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PART III

OPERATIONS SECTION

GENERAL

The Operations Section is the action arm of the DIOCC in dealing with VC subversive activities. Granted an efficient Situation Section, the Operations Section must be competent to meet all operational requirements of the Center to ensure success. If the Situation Section is the brain of the DIOCC then the Operations Section is the arm.

In addition to preparation of orders for anti-VCM operations on the basis of intelligence provided by the Situation Section, the Operations Section has the duty to plan and conduct operations to discover and eliminate VCI who mingle with the people.

Intense and effective activities on the part of the Operations Section largely depend on close coordination among military units in the District and the skillful direction of the District Chief.

Though housed in the same building, the Operations Section should be located apart from the other Sections of the DIOCC to maintain security for operations plans. Under the direction of the Chief of Sub-Sector S3, the composition of the Operations Section includes:

- The entire Sub-Sector S3 Staff
- An RD cadre
- An NPFF representative
- A PRU representative
- Liaison officers from ARVN and Allied units stationed within the District.

End of VN page 98

DUTIES

The principal duties of the Operations Section are:

1. The conduct of anti-VCI operations.

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2. The conduct of those anti-VCM operations within its competence.

To accomplish the above missions, the Operations Section should:

- Prepare operations plans based on intelligence and information received.
- Devise anti-VCM operations plans within its competence. If an operation requires assets beyond DIOCC capabilities, a report (including exploited information and recommendations for appropriate measures) should be submitted to the province.
- Conduct operations.
- After operations, record results in sketch form for filing.
- Monitor, update and report on the disposition and activities of friendly agencies.
- Give positive support to friendly agencies in the neutralization of VCI.
- Update tables of combat capabilities of friendly units.
- Report to the DIOCC VCI and VCM neutralizations.
- Disseminate documents (annex 18: 7 forms required by J3, JGS to be used by the Sub-Sector S3).

In order to perform these functions efficiently, the Chief of the Operations Section should assign each subordinate a number of tasks in accordance with his capacity. Assignment of tasks must be in consonance with the following criteria:

- A. One man is responsible for handling incoming and outgoing correspondence, preparing statistics and reports on casualties and disseminating documents.

End of VN page 99

- B. One man is responsible for the friendly situation which includes Sub-Sector forces and friendly units.

- C. The other five section members are responsible for preparing plans, drafting operations orders, providing combat support, updating tables of friendly unit dispositions and combat capabilities of units, and preparing charts and overlays for the Operations Section. These criteria are prescribed for the minimum personnel strength required to be in the Operations Section. With additional personnel, the Chief of the Operations Section may alter the number of people assigned to each task.

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COMMUNICATIONS

The Operations Section must use the Sub-Sector communication system to establish contact with Sub-Sector forces, villages, hamlets, friendly units stationed in the area, and the Sector TOC and PIOCC.

The DIOCC monitors all operations conducted within the District, controls communications used by the various forces during operations, and will maintain a channel of communication for requesting support, when necessary.

End of VN page 100

DETAILED MANAGEMENT OF THE OPERATIONS SECTION

The Operations Section is the Sub-Sector TOC and must be operational 24 hours a day. As most VC activity occurs at night, the Operations Section must be staffed by competent and permanently assigned personnel throughout the night. Permanent personnel are also needed during the day to plan, coordinate and control operations; therefore, an effective system of shifts must be established.

Operations plans are usually made during the day through contact with the Situation Section and the forces to be committed. However, during the night contingency plans for reaction measures may have to be formulated. Such planning should be done with Situation Section members on night duty who have access to the intelligence files concerned. Commanders of District reaction forces should be consulted when necessary.

During normal duty hours, the Chief and personnel of the Operations Section should frequently meet with the Situation Section to be briefed on the enemy situation and if the possibility for an operation exists, overlooked by the Situation Section, recommend an operation.

Additionally, to keep abreast of the security situation, the Operations Section should regularly conduct operations in pursuit of the enemy thus denying him the opportunity of harrassment.

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INTELLIGENCE OPERATIONS AND TYPES OF OPERATIONS

To neutralize VCI, the DIOCC must collect intelligence, establish contact with VCI to induce them to rally, and keep track of suspects in order to gather additional information for neutralization operations. The point here is to specify which intelligence operations the DIOCC can conduct and which type of neutralization operation it can mount.

End of VN page 101

A. INTELLIGENCE OPERATION

The DIOCC should conduct two types of intelligence operations:

1. VCI intelligence operations

These are missions generated by the Political Sub-Section to collect intelligence on VCI, penetrate safe bases, induce VCI to rally, follow-up elements suspected of operating for the enemy, etc. They include:

- Penetration into enemy bases,
- Reconnaissance of enemy bases and supply points,
- Discovery of secure locations and shelters,
- Keeping track of suspects,
- Establishing contact with the enemy to urge them to serve as fifth columnists,
- Inducing enemy cadres to rally to the GVN,
- Following enemy movements on trails, and
- Screening at check points.

2. VCM intelligence operations

This type of operation is intended to collect information needed on VCM within the district so that the DIOCC may devise plans to neutralize them. These missions which are generated by the Military Sub-Section, include:

- Penetration,
- Reconnaissance of enemy bases,
- Discovery of supply points and barracks,

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- Surveillance of VCM suspects,
- Urging guerrillas, enemy cadres and soldiers to serve as fifth columnists, and
- Inducement of Communist cadres and soldiers to rally to the GVN.

End of VN page 102

To carry out these missions, the Situation Section under the direction of the Section Chief, must carefully study and prepare plans for submission to the Center Chief. Upon his approval, the plan will be immediately acted upon. In other words, the Chief of the Situation Section is fully responsible for preparing plans for each type of operation. Moreover, during preparation, the Chief of the Situation Section should coordinate with and consult the Chief of the Operations Section for needed support.

Forces for both VCI and VCM intelligence operations include:

1. PSB collection and apprehension teams
2. PFF
3. PRU
4. Intelligence and Reconnaissance squads or Combined Reconnaissance and Intelligence platoons
5. Armed Propaganda Teams
6. RD Intelligence cadres
7. Village and Hamlet officials
8. People's Self Defense Teams

B. TYPES OF OPERATIONS

There are normally two types of operations conducted by the DIOCC, anti-VCI operations and attacks on VCM.

In addition to the forces used in intelligence gathering operations, forces organic to the District are used on operations:

1. Regional Forces
2. Popular Forces

If operations require assets beyond district means the Operations Section through the District Chief should solicit support from the Province PHUNG HOANG Committee. Also, the Center Chief can request support from ARVN and Allied units operating in the area for cordon and search operations.

End of VN page 103

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RESPONSIBILITIES OF THE SITUATION SECTION

Normally the Situation Section recommends operations but there are times when they are generated by the Operations Section or by the District Chief. In the latter case, the Operations Section must immediately solicit target information from the Situation Section (Unconfirmed or perishable information may also be used).

1. ANTI-VCI OPERATIONS

When the Political Sub-Section has adequate information to confirm a VCI element and enter his name on Blacklist B, the Situation Section will draft the intelligence annex to the operations plan, prepare a recommendation for an operation and provide Blacklist D or in the case of a cordon and search operation, a hamlet blacklist. When the recommendation of the Chief of the Situation Section reaches the Operations Section, the Situation Section will brief the Operations Section on the target and arrangements will be made for any reconnaissance required from among assets under the control of the Operations Section. After reconnaissance, studies of information and selection of forces, the Operations Section will prepare a plan and convoke the operations briefing, attended by commanders of organic or tactical forces to be employed on the operation.

2. ANTI-VCM OPERATIONS

Upon ascertaining the location, identification, troop strength, and armament of VC Military Units, the Military Sub-Section will recommend an operation to the Operations Section, through the Chief of the Situation Section, and prepare the intelligence annex of the operations plan. Military OB intelligence, unlike VCI intelligence, in most cases is highly perishable, since VCM main force units are liable to artillery and air attacks and must thus keep constantly on the move. Therefore, Military Sub-Section operation recommendations must be timely and the Operations Section must prepare anti-VCM operations plans expeditiously.

The Military Sub-Section must brief the Operations Section (as well as the Political Sub-Section), carefully informing them of:

- Other VCM units in the area which may come to the support of the Communist unit proposed to be attacked.

End of VN page 104

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- The combat capabilities and tactics of the Communist unit to be attacked.
- The nature and type of static defenses in the enemy base area, etc. The Political Sub-Section will provide copies of Blacklist D to be attached as an annex to the operations order.

After an immediate study of collected information and selection of the best possible plan, the Operations Section will convoke unit commanders and commanders of support elements for an operations briefing if time permits.

RESPONSIBILITIES OF THE OPERATIONS SECTION DURING PLANNING

1. Operational Briefing

The Operations Section must convene the operation briefing to be attended by appropriate unit commanders of District organic forces, Commanders or representatives of tactical units and support elements such as artillery, air support, Psyops and S5 (in the case of a cordon and search operation) and the Chief of the Situation Section to discuss the plan and clarify assignments. Support arrangements should be firmly established using an operations overlay map for clarity.

