

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 0 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 05 0076

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 3 001 00

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 U' 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:700001 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. #O4-030-67	\$.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, HQI 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	0	0	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 releaseable 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

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.

V¹⁻³

(Classification and Control Markings)

This report contains unprocessed information. Plans and/or policies should not be evolved or modified solely on the basis of this report.

1. COUNTRY:	8. REPORT NUMBER: (S) (U)
2. SUBJECT:	9. DATE OF REPORT: (X)
3. ISC NUMBER:	10. NO. OF PAGES:
4. DATE OF INFORMATION: (J)	11. REFERENCES: (P)
5. PLACE AND DATE OF ACQ:	12. ORIGINATOR:
6. EVALUATION: SOURCE _____ INFORMATION _____	13. PREPARED BY:
7. SOURCE: (5)	14. APPROVING AUTHORITY:

15. SUMMARY:	(Leave Blank)
--------------	---------------

16. DISTRIBUTION BY ORIGINATOR:	17. DOWNGRADING DATA:	18. ATTACHMENT DATA:
---------------------------------	-----------------------	----------------------

DD FORM 1 SEP 62 1396

(Classification and Control Markings)

REPLACES DA FORM 1049, 1 AUG 60, OPNAV FORM 8820 (Rev. 1D-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 0 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

(X) 26 October 1966

3. Control Symbol or File Number

IN01508/66 ← (U)

ZA015577 RR/2/0191/66/IN

4. Report of Findings

On 16 October 1966 (J)

5. Typed Name and Organization of Special Agent

(S)

JOHN Q. FRIZZLEBY
135th MI GP

6. Signature of Special Agent

DA FORM 341
1 APR 52

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

PPC-Japan

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 MI 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)

(S) Republic of Vietnam
R V N A F
2d Corps Tactical Zone
Headquarters, G2
#0936 / II CTZ / * / * / *

(J)
General Situation
.....

(u) 14 December 1966

→	\$	A	∅	2	C	T	Z	U	∅	∅	∅	9	3	6	X	6	6	1	2	1	4	V	3	∅	∅	1	∅	∅		
W	F	M	E	E	∅	4	\$	U	∅	5	5	M	I	U	∅	∅	1	3	7	4										
U	∅	∅	∅	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 Thu	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. Nguyễn	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 Ë Ô O U	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:POLITI.
- 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></p> <p>S South Vietnamese <i>(by birth)</i></p> <p>L Laotian</p> <p>C Cambodian</p> <p>T Thai</p> <p>H Chinese</p> <p>Ø Other</p>	<p>COL. 2 <i>Military</i></p> <p>M Military</p> <p>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</p> <p>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</p> <p>C Catholic</p> <p>D Cao Đài</p> <p>H Hòa Hảo</p> <p>A Ancestor Worship</p> <p>P Protestant</p> <p>T Thiên Lâm</p> <p>N Confucianist</p> <p>Ø "Non-Christian"</p>	<p>COL. 5 <i>Communist</i></p> <p>C CP member</p> <p>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</p> <p>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 0 0 D 2 1 2 0 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 1 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 0 8 0 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:733000; 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 Kantum form the Western Highlands, which operates as a separate front command largely independent of MR5. Figure 3-7 summarizes the indexing procedures.

<i>Military Regions</i>		
ENGLISH	VIETNAMESE	INDEXING TAGS
MR1 Eastern Nambo	Miền Đông Nam Bộ	D:MR1. D:MR1. D:ENAMBO
MR2 Central Nambo	Miền Trung Nam Bộ	D:MR2. D:MR2. D:CNAMBO
MR3 Western Nambo	Miền Tây Nam Bộ	D:MR3. D:MR3. D:WNAMBO
MR4 Saigon-Gia Định Region	Khu Sài Gòn Gia Định	D:MR4. D:MR4.
MR5 Central Trung Bo Northern Subregion ¹ Southern Subregion Western Highlands Western Highlands-Lower Laos	Miền Trung Trung Bộ Phân Khu Bắc Phân Khu Nam Tây Nguyên Tây Nguyên-Hạ Lào	D:MR5. D:MR5. D:TRUNG D:MR5. D:NORTH. D:MR5. D:SOUTH D:MR5. D:WEST. D:TAYNGU --:YEN. D:MR5. D:WEST. D:TAYNGU --:YEN. B:ALAOØS
MR6 Southern Trung Bo	Miền Nam Trung Bộ	D:MR6. D:MR6. D:STRUNG
MR10² Southwestern Highlands	Miền Nam Tây Nguyên	D:MR1Ø. D:MR1Ø.
Tri-Thiên MR¹ Tri-Thiên-Huế Tri-Thiên-Central Laos	Tri-Thiên Tri-Thiên-Huế Tri-Thiên-Trung Lào	D:TRITHI --:EN. D:TRITHI --:EN. D:HUE. D:TRITHI --:EN. B:ALAOØS
RỪng Sắt Special MR³ Group 1Ø	Đặc Khu RỪng Sắt Đoàn 1Ø	D:RUNGSA --:T. D:RUNGSA --:T. F:GP1Ø.

