

# Manual of Operations & Administration

WASHINGTON, D.C.

DATE: February 1967

## PART III

## 1. MATERIAL TRANSMITTED

Expanded subject outlines covering "Administration" and "Culture and Information", an Index thereto, dividers, an Alphabetical Listing of complete Subject Symbols, and a List of Categories and Primary Subjects for the State/USIA Records Classification Handbook (MOA III-Exhibit 621) (Department's V FAM 400). The two subject categories are expanded to accommodate the filing requirements of USIA domestic and field offices and to provide uniformity with the filing system in use by State and USIS. The regulations and procedures contained in the USIA Overseas Records Management Handbook, MOA III-600, will continue to apply to the records management program of USIA overseas establishments. Amendments to MOA III-600 will be issued as soon as possible.

The attached Index is to be used for reference to proper subjects in the Administration and Culture-Information categories. If it is necessary to refer to other subject outlines (see List of Primary Subjects), use the overall State/USIA Index.

SPECIAL NOTICE FOR USIS PERSONNEL

At Posts where all or a part of USIS Culture and Information records are maintained by the Embassy, and the volume is minimal, it is not mandatory that the Embassy use all of the primary subjects nor the detailed breakdowns at the secondary and tertiary levels. Where the volume and the reference needs of the files are fractional and yet involve a cross section of papers on the same subject, papers may be classified with the primary symbols and filed in a cumulative folder with the subject caption RADIO or MOTION PICTURES, etc.

## 2. FILING INSTRUCTIONS FOR PART III, COMMUNICATIONS AND RECORDS

From the State/USIA Records Classification Handbook remove the cover sheet immediately preceding the Foreword, the Consular divider and outlines. Destroy the cover sheet and insert the Consular divider and outlines in front of the divider Economic. Remove and place the dividers and subject outlines "Administration" and "Culture and Information" in the back of the book following the old Index. Insert the attached new subject outlines (Administration; Culture & Information) with their new dividers followed by the Alphabetical Listing of Subject Symbols, the list of Categories and Primary Subjects, and the Index with its divider following the introduction.

The subject outlines are printed with code symbols on the edge of the pages in such a manner that they can be cut or tabbed to provide quick access to the individual subdivisions.

NOTE: Each page carries two sets of TL numbers since the expanded subject outlines are also being issued in the USIA Domestic Records Management Handbook.

## 3. CHANGE TO PREVIOUS MANUAL ISSUANCE

On the cross-reference sheet following page 626.3 insert the word "Exhibit" in front of 621 in upper right corner.

DISTRIBUTION: M-1 (Domestic)  
M- (Field)

KEEP YOUR MOA UP TO DATE. FILE ISSUANCES PROMPTLY.

ADMINISTRATION

TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
ACCOUNTING & DISBURSING	ACC
BUILDINGS & GROUNDS	BG
BUDGET	BUD
COMMUNICATIONS & RECORDS	CR
EMERGENCY PLANNING	EP
EQUIPMENT, SUPPLIES & SERVICES	ES
FINANCIAL MANAGEMENT	FMGT
FACILITATIVE SERVICES	FSV
LEGISLATIVE & LEGAL AFFAIRS	LEG
ORGANIZATION & MANAGEMENT	ORG
PERSONNEL	PER
PUBLIC RELATIONS	PR
PROCUREMENT & CONTRACTING	PRC
SHIPPING & WAREHOUSING	SHW
SECURITY	SY
TRAVEL	TRV
VEHICLES	VEH

**ACCOUNTING & DISBURSING****Instructions**

Use for papers relating to accounting systems in general, procedures and operations involved in accounting for agency funds and special programs, accountability for funds, paying and collecting transactions and reports, and related subject matter.

SEE: BUDGET outline for budget policy, formulation and submission of estimates, and budget execution.

FINANCIAL MANAGEMENT outline for basic systems and techniques, financial designations, audit of funds, etc.

**Special Methods of Arrangement:**

1. By fund title or symbol:

ACC 6 Fund Accounting 19 x 1078

2. By central fiscal servicing office:

ACC 16 Payroll-Brussels RFC, Paris

**ACC—ACCOUNTING & DISBURSING****1 GENERAL POLICY. PLANS. PRINCIPLES.**

Use only for material of a general nature which cannot be filed under one of specific subjects in this outline. Includes projects to study and determine feasibility of modern accounting systems.

**2 GENERAL REPORTS & STATISTICS**

Use only for reports of a general nature which cannot be filed under one of specific subjects in this outline.

**3 TRANSACTIONS (OTHER AGENCY)**

Includes purchase requests, procurement, payment, and transfer document.

**4 GENERAL LEDGER**

Includes journal vouchers, balance sheet and financial statements.

**5 LAWS & REGULATIONS**

Includes agency and other agency directives and procedural handbooks, Comptroller General decisions, etc. Subdivide by agency if volume warrants.

**6 FUND ACCOUNTING**

Subdivide by type of funds (e.g., appropriations, revolving, trust, foreign currency, etc.), if volume warrants.

**7 ALLOTMENT ACCOUNTING**

Includes allotments, obligations, unliquidated obligations, liquidations, refunds, etc. Subdivide by type if volume warrants.

**8 EXPENSE ACCOUNTING**

Subdivide by type of expense (e.g., allowances, communications, medical, printing and reproduction, travel, etc.) if volume warrants.

**9 PERSONAL PROPERTY ACCOUNTING**

Includes motor vehicles, expendable and non-expendable equipment. Subdivide by type if volume warrants.

**10 REAL PROPERTY ACCOUNTING**

Includes land, buildings and "built-in" equipment. Subdivide by type if volume warrants.

**11 ACCOUNTS RECEIVABLE**

Includes debtor accounts; uncollected reimbursements, refunds and miscellaneous receipts; and recoverable advances. Subdivide by type if volume warrants.

**12 ACCOUNTS PAYABLE**

Includes creditor accounts, withholding tax, employee insurance, retirement, etc. Subdivide by type if volume warrants.

**ACC—ACCOUNTING & DISBURSING****13 ADVANCES**

Except travel, for which SEE: ACC 23-13. Includes progress payments and contract advances.

**14 OTHER AGENCY ACCOUNTING**

Subdivide by agency.

**15 SALES ACCOUNTING (INCOME)**

Includes services, property, rentals, earned reimbursements, miscellaneous receipts, etc. Subdivide by type if volume warrants.

**16 PAYROLL**

Includes domestic and overseas payroll; salaries for Civil Service and Foreign Service employees; deductions, contributions, etc. Subdivide by type if volume warrants.

**17 TRAVEL**

Includes fare, per diem, transportation, etc.

**18 COMMERCIAL VOUCHERING**

Includes processing of voucher claims for payment of transportation, communications, utilities, rentals, printing and binding expenses, etc. Subdivide by type if volume warrants. For actual payments, SEE: ACC 23.

**19 NON-OPERATING EXPENSE**

Includes depletion, loss, taxes, duties, claims, grants, etc. Subdivide by type if volume warrants.

**20 VOUCHER EXAMINATION**

Use for examination of travel and commercial vouchers by accounting staff.

**20-1 Suspensions & Disallowances****21 CLAIMS & EXCEPTIONS****22 ACCOUNTABILITY**

Includes accountability for cash, checks, check stock, savings bonds, foreign currency and other negotiables. Subdivide by type if volume warrants.