The Chief of the Situation Section must:

- Recommend security measures for the operations plan
- Emphasize restricted distribution of the operations plan which is disseminated only to those with a need to know.
- Provide representatives of tactical units and commanders of organic forces employed on the operation with methods to identify prisoners and dead bodies, guidance to prevent captured documents from being lost (e.g., soldiers might keep VC love letters for themselves), guidance on handling captured radios (not to change frequencies as a soldier might due to ignorance).

2. Final preparation

After the meeting, the Operations Section must transform the operation plan into an operation order and submit it, through the Deputy Center Chief, to the Center Chief for approval and signature. If for any reason the operation order would not

End of VN page 105

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reach the Commander of a participant force, the Operations Section must inform him immediately of the issuance of an operation order as well as any changes in the original operation plan. Notification should be made via secure means.

If support forces are required for an anti-VCI intelligence operation, the Political Sub-Section must coordinate with the Operations Section which will notify organic District forces. If at the last minute, the need for additional support, in excess of the capabilities of the forces employed has become apparent since the operation briefing, the Operations Section must report immediately to the Center Chief to enable measures to be taken. If needed support is within the capabilities of the force employed, it will be their responsibility. Finally, remember that Village and Hamlet officials (e.g., Commissioners for military affairs) may be used if an operation is conducted within their village/hamlet area.

Points to consider

A. In planning operations

* Reconnaissance

Although important, reconnaissance is sometimes neglected. Reconnaissance of targets must be conducted to obviate surprise obstacles such as changes in enemy defensive positions, flooded areas, blown-up culverts, collapsed bridges, etc. Care must be taken in the use of aerial reconnaissance not to alert the enemy; deceptive measures such as Chieu Hoi leaflet drops and minimizing conspicuous circular flight patterns may be used.

* Intelligence security

From planning and preparation to the execution of an operation, all concerned must maintain high standards of intelligence security in order to attain surprise and make the operation a success. Briefings and information should be limited to those with a need to know. A paragraph on counter-intelligence security should be included in the operation order.

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* Timing

All forces involved in approaching a target should be carefully synchronised.

End of VN page 106

B. In Executing Operations

* Movement

The fastest means of troop movement should be selected so that the enemy can not react in time.

* Coordination of forces

Each unit should be effectively deployed in order to ensure close coordination of fire power and mutual support.

* Support

Support such as artillery, observation flights, airstrikes, etc., should be employed when needed.

* Communication liaison

Continuous communication between operation forces and the DIOCC is indispensable, particularly liaison with ARVN and Allied units. Communication between US and VN forces will be effected by the US Coordinator.

* Natural obstacles

Any natural obstacles should be identified beforehand so as to avoid hampering the advance.

* Village and Hamlet Protection

To interdict villages and hamlets to all VC infiltration attempts a substantial number of outposts and/or ambushes should be set up. The withdrawal of GVN forces to secure areas not only permits VC harrassment and intrusion but also causes disrespect and distrust of those forces and their efforts by village and hamlet residents.

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Post-operational responsibilities of sections

I. Operations Section

* Reports the results to the Sector TOC, the PIOCC, and ARVN and Allied Forces when requested.

End of VN page 107

* Furnishes photographs of VC KIA and base complexes, captured documents, communications equipment, prisoners and Hoi Chanhs to the Situation Section for exploitation and possible conduct of further operations.

* Both during and after operations, if detention facilities do not exist, the Operations Section must use District forces to guard prisoners.

II. Situation Section

* Information and documents provided by the Operations Section should be recorded in Communist card files, personnel dossiers and OB files.

* Prepares statistics on results for reports to the PIOCC.

* Insures that interrogations begin and carefully reviews and lists captured materials for collation.

* Arranges for the detention and feeding of prisoners.

* Turns apprehended VCI with their dossiers over to the Province for interrogation and prosecution before the Province Security Committee or a Military Field Tribunal.

End of VN page 107

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SYSTEM FOR MANAGEMENT AND UTILIZATION
OF DOSSIERS FOR EXPLOITATION
OF KEY VCI AND VCI SUSPECTS

I. PURPOSE

To closely monitor the exploitation of key VCI and VCI suspects, as well as to enable the use of dossiers in interrogations, PIOCC and their subordinate DIOCCs must establish a uniform and effective liaison system so as to be informed of the apprehension of a VCI suspect or a key VCI. This system will facilitate DIOCC and PIOCC monitoring of the disposition of the individual as he moves through apprehension, initial exploitation and conviction by the Province Security Committee or tribunal.

II. HOW TO USE THE SYSTEM

A. DIOCC

1. Initial exploitation

The DIOCC must be immediately informed by member agencies of the apprehension of a key VCI or a suspect. Upon notification, the DIOCC must immediately determine if a dossier has been opened on the individual.

a. If there is a DIOCC dossier on the individual

The DIOCC interrogator will send a copy of the dossier to the apprehending agency and will be present during the interrogation to insure that all information in the dossier is used accurately and effectively. Upon completion of the initial interrogation, an interrogation report will be made in three copies (by the interrogator of the agency having custody):

End of VN page 110

- 1 copy for the custodial agency
- 1 copy for the DIOCC dossier on the individual
- 1 copy to be placed in the duplicate DIOCC dossier which will accompany the individual during subsequent exploitation. Simultaneously with the preparation of the initial interrogation report, the interrogators of the DIOCC and the original exploiting agency will fill out Form I (attached) in three copies before handing the individual over to another agency;

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- One copy for the original interrogation agency
- One copy for the DIOCC dossier on the individual
- One copy to be placed in the dossier which will accompany the individual.

b. If there is no DIOCC dossier on the individual, the DIOCC must establish original and duplicate dossiers during the period of initial exploitation.

In either case, the interrogation agency must take pictures and fingerprints of anyone who undergoes an initial interrogation. They are to be made in three copies (one for the agency assuming custody, one for the DIOCC, and one for the dossier which accompanies the individual).

2. Subsequent exploitation agency (Province level)

If the individual is transferred to Province level for further exploitation, the DIOCC must immediately notify the PIOCC of the disposition of the individual (using Form II) to facilitate PIOCC monitoring of the individual.

B. PIOCC

Upon receipt of Form II from a DIOCC, the PIOCC has two main duties:

End of VN page 111

1. Monitoring exploitation and legal processing

The PIOCC will assign its representative to assist in the exploiting and to review all dossiers provided by the DIOCC. When interrogation is completed, an interrogation report is prepared in three copies:

- One copy for the interrogation agency
- One copy to the PIOCC for transmittal to the DIOCC where it is placed in the dossier on the individual.
- One copy to be placed in the dossier which accompanies the individual.

The dossier which accompanies the individual should incorporate the DIOCC duplicate dossier, initial interrogation reports and

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subsequent interrogation reports; it will be transmitted by the responsible agency to the PIOCC for review. Upon receipt of the dossier, the PIOCC in consultation with the Special Police Chief will prepare the legal case against the individual for the Province Security Committee (Form A of Circular #2212/BNV/CT/13-A/M dated August 20, 1969 of the Ministry of the Interior).

2. Notification of results

When an individual is brought before the Province Security Committee, any decision taken (even should the individual be released) should be reported by the PIOCC to the concerned DIOCC on Form III.

C. IF THE INDIVIDUAL IS ARRESTED AT PROVINCE LEVEL

The apprehending agency must immediately notify the PIOCC which will request the appropriate District (where he lives or operates) to furnish a duplicate of any existing dossier on the individual. Then, the PIOCC must monitor the individual as he moves through interrogation stages to conviction or release by the Province Security Committee and inform the interested District of the result. If no dossier exists, the PIOCC will establish a dossier on the individual in two copies, based on information obtained from exploitation.

End of VN page 112

- One copy will accompany the individual
- One copy will be sent to the appropriate DIOCC for filing

III. CONCLUSION

This system is intended to effectuate the monitoring and control of apprehended VCI and VCI suspects effectively. Therefore, decisions as to whether to release the individual made by the custodian agency must be reviewed by the PIOCC (if at Province level), or reported to the DIOCC (if at District level), at least 48 hours before being implemented.

