produce goods. It should coordinate with the various organizations to motivate the people to pay taxes, to include agricultural, commercial, trading,

CDEC Doc Log No. 10-5558-69

and income taxes. It should carefully carry out tax regulations and send the taxes collected to the higher echelons. It should make an estimate of the province budget to be approved by the province People's Revolutionary Committee. It should motivate the people to increase receipts, decrease expenses, closely manage expenditures and receipts, especially expenses which are not included in the budget.

((Page 10 of O.T.))

- Motivate the people to economize and establish the People's Credit Fund for the benefit of production.

- Administer the state treasury fund and property.

4. Establish a forestry service in the provinces which have many forests. These services have the following missions:

- Cooperate with the revolutionary organizations and sections in base areas to motivate the people to avoid the destruction and burning of forests. Forests must be protected and the regulations concerning the forests must be implemented.

- Manage the exploitation of forests.

- Motivate the people to grow trees, alter the terrain features, and protect the bases.

B. Organization of services:

- Each service is headed by a service chief with one or two assistant chiefs, depending on the work load.

- One or two members of the province People's Revolutionary Committee can be assigned as service chiefs, according to the importance of the economic and financial tasks in each province.

- Each service has research elements, commercial and professional branches. The assignment of missions must be made appropriately so that the cadre and personnel can improve their specialized skills.

C. Working procedure of the services:

- The services are subordinate to the province People's Revolutionary Committees.

Specialized leadership is provided from higher to lower levels in a direct chain of command; therefore, the services must report to the committees and higher levels to ask for their opinions when necessary.

The service chiefs and their assistants must take charge of some sections or branches. Besides that, they must participate in collective leadership for general tasks in the services.

The services must collect the opinions of service chiefs, assistant chiefs, section and branch chiefs. All problems must be discussed democratically and settled collectively.

- The services must appoint one comrade as a permanent Party personnel to settle daily affairs.

In districts and province capitals, the economic and financial branch is composed of:

1. One agricultural office

2. One commercial office-treasury, forestry office can be added in provinces with many forests.

A. Mission of each office:

The mission of each office is the same as those of the services, but it is reduced within the limits of the district and province capitals.

B. Organization of offices:

- Each office is headed by one office chief with one or two assistants, depending on the quantity of work.

- According to the importance of the economic and financial tasks in each district, one or two members of the district People's Revolutionary Committee will be appointed to take charge of economy and finance. Each member can act as an office chief.

((Page 11 of O.T.))

C. Working procedure of officer: (It is the same as the one in districts and province capitals).

IV. Information, culture, and education:

In provinces and districts, one member of the People's Revolutionary Committee is in charge of the entire branch.

1. Information, culture, and entertainment:

In provinces there is an information, cultural, and entertainment service.

A. General mission:

The general mission of the service is the following:

Fully understand the policy lines and plans of higher echelons and the tasks of the Province Committee. Strictly follow the leadership of higher echelons know the thoughts of the population in the province and the cultural propaganda activities of the enemy. Clearly know the level of education and also the entertainment activities of the people.

Based on these factors, provide guidance for the entire branch with the available facilities to conduct propaganda activities among the people. In order to promote the level of political awareness and knowledge of the people, carry out the slogan "capable personnel, and good work" and organize a progressive life for the people. Be determined to erase the reactionary thoughts and culture of the enemy. Try to train and improve information, culture, and entertainment cadre in the provinces. Improve printing and publication methods and guide the entertainment activities of private individuals.

Specific tasks:

a. Specific tasks of information (not including press and radio).

1. Work out plans to conduct a training course for the people on current events and on the Party's policy lines.

2. Couple documents on current events, policy lines, meaning of holidays and commemorations, and disseminate them to districts and villages.