**23 PAYING & COLLECTING TRANSACTIONS****23-1 Overages & Shortages****23-2 Reports & Statements**

Use only for those that cannot be filed under one or more specific subject breakdowns. Subdivide by type (e.g., foreign currency reports, deposit and trust fund record, etc.) if volume warrants.

**23-3 Receipts****23-4 Disbursements****23-5 Savings Bond Issuance & Redemption****23-6 Accommodation Exchange****23-7 Bank Accounts****23-8 Cash Payments**

Includes petty cash, imprest fund, and payments in foreign currency.

**23-9 Check Operations**

Includes Treasury Checks and depository checks in local banks.

**23-10 Notices of Exception****23-11 GAO Claims****23-12 Cash Verifications****23-13 Cash Advances**

Includes travel advances.

**23-14 Tax Levies****23-15 Travelers Checks****23-16 Sale of Postage Stamps****23-17 Interested Party Message Transactions****23-18 Passport & Visa Fee Accounting****23-19 Medical Deposits for Dependents****23-20 Consolidated Payment—Stateside Storage**

**BUILDINGS & GROUNDS****BG****Instructions**

Use for materials on the acquisition, construction, management, maintenance, use and disposition of government-owned or government-leased buildings, residences and other structures and upkeep of grounds.

**SEE: RADIO ENGINEERING & CONSTRUCTION** outline for land acquisition, site preparation, engineering and construction of buildings and facilities for relay stations and other radio installations.

**PROCUREMENT & CONTRACTING** outline for purchase of equipment, supplies and materials.

**EQUIPMENT, SUPPLIES & SERVICES** outline for maintenance, use and disposition of furniture and furnishings, household and office equipment, supplies, etc.

**Special Method of Arrangement:**

## 1. By name and/or location of specific building:

- a. When volume warrants only a primary folder:

BG — BUILDINGS & GROUNDS	Mamba Pt. Comp.
--------------------------	-----------------

- b. When volume warrants subdivision by appropriate subject breakdowns:

BG 10 Maintenance & Operations	Mamba Pt. Comp.
--------------------------------	-----------------

**BG—BUILDINGS & GROUNDS****1 GENERAL POLICY. PLANS.**

Use for material too general in nature to be filed under more specific subjects in outline.

**2 GENERAL REPORTS & STATISTICS**

Use for material too general in nature to be filed under more specific subjects in outline. Includes reports to GSA.

**3 CLAIMS**

Includes claims by lessees. For property damage claims, SEE: BG 20.

**4 CONTRACTS**

Use when office needs can best be met by keeping all contracts together in lieu of filing under more specific subject in this outline.

**5 LAWS & REGULATIONS**

Use for material too general in nature to be filed under more specific subjects in outline.

**6 ACQUISITION**

Use for materials on the acquisition or proposed acquisition of sites, buildings, and other structures in the U.S. and abroad. Includes title deeds, easements and rights of way, permits, licenses, etc. Subdivide by type of property (e.g., office, residential, storage and utility, etc.) if volume warrants.

**6-1 Purchase**

Includes condemnation.

**6-2 Lease**

Subdivide by short-term and long-term if volume warrants.

**6-3 Site Surveys. Data.****7 DESIGN. CONSTRUCTION. ALTERATION.**

Includes architectural plans, engineering, landscaping, etc. For interior decoration, SEE: BG 8.

**BG—BUILDINGS & GROUNDS****8 FURNISHINGS**

Use for design and selection. For procurement, SEE: PRC outline.

**9 INSPECTION**

Of buildings already constructed. For inspection of buildings under construction, SEE: BG 7; for security survey reports, SEE: SY 2-2.

**10 MAINTENANCE & OPERATIONS**

Of government-owned buildings and the fixtures and furniture therein, and upkeep of grounds. Includes cost estimates and work orders. For guard service, SEE: BG 17 and 18.

**10-1 Utilities & Services**

Subdivide by type (e.g., air conditioning, elevators, janitorial service, etc.) if volume warrants.

**11 SPACE ASSIGNMENT & USE. MOVES.**

Subdivide by type (e.g., office, parking, storage, etc.) if volume warrants. For assignment of staff housing, SEE: PER 15-12.

**12 SPECIAL FACILITIES & CONCESSIONS**

Such as eating facilities, commissaries, ramps, snackbars, etc. Includes dining room passes. Subdivide by type of facility if volume warrants. For commissary services, SEE: PER 15-2.

**13 SAFETY PROGRAM**

Use for protection of buildings and grounds and their occupants from damage or injury. Includes fire drills, civilian defense measures, such as designation of shelter area, etc. For physical security, SEE: BG 16; for employee accidents, SEE: PER 14-12; for property damage or loss inflicted by natural causes, mob violence, etc., SEE: BG 20.

**14 TAXATION****15 DISPOSITION**

Includes disposition of buildings and grounds, furnishings, fixtures, etc.

**15-1 Abandonment****15-2 Demolition. Dismantling.****15-3 Sale****15-4 Transfer****16 FACILITIES & EQUIPMENT SECURITY**

Includes buildings, rooms, areas, vaults and other storage facilities, penetration, etc. Subdivide by type if volume warrants. For security survey reports, SEE: SY 2-2.

**16-1 Alarm Systems****16-2 Electronic Equipment & Counter Measures****16-3 File Equipment**

Includes safes.

**16-4 Firearms & Ammunition****16-5 Incinerators****16-6 Keys & Locks****16-7 Photographic Equipment****16-8 Restricted Areas****16-9 Sabotage****16-10 Technical Penetration****16-11 Vaults. Storage Facilities.****16-12 Entry & Departure**

Includes building passes, issuance of keys, registers, etc.

**17 BUILDING GUARDS. WATCHMEN.**

Other than Marines, for which SEE: BG 18.

**18 MARINE GUARDS**

Other than personnel matters, for which use PER outline.

**18-1 Handbook & Orders****18-2 Marine Inspection Report****18-3 Guard Survey****19 (Reserved for future use)****20 REAL PROPERTY DAMAGE. LOSS.**

**BUDGET****BUD****Instructions**

Use for papers on administrative and program budget policy and procedure, including budget formulation, Budget Bureau and Congressional submissions and hearings, Committee reports and appropriation bills, budget execution, and related budget matters. Specific types of budget estimates covered are annual, supplemental and deficiency.

SEE: ACCOUNTING & DISBURSING outline for all aspects of accounting for appropriated and other funds, paying and collecting transactions relating thereto, etc.

FINANCIAL MANAGEMENT outline for basic systems and techniques, financial designations, audit of funds, etc.

**Special Method of Arrangement:**

1. By fund title or symbol:

BUD 15 Financial Plans (FY 1966)	<u>1961128</u>
-------------------------------------	----------------

**BUD—BUDGET****1 GENERAL POLICY. PLANS.**

Includes studies and projects to improve budgeting procedures, long-range budget planning, and budget policy and principles. Subdivide by title of study or project if volume warrants. For financial plans, SEE: BUD 15.

**1-1 Agency Position**

Use for agency stand to be reflected in budget estimates.

**1-2 Program Planning Budget System**

Use for general materials only.

**2 GENERAL REPORTS & STATISTICS**

For fund status reports, SEE: BUD 13-1; for financial plan reports, SEE: BUD 15-2.

**3 CALL FOR ESTIMATES****3-1 Bureau of the Budget**

Includes budget ceiling on level of estimates imposed by BOB.

**3-2 Agency Instructions****4 REIMBURSEMENT ESTIMATES. AGREEMENTS.**

Use for agreements, including negotiations, with other agencies for reimbursement (e.g., for administrative support). Includes prepaid, billed, and no-cost agreements. Subdivide by agency and type if volume warrants.