End of VN page 113

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FORMS FOR MONITORING VCI DETAINEES

FORM I

(To be completed in three copies
by all agencies assuming custody)

1. IDENTIFICATION

- Full name _____ DIOCC dossier # _____
- Date and place of birth _____
- ID Card # _____ Date and place of issue _____
- Names of parents _____
- Profession _____
- Address _____

2. Circumstances of apprehension _____

3. Apprehending agency _____

4. Documents, weapons _____

5. Original exploiting agency _____
(Name of agency)

6. _____ pages of initial interrogation report
Number

7. Subsequent exploiting agencies (at District) _____

_____ Date of receipt _____
Name of agency

8. _____ pages of subsequent interrogation reports
Number
(at District) _____

Day Month Year Day Month Year Day Month Year

Signature of original
exploiting agency
representative

Signature of DIOCC
representative

Signature of sub-
sequent exploiting
agency representative
(District level)

End of VN page 114

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REPORT ON VCI DETAINEE STATUS
FORM II

(DIOCC Notification to PIOCC of
transfer of VCI suspects or key
VCI to Province)

Date _____

FROM: _____ DIOCC
TO: _____ PIOCC
ON (day) _____ (Month) _____ (Year) _____
AGENCY _____

(Name of original exploiting agency)
HANDED OVER _____ Born on day _____ Month _____
(Name of individual)
Year _____ at _____ ID Card # _____ issued on _____

TO: _____
(Name of subsequent exploiting agency at Province)
for subsequent investigation.

Deputy Center Chief
Signature

End of VN page 115

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NOTIFICATION OF VCI DETAINEE DISPOSITION
FORM III

(PIOCC notification to DIOCC of the
Province Security Committee decision)

Date _____

FROM: _____ PIOCC
TO: _____ DIOCC

1. Identification
Name _____ Date of birth: Day _____ month _____ year _____
ID Card # _____ issued at _____ on _____
DIOCC Dossier # _____
2. Date apprehended _____
3. Reason _____
 - a. Position and function _____
 - b. Activity _____
4. Final investigation agency _____
5. _____ pages of final interrogation report _____
6. Decision of Province Security Committee:
 - a. Release on (day) _____ (month) _____ (year) _____
Reason _____
 - b. Drafted _____
Reason _____
The individual is transferred to _____ Training Center
on day _____ month _____ year _____
 - c. An-Tri:
Class A _____ (2 years)
Class B _____ (from 1 to 2 years)
Class C _____ (under 1 year)
Extension of An-Tri _____ (if prisoner has
(Term of extension)
been serving an An-Tri sentence)

Where prisoner is to be detained _____
(Name of agency)

Date of expiration of prison term _____

Deputy Center Chief
Signature

End of VN page 116

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PART IV

ANNEXES

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ANNEX 2

ROUTING SHEET

SUBJECT:

DIOCC:
DATE :

DIOCC CONTROL #	AGENCY	INFORMATION REPORT #	DEPUTY CENTER CHIEF'S COMMENTS
DEPUTY CENTER CHIEF	:	:	:
SITUATION SECTION CHIEF	:	:	:
SOURCE CONTROL MAN	:	:	:
POLITICAL	(POLITICAL SUB-SECTION CHIEF	:	:
	(CARD FILES	:	:
	(INDIVIDUAL DOSSIERS	:	:
	(VILLAGE AND HAMLET FILES	:	:
	(BLACKLISTS	:	:
MILITARY	(MILITARY SUB-SECTION CHIEF	:	:
	(INDIVIDUAL DOSSIERS	:	:
	(UNIT DOSSIERS	:	:
	OPERATIONS SECTION CHIEF	:	:

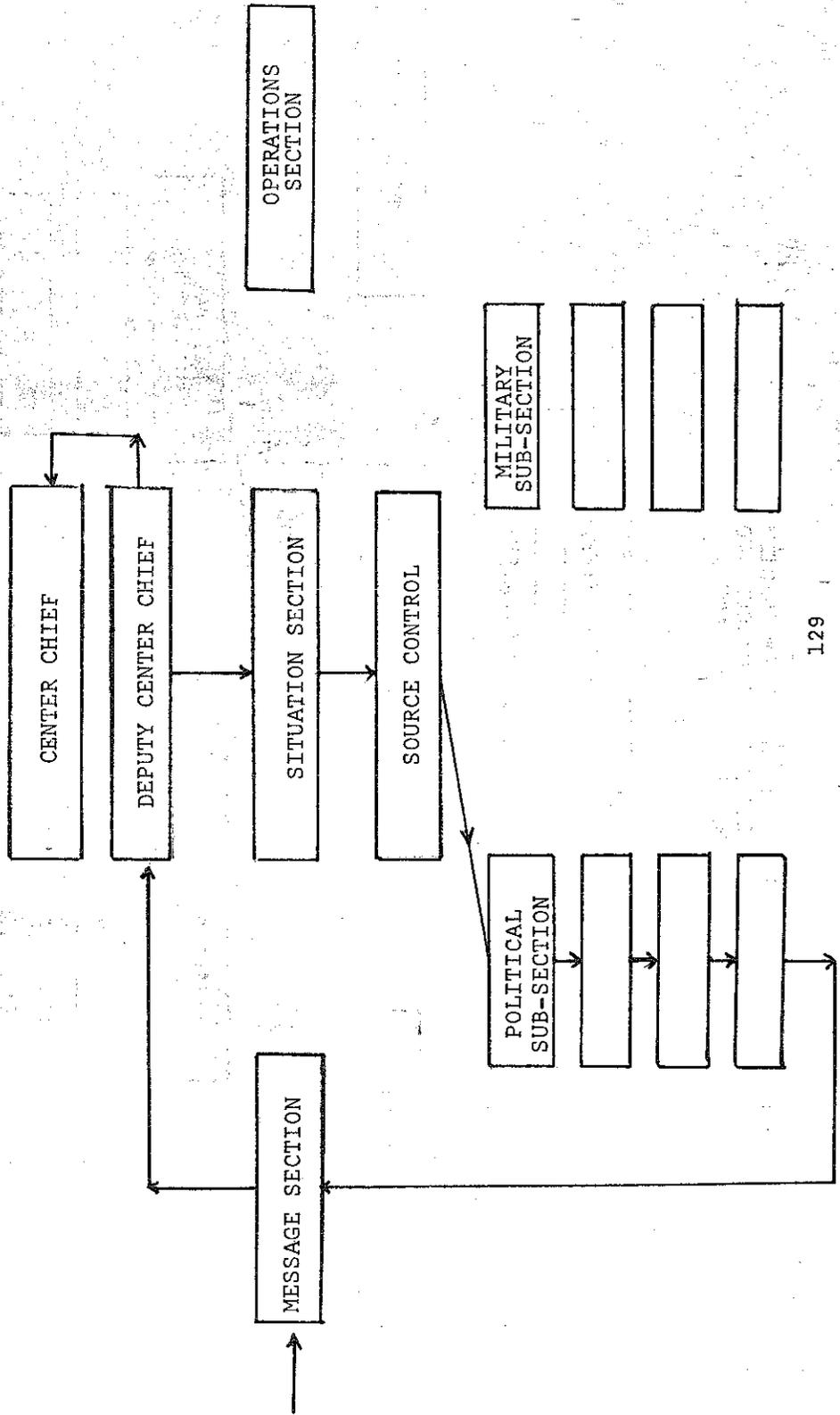
CENTER CHIEF'S
DECISION

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ANNEX 4A

INFORMATION ROUTING SYSTEM FOR
MATERIAL OF CONCERN TO THE POLITICAL
SUB-SECTION

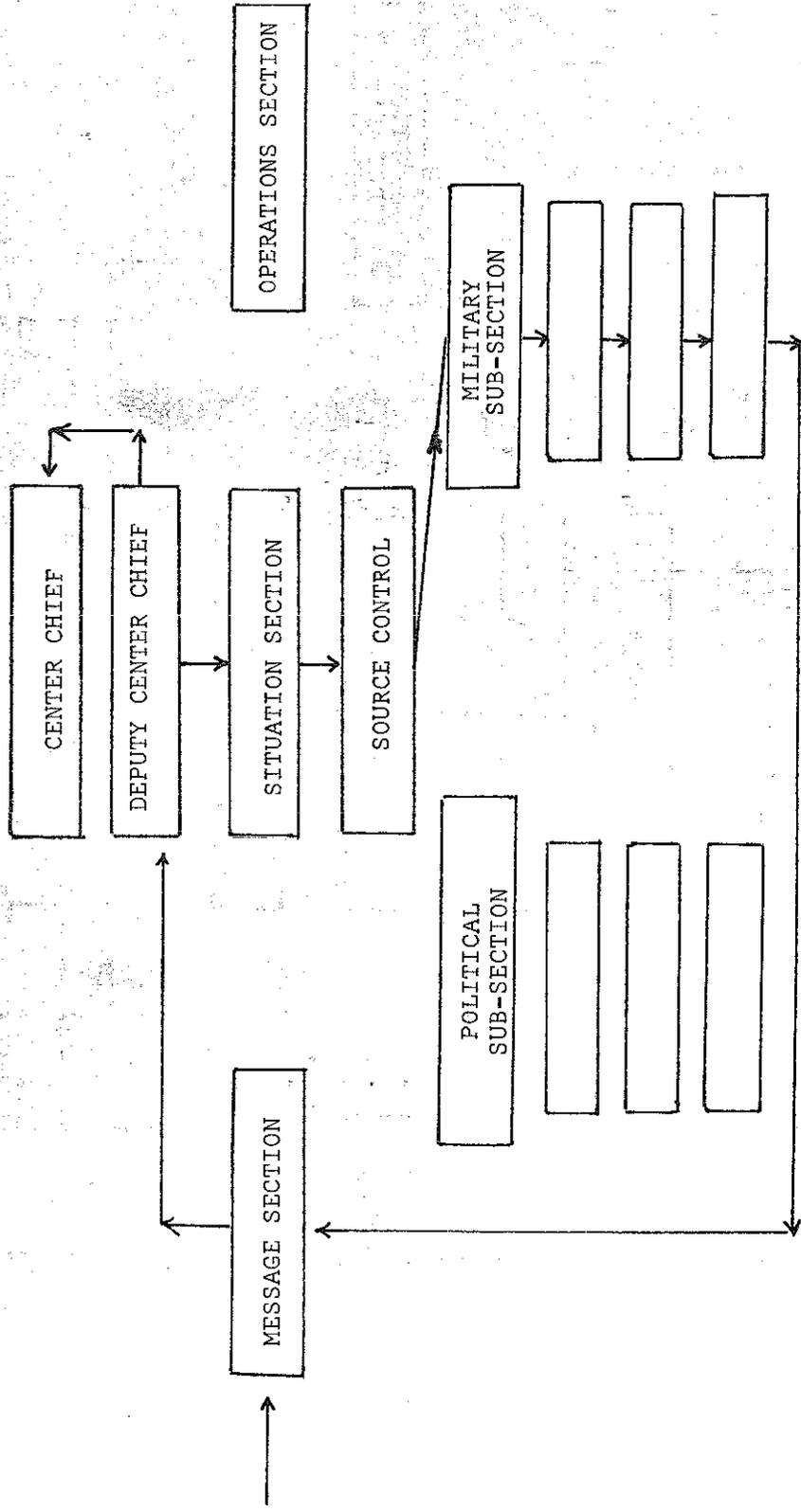


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ANNEX 4B

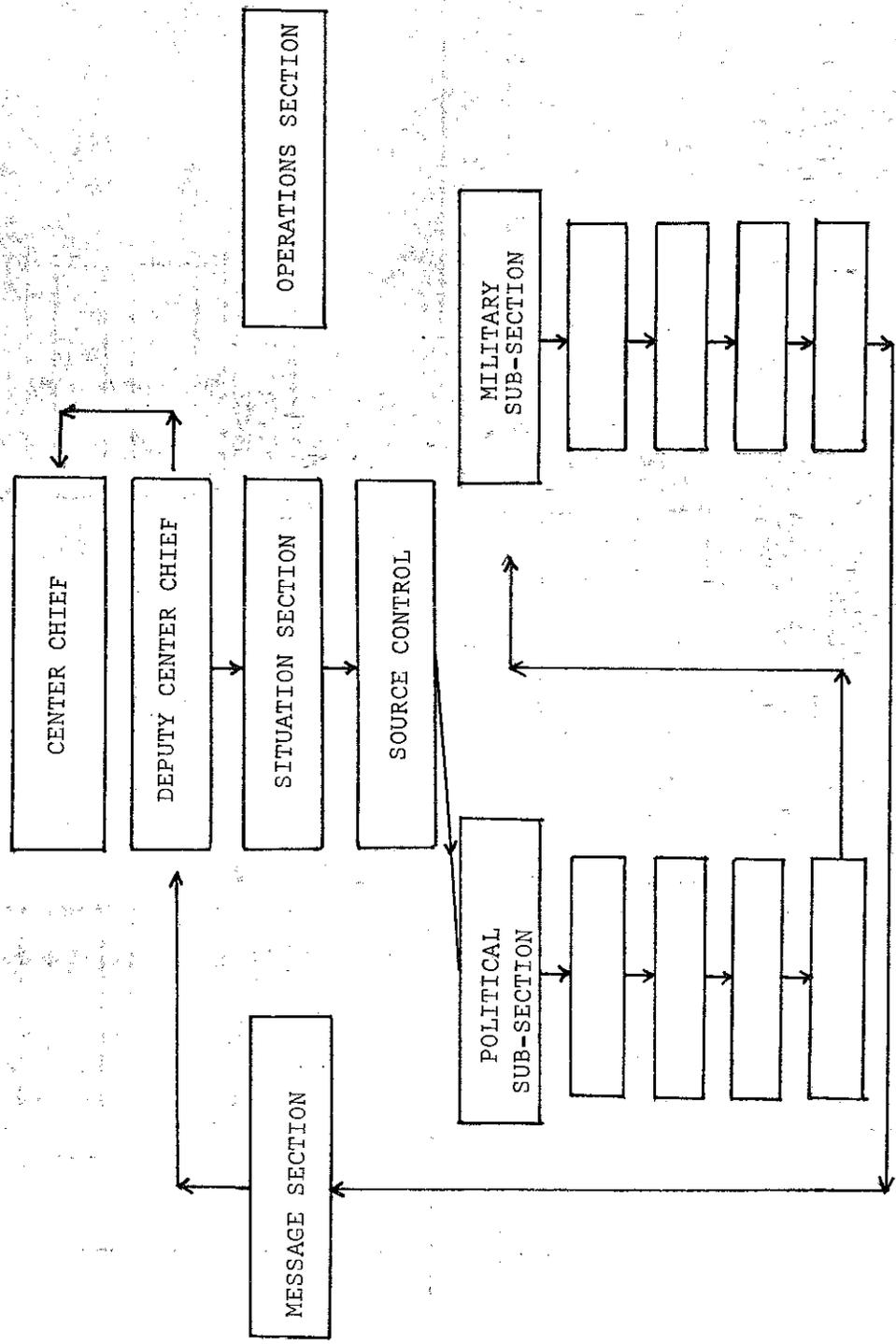
INFORMATION ROUTING SYSTEM
FOR MATERIAL OF CONCERN TO
THE MILITARY SUB-SECTION



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ANNEX 4C
INFORMATION ROUTING SYSTEM FOR
MATERIAL WHICH INVOLVES BOTH
SUB-SECTIONS
(WHEN INFORMATION REPORTS ARE OF PRIMARY
INTEREST TO THE POLITICAL SUB-SECTION)

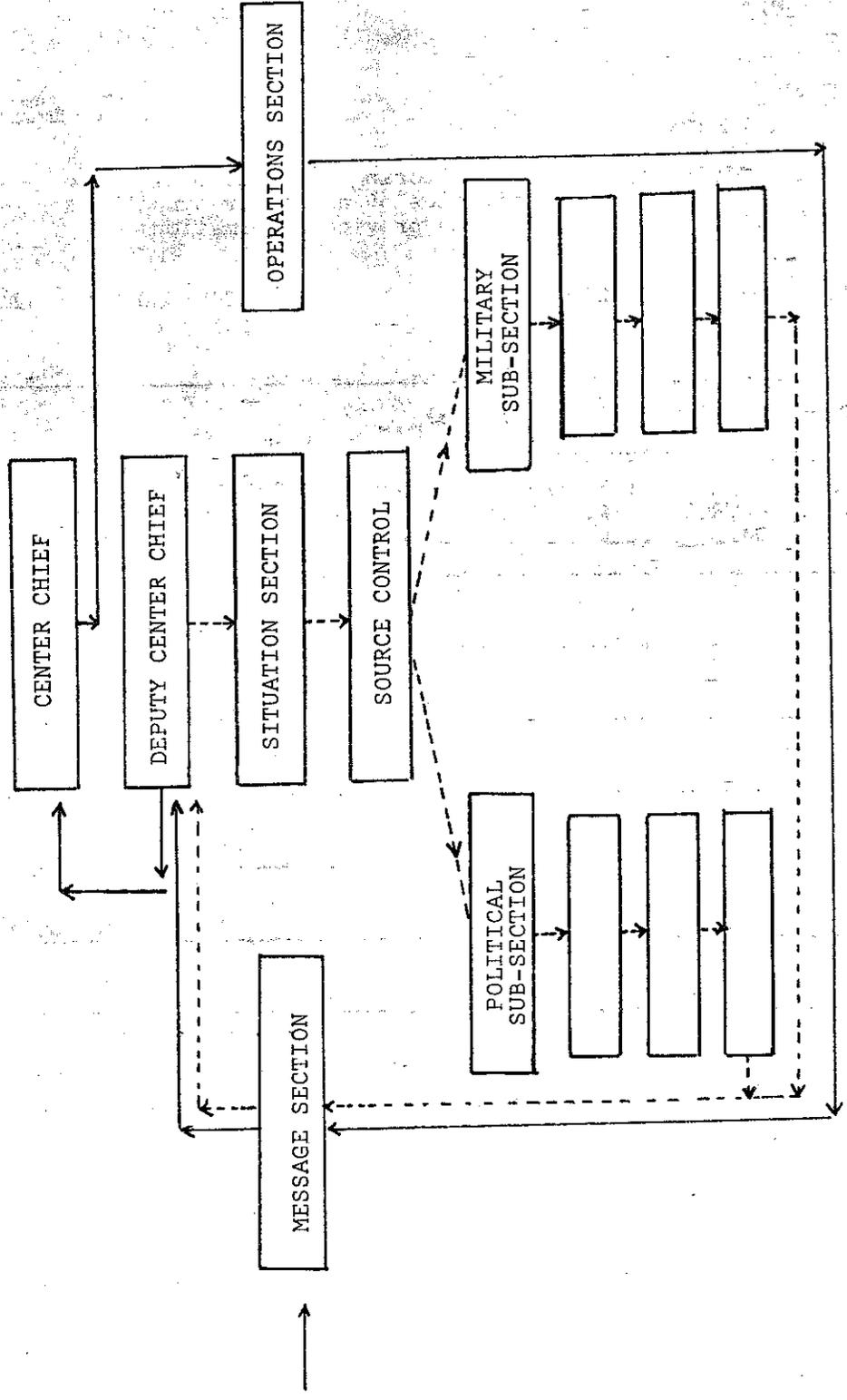


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ANNEX 4E

INFORMATION ROUTING SYSTEM
(FOR PERISHABLE INFORMATION WHICH
REQUIRES AN IMMEDIATE OPERATION)