¹ The Northern Subregion of MR5 became the Tri-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 Sắt in 1965/66.
³ During 1965 and 1966 the RỪng Sắt 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.

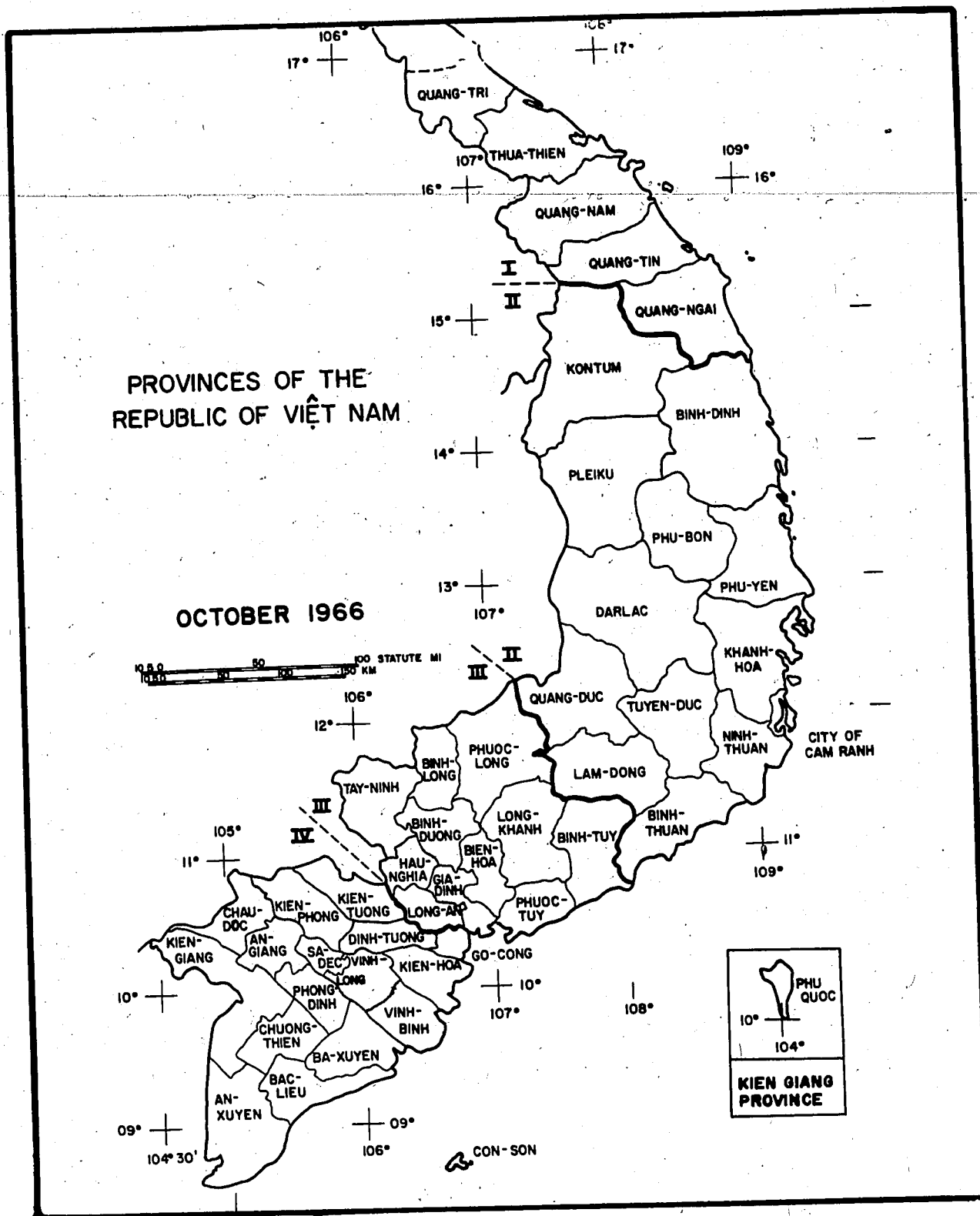