**4-1 Reimbursement Criteria****5 LAWS & REGULATIONS**

Includes Bureau of the Budget Circulars, Comptroller General Decisions, Treasury and Civil Service Commission Regulations, etc. Subdivide by source if volume warrants. For appropriation acts, SEE: BUD 12.

**6 PROJECTIONS. PREVIEWS.**

Use for preliminary estimates requested of offices prior to detailed submissions. Includes flash estimates.

**7 OFFICE & POST SUBMISSIONS**

Use for estimates prepared and submitted by individual offices and posts for agency review.

**8 AGENCY REVIEW**

Includes hearings held within agency on office and post submissions.

**BUD—BUDGET****9 BUDGET BUREAU SUBMISSION**

Use for agency estimates as submitted to BOB for review.

**9-1 BOB Hearings**

Includes hearings schedule, witness statements, summaries of testimony, etc.

**9-2 Supplemental Data**

Requested by BOB during review.

**9-3 BOB Allowance**

Amount of estimates allowed by BOB to be incorporated in President's Budget.

**10 PRESIDENT'S BUDGET**

Use for agency estimates as included in Federal Budget.

**11 CONGRESSIONAL SUBMISSION**

Use for agency estimates as submitted to Congress.

**11-1 House Hearings**

Includes schedule, principal witness statements, supplementary data, House Report, etc.

**11-2 Restoration Appeal to Senate**

Agency appeal to Senate for restoration of funds reduced by House action.

**11-3 Senate Hearings**

Includes schedule, principal witness statements, supplementary data, Senate Report, etc.

**11-4 Conference Action**

House-Senate conference to resolve differences on appropriation bill.

**12 APPROPRIATION ACT**

Includes analyses of final action on bill and copy of act.

**13 FUND AVAILABILITY**

Includes appropriated funds, earned reimbursement, refunds, contributions, allocations received, transfer appropriations (in), earned income and sales income. Subdivide by type if volume warrants.

**13-1 Fund Status Reports****14 BUDGET EXECUTION****14-1 Apportionment**

Includes requests to BOB for quarterly appropriated funds and approvals.

**14-2 Annual Authorizations****14-3 Allocations (Transfers Out)****14-4 Transfer Appropriations (Out)****14-5 Allotment Authorities****14-6 Allotments**

Includes adjustment of allotments.

**15 FINANCIAL PLANS**

Use for agency overall plan for expenditure of appropriated and other funds. Includes requests, submissions, consolidations, approvals and reviews.

**15-1 Reprogramming**

Use for revision of plan based on changes in availability of funds.

**15-2 Financial Plan Reports****16 POSITION AUTHORIZATION**

Use for requests for, establishment of, and control over numerical authorization of staffing levels or personnel ceilings.

**16-1 Requests****16-2 Control Registers****16-3 Allocations****17 BUDGET BACK-UP**

Use for back-up materials when it is desirable to maintain them separate from the particular estimates or submissions to which they may relate.



**COMMUNICATIONS & RECORDS****Instructions****CR**

Use for papers on government-wide and agency communications and records policy, systems and procedures, services and operations. Included are paper work management programs; regulations and procedures regarding classified records and information.

SEE: TELECOMMUNICATIONS and POSTAL AFFAIRS outlines for matters pertaining to communications and mail matters other than those pertaining to agency operations and services.

BUILDING & GROUNDS outline for physical and technical security aspects of protecting communications and records facilities and classified material.

EMERGENCY PLANNING outline for E & E and vital records programs.

**CR—COMMUNICATIONS & RECORDS****1 GENERAL POLICY. PLANS. COORDINATION.**

Use for overall agency program and coordination between agencies. For separate telecommunications and records management programs, SEE: CR 7 and 10, respectively.

**2 GENERAL REPORTS & STATISTICS**

Use for those which cannot be filed under more specific subjects in outline. Subdivide by title if volume warrants.

**3 MAIL FACILITIES & SERVICES****3-1 Courier Service****3-2 Pouch Service****3-3 Postal Services**

Includes U.S. Post Office, Military Postal Services, etc. Subdivide by type, as required.

**3-4 Messenger Service****3-5 Message Centers**

Subdivide by organizational element if volume warrants.

**3-6 Delivery Systems**

Includes pneumatic tube system, conveyor belt, etc.

**3-7 Addresses. Mailing Lists.****4 COMMUNICATIONS ANALYSIS & DISTRIBUTION**

Includes determination of office to which communications should be routed, distribution guidelines, number of copies distributed, etc. Subdivide by type if volume warrants.

**5 AUTHENTICATION****5-1 Regulations & Procedures (Auth)****5-2 Reports & Statistics (Auth)****5-3 Schedule of Fees (Auth)****6 (Reserved for future use)****7 TELECOMMUNICATIONS SERVICES**

Except telephone, for which SEE: CR 8. Subdivide by type (e.g., telegraph, cable, radio) if volume warrants. Includes use of radio transmitters in U.S. chanceries abroad and USIA wireless file facilities and services. For similar use by foreign missions in U.S., SEE: POL 17-7.

**7-1 Policy. Plans. Coordination. (Telecom)****7-2 Reports & Statistics (Telecom)**

Includes monthly telegraphic report and traffic reports. For cryptographic reports, SEE: CR 7-11.

**CR—COMMUNICATIONS & RECORDS****7-3 Organizations & Conferences (Telecom)****7-4 Agreements (Telecom)****7-5 Regulations & Procedures (Telecom)**

Except cryptographic, for which SEE: CR 7-12.

**7-6 U. S. Government Facilities (Telecom)**

Includes JANAP procedure.

**7-7 Commercial Facilities (Telecom)**

Includes rates. Subdivide by name of company if volume warrants.

**7-8 Cryptographic Systems****7-9 Cryptographic Clearances****7-10 Maintenance & Repair**

Of telecommunications and for cryptographic equipment.

**7-11 Cryptographic Reports**

Includes inventories, receipt, transfer and destruction reports.

**7-12 Cryptographic Operations & Material**

Includes cryptographic procedures and requirements.

**7-13 Frequencies & Schedules****7-14 Reception**

Includes reception reports and irregularity reports.

**7-15 Propagation**

Includes forecasts, charts, and conditions.

**7-16 Engineering**

Includes design, construction and changes.

**8 TELEPHONE SERVICE****8-1 Policy. Plans. Coordination. (Tel)****8-2 Reports & Statistics (Tel)****8-3 Organizations & Conferences (Tel)****8-4 Agreements (Tel)****8-5 Laws & Regulations (Tel)**

Includes rates.

**8-6 Telephone Lists. Directories.****9 (Reserved for future use)****10 RECORDS MANAGEMENT (GENERAL)****10-1 Policy. Plans. Coordination. (RM)****10-2 Reports & Statistics (RM)**

Except surveys, for which SEE: CR 10-6.

**10-3 Organizations & Conferences (RM)****10-4 Agreements (RM)**

Includes agreements with other governments re maintenance and disposition of multipartite records.

**10-5 Laws & Regulations (RM)****10-6 Surveys. Studies (RM)**

Subdivide by organizational element if volume warrants.

**11 RECORDS MAINTENANCE & SERVICE**

For development and updating of official file system, SEE: CR 12.

**11-1 Physical Location****11-2 File Installations. Operations.****11-3 Reference Service**

For questions relating to access, SEE: CR 16-1.

