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.
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.

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.
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 harassment.
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,
- 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
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 convokе 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
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 convene 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
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.
* 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.
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 Chans 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
I. PURPOSE

To closely monitor the exploitation of key VCI and VCI suspects, as well as to enable the use of dossiers in interrogations, PIOCs 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):

- 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;
- 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
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
FORM FOR MONITORING VCI DETAINNEES

FORM 1
(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) __________

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of original exploiting agency representative

Signature of DIOCC representative

Signature of subsequent exploiting agency representative (District level)

End of VN page 114
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
NOTIFICATION OF VCI DETAINER 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

123
PART IV

ANNEXES
<table>
<thead>
<tr>
<th>DATE DISPATCHED</th>
<th>CONTROL NUMBER</th>
<th>ADDRESSEE AGENCY</th>
<th>CONTENTS</th>
<th># OF COPIES DISPATCHED</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANNEX 1B
## annex 2

### routing sheet

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Diocc:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>Information report #:</td>
</tr>
<tr>
<td>Deputy center chief</td>
<td>Deputy center chief's comments</td>
</tr>
<tr>
<td>Situation section chief</td>
<td></td>
</tr>
<tr>
<td>Source control man</td>
<td></td>
</tr>
<tr>
<td>(political sub-section chief</td>
<td></td>
</tr>
<tr>
<td>Card files</td>
<td></td>
</tr>
<tr>
<td>Individual dossiers</td>
<td></td>
</tr>
<tr>
<td>Village and hamlet files</td>
<td></td>
</tr>
<tr>
<td>Blacklists</td>
<td>Center chief's decision</td>
</tr>
<tr>
<td>(military sub-section chief</td>
<td></td>
</tr>
<tr>
<td>Individual dossiers</td>
<td></td>
</tr>
<tr>
<td>Unit dossiers</td>
<td></td>
</tr>
<tr>
<td>Operations section chief</td>
<td></td>
</tr>
</tbody>
</table>
INFORMATION ROUTING SYSTEM
FOR MATERIAL OF CONCERN TO
THE MILITARY SUB-SECTION

CENTER CHIEF

DEPUTY CENTER CHIEF

MESSAGE SECTION

SITUATION SECTION

SOURCE CONTROL

OPERATIONS SECTION

POLITICAL SUB-SECTION

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

CENTER CHIEF

DEPUTY CENTER CHIEF

SITUATION SECTION

SOURCE CONTROL

MESSAGE SECTION

OPERATIONS SECTION

POLITICAL SUB-SECTION

MILITARY SUB-SECTION

131
INFORMATION ROUTING SYSTEM FOR
MATERIAL WHICH INVOLVES BOTH
SUB-SECTIONS
(WHEN INFORMATION REPORTS ARE OF PRIMARY INTEREST
TO THE MILITARY SUB-SECTION)

CENTER CHIEF

DEPUTY CENTER CHIEF

SITUATION SECTION

OPERATIONS SECTION

MESSAGE SECTION

SITUATION SECTION

SOURCE CONTROL

POLITICAL SUB-SECTION

MILITARY SUB-SECTION

132
ANNEX 5

SOURCE CONTROL SHEET
(For monitoring and controlling the activities of agents or sympathizers who provide information)

SOURCE OF . . . AGENCY

AREA OF OPERATION (COORDINATES)

<table>
<thead>
<tr>
<th>REPORT DIOCCH CONTROL</th>
<th>SUMMARY OF INFORMATION REPORT</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td># . . . # . . . .</td>
<td># . . Date. . (Source Agency number)</td>
<td>(Confirmed or False)</td>
</tr>
</tbody>
</table>
ANNEX 6

<table>
<thead>
<tr>
<th>Cover name</th>
<th>Cover number</th>
<th>D &amp; POB</th>
<th>Nationality</th>
<th>ID Card number</th>
<th>Date and place of issue</th>
<th>Area of activity</th>
<th>Father's, Mother's name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marital status</th>
<th>Residence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PHYSICAL AND MENTAL DESCRIPTION**

<table>
<thead>
<tr>
<th>Height</th>
<th>Identifying marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Build</th>
<th>Eye</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nose</th>
<th>Personality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hair</th>
<th>Complexion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Unit | :Rank and : Area of : Period |
|------| :position : operation :       |
|      |                          |                      |                      |