Figure 3-8. Provinces of the Republic of Việt Nam

Việt Cộng Provinces & Military Regions

APPROXIMATE SCALE 1:4,000,000

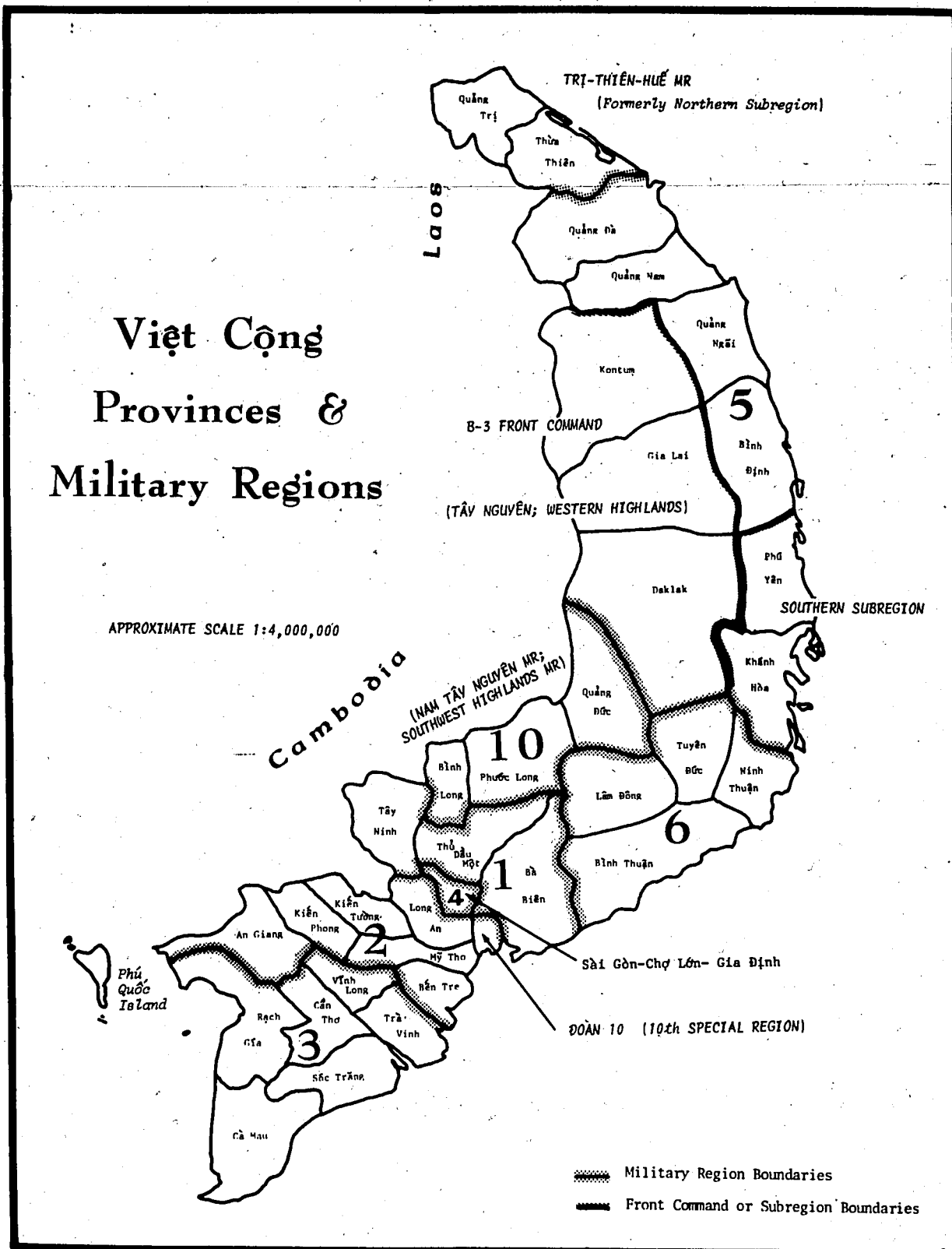


Figure 3-9. Việt Cộng Provinces & Military Regions

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.