**12 FILE SYSTEM**

Use for development and updating of system.

**12-1 Records Classification Handbook**

Includes TL's and distribution data.

**13 RECORDS EQUIPMENT & SUPPLIES**

Use for development of standards and review for proper utilization. SEE: PRC for procurement; BG 16 for equipment security; and ES outline for supply items.

**13-1 Folder Labels****14 MICROFILMING**

Except in connection with file operations, for which SEE: CR 11-2.

**CR—COMMUNICATIONS & RECORDS****15 RECORDS DISPOSITION****15-1 Records Retirement**

Within agency.

**15-2 Records Transfers**

Between agencies.

**15-3 Records Destruction****15-4 Records Control Schedules****16 DOCUMENT & INFORMATION SECURITY**

Use for systems and procedures for handling and control of information and documents. For security survey reports, SEE: SY 2-2.

**16-1 Access & Use**

For executive privilege, SEE: LEG 9.

**16-2 Accounting & Control**

Includes logs and receipts covering classified documents, TS inventory control procedures, serialization, etc.

**16-3 Classification. Designation.**

Includes downgrading, declassification, decontrol, upgrading, etc.

**17 REPORTS MANAGEMENT**

Use for program to prevent creation of or to eliminate unnecessary reports, reduce number of copies, etc.

**18 CORRESPONDENCE MANAGEMENT**

Includes correspondence procedures, instructions for use of various types of communications forms, form and guide letters, plain letters workshops, etc. Subdivide by subject if volume warrants.

**19 DIRECTIVES MANAGEMENT**

Use for systems for issuing policy and procedural information for guidance of agency personnel. File published series of issuances separately.

**20 FORMS MANAGEMENT**

Use for forms design, control, improvement or standardization, etc.

**EMERGENCY PLANNING****Instructions**

Use for papers on planning and provisions made by the agency and overseas posts for meeting conditions which may arise from disasters, warfare, riots, or emergencies other than civilian defense planning.

SEE: DEFENSE AFFAIRS outline for civilian defense.

PROTECTIVE SERVICES outline for consular services in protecting both government and private persons and property.

COMMUNICATIONS & RECORDS outline for emergency destruction of records and cryptographic material.

**EP****EP—EMERGENCY PLANNING****1 GENERAL POLICY. PLANS. COORDINATION.**

Use for overall agency policy and planning, and coordination between agencies.

**2 REPORTS****3 ORGANIZATIONS & CONFERENCES****4 AGREEMENTS****5 LAWS & REGULATIONS****6 E & E PROGRAM**

Use for emergency and evacuation program.

**6-1 E & E Policy. Plans.****6-2 Reports & Statistics**

Includes population statistics, evacuation lists, etc.

**6-3 Liaison Groups**

Subdivide by name.

**6-4 Emergency Requirements**

Such as for communications equipment, ordnance, etc.

**6-5 E & E Procedures**

Includes Handbook.

**6-6 Safehaven****7 EMERGENCY RELOCATION PROGRAM****7-1 Policy. Plans. Guidelines.**

Includes directives and handbooks.

**7-2 Reports****7-3 Other Agency Procedures****7-4 Continuity of Essential Functions****7-5 Emergency Action Documents (EAD)****7-6 Emergency Assignments (Cadre)****7-7 Executive Reserve Program****7-8 Emergency Communications**

Includes Emergency Notification System (Cascade).

**7-9 Relocation Tests. Exercises.**

Subdivide by code name and year.

**8 VITAL RECORDS PROGRAM****8-1 Selection Guidelines****8-2 Status Reports****8-3 Records Protection****9 ROUND-UP PROGRAM**

**EQUIPMENT, SUPPLIES & SERVICES****Instructions**

Use for papers on the utilization, maintenance, storage and disposition of expendable and nonexpendable equipment and supplies and for services related thereto, except as follows:

**ES**

SEE: BUILDINGS & GROUNDS outline for design and selection of furnishings and buildings services.

COMMUNICATIONS & RECORDS outline for standards for proper utilization of file equipment and supplies, telecommunications facilities and services.

SHIPPING & WAREHOUSING outline for packing, shipping and storage of household effects, equipment, and supplies.

VEHICLES outline for acquisition, use, maintenance and disposition of government-owned automotive vehicles.

PROCUREMENT & CONTRACTING outline for matters pertaining to these subjects.

Case files. Papers concerning specific supply or equipment items may be grouped together by name of the item. The file folder label(s) for such files should show the name of the item following the primary subject symbol ES.

**ES—EQUIPMENT, SUPPLIES & SERVICES****1 GENERAL POLICY. PLANS. GUIDELINES.**

Use only for material which cannot be filed under one of the more specific subjects in outline.

**1-1 Requirements. Forecasts.**

Other than set forth in budget estimates, for which SEE: BUD outline.

**1-2 Replacement Program****2 GENERAL REPORTS & STATISTICS**

Use only for material which cannot be filed under one of the more specific subjects in outline. Includes reports to GSA. For inventory reports, SEE: ES 7-2.

**3 ORGANIZATIONS & CONFERENCES****4 REGIONAL SUPPLY CENTERS**

Use for establishment and overall operation of centers. Subdivide by location (e.g., Bonn, Tokyo, Lagos) if volume warrants.

**5 LAWS & REGULATIONS**

Includes directives and procedures. Use only for those too general to be filed under more specific subjects in outline. Subdivide by source if volume warrants.

**6 (Reserved for future use)****7 PROPERTY ACCOUNTABILITY**

Subdivide as expendable or nonexpendable if desired. For inventory of and accountability for blank passports, SEE: PPT 10-1.

**7-1 Stock Controls**

On expendable supplies and equipment.

**7-2 Inventories**

Of non-expendable property. Includes procedures for preparing and maintaining property record cards, basic inventory reports of furniture, equipment, and office machinery.

**7-3 Loans & Exchanges****7-4 Thefts. Losses. Destruction.**

Includes property survey reports of lost and damaged items.

**8 (Reserved for future use)****9 STANDARDS**

**ES—EQUIPMENT, SUPPLIES & SERVICES****10 MAINTENANCE & REPAIR**

Subdivide by type of service (e.g., typewriter repair, furniture refinishing, etc.) if volume warrants.

**11 UTILIZATION & DISTRIBUTION**

Excludes excess property for which SEE: ES 12-3.

**12 SURPLUS/EXCESS PROPERTY****12-1 Acquisition****12-2 Disposition**

Includes disposal, scrap, transfer.

**12-3 Utilization****12-4 Excess Listings****12-5 Proceeds of Sales**

## FINANCIAL MANAGEMENT

### Instructions

Use for papers on financial management program in general, agency's feasibility studies and applications of basic financial management systems and techniques, authorization or certification of personnel and facilities involved in paying and collecting transactions, accountability records and related subject matter.

SEE: BUDGET outline for budget policy, formulation and submission of estimates, and budget execution.

ACCOUNTING & DISBURSING outline for all aspects of accounting for appropriated and other funds, paying and collecting transactions, and accountability therefor.

**FMGT**

### FMGT—FINANCIAL MANAGEMENT

#### 1 GENERAL POLICY. PLANS. PRINCIPLES.

#### 2 GENERAL REPORTS & STATISTICS

Use for general studies, surveys and reports on financial management systems and procedures and evaluation thereof.

#### 3 CLASSIFICATION CODES

Use for handbook containing accounting symbols.

#### 4 TERMINOLOGY

Includes glossary of terms and abbreviations.