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(File card)
Full name



Cover name
Cover number
D & POB
Nationality
ID Card number Date and place of
issue
Area of activity
Father's, Mother's name

Marital status Residence

PHYSICAL AND MENTAL DESCRIPTION

Height Identifying marks
Build
Eye
Nose Personality
Hair
Complexion

Unit	Rank and position	Area of operation	Period

Designation	Type		

Education
Profession
Religion
Political party
Military, Technical training
Medal
Meritorious performance of duty

/Male/Female/

Category

/Military/Political/Suspect/

Dossier
.

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ANNEX 7

CATEGORY

%/ INDIVIDUAL DOSSIER

FULL NAME

NUMBER

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VCI, TARGET PERSONALITY DATA FORM

A. IDENTIFICATION

SOURCES

- 1. Full name :
- 2. Aliases :
- 3. Date and place of birth :
- 4. ID Card (old or new) No., date and
place of issue :
- 5. Present location :
- 6. Father's name and his location :
- 7. Mother's name and her location :
- 8. Marital status - Wife
- Children
- Location :
- 9. Status (in prison, at large,
dead etc.) :
- 10. Education :
- 11. Occupation :
- 12. Religion :
- 13. Physical description :
- Height: Color of eyes
- Weight: Complexion
- Build : Shape of face
- Color of hair: Scars and marks

B. HISTORY IN THE VC

- 1. Of what VC organization is he
a member :
- 2. Date and place he joined VC
organization :
- 3. Reason why he joined the VC :
- 4. Chronological history of
activities in VC ranks since
joining :
- 5. Present position and rank in
the VC :
- 6. Describe what he does
for the VC :
- 7. Area of operation :
- 8. Is he a member of the People's
Revolutionary Party ? :

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- 9. Date and place joined the People's Revolutionary Party . . . :
- 10. Is he a member of the NLFSVN ? . . . :
- 11. Date and place joined the NLFSVN :
- 12. Present position in the NFLSVN . . . :
- 13. List other communists who work with him :

Name Position/Rank in VC
 Present location

C. LOCATION AND ACTIVITIES

- 1. Date and places observed (reflected in information reports) :

Time and date Place :

- 2. Places where he stays :

Hamlet or village . . Time and date . . . :

- 3. Who accompanies him when moving . . . :

Name D&POB Weapons carried :

- 4. Routes of movement (sketch route on the back of page) :

From To Time and date :

- 5. List relatives in contact with him :

Name Relationship Present Location :

- 6. When and where he visited relatives :

Date Name of relative :
Location where visit made :

- 7. List others in contact with him :

Name D&POB Present location :

Number of information
summaries appearing in the dossier

INFORMATION SUMMARY

(extract of information on the subject
VCI provided by agencies)

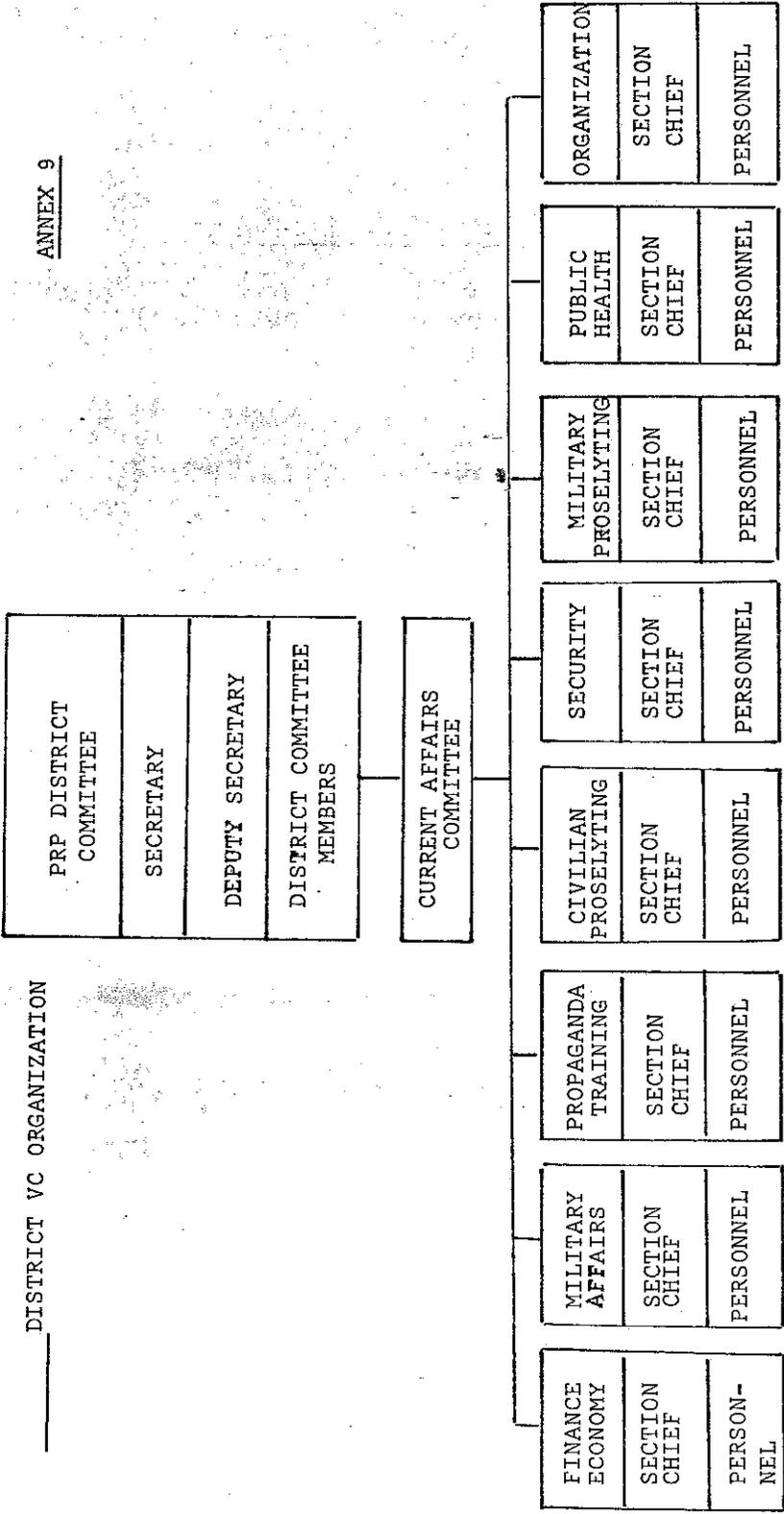
Information report #. . . (assigned by the
reporting agency)

- Reporting agency :
- Date received :
- DIOCC number :
- Reporting agency's
evaluation :
- DIOCC's evaluation :
- Subject:
- Summary:

Date
Name of responsible personnel

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ANNEX 9

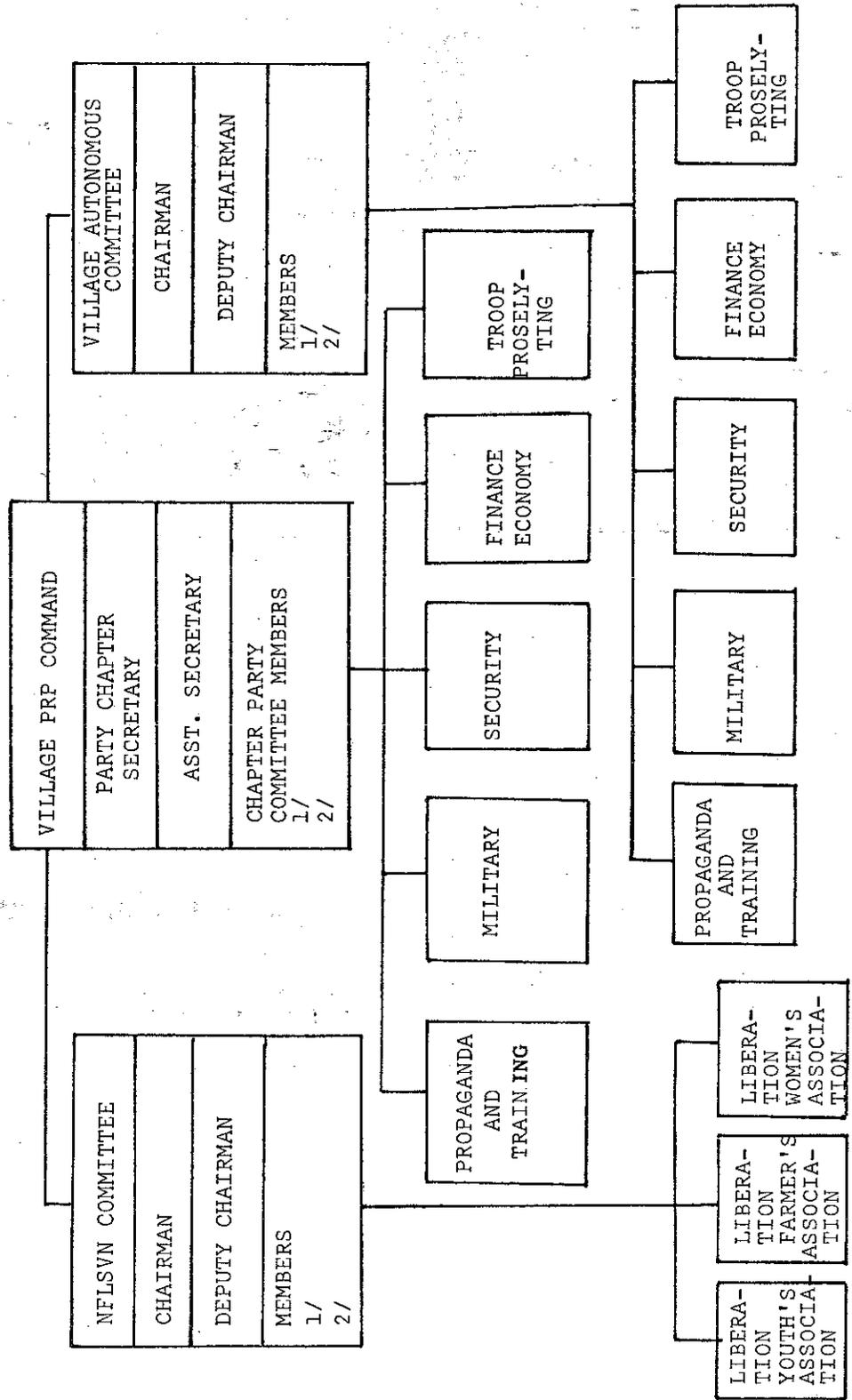


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VILLAGE VC ORGANIZATION

ANNEX 10

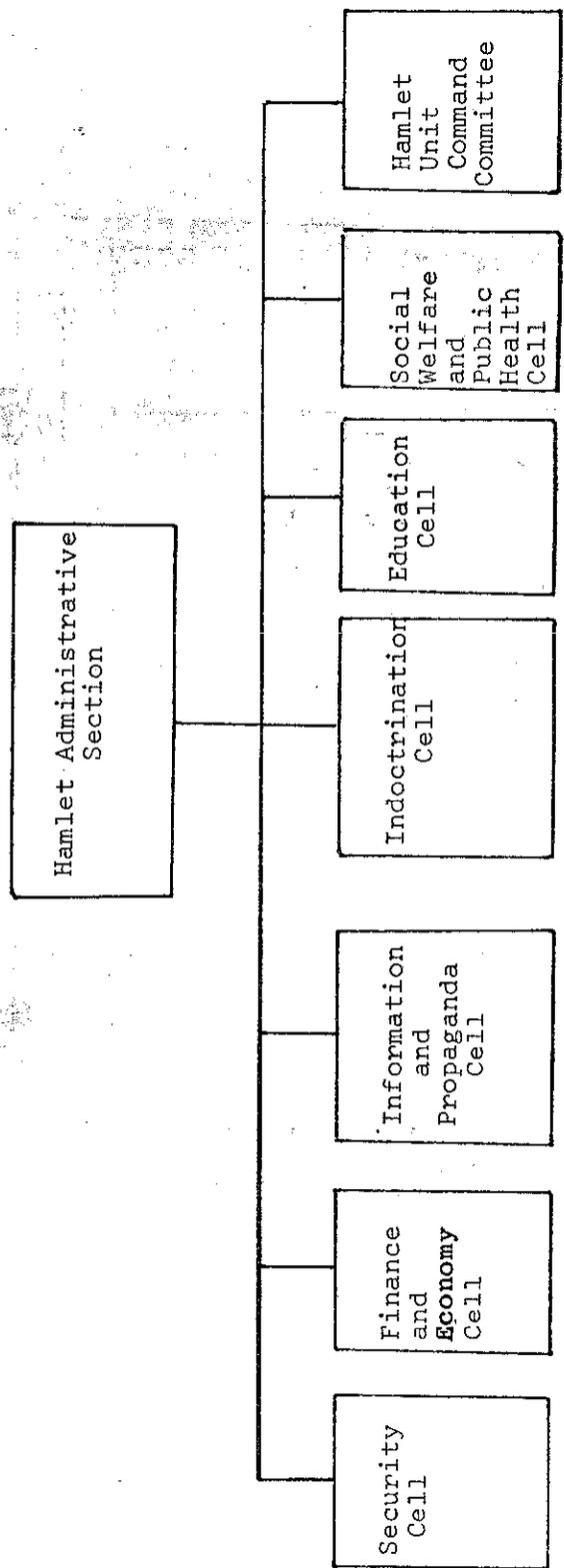


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ANNEX 11

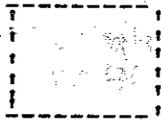
Hamlet VC Organization



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Name

PHOTOGRAPHIC CARD



Full name Alias
D&POB
Nationality
ID Card # Issued at On
Father's name Mother's name

Profession Identifying marks
Residence

<u>Fingerprints</u>		<u>Remarks</u>
<u>Left</u>	<u>Right</u>	Date and place of arrest . . . Reason Arresting agency (or unit)
<u>forefinger</u>	<u>forefinger</u>	

<u>Pertinent information</u>	<u>Reference</u>

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ANNEX 13a

REPUBLIC OF VIETNAM
REGION _____
PROVINCE _____
DIOCC _____

BLACKLIST A

MOST WANTED VCI LIST

NAME	ALIAS	DATE AND PLACE OF BIRTH	ID CARD #	RESIDENCE: OR AREA OF OPERATION	IDENTIFICATION MARKS	DIOCC #	NAME OF OFFICER AND DATE PLACED ON LIST	REMARKS
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:

Date . . .
CENTER CHIEF

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

ANNEX 13c

REPUBLIC OF VIETNAM
REGION _____
PROVINCE _____
DIOCC _____

BLACKLIST C
VCI MOST ACTIVE CASE
LIST

NAME	ALIAS	DATE AND PLACE OF BIRTH	ID CARD # DATE AND PLACE OF ISSUE	VCI POSITION	RESIDENCE OR AREA OF OPERATION	IDENTIFYING MARKS	DIOCC DOSSIER #	NAME OF CASE OFFICER AND DATE NAME WAS PLACED ON LIST	REMARKS
:	:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:	:

Date
CENTER CHIEF
(DEPUTY CENTER CHIEF MAY SIGN THIS LIST)

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ANNEX 14

INFORMATION REQUIREMENT FORM

DATE
DIOCC #

FROM: _____ DIOCC
TO: _____

PRECEDENCE: ROUTINE PRIORITY IMMEDIATE

BACKGROUND: (Give a description of the situation and/or fact and the reason for levying a requirement).
Example: "An action arrow team reportedly moved into My An Hamlet. No other details are known. This location puts the Communist within easy contact of the District town".

REQUIREMENTS: (State what information is required which should be realistically within the capabilities of the tasked agency). Example: "Request the identity of any of the team members, their exact location, strength, weapons, and intentions".

RECOMMENDED MEASURES: (Based on the knowledge and abilities of sources or units available to the agency, suggest which measures appear best capable of fulfilling the requirement). Example: "A PRU reconnaissance mission could confirm the enemy location, or SP agent DA/10 is active in this area and has been proven reliable".