<table>
<thead>
<tr>
<th>Designation</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Profession</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Religion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Political party</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Military, Technical training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meritorious performance of duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
VCI TARGET PERSONALITY DATA FORM

A. IDENTIFICATION

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 ? : 

138
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
8. List others he has visited:

   Date   Name of person visited Location where visit made:

9. Relatives also in the VC:

   Name   Present location   Occupation and Position

10. List two relatives who know him well:

11. When has he entered GVN controlled areas:

   Date   Place   Reason for entering the area:

12. What weapons does he carry:

13. How and where captured:

14. What agency captured him (Describe his capture in detail):

15. His present disposition:
ANNEX 8

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

141
## Annex 12

### Photographic Card

<table>
<thead>
<tr>
<th>Name</th>
<th>Alias</th>
</tr>
</thead>
<tbody>
<tr>
<td>D&amp;POB</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>ID Card #</td>
<td>Issued at On</td>
</tr>
<tr>
<td>Father's name</td>
<td>Mother's name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Profession</th>
<th>Identifying marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
<td></td>
</tr>
</tbody>
</table>

### Fingerprints

<table>
<thead>
<tr>
<th>Left forefinger</th>
<th>Right forefinger</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Date and place of arrest...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reason...</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arresting agency (or unit)</td>
</tr>
</tbody>
</table>

### Pertinent Information

<table>
<thead>
<tr>
<th>Reference</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>ALIAS</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date...
CENTER CHIEF
<table>
<thead>
<tr>
<th>NAME</th>
<th>ALIAS</th>
<th>DATE AND PLACE OF BIRTH</th>
<th>ID CARD AND PLACE OF ISSUE</th>
<th>VCI AND DATE OF ISSUE</th>
<th>RESIDENCE AND AREA OF OPERATION</th>
<th>IDENTIFYING MARKS</th>
<th>DOSSIER</th>
<th>DIOCC</th>
<th>NAME OF RESPONSIBLE PERSON AND DATE VCI PLACED ON LIST</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date...
CENTER CHIEF
<table>
<thead>
<tr>
<th>NAME : ALIAS</th>
<th>DATE AND PLACE OF BIRTH</th>
<th>ID CARD # DATE AND PLACE OF ISSUE</th>
<th>VCI POSITION OR AREA OF OPERATION</th>
<th>RESIDENCE IDENTIFYING MARKS</th>
<th>DIOCC DOSSIER #</th>
<th>NAME OF OFFICER AND DATE NAME WAS PLACED ON LIST</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

Date . . . .

CENTER CHIEF
(DEPUTY CENTER CHIEF MAY SIGN THIS LIST)
ANNEX 13d

REPUBLIC OF VIETNAM
REGION
PROVINCE
DIOCC

BLACKLIST D
COMPREHENSIVE VCI AND VCM BLACKLIST
(in alphabetical order)
(to be furnished to neutralization
operations)

Name of Hamlet . . . .
Coordinates . . . . . .
Name of hamlet chief . . .

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>tances and reason</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AND reason</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date . . . .
CENTER CHIEF (OR DEPUTY CHIEF)
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: _______________________

Signature: ______
INFORMATION REPORT

I. HEADINGS

Originating agency : (1) Report #
Area : (2) Date
Subject : (3) # of pages
Date of information : (4) To
Date and place of acquisition : (5)
Source : (6)
Evaluation : (7)

II. CONTENTS

III. DIOCC COMMENTS

NOTE: (1) The name of the agency which provided the information
(2) Where the event took place
(3) The subject of the report
(4) When the event took place
(5) When and where the originating agency obtained the information.
(6) Hoi Chanh, Agent, Sympathizer, Captured document, etc.
(7) Evaluation of the information made by the originating agency.
ANNEX 16

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
RECONNAISSANCE
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).
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.
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 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
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 C:  55
  C1  15
  C2  30

Item B:  40
  B1  08
  B2  22
  B3  10

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 to 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.
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 monthly reports)

from 1 to 30 ...