#### 5 LAWS & REGULATIONS

Use for agency regulations and procedures. Also includes Comptroller General Decisions, GAO, Treasury and other agency directives, etc. Subdivide by agency if volume warrants.

##### 5-1 Procedural Handbooks

For classification codes, SEE: FMGT 3.

#### 6 FINANCIAL DESIGNATIONS

Use for designation of personnel to perform paying and collecting functions. Subdivide by organizational element if volume warrants.

##### 6-1 Disbursing Officers

##### 6-2 Cashiers

##### 6-3 Certifying Officers

#### 7 DEPOSITORY, LOCAL

#### 8 BANKING FACILITIES

#### 9 BONDING

Use for bonding of employees.

#### 10 SAFEGUARDING OF FUNDS

Use for requirements and standards for physical protection of funds and negotiable instruments. SEE: BG 16 for construction and installation aspects.

#### 11 INTERNAL AUDIT

Use for inspections and reports by agency audit staff.

##### 11-1 Domestic

##### 11-2 Overseas

##### 11-3 Contracts

#### 12 GAO AUDIT

Use for site audit by General Accounting Office.

#### 13 EXTERNAL AUDIT (CPA)

Use for audit by certified public accountants.

#### 14 MECHANIZATION

Includes data processing, electric/electronic accounting (EAM) machines, electronic computers, bookkeeping machines, etc. Subdivide by type if volume warrants.

## FACILITATIVE SERVICES

### Instructions

Use for papers on facilitative services of the types indicated, provide to staff and operating offices by agency administrative units and to other agencies and organizations. Do not use for papers on reimbursement estimates or administrative support agreements with other agencies for providing such services; or for papers pertaining to information and cultural media for which see media outlines.

SEE: BUILDINGS & GROUNDS, COMMUNICATIONS & RECORDS, EQUIPMENT, SUPPLIES & SERVICES, TRAVEL, SHIPPING & WAREHOUSING, and VEHICLES outlines for matters pertaining to those particular services.

BUDGET outline for reimbursement estimates and agreements.

ORGANIZATION & MANAGEMENT outline for administrative support principle, policy, etc.

EDUCATIONAL & CULTURAL EXCHANGE outline for facilitative services for educational and cultural affairs grantees.

**FSV**

### FSV—FACILITATIVE SERVICES

#### 1 AUDIO-VISUAL SERVICES

1-1 **General Policy. Plans. Guidelines.**

1-2 **General Reports & Statistics**

1-3 **Organizations & Meetings**

1-4 **Technology**

1-5 **Laws. Regulations. Procedures.**

#### 2 REPORTING SERVICES

Includes conference reporting.

#### 3 AUTOMATED DATA PROCESSING

For maintenance and disposition of ADP equipment and supplies, SEE: ES outline; for procurement, SEE: PRC outline; for systems and studies, SEE: ORG outline.

3-1 **General Policy. Plans. Coordination.**

Includes cooperative arrangements with other agencies.

3-2 **General Reports & Statistics**

Includes machine utilization reports. For statistical services, SEE: FSV 3-7; for reports and statistics on specific projects, use appropriate subject outline.

3-3 **Organizations & Conferences**

#### 3-4 **Technology**

Use for technical operating data, such as processing and programming techniques, input and output methods, machine language, etc. Subdivide by appropriate subject if volume warrants.

#### 3-5 **Laws & Regulations**

Use only when material cannot be filed under a more specific subject in this outline.

#### 3-6 **Systems Development. Feasibility Studies.**

Use only for general material. File specific projects under appropriate subjects in other outlines.

#### 3-7 **Statistical & Other Services**

#### 4 LANGUAGE SERVICES

##### 4-1 **Interpreting**

For interpreter/escort services for grantees, SEE: EDX 28-6.

##### 4-2 **Translating**

#### 5 LIBRARY SERVICES

Use only for usual agency or post library services. For publications procurement for agency or post libraries, SEE: FSV 8.



**FSV—FACILITATIVE SERVICES****6 REPRODUCTION & DISTRIBUTION****6-1 General Policy. Plans. Guidelines.****6-2 General Reports & Statistics****6-3 Organizations & Meetings****6-4 Technology****6-5 Laws. Regulations. Procedures.****7 EDITORIAL SERVICES & PUBLICATIONS CONTROL**

Includes control over internal and external publications, regulations of Joint Committee on Printing, etc. For preparation (other than editing), clearance and distribution of official and unofficial publications, SEE: PR 10.

**8 PUBLICATIONS PROCUREMENT**

Use only for administrative aspects of procuring publications from or for any source. Subdivide by name of requesting agency or source from which procured.

**LEGISLATIVE & LEGAL AFFAIRS****Instructions**

Use only for papers pertaining to the agency's legislative program and relations with Congress which are so general in nature that they cannot be filed under the more specific subject outlines in this handbook. Also included are papers on such subjects as constitutional and comparative law, legal opinions and interpretations, judicial and claims procedures, etc.

SEE: POLITICAL AFFAIRS & RELATIONS outline for matters pertaining to U.S. Congress unrelated to agency's functions and operations, legislative bodies of foreign governments, for domestic law, and international law.

PROTECTIVE SERVICES outline for judicial and legal services provided by consular officers.

**LEG****LEG—LEGISLATIVE & LEGAL AFFAIRS****1 LEGISLATIVE PROGRAM**

Use only for agency's overall legislative program, including bills introduced on behalf of and those affecting agency programs and operations.

**1-1 Congressional Summaries**

Use for daily and other summaries of Congressional action on bills of interest to agency.

**2 REPORTS TO CONGRESS**

Use only for overall reports on agency operations. Reports on specific programs should be filed subjectively under appropriate subject outlines.

**3 ORGANIZATIONS & CONFERENCES**

Subdivide by name of organization and name, date, and location of conference if volume warrants.

**4 CONGRESSIONAL COMMITTEES**

Use only for general papers on committee membership, procedures, schedules of appearances before and relations of agency officials with committees. Papers relating to hearings before committees on specific programs should be filed subjectively under appropriate subject outlines.

**5 LAW**

Use only for general material on constitutional law, comparative law, etc. For domestic law of a country, international law, Rule of Law, etc., SEE: POL 5.

**6 MEMBERS OF CONGRESS**

Use only for general material on attitudes, biographic sketches, liaison with, etc. For visits, SEE: LEG 7. Arrange alphabetically by name.

**7 VISITS**

Use for trips by individual members of Congress and Congressional delegations (CODELS). Arrange alphabetically by name.

**7-1 Country Briefing Papers**

For Congressional travelers.

**8 CONGRESSIONAL INVESTIGATIONS**

Use only for material relating to investigations in general. Papers on investigations of specific programs should be filed subjectively under appropriate outlines.

**9 EXECUTIVE PRIVILEGE**

Use for material relating to agency's privilege of withholding information from Congress.

**10 LEGAL OPINIONS. INTERPRETATIONS.**

Use only for general material which cannot be filed subjectively under other outlines.

**11 SUBPOENAS**

Use for procedures relating to handling of subpoenas served on agency.

**12 JUDICIAL ASSISTANCE. PROCEDURE.**

Includes Committee on Judicial Procedure.

**13 CLAIMS. LITIGATION.**

Use only for general material on claims by or against U.S. Government, claims procedures, etc. File specific types of claims subjectively (e.g., for war damage claims and other claims against host government, SEE: PS 8-4; for tort claims, SEE: PER 15-16, etc.).