3. Issue regular news bulletins ((crossed out in original text)) and also issue newspapers in provinces.

4. Write and print leaflets and slogans, and send them to various areas in the provinces.

5. Make a plan for the districts and villages to activate the cells which will read the bulletins and newspapers. Listen to friendly radio stations, issue news with loudspeakers, write slogans, talk about current events and policy lines. Urge the people to boycott the enemy's radio and television stations. Frustrate his deceitful propaganda and criticize him strongly. Guide the people to unmask his true face and counter his demagogic propaganda theme.

6. Administer propaganda and assault elements.

7. Guide the districts and villages to build graves and memorials. Directly build a number of large graves and memorials ((crossed out in the original text)).

b. Specific tasks of the cultural section:

1. Provide guidance for the training of capable and good individuals and the establishing of a progressive life. Write on good examples set by the cadre and disseminate them to the people.

2. Work out plans to improve the lower echelons and make them determined to eliminate the backward Customs which exert a bad influence on the success of the Revolution in the struggle against the US for national salvation.

3. Compile or reprint books, pictures, and literary works. Encourage the people to read revolutionary books and work out a plan to counter the deprived and reactionary culture of the enemy.

4. Produce many types of propaganda posters.

5. Produce slide projectors and slides for the districts and villages.

6. Organize exhibitions in districts and villages.

((Page 12 of O.T.))

7. Make suitable plans for the protection of historical vestiges, such as, temples, palaces, pagodas, and tombs. Motivate the people to collect and maintain the vestiges of our two resistances against the French and the US. They should be considered our most valuable heritage. A plan for constructing tombstones, monuments...((sic)) should also be established.

8. Appropriate documents should be established to record all US and Puppet crimes. The cultural and information services especially, are responsible for establishing records of important matters related to ((the Puppet and US)) aggressive crimes.

9. Activate the province mobile cultural unit.

10. Activate, and administer movie units, and photo cells.

CDEC Doc Log No. 10-5558-69

In addition, this cell also is responsible for managing the assault propaganda unit.

Editorial cell: Issue the news bulletins of the province and other propaganda documents.

Radio and press cell: Assist the editorial cell.

Cultural office: It is composed of the following three cells:

- One cell is responsible for training good individuals, improving old and backward customs, and countering the enemy's culture. Establish libraries for the people.

- One mobile movie cell is in charge of entertaining the people with slide projectors, exhibitions, photos, collecting vestiges, and recording all US and Puppet crimes.

((Page 13 of O.T.))

The people's entertainment office: Includes the following three cells:

The people's entertainment movement cell: This cell will exploit and use popular entertainers and guide the people to organize entertainment activities in villages and hamlets.

- The province psywar entertainment cell.

- And the playwright cell.

Remarks: In case the number of cadre is not enough and the activities are limited by difficult movements from one place to another, we should organize entertainment cells and offices according to the specific situation of each local area. We should organize entertainment cells in places where they have not yet been available. In some places where the capabilities of cadre have not yet been fully employed, we should assign more missions to them. We should avoid superficial missions or improper assignment of tasks.

C. Working procedure of the information, culture, and entertainment service:

- Information, cultural, and entertainment service is a specialized agency that belongs to the Province People's Revolutionary Committee. All reports should be sent to this committee, and copies should be sent to higher echelons.

C. Entertainment:

1. Strengthen and develop psywar entertainment among the people in the provinces.
2. Have suitable plans for development of national entertainment with progressive topics.
3. Compose, collect, and popularize new plays with progressive topics.
4. Initiate phases of competition in composing plays and choose good topics for the composers. Recruit, improve, and train those who have a capability in the field of entertainment.
5. Activate entertainment groups in separate areas and entertainment camps in order to exchange experiences and improve their political and dramatic skills (if conditions permit).
6. Provide guidance for entertainment teams who serve the Revolution and the people.
7. Counter the enemy's reactionary entertainment system.

B. Organization:

One committee member of the province's People's Revolutionary Committee must take charge of the information, cultural and entertainment branch. Organization work must be performed by the information, cultural and entertainment service.

The information, culture, and entertainment service must have one service chief who is responsible for general matters, and two assistant service chiefs who will be in charge of the following offices:

Administrative office: Study general matters and assist the chief to administer all entertainment cadre and personnel.

