

MICHIGAN STATE UNIVERSITY EAST LANSING

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COLLEGE OF BUSINESS AND PUBLIC SERVICE  
OFFICE OF THE DEAN

May 6, 1960

TO: Dr. Lloyd Musolf

FROM: James B. Hendry *JBH*

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

DRAFT

July 8, 1960

The following is the proposed work program for the Identification  
A advisor for a one year period beginning July 1, 1960. This proposal  
makes certain basic assumptions, ~~including the one~~ <sup>the first is</sup> that the security  
situation in the Central Provinces will permit expansion <sup>of the National Identity Card Program</sup> 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~~ <sup>submitted</sup> to them. The program  
is divided into two portions, i.e., the <sup>VBI</sup> 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

*would be*  
~~are~~ 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 *30, 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 programs 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. *at the same time as the Identification Bureau*

4. The ~~D~~ 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~~ *have* 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~~ *elementary and* 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 <sup>teen central</sup> ~~team essential~~ provinces. ~~This~~ <sup>Cameras, tripods, strobe lights and typewriters</sup> will be implemented coincidentally with the arrival of the cameras <sup>necessary for the program, are expected shortly</sup> 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 <sup>at</sup> <sub>^</sub> about the same time.

2. Training programs will be established for clerical and supervisory personnel for these teams. ~~This will include~~ <sup>Some</sup> technical training <sup>will be</sup> ~~is~~ 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.~~

*of applying an invisible writing method will be developed. studied.*

5. The <sup>16 mm</sup> documentary <sup>moving picture</sup> ~~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.