ANSWER REQUESTED BY: (Full name and position) _____

Signature: _____

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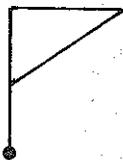
VCI SYMBOLS

I. GENERAL

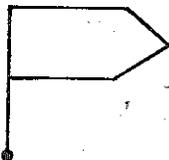
To facilitate recognition and keep abreast of the Local VCI situation, the DIOCC mapman should use the following symbols:

VC ORGANIZATION SYMBOLS

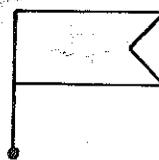
ECHELON SYMBOLS



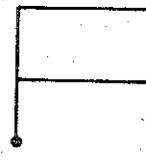
COSVN or
NFLSVN



REGION



SUB-REGION



PROVINCE



DISTRICT



VILLAGE



HAMLET



INCIDENT

MAIN FUNCTION SYMBOLS



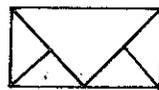
COMMUNIST
PARTY



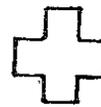
CURRENT
AFFAIRS



ORGANIZATION



COMMUNICATION
AND POSTAL
SERVICE



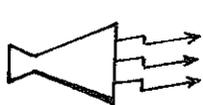
PUBLIC
HEALTH



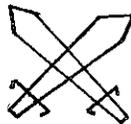
SECURITY



FINANCE
ECONOMY



PROPAGANDA



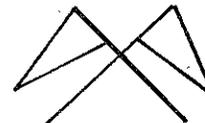
ARMED
UNIT



REAR
SERVICE

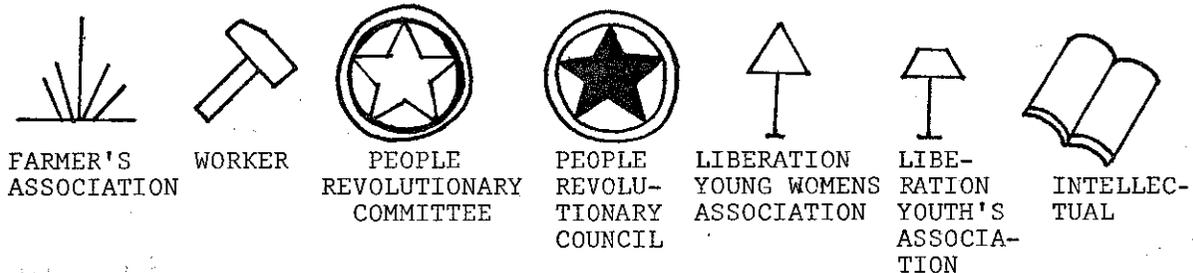


RECON-
NAISSANCE



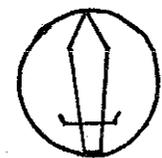
TRAINING

ASSOCIATION SYMBOLS



II. APPLICATION

- To show a village Security Section, a dagger (the symbol of the Security Committee) is drawn inside a circle (the symbol of village echelon).



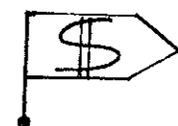
- To show a District Party Committee a red star (the symbol of the party) is drawn inside a square (the symbol of the District echelon).



- To show a Province People's Liberation Committee, a rectangular flag (the symbol of the Province echelon) is drawn with a star in a double circle (the symbol of a People's Liberation Committee).

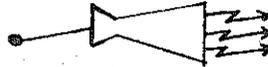


- To show a regional Finance-Economy unit, a piastre sign (the symbol of Finance-Economy) is drawn on a pointed flag (the symbol of Region echelon).



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- To show a VC propaganda incident a black dot (the symbol of an incident) is shown with a megaphone (the symbol for propaganda).



In sum, to represent a VC activity, draw the symbol of the main function inside the symbol of the appropriate echelon. These map symbols will facilitate monitoring of VC activities in the area.

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ANNEX 17

MESSAGE

FORM 1A

- Classification
- Precedence
- Date ____ / Hrs

FROM: DIOCC
. PIOCC

TO: Chairman of Province PH Committee
CPHPO

INFO: PH US Coordinator

TEXT # _____

Daily Report from 1800 Hrs of the previous day to 1800 Hrs of the following.

(This report is used to monitor the results of daily activities).

Item A / (recorded the total of A1 A2 A3).

A1 Killed
A2 Captured
A3 Rallied

Item B / (record the total of B1 B2 B3)

B1 Killed
B2 Captured
B3 Rallied

Item C / (record the total of C1 C2 C3)

C1 Killed
C2 Captured
C3 Rallied

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Item D / (record the total of Item D)

DA1 Killed, Category A
DA2 Captured, category A
DA3 Rallied, category A
DB1 Killed, category B
DB2 Captured, category B
DB3 Rallied, category B

Item E / Total of PH operations already conducted

For example

Item A: 28
A1 06
A2 14
A3 08

Item B: 40
B1 08
B2 22
B3 10

Item C: 55
C1 15
C2 30

Item D: 03
DA1 01 (out of 6 A1)
DB3 02 (out of 10 B3)

REMARKS

If a weapon or document be captured, a description should be added of this item: e.g. province level military intelligence documents or district party committee instructions, or weapons captured include 2 AK 47, 1 pistol and 4 grenades etc.

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ANNEX 17
FORM 1

VCI NEUTRALIZATIONS UNDER THE PH PLAN

At (Province, District) from 1 to 15 (by number report to be attached to bi-weekly and from 1 to 30 monthly reports)

A. CATEGORY A	B. CATEGORY B	TOTAL: PEOPLE'S LIBERATION COUNCILS AND COMMITTEES, D. NATIONAL DEMOCRATIC AND PEACE FORCES (a)	TOTAL: E. OPERATIONS	REMARKS
K (1) : C(2) : R (3) : K(1) : C(2) : R(3)		DA1:DA2:DA3:DB1:DB2:DB3		
:	:	:	:	:
:	:	:	:	:
:	:	:	:	:

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C. CATEGORY C

- (1) Killed, (2) Captured, (3) Rallied
- (a) How many of categories A and B

C1	C2	C3	TOTAL

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ANNEX 17
FORM 2

LIST OF KILLED, CAPTURED AND RALLIED
VCI CADRES

Month 19. . .

DIOCC CONTROL #	FULL NAME ALIAS	DATE AND PLACE OF BIRTH	RANK OR POSITION	AGENCY AND AREA OF OPERATION	DATE AND LOCATION OF CAPTURED & RALLIED	WEAPONS OR DOCUMENTS	RESPONSIBLE AGENCY	REMARKS
								State the disposition of captured VCI cadres

A. CATEGORY A (IMPORTANT)

A1 Killed
A2 Captured
A3 Rallied

B. CATEGORY B (IMPORTANT)

B1 Killed
B2 Captured
B3 Rallied

C. CATEGORY C (UNIMPORTANT)

C1 Killed
C2 Captured
C3 Rallied

D. PEOPLE'S LIBERATION COMMITTEES/COUNCILS-ALLIANCE OF NATIONAL DEMOCRATIC AND PEACE FORCES

DA1
DA2
DA3
DB1
DB2
DB3

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ANNEX 17
FORM 3

PHUNG HOANG ACTIVITY MONTHLY REPORT

. . . PROVINCE (DISTRICT) MONTH OF . . .

I. SECURITY AND POLITICAL SITUATION

II. ANALYSIS OF THE SITUATION

1. Enemy military activity (general)
2. Political activity
 - Enemy political situation (VCI)
 - Number of estimated and confirmed VCI
 - Identified People Revolutionary Committees and Councils.
 - Population situation
 - Friendly activity
 - Results of friendly activity (by Number, Form 1 and by name, Form 2).
 - Analysis of strengths and weaknesses (friendly and enemy).

III. MANAGEMENT AND COORDINATION

1. Facilities
2. Personnel
3. Coordination with member agencies and US Coordinators and ARVN and Allied Units.
4. Strengths and weaknesses
5. Problems and recommendations

IV. CONCLUSION

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ANNEX 18
FORM 1

PROJECTED PROGRAM OF ACTION FOR
THE MONTH OF . . .