Information office: It has the following cells:

The movement cell: Take charge of information tasks in districts and villages (read newspapers, listen to the enemy radio, protect the information office, counter the enemy's propaganda).

Coordinate with the branches and popular organizations to work out a suitable plan for propagandizing current events, Party policy the enemy situation, and disseminate them to the people.

A. The missions of the education service include:

Educating children; organizing cultural courses for cadre, soldiers, and workers; struggling against the influence and the depriving and enslaving culture of the US and Puppet reactionaries; erasing all traces left by this culture; and training and improving the knowledge of cadre and teachers for the province.

((Page 14 of O.T.))

Specific missions:

1. Maintain and develop the junior high school in order to motivate more children to attend school according to their learning ability. Motivate the school board to participate directly in combat activities, production, and establishment of a progressive life.
2. Guide the Parents and Teachers Association to participate in the improvement of the school, supervise the teachers' living conditions and coordinate with the school to educate the children.
3. Cooperate with the main Association and the People's Revolutionary Youth Group to activate the Vanguard Teenagers Group to assist in the education of children.
4. With the assistance of various popular organizations, settle the problem of illiteracy and conduct refresher courses for cadre, soldiers, and laborers.
5. Train and improve cadre. Provide guidance for implementation of all policies of the schoolteachers.
6. Provide guidance for the administration of the Province Pedagogy School.

B. Organization: The education service consists of:

One service chief, in charge of overall activities; and two deputy chiefs in charge of high schools and popular education.

The subordinate agencies of the educational service include:
One administrative office, headed by an office chief who takes charge of correspondence, administration, and helps the service manage their personnel.

One deputy chief takes charge of management, a number of personnel and the clerks.

CDEC Doc Log No. 10-5558-69

- Reports on the results of each activity phase should be regularly sent to the above committee and higher echelons.

- The information, culture and entertainment service of lower levels should be guided to improve professional skills. Services of the same echelon will exchange views and coordinate their efforts.

- In districts and province capitals: There is an information, culture, and entertainment office in each district or province capital.

A. The mission of this office is similar to that of the province information, cultural, and entertainment office; but it is limited within the scope of the district or province capital.

B. Organization:

The information, cultural, and entertainment members of district and province capitals committees will take charge of the overall mission.

The district information, cultural and entertainment office will consist of one office chief who will take charge of all activities, especially of the information service. There will be an editorial staff, and printing personnel (if possible a signal section will be made available).

- The assistant office chief will take charge of cultural activities. Two or three cadre will help him as prescribed by the province.

- The assistant office chief will take charge of entertainment activities. Two or three cadre will help him.

- A psywar entertainment cell.

- A movie cell.

C. The working procedures of the information, culture, and entertainment office in the district and province capitals are similar to those of the province information, cultural, and entertainment office; but they are limited within the scope of the district and the province capitals.

2. Educational task:

In the province, there is an education service:

One office for high school education.

One office for popular education.

One office for training.

In each office there are a number of specialized cadre.

C. Working procedures of the educational service:

The educational service is a specialized agency which is subordinate to the People's Revolutionary Committee. All reports of this organization must be sent to the province committee and their copies must be sent to the higher echelons.

Periodically and after each phase of a mission, the educational service sends detailed reports to the People's Revolutionary Committee and to higher echelons. The lower levels of the educational service are trained in specialized skills by the higher levels.

It is necessary for the branches and popular organizations at the same level to exchange experiences and provide close coordination.

At district and province capital levels there is also an educational office:

A. The mission of the educational office in district and province capitals is the same as that of the province educational service.

B. Organization of district and province capitals educational office:

A district or province capital educational office includes:

One office chief and one deputy office chief in charge of popular education, high school education, training, and a number of specialized cadre and personnel.

C. Working procedure of the educational office in district and province capitals (is the same as that of the province educational service).

((Page 15 of O.T.))