<table>
<thead>
<tr>
<th>A. CATEGORY A</th>
<th>B. CATEGORY B</th>
<th>TOTAL: PEOPLE'S LIBERATION COUNCILS AND COMMITTEES.</th>
<th>TOTAL: E. OPERATIONS</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

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

C. CATEGORY C

<table>
<thead>
<tr>
<th>C1</th>
<th>C2</th>
<th>C3</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

157
LIST OF KILLED, CAPTURED AND RALLIED VCI CADRES

Month ......... 19..

<table>
<thead>
<tr>
<th>DIOCC CONTROL #</th>
<th>FULL NAME</th>
<th>DATE AND PLACE OF BIRTH</th>
<th>RANK OR POSITION</th>
<th>AGENCY OR LOCATION</th>
<th>WEAPONS OR OPERATIONS</th>
<th>RESPONSIBLE AGENCY</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

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

STATE THE DISPOSITION OF CAPTURED VCI CADRES
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
### PROJECTED PROGRAM OF ACTION FOR
#### THE MONTH OF... 

<table>
<thead>
<tr>
<th>SERIAL</th>
<th>TYPE OF TARGETS: INSTALLATIONS, STRUCTURES: (SECRET ZONE, RICE STORAGE, WEAPON CACHE) AND CADRES</th>
<th>DESIGNATION</th>
<th>PERIOD</th>
<th>TYPE OF OPERATIONS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secret zone</td>
<td>X</td>
<td></td>
<td>Cordon, neutralization</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>District Committee Cadre</td>
<td>Y</td>
<td></td>
<td>Raid</td>
<td>(He usually hides in a cache at the house)</td>
</tr>
<tr>
<td>3</td>
<td>Commo-Liaison Cadre</td>
<td>A</td>
<td></td>
<td>Ambush</td>
<td>(He usually carries out liaison missions on the road to)</td>
</tr>
</tbody>
</table>

160
**COMBAT CAPABILITY STATEMENT**

<table>
<thead>
<tr>
<th>UNIT</th>
<th>STRENGTH</th>
<th>WEAPON</th>
<th>AMMUNITION</th>
<th>COMMUNICATION</th>
<th>MILITARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF</td>
<td>NCO</td>
<td>EM</td>
<td>TOTAL: INDIVIDUAL CREW-SERVED INDIVIDUAL CREW SERVED</td>
<td>CREW SERVED WEAPONS</td>
<td>WEAPONS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:**
- A: Actual
- F: Fighting
- P: Pistol
- SMG: Sub-Machine Gun
- M: Mortar
- R: Rifâe
- LMG: Light machine gun
- MG: Machine Gun
- GL: Grenade launcher
- * Type of radio

**ANNEX 18**

**FORM 3**

CONFIDENTIAL

162
### Targets in Priority Order

<table>
<thead>
<tr>
<th>SERIAL #</th>
<th>TYPE</th>
<th>COORDINATES</th>
<th>VILLAGE</th>
<th>HAMLET</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secret Zone</td>
<td>XS</td>
<td>A</td>
<td>B</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>District party</td>
<td>XS</td>
<td>-</td>
<td>-</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>Committee cadre</td>
<td>XS</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Commo-Liaison</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Cadre</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## VCI Neutralization Statistics

**From ... To ...**


---

(*): 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
### VCI Neutralization Graph

<table>
<thead>
<tr>
<th>MONTH/VCI</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**
- Killed (Black)
- Captured (Red)
- Rallied (Green)
# Recapitulation of Casualties

<table>
<thead>
<tr>
<th>DATE</th>
<th>CASUALTIES</th>
<th>WEAPONS AND AMMUNITION</th>
<th>ENEMY</th>
<th>CASUALTIES</th>
<th>WEAPONS AND AMMUNITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>KIA : MIA : WIA</td>
<td></td>
<td></td>
<td>KILLED : CAPTURED : RALLIED</td>
<td></td>
</tr>
</tbody>
</table>
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