## ORGANIZATION & MANAGEMENT

### Instructions

Use for materials on the establishment, organization, reorganization, and termination of agency offices and overseas posts; the assignment and realignment of functions; changes in status of posts and consular districts; and policy and instructional systems and statements which define organizational and functional matters. Also included are general administrative and organizational matters relating to other agencies, interagency relationships, coordination, etc., not involving specific substantive programs which should be filed under the appropriate subject matter outlines.

Use also for material which deals with the subject of administration in its entirety, and for material which covers several administrative subjects, i.e., materials which cannot be filed under one of the specific administrative subject outlines.

**ORG**

### ORG—ORGANIZATION & ADMINISTRATION

#### 1 GENERAL POLICY PLAN. COORDINATION.

Includes material on agency and post organization and management in general, administrative supervision of constituent posts, centralization vs. decentralization of administrative functions, and coordination between and within agencies on administrative matters. Subdivide by name of agency if volume warrants.

##### 1-1 Country Team

Use for coordinated efforts of agency representatives in the field to work as a team under chief of mission.

##### 1-2 Consolidated Administration

Use for consolidation of State, AID, USIA, and Peace Corps administrative personnel to provide integrated service at specific posts. Includes CAMO. For administrative support aspects, SEE: ORG 4.

#### 2 GENERAL REPORTS & STATISTICS

Use only for material which is so broad in content that it cannot be filed under one of the more specific subjects elsewhere in this outline. Includes periodic administrative reports (e.g., weekly, monthly, etc.) For Foreign Service inspection reports, SEE: ORG 11; for post reports, SEE: PER 2-1; for security surveys, SEE: SY 2-2.

##### 2-1 Reporting Requirements

Overall reporting schedules, workloads, and related management aspects of reporting requirements.

##### 2-2 Critiques

#### 3 MEETINGS & CONFERENCES

##### 3-1 Administrative Officers

##### 3-2 Chiefs of Mission. Principal Officers.

##### 3-3 Staff

##### 3-4 Public Affairs Officers

#### 4 ADMINISTRATIVE SUPPORT

Use for general material on administrative support principle or policy as it affects organization and functions of agency or post. For levels of support and reimbursement agreements, SEE: BUD 4; for accounting aspects, SEE: ACC outline.

#### 5 DELEGATIONS OF AUTHORITY

Includes designations.

#### 6 DUTY OFFICERS. ROSTERS.

Includes holiday list.

#### 7 VISITS

Use for papers of a substantive nature relating to field trips by agency personnel on official business. For routine travel arrangements, use TRV outline.

#### 8 ESTABLISHMENT. FUNCTIONS. REORGANIZATION.

Includes history and background of agency, office or post, statement of functions and organization charts, and agency reorganization plans, opening, change in status and closing of posts; determination and jurisdiction of consular districts; etc.

**ORG—ORGANIZATION & ADMINISTRATION****9 MANAGEMENT SURVEYS**

Subdivide by organization or function being surveyed. If desired, file by subject using outlines provided in this handbook.

**10 MANAGEMENT PROGRAMS**

Includes all types of management programs such as Management Improvement, Cost Reduction, Information Management, etc. Also includes management methods and techniques. Subdivide by name of program or system, if volume warrants. (Except financial management for which SEE: FMGT outline and for records management, forms management, reports management, and directives management, for which SEE: CR outline.)

**10-1 Policy. Plans. Coordination.****10-2 Reports****10-3 Meetings****10-4 Agreements. Contracts.****10-5 Regulations. Procedures.****10-6 Research & Development****11 INSPECTIONS**

Includes Foreign Service inspection reports, administrative audits and operational surveys of a general nature. For inspections and audits of specific functions (e.g., security, financial management, etc.), see appropriate subject outlines.

**12 CONDUCT OF OFFICE**

Use for issuances on office procedures, routine administrative matters, transfer of office to successor, calendar of events, etc.

## PERSONNEL

### Instructions

Use for papers on all aspects of personnel administration in the Federal Government and in the agency, including its organizational components. Also includes personnel security. Papers relating to individual employees shall be filed by name of employee in accordance with regulations in 3 FAM.

SEE: EMERGENCY PLANNING outline for assignment of personnel in emergency situations.

PROTECTIVE SERVICES outline for protection of government employees overseas in emergency situations.

TRAVEL outline for travel of employees and dependents.

SHIPPING & WAREHOUSING outline for shipment of effects, and other items.

**PER**

### Special Method of Arrangement:

1. By type or category of personnel; such as contractor, foreign, nationals, etc.

- a. When volume warrants only a primary folder:

PER — PERSONNEL (Marine Guards)

- b. When volume warrants subdivision by appropriate subject breakdowns:

PER 13—3 Assignment.  
Detail (Marine Guards)

### PER—PERSONNEL

#### 1 GENERAL POLICY. PLANS. COORDINATION.

Use only for material which cannot be filed under one of the more specific subjects in this outline.

#### 2 GENERAL REPORTS & STATISTICS

Use only for papers which cannot be filed under one of the more specific subjects in this outline. Includes employee career records (ERC) and manpower utilization skills and reports (MUST).

##### 2-1 Post Reports

Use only for preparation and submission of report by post. Reference set should be maintained separately.

##### 2-2 Biographic Register & Sketches

##### 2-3 Foreign Service List

##### 2-4 Key Personnel Directory

#### 3 ORGANIZATIONS & CONFERENCES

Use only for papers which cannot be filed under one of the more specific subjects in this outline.

#### 4 STAFFING. COMPLEMENT.

Use for proposed and/or authorized personnel strength of organizational element. SEE: BUD 16 for budgetary aspect of position ceilings and authorizations.

##### 4-1 Reduction-in-Force

Includes procedures for establishing, maintaining and applying retention registers.

#### 5 LAWS & REGULATIONS

Includes Foreign Service Act of 1946 and amendments, Federal Personnel Manual and CSC directives of a general nature. Subdivide by source and/or title of act if volume warrants.

**PER—PERSONNEL****6 AWARDS & COMMENDATIONS**

For agency employees, including incentive awards program, except safe-driving awards, for which SEE: VEH 13. For awards to prominent persons other than agency employees and military personnel, SEE: POL 6-3; for awards to military personnel, SEE: DEF 6-6.

**6-1 Awards Committees**

Subdivide by name if volume warrants.

**6-2 Cash Awards**

Subdivide by type if volume warrants.

**6-3 Commendations****6-4 Honor Awards**

Subdivide by type if volume warrants.

**6-5 Non-Federal Awards & Decorations****7 APPEALS**

Use for general material on appeals system. For specific types of appeal, see under appropriate subject in outline.

**8 ATTENDANCE & LEAVE**

Includes annual, sick, home, military and court leave, leave without pay, absence for jury duty, hours of work, etc. Subdivide by type of leave if volume warrants.

**9 TRAINING & DEVELOPMENT**

Subdivide by type if volume warrants.

**9-1 General Policy. Plans.****9-2 General Reports & Statistics****9-3 Organizations & Conferences****9-4 Agreements. Contracts.****9-5 Laws. Regulations. Procedures.****9-6 Sponsors.****9-7 Visits. Trips.****9-8 Schedules & Rosters****9-9 Requests. Applications. Registrations.****9-10 Teaching Materials****9-11 Examination and Testing****9-12 Graduation Exercises. Certificates. Diplomas.****9-13 Consultation. Briefing.**

Includes debriefing returned employees.