V. WAR DISABLED, PUBLIC HEALTH, AND SOCIAL WELFARE ((BRANCH)).

In the province, as in the district, this branch is commanded by a People's Revolutionary Committee member who is currently a branch chief.

1. War disabled mission:

There is a war disabled service in the province.

A. The mission of the war disabled service:

1. Follow the situation of the war disabled, the families who have made many contributions to the Revolution, and the troop's dependents living in the province. Receive the war disabled sent from higher echelons and evacuate them to villages.

2. Properly comply with the war disabled policy. Motivate the people to take care of and help the war disabled and the heroes' families.

3. Improve the ideological and political indoctrination. Teach handicrafts to the war disabled and provide work for them.

4. Take interest in the indoctrination of the heroes' brothers and children and the war disabled who display a good ideology.

5. Urge troop's dependents and the families of the heroes and the war disabled to take part in the organizations.

6. Make the war disabled and their families actively contribute their efforts to the Revolution to glorify the families which fought the US for national salvation.

7. Concentrate graves and establish a heroes' cemetery. Award certificates for meritorious action to the families of glorious soldiers and heroes.

8. If necessary, establish a camp to take care of the serious war disabled in the province.

9. Improve the cadre of the branch.

B. The organization of the war disabled service:

The war disabled service includes:

A chief of the service takes charge of propaganda and training activities.

Two assistant chiefs of the service take care of the war disabled that are under treatment in camps and villages.

One comrade handles the daily activities.

The following are subordinate to the service: The chief of the office is responsible for the administration and correspondence.

The assistant chief of the office is in charge of the administrative tasks.

The office is responsible for evacuating the war disabled to villages.

The war disabled office is in the camp and the propaganda and training office is there also. Each office has a number of specialized cadre.

C. Working procedure of the war disabled service.

The war disabled service belongs to the Province People's Revolutionary Committee and is placed under the specialized service.

The reports sent to higher echelons must be approved by the Province People's Revolutionary Committee.

According to all phases of activities, recapitulations and preliminary reports must be made and sent to the committee and higher echelons through the direct channel.

((Page 16 of O.T.))

In districts and province capitals there are district and province capital war disabled offices.

A. The mission of the district and province capital war disabled offices is similar to that of the war disabled service, but it is limited within the scope of the district and province capital (not to include the responsibility for the war disabled camp).

B. Organization of the district and province capital war disabled offices:

- The war disabled office at these levels is composed of:

One office chief in charge of general matters and also of propaganda and training.

One assistant chief in charge of returning the wounded soldiers to their village.

A number of specialized cadre and personnel.

C. Working procedures of the district and province capital war disabled offices:

The working procedures of these offices are the same as those of the war disabled service but they are limited within the scope of the district and province capitals.

Social welfare and public health:

In the province, there is the social welfare and public health service.

A. Missions of the social welfare and public health service:

In the present situation, the social welfare and public health service must understand the policy, guideline and principles pertaining to the people's public health.

It should provide guidance for the successful implementation of the following tasks aimed at serving the combat activities, increasing the production and improving the living conditions:

1. Treat, care, and keep troops, guerrillas, cadre and the people from being wounded (in coordination with various medical levels).
2. Take preventive measures against toxic chemicals, epidemics, and biological warfare.
3. Propagandize and initiate a sanitation movement to promote a healthy new life, eliminate superstition; and counter backward and unscientific methods.
4. Increase the protection of mothers and babies.
5. Prevent and fight against social evils.
6. Manage the production, supply and distribution and use of medicines to maintain the people's health.
7. Organize social relief for the victims of disasters and misfortunes and those who are in need.
8. Train cadre and improve their skills in order to develop social welfare and public health in local areas.

B. Organization of social welfare and public health service:

The province social welfare and public health service is composed of:

- One service chief
- Two assistants

The social welfare and public health service has the following subordinate elements:

1. Administrative office:

According to the local situation, the administrative office will be composed of:

((Page 17 of O.T.))

The administrative office is in charge of the personnel, administrative matters, correspondence, management, and the financial affairs.