167
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
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
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
<table>
<thead>
<tr>
<th>SERIAL</th>
<th>TYPE OF TARGETS</th>
<th>DESIGNATION</th>
<th>PERIOD</th>
<th>TYPE OF OPERATIONS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INSTALLATIONS,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>STRUCTURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(SECRET ZONE,</td>
<td></td>
<td>FROM:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RICE STORAGE,</td>
<td></td>
<td>TO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WEAPON CACHE,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AND CADRES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Secret zone</td>
<td>X</td>
<td></td>
<td>Cordon, neutrali-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>zation</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>District</td>
<td>Y</td>
<td></td>
<td>Raid</td>
<td>(He usually hides in a cache</td>
</tr>
<tr>
<td></td>
<td>Committee Cadre</td>
<td></td>
<td></td>
<td></td>
<td>at the house) . . . .</td>
</tr>
<tr>
<td>3</td>
<td>Commo-Liaison</td>
<td>A</td>
<td></td>
<td>Ambush</td>
<td>(He usually carries out</td>
</tr>
<tr>
<td></td>
<td>Cadre</td>
<td></td>
<td></td>
<td></td>
<td>liaison missions on the</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>road to . . . .</td>
</tr>
</tbody>
</table>
ANNEX 18
FORM 2

FRIENDLY FORCES DISPOSITION STATEMENT

<table>
<thead>
<tr>
<th>UNIT</th>
<th>UNIT COMMANDER</th>
<th>LOCATION</th>
<th>COORDINATES</th>
<th>CAMP NAME</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

161
# Combat Capability Statement

<table>
<thead>
<tr>
<th>UNIT</th>
<th>STRENGTH</th>
<th>WEAPON</th>
<th>AMMUNITION</th>
<th>COMMUNICATION</th>
<th>MILITARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFF</td>
<td>NCO: A:F</td>
<td>CREW-</td>
<td>INDIVIDUAL</td>
<td>ANGC 9</td>
<td>4 x 4</td>
</tr>
<tr>
<td>EM</td>
<td>A:F</td>
<td>SERVED</td>
<td>WEAPONS</td>
<td>* M MOTOROLA</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>A:F</td>
<td></td>
<td></td>
<td>ANGC 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A:F</td>
<td></td>
<td></td>
<td>* H.T. 1</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**
- A: Actual
- F: Fighting
- P: Pistol
- SMG: Sub-Machine Gun
- M: Mortar
- R: Rifle
- LMG: Light machine gun
- MG: Machine Gun
- GL: Grenade launcher

*Type of radio
## TARGETS IN PRIORITY ORDER

<table>
<thead>
<tr>
<th>SERIAL #</th>
<th>TYPE</th>
<th>COORDINATES</th>
<th>VILLAGE</th>
<th>HAMLET</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Secret Zone</td>
<td>XS</td>
<td>A</td>
<td>B</td>
<td>X</td>
</tr>
<tr>
<td>2</td>
<td>District party</td>
<td>XS</td>
<td>-</td>
<td>-</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>Committee cadre</td>
<td>XS</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Commo-Liaison Cadre</td>
<td>XS</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>CATEGORY A</td>
<td>CATEGORY B</td>
<td>PRC &amp; CP(*)</td>
<td>TOTAL</td>
<td>OPERATIONS</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>1/</td>
<td>2/</td>
<td>3/</td>
<td>4/</td>
<td>5/</td>
<td>6/</td>
</tr>
<tr>
<td></td>
<td>Killed:Captured:Rallied:Killed:Captured:Rallied:Killed:Captured:Rallied:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

- (*) 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:
<table>
<thead>
<tr>
<th>MONTH/VCI</th>
<th>1 :</th>
<th>2 :</th>
<th>3 :</th>
<th>4 :</th>
<th>5 :</th>
<th>6 :</th>
<th>7 :</th>
<th>8 :</th>
<th>9 :</th>
<th>10 :</th>
<th>11 :</th>
<th>12 :</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMARKS:** Killed (Black) Captured (Red) Rallied (Green)
## RECAPITULATION OF CASUALTIES

<table>
<thead>
<tr>
<th>FRIENDLY</th>
<th></th>
<th>ENEMY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>CASUALTIES</td>
<td>WEAPONS AND AMMUNITION</td>
<td>CASUALTIES</td>
</tr>
<tr>
<td></td>
<td>KIA : MIA : WIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>: : :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>: : :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>: : :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>: : :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>: : :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>: : :</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>: : :</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

166
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
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 ____________________________ Village Administrative Committee
From ____________________________ DIOC
To ______________________________ DIOC
Info ______________________________ DIOC

168
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

169