**10 PERFORMANCE EVALUATION****10-1 Performance Rating Committees. Evaluation Panels.**

For Selection Boards and Promotion Panels, SEE: PER 13-6.

**10-2 Ratings. Appraisals.**

Includes appeals.

**11 COMPENSATION**

Use for determination of salary and wage scales and allowances. Subdivide by type of pay or allowance if volume warrants.

**11-1 Cost of Living & Quarters Allowances**

Includes temporary lodging allowance. For retail price schedules, SEE: PER 11-9.

**11-2 Deductions****11-3 Education Allowances**

For educational travel of dependents, SEE: TRV outline.

**11-4 Final Salary Clearance**

Upon separation of employee.

**11-5 Wage Rates & Schedules**

Includes surveys to determine appropriate wage rates and schedules for local employees, and wage board determinations.

**11-6 Premium Pay**

Subdivide as overtime, night, or holiday pay.

**11-7 Post Differential Allowance****11-8 Representation Allowances****11-9 Retail Price Schedules****11-10 Separation Allowances****11-11 Transfer Pay**

**PER—PERSONNEL****11-12 Increases**

Subdivide by type such as within-grade, periodic, quality, etc. For increases or decreases in specific types of pay, allowances, etc. SEE: PER 11-1 thru 11-8, 11-10, 11-11.

**12 CONDUCT & DISCIPLINE**

Includes regulations and procedures governing conflict of interest, insubordination, prohibited political activity, intoxication, sale or barter of personal property abroad, local currency transactions of employees, acceptance of gifts, etc. Case file disciplinary actions on individual employees in personnel folders.

**13 EMPLOYMENT**

Case file personnel actions on individual employees by name in personnel folders. For reduction-in-force, SEE: PER 4-1.

**13-1 Application for Employment**

Case file individual applications by name if volume warrants.

**13-2 Appointment**

Includes initial appointment, oath of office, reinstatement, reemployment after break in service, lateral entry from Civil Service to Foreign Service, etc. Subdivide by type of appointment (e.g., competitive service, excepted service, FS, etc.) if volume warrants.

**13-3 Assignment. Detail.**

Includes assignment system procedures and actions, transfer to new assignment in field or in Washington after home leave, length of tours of duty at post, reimbursable details, etc.

**13-4 Examinations. Tests.**

Use for Board of Examiners for the Foreign Service, Civil Service, language and other qualifying tests, etc. Subdivide by type if volume warrants.

**13-5 Equal Employment Opportunity****13-6 Promotion. Demotion. Selection Out.**

Includes Selection Boards, Promotion Panels, etc.

**13-7 Recruitment****13-8 Retirement**

Includes Civil Service, Foreign Service and Social Security retirement systems, benefits, etc.

**13-9 Termination**

Use for resignation, separation for cause and termination of services through death.

**13-10 Transfer Out**

To other agencies or international organizations. For transfer to new assignment in field or in Washington with same agency, SEE: PER 13-3.

**14 HEALTH & MEDICAL CARE****14-1 Policy. Plans.**

Use only for papers which cannot be filed under more specific subjects listed under PER 14.

**14-2 Reports & Statistics****14-3 Organizations & Conferences**

Includes services provided to, or by other Federal agencies. For specific medical facilities, SEE: PER 14-6.

**14-4 Medical Examinations**

Includes medical clearances, waivers, fitness-for-duty.

**14-5 Laws & Regulations****14-6 Facilities**

Includes regional medical centers, hospitals, clinics, health rooms, laboratories, physical fitness rooms, etc.

**14-7 Insurance**

Includes Federal Employees Health Benefits Plan. For employee life insurance, SEE: PER: 15-7.

**14-8 Diseases & Conditions**

Includes treatment, control, prevention, diagnosis, eradication. Subdivide by type if volume warrants.

**14-9 Immunizations. Innoculations.****14-10 Medical Supplies****14-11 Evacuation**

For medical reasons, or for rest and recuperation.

**14-12 Safety. Accidents.**

Includes safety programs and claims under Federal Employee's Compensation Act. For building safety program, SEE: BG 13.

**PER—PERSONNEL****15 EMPLOYEE RELATIONS & SERVICES**

Includes benefits derived by employees.

**15-1 Campaigns. Drives.**

Such as UGF and health fund-raising drives, blood donor campaigns, etc. Subdivide by type if volume warrants.

**15-2 Commissary Services**

Includes management and stocking of commissaries, post exchange (PX) privileges, etc. For restaurant, cafeteria and snack bar facilities in government buildings, SEE: BG 12.

**15-3 Employee Unions****15-4 Employee Vehicles**

Other than shipment, for which SEE: SHW outline. Includes assistance in obtaining drivers' licenses, regulations relating to sale, etc.

**15-5 Credit Union****15-6 Employee Welfare Fund****15-7 Life Insurance****15-8 Grievances**

Other than appeals.

**15-9 Dependent Education**

For assistance to community schools abroad for education of dependents of employees, SEE: EDU 9-5; for educational allowances, SEE: PER 11-3; for educational travel of dependents, SEE: TRV outline.

**15-10 House Organs**

Published by or for employees.

**15-11 Income Tax**

For assistance to employees in preparing tax forms.

**15-12 Housing Services**

Includes assignment of staff housing and assistance in locating other housing.

**15-13 Locator Services**

Includes home leave and next-of-kin addresses.

**15-14 Political Activities**

Use for information provided employees on voting rights and authorized political activities. For illegal activities, SEE: PER 12.

**15-15 Recreation**

Includes social activities, clubs, hobbies, DSRA and other recreation and welfare association activities.

**15-16 Tort Claims**

Use for administrative settlement of such claims resulting from negligence, wrongful acts, or omissions on the part of employees.

**15-17 Credit. Bills.**

Includes credit inquiries and bill collecting.

**16 SECURITY**

Use for general material on security investigations of employees, fingerprinting, ID cards, etc. Case file investigations on individual employees by name. For name check procedures, SEE: SY 10; for security survey reports, SEE: SY 2-2.

**16-1 Penetration**

Use for attempts to compromise agency personnel, including locals, by any means to obtain security information.

**16-2 Clearances**

Subdivide by type, such as "Q", etc.

**17 DIPLOMATIC TITLE & RANK****18 POSITION DESCRIPTIONS. CLASSIFICATION.**

Includes job standards.

**19 PERSONAL STATUS**

Of employees, such as marriage, divorce or other name change, dependency status, etc. Excludes security investigation and clearance of intended spouse, for which SEE: PER 16.

**20 EMPLOYEE MORALE**

Other than that affected by disciplinary actions and specific employee grievances, for which SEE: PER 12 and PER 15-8, respectively.

**21 MILITARY SERVICE STATUS**

For military leave, SEE: PER 8.



## PUBLIC RELATIONS

### Instructions

Use for papers on agency relations with the general public, including individual citizens and private groups. Included are routine requests for information, praise or criticism of policies and programs, and efforts to keep the public informed through various mass communications media.

SEE: INFORMATION outline for USIA program in general, including public information activities conducted for other Federal agencies overseas. Also includes information activities within a country and its use of information media to influence the opinions, attitudes, behavior, etc., of enemy, neutral or friendly peoples on a mass scale.

CULTURE, MOTION PICTURES, PRESS & PUBLICATIONS, RADIO and TELEVISION outlines for efforts to promote interest in and understanding of American culture, policies and objectives through specific media programs and services conducted by USIS overseas.