The technical office is in charge of controlling all types of specialized tasks, such as combined plans, prevention and treatment of diseases, protection of mothers and infants, preparation of patients.

The technical office includes, two or three mobile medical teams which will go to various villages and districts to perform surgery, medical examinations, and treat the people and cadre while improving the technical skills of cadre in villages and districts. These medical teams also are in charge of controlling, providing guidance, and initiating a public health and social welfare movement.

2. Subordinate agencies:

a. Province hospital: It is the highest agency for treatment in the province (it performs surgery and provides treatment for the seriously ill patients who are sent from the lower echelons).

It is also in charge of discovering the causes of diseases, training cadre to improve their technical skills, and a place to study and develop scientific tasks.

b. Medical workshop: There are two elements for oriental and western medicines. This workshop produces medicines for war wounded and also for cadre, troops, and the people. Pay particular attention to the production of local medicines. This shop is also a place where pharmacists are trained.

CDEC Doc Log No. 10-5558-69

c. Health school for cadre: If possible, open a school in the province. If it is possible, in the province open a school, where medics, midwives, pharmacists, and medical specialists can be trained and improved in their technical skills.

C. Working procedure of public health and social welfare service.

The public health and social welfare service is an agency subordinate to the Province People's Revolutionary Committee. All reports submitted to the higher echelons of the direct chain of command must be approved by the Province People's Revolutionary Committee.

The public health and social welfare service must recapitulate activities periodically, evaluate the results, and submit reports to the People's Revolutionary Committee and to higher echelons of the direct chain of command.

To carry out its task, the public health and social welfare agency must be provided technical guidance by the chain of command of various branches and revolutionary associations.

Experiences must be exchanged and coordination of activities must be carried out regularly.

Public health and social welfare offices should be established in districts and province capitals.

A. This office has the same mission as the one in the province, but its activities are reduced because of the limits of the districts and province capitals. Pay particular attention to the important role of district public health offices in the present situation, especially in separated battlefields, because they must provide sanitation and social welfare for the entire district or province capital.

B. Organization: The public health and social welfare office includes:

- One office chief
- One or two assistant office chiefs.

These offices should be simple and compact in accordance with the situation, but they should be able to perform the following tasks:

- Make reports on specialized tasks, follow the activities of public health and social welfare personnel and cadre in districts and province capitals.

In addition each district and province capital office must have one or two mobile medical teams (their task is the same as that of the province mobile medical teams).

((Page 18 of O.T.))

C. Working procedure of social and public health sections in districts and province capitals:

(It is the same as the province public health service, but reduced to the limits of districts and province capitals).

VI. COMMUNICATION AND POSTAL TRANSPORTATION: The province has a communication and postal transportation service.

A. Missions of the communication and postal transportation service.

1/ Organize a liaison line station to guide the cadre on their missions; the armed forces and assault youths to the front line; the recruits and soldiers to their units; and the enemy surrenderers to their native villages.

2/ Organize a liaison line and stations to transmit letters, correspondence, and documents from provinces to districts and from provinces to higher echelons.

3/ Organize liaison line and stations for the transportation of strategic goods, and special goods from provinces to higher echelons and from provinces to districts.

4/ Improve the ideology of the communication and postal transportation personnel who are subordinate to the province communication and postal transportation service. Unceasingly improve the communication and postal transportation service in order to accomplish the missions assigned by the Party and the revolutionary authorities.

Improve the communication and postal transportation personnel in the political and ideological fields as well as in the organization, discipline and the specialized skills.

6/ Guide the personnel to accomplish the missions assigned by the Party and the People's Revolutionary Committee.

7/ Regularly supervise and control the activities of the communication and postal transportation sections in districts and province capitals.

Deficiencies must be discovered in time and corrected.

At the same time, gain experiences and disseminate them promptly.

B. Organization of the communication and postal transportation service.

The province communication and postal transportation service includes the Secretary and the People's Revolutionary Committee, which is composed of one service chief and one or two deputy service chiefs.