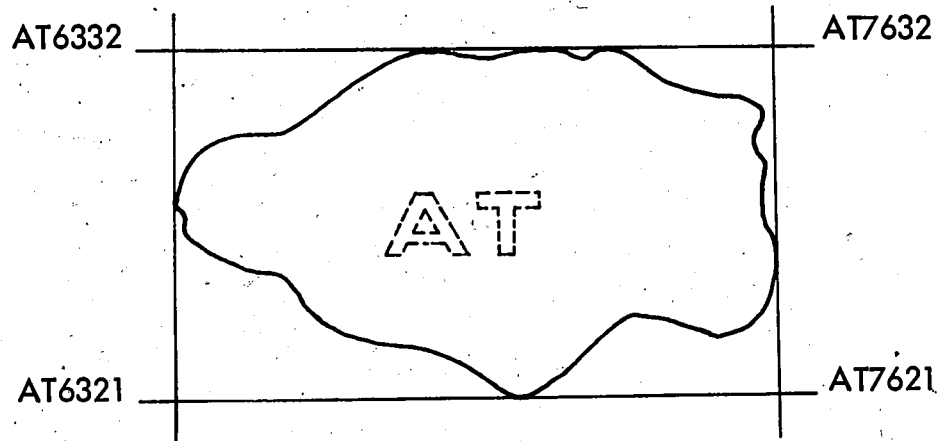
In writing UTM grid coordinates¹ the two axes are combined into a single word, which is normally carried out to six digits to describe a 100-meter square. For example, a set of grid coordinates might appear as 49PAQ743426. The 49P represents the zone in which the position is located; it will be dropped 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.

¹A 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:

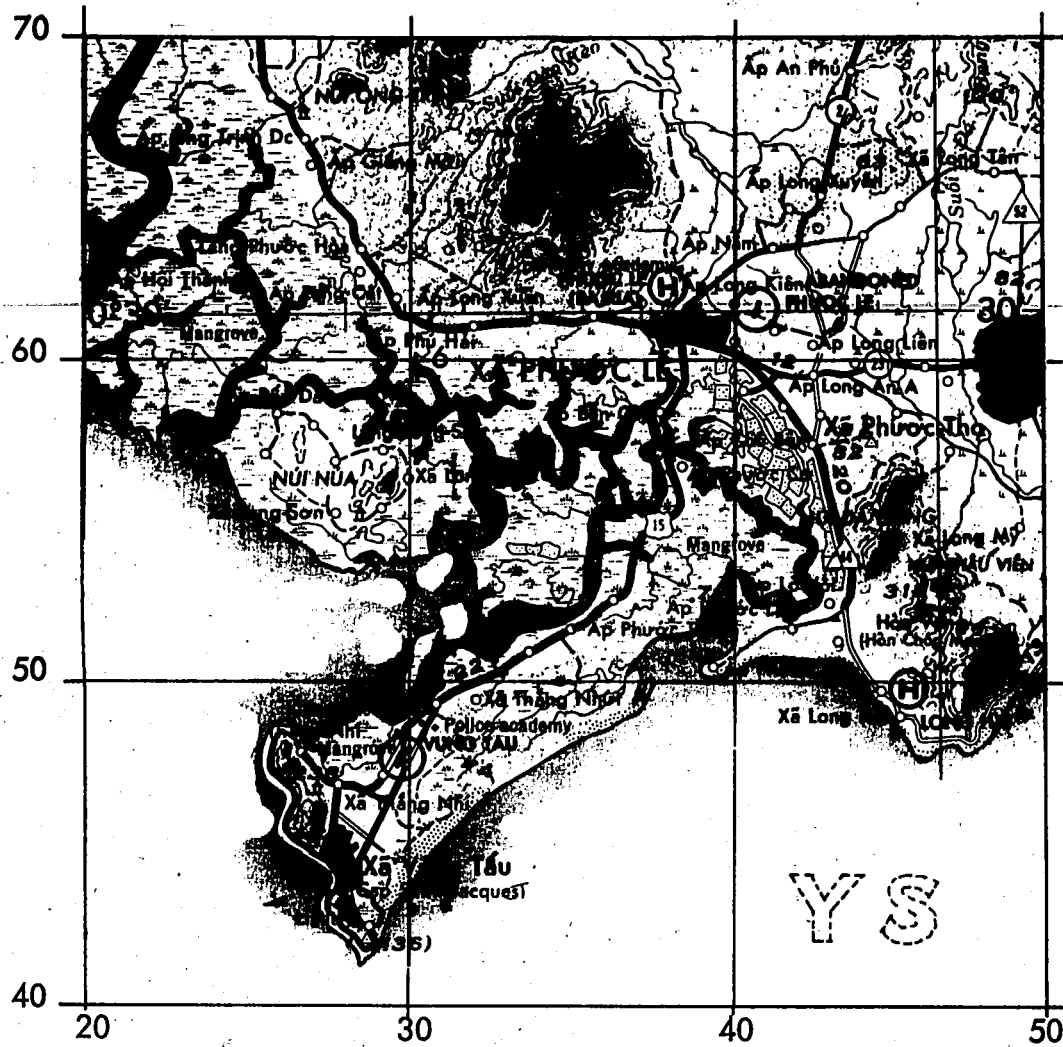
L A T 6 3 2 1 L A T 7 6 3 2

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

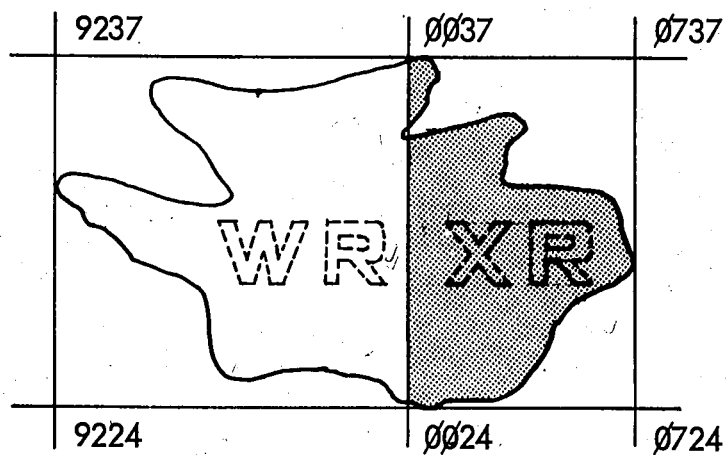
This technique may also be used to describe a road or trail. A description of Việt Cộng traffic on route 15 from Vũng Tàu (YS2747) to Phước Lễ (YS3861), shown on the map, would be indexed:

Q B A V S V C C A 5 0 4 4 0 0 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.



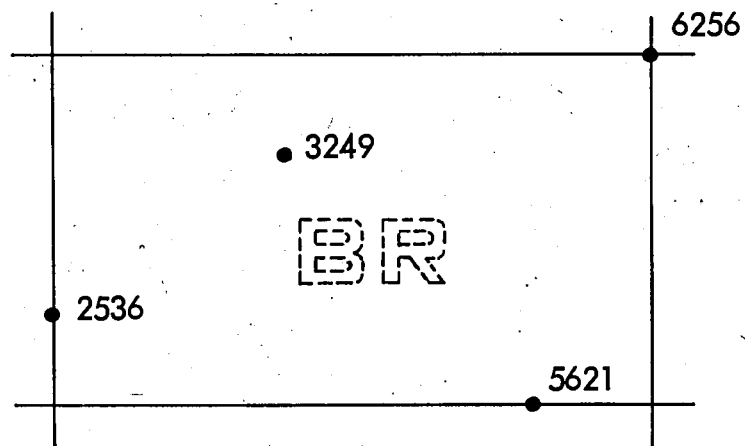
When the desired area falls into two or more grid squares, the area must be divided and treated as two areas. As a result, four sets of coordinates will be included in a single indexing phrase. The Phong Chiến forest lies in an area bounded by WR9224 and XR0737



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 Dường province, Châu Thành district), at coordinates XT7536 would be indexed:

A 7 8 8 6 5 Ø GTUNNEL 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), Trí Tôn district, Châu Đốc province, would be coded:

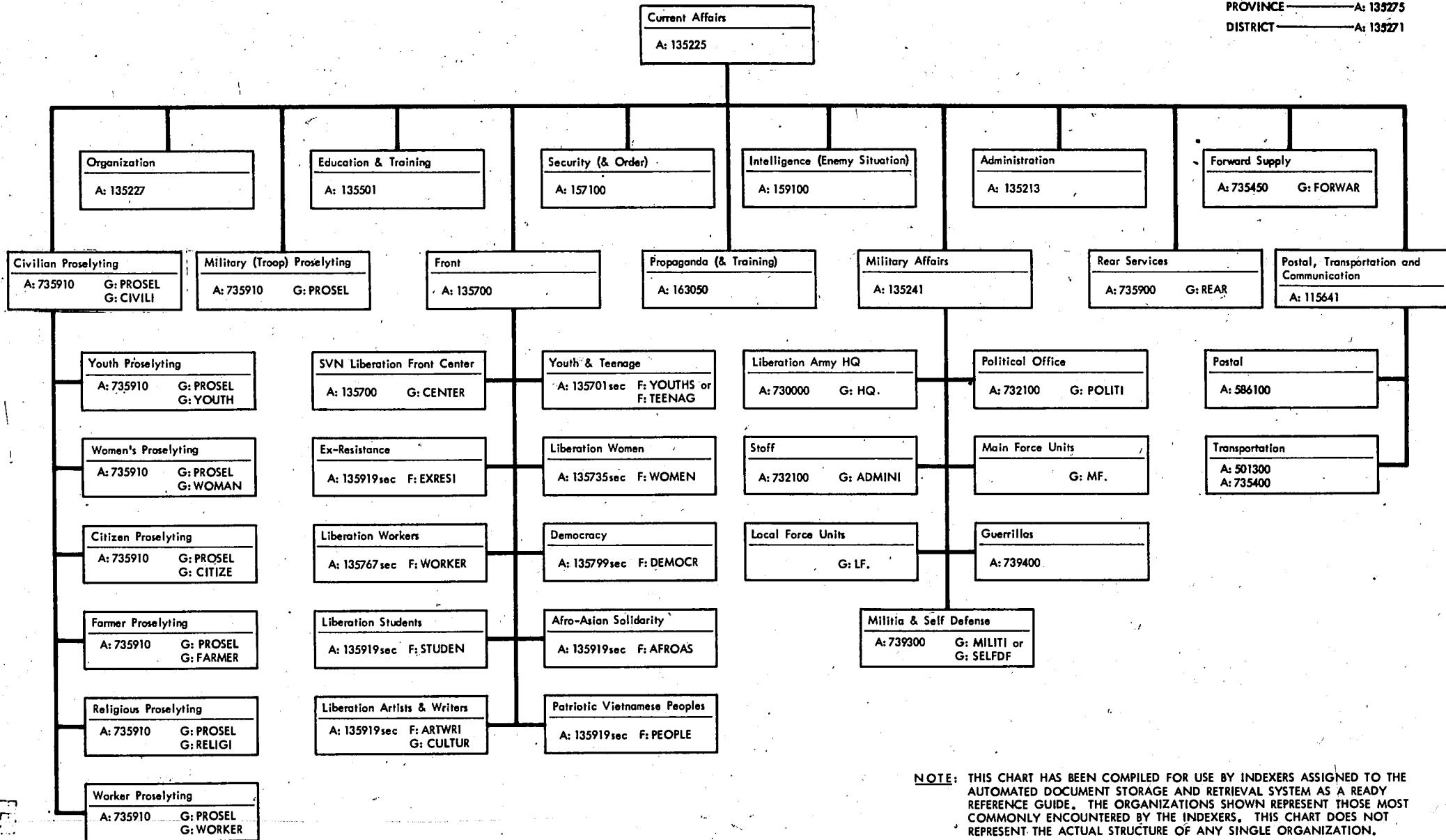
A 5 8 5 6 Ø Ø G C O M M O L M 5 Ø Ø Ø 2 5 M 5 Ø Ø 2 2 Ø
 D B A C H U C D T R I T O N
 L V \$ 8 8 5 8 D 4 3 5 Ø 5 .

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



3-48

FEB 1968

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:
¹Often abbreviated "CT."
²The 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 (*công xưởng* or *công binh xưởng*) will be coded as A:735200 with G:ENGINE and G:MACHIN.
³Often abbreviated "NT."
⁴Agricultural sites in the literal sense are located in North Việt Nam
⁵Implemented 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.¹</i> |
| 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 0 F R T L E L O - N G .
 B A V S V C C F D N 3 2 5 . M 7 0 0 1 8 0

A specific statement of the area of responsibility of a unit is part of the OB for that unit, indexed with modifier 180. It is only worth indexing specifically for major units of regimental size or larger; in this case include G:AREAOF along with M:700180. 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:723200. For planned (future) operations include A:708000.</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.