SERIAL #	TYPE OF TARGETS: INSTALLATIONS, STRUCTURES (SECRET ZONE, RICE STORAGE, WEAPON CACHE) AND CADRES	DESIGNATION	PERIOD FROM TO	TYPE OF OPERATIONS	REMARKS
1	Secret zone	X		Cordon, neutralization	
2	District Committee Cadre	Y		Raid	(He usually hides in a cache at the house)
3	Commo-Liaison Cadre	A		Ambush	(He usually carries out liaison missions on the road to)
4					
5					
6					
7					
8					
9					
10					

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

ANNEX 18
FORM 2

FRIENDLY FORCES DISPOSITION STATEMENT

UNIT	UNIT COMMANDER	LOCATION	COORDINATES	CAMP NAME	REMARKS
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:

~~CONFIDENTIAL~~

ANNEX 18
FORM 4

TARGETS IN PRIORITY ORDER

SERIAL #	TYPE	COORDINATES	VILLAGE	HAMLET	DESIGNATION
1	Secret Zone	XS	A	B	X
2	District party	XS	-	-	Y
3	Committee cadre	XS	-	-	
4	Commo-Liaison	XS	-	-	
5	Cadre				
6					
7					
8					
9					
10					

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

VCI NEUTRALIZATION GRAPH

MONTH/VCI	1	2	3	4	5	6	7	8	9	10	11	12
150	:	:	:	:	:	:	:	:	:	:	:	:
100	:	:	:	:	:	:	:	:	:	:	:	:
50	:	:	:	:	:	:	:	:	:	:	:	:
30	:	:	:	:	:	:	:	:	:	:	:	:
10	:	:	:	:	:	:	:	:	:	:	:	:

REMARKS: Killed (Black) Captured (Red) Rallied (Green)

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

RECAPITULATION OF CASUALTIES

DATE	FRIENDLY			ENEMY			WEAPONS AND AMMUNITION
	CASUALTIES			CASUALTIES			
	KIA	MIA	WIA	KILLED	CAPTURED	RALLIED	
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:

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~~CONFIDENTIAL~~

INFORMATION REPORT FORM

Number Date

Date and place of acquisition :
Circumstance of collection:
Source:
Date of reporting:
Evaluation:

SUBJECT:

A. CONTENTS

1. State the circumstance of collection (who provided the information, his profession, how he came to know the information, and whether or not it is first hand information).
2. State the information (if a person, state his name, age, identification, profession and position; if an enemy scheme, state what the enemy will attempt).

For example: The enemy plans to attack or sabotage a place, state where and when. Or if the location of a Village Party Chapter is specified; state its full time and part time locations and where it takes shelter when attacked, etc.)

B. COMMENTS

- Comments of reporting personnel
- Comments of the Village Chief or his Deputy for Security or the Village NP Chief: True or false information, an evaluation, and recommendations for counter measures.

From Village Administrative Committee
To DIOCC
Info PIOCC

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ANNEX 20

DAILY REPORT FORM

Name of the village
From 1700 Hrs of (previous day) to
1700 Hrs of (the following)

- 1) operations, raids conducted
- 2) Location
- 3) Results:

Killed (List names and positions)
Captured (List names and apprehending agencies)
Rallied (List names and who convinced them to rally).
Weapons captured
Documents captured

Number _____
From _____ Village Administrative Committee
To _____ DIOCC
Info _____ PIOCC

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ANNEX 21

MONTHLY REPORT
MONTH OF . . 19 . .

1. GENERAL SECURITY SITUATION

(State enemy activity, village security situation)

2. ENEMY MILITARY SITUATION

(State enemy military activities in detail)

3. POLITICAL SITUATION

(State propaganda, distribution of leaflets, slogans, direct struggles, demonstrations).

(State the enemy installation situation in the Village, in what villages and hamlets People Liberation Committees and Sections are established).

4. PROBLEMS

5. COMMENTS AND RECOMMENDATIONS

Date

Number
From Village Administrative Committee
To DIOCC
Info PIOCC

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

ANNEX 17
FORM 3

PHUNG HOANG ACTIVITY MONTHLY REPORT

. . . PROVINCE (DISTRICT) MONTH OF . . .

I. SECURITY AND POLITICAL SITUATION

II. ANALYSIS OF THE SITUATION

1. Enemy military activity (general)
2. Political activity
 - Enemy political situation (VCI)
 - Number of estimated and confirmed VCI
 - Identified People Revolutionary Committees and Councils.
 - Population situation
 - Friendly activity
 - Results of friendly activity (by Number, Form 1 and by name, Form 2).
 - Analysis of strengths and weaknesses (friendly and enemy).

III. MANAGEMENT AND COORDINATION

1. Facilities
2. Personnel
3. Coordination with member agencies and US Coordinators and ARVN and Allied Units.
4. Strengths and weaknesses
5. Problems and recommendations

IV. CONCLUSION

~~CONFIDENTIAL~~

PROJECTED PROGRAM OF ACTION FOR
THE MONTH OF . . .

SERIAL #	TYPE OF TARGETS: INSTALLATIONS, STRUCTURES (SECRET ZONE, RICE STORAGE, WEAPON CACHE) AND CADRES	DESIGNATION	PERIOD FROM TO	TYPE OF OPERATIONS	REMARKS
1	Secret zone	X		Cordon, neutralization	
2	District Committee Cadre	Y		Raid	(He usually hides in a cache at the house)
3	Commo-Liaison Cadre	A		Ambush	(He usually carries out liaison missions on the road to)
4					
5					
6					
7					
8					
9					
10					

ANNEX 18
FORM 2

FRIENDLY FORCES DISPOSITION STATEMENT

UNIT	: UNIT COMMANDER	: LOCATION	: COORDINATES	: CAMP NAME	: REMARKS
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

ANNEX 18
FORM 4

TARGETS IN PRIORITY ORDER

SERIAL #	TYPE	COORDINATES	VILLAGE	HAMLET	DESIGNATION
1	Secret Zone	XS	A	B	X
2	District party	XS	-	-	Y
3	Committee cadre	XS	-	-	
4	Commo-Liaison	XS	-	-	
5	Cadre				
6					
7					
8					
9					
10					

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VCI NEUTRALIZATION STATISTICS

FROM . . . TO

DATE	CATEGORY A	CATEGORY B	PRC & C AND PF(*)	TOTAL (**)	OPERATIONS (***)
1/	2/ : 3/ : 4/ : 5/ : 6/ : 7/ : 8/ : 9/ : 10/ : 11/ : 12/				
	: Killed: Captured: Rallied:	: Killed: Captured: Rallied:	: Killed: Captured: Rallied:		
	: :	: :	: :		
	: :	: :	: :		
	: :	: :	: :		
	: :	: :	: :		
	: :	: :	: :		
TOTAL:	: :	: :	: :	: :	: :

(*) PEOPLE REVOLUTIONARY COUNCILS AND COMMITTEES AND ALLIANCE OF NATIONAL DEMOCRATIC AND PEACE FORCES
 (**) ADD UP FROM COLUMN 2 THROUGH 10
 (***) STATE ECHELON AS SQUAD, PLATOON, COMPANY

CATEGORY C
: Killed : Captured : Rallied

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CONFIDENTIAL

~~CONFIDENTIAL~~

ANNEX 18
FORM 6

VCI NEUTRALIZATION GRAPH

MONTH/VCI	1	2	3	4	5	6	7	8	9	10	11	12
150	:	:	:	:	:	:	:	:	:	:	:	:
100	:	:	:	:	:	:	:	:	:	:	:	:
50	:	:	:	:	:	:	:	:	:	:	:	:
30	:	:	:	:	:	:	:	:	:	:	:	:
10	:	:	:	:	:	:	:	:	:	:	:	:

REMARKS: Killed (Black) Captured (Red) Rallied (Green)

~~CONFIDENTIAL~~

RECAPITULATION OF CASUALTIES

DATE	FRIENDLY			ENEMY			WEAPONS AND AMMUNITION
	CASUALTIES		WEAPONS AND AMMUNITION	CASUALTIES		WEAPONS AND AMMUNITION	
	KIA	MIA : WIA		KILLED	CAPTURED		
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:

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INFORMATION REPORT FORM

Number Date

Date and place of acquisition :
Circumstance of collection:
Source:
Date of reporting:
Evaluation:

SUBJECT:

A. CONTENTS

1. State the circumstance of collection (who provided the information, his profession, how he came to know the information, and whether or not it is first hand information).
2. State the information (if a person, state his name, age, identification, profession and position; if an enemy scheme, state what the enemy will attempt).

For example: The enemy plans to attack or sabotage a place, state where and when. Or if the location of a Village Party Chapter is specified; state its full time and part time locations and where it takes shelter when attacked, etc.)

B. COMMENTS

- Comments of reporting personnel
- Comments of the Village Chief or his Deputy for Security or the Village NP Chief: True or false information, an evaluation, and recommendations for counter measures.

From Village Administrative Committee
To DIOCC
Info PIOCC

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ANNEX 20

DAILY REPORT FORM

Name of the village
From 1700 Hrs of (previous day) to
1700 Hrs of (the following)

- 1) operations, raids conducted
- 2) Location
- 3) Results:

Killed (List names and positions)
Captured (List names and apprehending agencies)
Rallied (List names and who convinced them to rally).
Weapons captured
Documents captured

Number _____
From _____ Village Administrative Committee
To _____ DIOCC
Info _____ PIOCC

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MONTHLY REPORT
MONTH OF . . 19 . .

1. GENERAL SECURITY SITUATION

(State enemy activity, village security situation)

2. ENEMY MILITARY SITUATION

(State enemy military activities in detail)

3. POLITICAL SITUATION

(State propaganda, distribution of leaflets, slogans, direct struggles, demonstrations).

(State the enemy installation situation in the Village, in what villages and hamlets People Liberation Committees and Sections are established).

4. PROBLEMS

5. COMMENTS AND RECOMMENDATIONS

Date

Number
From Village Administrative Committee
To DIOCC
Info PIOCC