There must be a permanent committee to take charge of daily activities.

The province communication and postal transportation service has various subordinate sections which are in charge of a number of cadre. They are the following: Propaganda and training and the organization sections.

They are in charge of indoctrinating the cadre and personnel on political and specialized matters. Assist the Province People's Revolutionary Committee to train cadre and personnel.

Communication and postal transportation: Take charge of receiving and transmitting letters, correspondence, documents etc...((sic)). Organize the mail line and guest accommodations.

((Page 19 of O.T.))

- Transportation section.

This section is in charge of the transportation of strategic goods, special goods, and so on and to organize transportation forces of the service.

C. Working procedure of the communication and postal transportation service.

1. The communication and postal transportation service is a specialized organization subordinate to the People's Revolutionary Committee of the province. The reports sent to higher echelons must be approved by the People's Revolutionary Committee.

CDEC Doc Log No. 10-5558-69

2. After each period and phase of operations they must make preliminary and recapitulative reports and send these to the People's Revolutionary Committee and higher echelon.

3. The communication and postal transportation section of lower echelons must seek advice from the higher echelon.

Technical services, branches, and organizations of the same level should exchange experiences and coordinate missions.

District and province capital communication and postal transportation office:

A. Missions

B. Organizations

C. Working procedures of the district communication and postal transportation office.

(Its organization is similar to that of the province. The difference is that it operates within the limits of the district. It does not perform transportation and does not have a transportation section).

VII. EMULATION AND COMMENDATION.

The emulation section and emulation-commendation committee of the province, the districts, and the province capitals are headed by the chairman of the People's Revolutionary Committee.

A. Mission of the province, district and city emulation committee.

1. Consider the resolution and the directive of higher levels concerning the motivation of an emulation movement and coordinate them with the resolution of our respective levels in order to prescribe a proper method of emulation for the lower levels.

2. Provide guidance for low ranking and emulation sections of branches, classes, and specialized technical services.

3. After each phase of motivation for emulation the province, district, and village emulation sections should coordinate with the emulation section of various branches, to include specialized services to make reports on the successes obtained during the phase and to learn from experiences. The reports should be sent to higher echelons and disseminated to the branches concerned to help them better their plans for the next phases.

4. Make a plan for typical improvements. Develop the exemplary key role and effectively promote the general emulation campaign.

5. Province capitals should hold an emulator conference once a year to select outstanding emulators to take part in the Emulator Congress of the province, and after that select outstanding emulators in the whole province to take part in the Emulator Congress of the region.

B. Emulation - Commendation Council of the province, district, and province capitals.

Make commendations for awards to low ranking personnel from sections, branches and specialized services.

The policy for awards published by the higher headquarters must be used as a guide to be observed by lower echelons, sections, and branches.

((Page 20 of U.T.))

C. Organization:

a. Each emulation section of each province, district, and province capital will consist of:

The chairman of the People's Revolutionary Committee as the section chief.

The secretary of the People's Revolutionary Committee as the assistant section chief. The section chief and his assistant are members of the emulation section.

- Members will consist of representatives of Worker's, Farmers', and Women's Associations and Youth Groups.

b. The emulation councils of the province, district, and province capital will consist of members of the emulation sections, representatives of province units, security, economy and finance, information, cultural, education, public health, communication and postal transportation sections, and representatives of associations formed by wounded soldiers.

The chairman of the emulation section is currently the chairman of the Emulation and Award Council.

D. Working procedures:

1. The emulation section and the Award and Emulation Council are organizations which aim at studying and helping the committee to check, guide and initiate the emulation and award movement.

CDEC Doc Log No. 10-5558-69

2. According to periodic phases, preliminary and recapitulative reports should be sent to higher echelons.

3. Emulation sections and the Award and Emulation Councils of lower levels should be guided by professional skills by the higher levels.

4. The Award and Emulation Councils will discuss with the lower levels and study the background of cadre to be recommended for awards.

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