May 6, 1960

TO: Dr. Lloyd Musolf
FROM: James B. Hendry

Attached is a batch of material relating to the identification program which was given to Adkins by the Police Administration people here on campus. Adkins asked that we send this to him by mail rather than his having to carry it along on his trip.

JBH:JR
Attachments
July 8, 1960

The following is the proposed work program for the Identification Advisor for a one year period beginning July 1, 1960. This proposal makes certain basic assumptions, including the one that the security situation in the Central Provinces will permit expansion therein as indicated hereinafter. It is also assumed that the VBI will continue to cooperate as in the past in carrying out with reasonable expediency the recommendations and plans which will be made to them. The program is divided into two portions, i.e., the Central Identification Division and the National Identity Card Program.

I. VBI Central Identification Division.

1. A thorough audit will be made of the files and practices relative to the classification of the Henry system fingerprint cards. Particular emphasis will be placed on pattern interpretation, ridge counting and tracing, filing accuracy, referencing, and charge-out methods. Preliminary information obtained indicates that the original instruction, while quite good, must be supplemented by further intensive training to reach the high degree of technical skill and accuracy essential for the handling of the large volumes of cards expected.

2. The work flow of the division will be reviewed to speed up the process. Serious consideration will be given to the blocking out of the classifications preliminarily to expedite the index card search and to change the system to one whereby classification and searching
done at the files. At present this operation is divided with the classification being done by one unit and the searching by another. Further steps will be taken to more specifically fix responsibility for each step in the processing. It is expected that this and the review under (1) above will be completed by not later than September 1960.

3. It is recalled that 2 million piasters have been appropriated for a new division building at Camp des Mares. At the end of the above review and the developing of a broad five to ten year program for the division, recommendations will be made concerning the building layout, utilizing work flow charts. At this time a review will be made of the Records Bureau and recommendations will be made for consolidation and elimination of duplication where practical.

4. The division has 50 technicians assigned to classifying and searching the Henry system and 250 assigned to the Poettcher system. Training courses will be developed and plans made for the recruiting and training of the necessary personnel to handle the increased workload. Consideration will be given to the future disposition of technical personnel after the peak loads are passed, which are expected to exist during the next one to five years. In-service training will be developed for present employees to bring them up to the required technical skill level. A new manual will be prepared covering the advanced training. It is expected that this manual will be based on the "Science of Fingerprints" published by the Federal Bureau of Investigation. It is expected that this book will follow
the format of the Police Training Manual published locally in Vietnamese by MSU, including illustrations of fingerprint patterns.

Consideration will be given to conducting such training at the Rach Dua school, Cap St. Jacques.

II. National Identity Card Program.

1. The present operation of the NIC mobile teams in Saigon will continue and it is expected that Saigon will be substantially complete by the end of the year's period. Plans will be made immediately to expand the program to all of the six essential provinces. The cameras, transparencies, and typewriters will be implemented coincidentally with the arrival of the cameras and typewriters, all of which should be on hand by October 31, 1960.

It will be necessary to recruit and organize 28 province teams based on estimated population figures and the ability of each team to process some 400 people during an 8-hour day.

The VBI estimates that these teams will be implemented in the field by October 31, 1960. However, it is more probable that it will be year-end 1960 before this may be accomplished. An effort will be made to implement all 16 provinces about the same time.

2. Training programs will be established for clerical and supervisory personnel for these teams. This will include some technical training as required because each team must have one fingerprint technician. The supervisor of each team should likewise be a fingerprint technician.

3. Provincial identification headquarters will be established in each province capital for the purpose of supervising the program and
processing the identity cards. This will include the setting up of dark-
rooms in each province headquarters. Procurement of plastic laminated
sheets from the United States will be scheduled on a trimestral basis
to avoid overstocking and possible deterioration of the plastic in the
heat.

4. Changes in the paper utilized for the ID card will be
recommended to the VBI in an effort to combat possible counterfeiting
of these cards. Safety paper which must be procured outside of
Vietnam will be recommended, which paper should include invisible
threads which will fluoresce under ultraviolet light. Rigid controls
of this paper will also be recommended.

5. The documentary film, which has already been started, will
be completed early in the program. This film in which American aid
will not appear in order to avoid any possible resentment on the part
of the public, will attempt to point out to the people of the country
the need for and advantages of a national identity card. The film
will have a Vietnamese sound track; however, copies will be made
available with English sound tracks through ICA/W to East Lansing.

Submitted by:

E.H.A.