

Vietnam Information Office

I - CURRENT U.S. GOVERNMENT INFORMATION REQUIREMENTS & INFORMATION FLOW

A. Information Requirements

1. The U.S. military involvement in Southeast Asia produces major flows of data from the field and inquiries from Congress, public and press. The scope and nature of the war combine with vivid media coverage and with a tradition of vigorous dialogue within the American democracy to generate major information requirements. Vietnam-related inquiries, debates, demonstrations, hearings and court actions are likely to increase during the duration of the war.

2. The U.S. Government is expected to provide accurate information concerning issues, policies and progress of the war. Capabilities for providing appropriate information assessments and responses on Vietnam, affect a broad range of U.S. international and domestic programs. An unsystematic approach contributes managerial and political liabilities inappropriate to the issues and resources involved and prejudicial to U.S. interests.

B. Information Flow - Responsibilities and Problems

1. Vietnam-related information requirements tax action offices in a variety of U.S. Government components, particularly in the White House and in the Departments of State and Defense. U.S.G. management and information responsibilities include:

- a) Direction and support of major Armed Forces units at a monthly cost of over \$2 billion and over 1,000 U.S. casualties.
- b) Collection and assessment of battle data on friendly and enemy forces.
- c) Nation-building and regional efforts.
- d) Bilateral and multilateral diplomatic discussions.
- e) Sponsorship of research programs.
- f) Preparation of press releases, publications, briefings, films, and training materials.
- g) Preparation of responses to Congressional and public inquiries via testimony, speeches, correspondence and press conferences.

2. Current problem areas in the coordination of Vietnam-related information include:

- a) Lack of systematic inventory, reference, research, retrieval and distribution capability.
- b) Marginal opportunities for systematic cross-referencing, evaluation and support of related efforts by Vietnam-related U.S. Government components.
- c) Inadequate, outdated, unconvincing, or contradictory information.
- d) Unclear functional delineation of responsibilities for collection, evaluation, retrieval and distribution of Vietnam-related information.

II - FUNCTIONS OF VIETNAM INFORMATION OFFICE

1. In response to information requirements and problems outlined above, Vietnam-related U.S. Government action offices will on a systematic basis furnish copies of significant items concerning their areas of responsibility to the Vietnam Information Office. The Vietnam Information Office will in turn provide the participating user-offices with information, coordination and reference services as follows:

- a) Establishment of an updated inventory of significant statements, correspondence, articles and research for inclusion in a topically indexed reference system (~~possibly using microfiche/xerox-filing, retrieval and duplicating methods~~).
- b) Adaptation and updating of selected fact sheets, talking points, question and answer sets, research, etc. on priority topics, for use as research support in the preparation of official statements on Vietnam.
- c) Regular (e.g. weekly or bi-monthly) distribution of a bibliographical list and/or copies of significant new acquisitions for use by participating user-offices.
- d) Regular listing of upcoming major speeches and conferences having a Vietnam-oriented focus. Preparation of back-up and distribution materials as required.
- e) Regular collection and evaluation of feed-back reports from participating offices ~~to help~~ clarify priority information issues, assets, requirements, tasks and schedules.

2. Classified materials would be considered for inclusion into the Vietnam Information Office files, but emphasis in the preparation and circulation of talking points, fact sheets, bibliographies etc. would be on the provision of items suitable for wider dissemination within the U.S. Government and/or to the general public.

III - PRIMARY PARTICIPATING OFFICES

Primary Vietnam-related U.S. Government action offices expected to establish regular liason with the Vietnam Information Office would probably include the following:

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| <p>1. White House</p> <p>Office of the President</p> <p>" " " V.P.</p> <p>NSC</p> <p>Press Secretary</p> <p>Vietnam Information Office</p> <p>Amb. Leonhart's Office (as req)</p> <p>General Taylor's Office "</p> <p>BoB (as required)</p> | <p>3. Department of Defense</p> <p>Secretary of Defense</p> <p>DDR&E - ARPA, SEA (as required)</p> <p>ISA - FE, PP</p> <p>LA (as required)</p> <p>M - AFIS (as required)</p> <p>PA</p> <p>SA - SEA</p> <p>JCS (as required)</p> <p>Service Departments "</p> <p>DoD Resources including:</p> <p>Army library, Historian,</p> <p>SAF-AA, etc.</p> |
| <p>2. Department of State</p> <p>Secretariat</p> <p>FE</p> <p>GPM</p> <p>INO (as required)</p> <p>INR</p> <p>P</p> <p>Automated VNIS</p> <p>An Embassy, Saigon</p> <p>Other U.S. Missions</p> <p>(as required)</p> | <p>4. USIA & VOA</p> <p>5. AID</p> <p>6. CIA</p> <p>7. Others as required (e.g. Dept of Justice, Selective Service Comm.)</p> |

IV - VIETNAM-RELATED TOPICS

Topics and schematization proposed for use in the Vietnam Information Office reference system (possibly utilizing microfiche/xerox methods) are outlined on the attached pages.* Only basic, substantive statements, memoranda, correspondence, research and articles would be included. To the extent that certain topics might be covered in exceptional detail in the files of participating offices and/or be highly sensitive (e.g. negotiation postures as filed by Automated Vietnam Information Service, Department of State; or C.I.A. materials) such items could be represented in the Vietnam Information Office files by representative bibliographies and/or summary fact sheets drafted by the participating office.

* not attached