**PR**

### PR—PUBLIC RELATIONS

#### 1 GENERAL POLICY. GUIDELINES. COORDINATION.

Use only for material which cannot be filed under more specific subjects in this outline.

#### 2 GENERAL REPORTS & STATISTICS

Use only for material which cannot be filed under more specific subjects in this outline.

#### 3 (Reserved for future use)

#### 4 (Reserved for future use)

#### 5 INVITATIONS

Other than to speak before nongovernmental groups, for which SEE: PR 6.

#### 6 NONGOVERNMENTAL LIAISON

Subdivide by type of public or private group and/or name of organization if volume warrants.

#### 6-1 Speaker Service

#### 6-2 Community Relations

#### 6-3 Meetings & Conferences

#### 7 APPOINTMENTS. INTERVIEWS.

With private individuals. Includes letters of introduction. Arrange alphabetically by name of visitor. For press interviews, SEE: PR 11-3.

#### 8 RADIO & TV RELATIONS

Includes clearances. Subdivide by name of network and program if volume warrants.

#### 9 AUDIO-VISUALS

##### 9-1 Films. Filmstrips. Slides. Recordings.

##### 9-2 Exhibits & Displays.

Such as lobby and window displays for public information. For those produced or sponsored by USIA and Binational Centers, SEE: EXH. outline.

##### 9-3 Photographs

Except requests for, for which SEE: PR 13.

#### 10 PUBLICATIONS

Prepared for public consumption. Includes preparation (other than editorial services), clearance and distribution. Subdivide by title of publication, such as "How Foreign Policy is Made," "Department of State Bulletin," "Foreign Policy Briefs," etc. For requests for publications, SEE: PR 13; for editorial services and publications control, SEE: FSV 7.

#### 11 PRESS RELATIONS

Subdivide by name of newspaper, magazine or press service if volume warrants.

**PR—PUBLIC RELATIONS****11-1 Accreditation**

Subdivide by name of correspondent if volume warrants.

**11-2 Press Releases**

Subdivide by source and arrange chronologically or numerically if volume warrants.

**11-3 Press Conferences. Interviews.**

Includes guidances prepared for use at conferences or in interviews. Subdivide by type (e.g., Presidential, Secretary's, etc.) or name of person if volume warrants.

**11-4 Special Events Coverage**

Includes arrangements for coverage. Subdivide by name of event if volume warrants.

**12 SPEECHES**

Includes material for use in speeches, clearances and copies of speeches, arrangements for speeches, and requests from governmental sources for speeches. Subdivide by name of speaker and arrange by date. An extra copy may be filed subjectively if desired.

**12-1 Speech Clearance****13 PUBLIC OPINION & INQUIRIES**

Includes requests for information, publications, photos, etc.; criticisms, complaints, and commendations; anonymous, crank and begging letters; polls and surveys, etc. Arrange by name of individual or organization if volume warrants.

**13-1 Petitions & Resolutions****13-2 Polls & Surveys****14 TOURS**

Agency tours for the general public, including VOA Lectours.

## PROCUREMENT & CONTRACTING

### Instructions

Use for papers on (A) policy and procedures about the procurement of property, supplies, equipment, and services, and (B) actual contract documents, when reference services require that such documents be maintained together as a master contract file.

In offices where operating needs make it desirable that a copy of contract documents be made a part of the file on the property or service procured (e.g., a specific building, talent vendor, IMG program), this should be done, under the appropriate subject outline.

SEE: EQUIPMENT, SUPPLIES & SERVICES outline for utilization, maintenance, disposition, etc., of agency equipment and supplies.

Contract files. Certificates of award, negotiations, contract, amendments, bidders mailing list and other contracting transactions which relate to a specific contract may be filed and maintained as a unit (case filed) by the name of the contractor, number of the contract, name of a post or other method as appropriate to the office involved. The file folder label(s) for such files should show the name, number or other identification following the primary subject file symbol PRC.

**PRC**

### PRC—PROCUREMENT & CONTRACTING

#### 1 GENERAL POLICY. PLANS. GUIDELINES.

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 1-1 Authorizations

Includes delegations and redelegations of authority.

##### 1-2 Approvals & Clearances

#### 2 GENERAL RECORDS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline. Includes reports to other agencies.

##### 2-1 Status Reports

#### 3 ORGANIZATIONS & CONFERENCES

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

#### 4 CONTRACTS & AGREEMENTS

Subdivide by type, such as license agreements, rights agreements, loan agreements, open-end, rental, lease, other agency, etc. Do not use for contract case files.

##### 4-1 Clauses. Formats. Forms.

#### 5 LAWS. REGULATIONS. PROCEDURES.

Use for materials too general in nature to be filed under a more specific subject in this outline. Subdivide by agency or public law title if volume warrants. Includes Federal procurement regulations, procurement memoranda and instructional memoranda.

#### 6 SUPPLIERS & CONTRACTORS

##### 6-1 Bidders Mailing Lists

##### 6-2 Ineligible

##### 6-3 Contractor Data

##### 6-4 Catalogs

#### 7 INVITATIONS, BIDS & AWARDS

##### 7-1 Request for Proposals

##### 7-2 Negotiations

##### 7-3 Renegotiations

##### 7-4 Specifications & Bids

##### 7-5 Reports & Data

#### 8 BONDS

Includes bid bonds, performance bonds, deposits, sureties list, etc.

**PRC—PROCUREMENT & CONTRACTING****9 PURCHASE ORDERS****10 JOB ORDERS****11 REQUISITIONS****12 TERMINATION**

Includes defaults.

**12-1 Procedures****12-2 Completion****12-3 Cancellation****13 CLAIMS, PROTESTS & SETTLEMENTS****13-1 Comptroller General****13-2 Board of Contract Appeals****13-3 Other****14 EXTENSIONS****15 DISCOUNTS****16 TAXES****17 FINDINGS & DETERMINATIONS****17-1 Standardization****18 INSPECTION & ACCEPTANCE****19 GOVERNMENT FURNISHED EQUIPMENT****20 CONTRACT REVIEWS & AUDITS****20-1 Agency****20-2 General Accounting Office**

**SHIPPING & WAREHOUSING****Instructions**

Use for papers pertaining to the shipping and storage of equipment, supplies, programs materials and personnel household effects.

Shipping Transactions. Shipping notices, receipts, packing orders, etc. which relate to a specific shipment may be filed and maintained as a unit (case filed) by the name of a post, type of material shipped, number of shipment, or other method as appropriate to the forwarding office involved. The file folder label(s) for such files should show the post, number or other identification following the primary subject file symbol SHW.

**SHW—SHIPPING & WAREHOUSING**

- |  |  |
|--|--|
| <p><b>1 GENERAL POLICY. PLANS. COORDINATION</b><br/>Use for material too general in nature to be filed under more specific subjects in this outline. Includes inter-agency relations and coordination.</p> <p><b>2 GENERAL REPORTS &amp; STATISTICS</b><br/>Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by report title if volume warrants.</p> <p><b>3 CONFERENCES</b></p> <p><b>4 DESPATCH AGENCIES (U.S.)</b><br/>Subdivide by location if volume warrants.</p> <p><b>5 LAWS &amp; REGULATIONS</b><br/>Include local laws and regulations.</p> <p><b>6 CARRIERS</b><br/>Subdivide by type, air, truck and by carrier name thereunder, if volume warrants.</p> <p><b>6-1 Rates &amp; Charges</b><br/>Subdivide by type and/or name of carrier.</p> <p><b>6-2 Routes &amp; Schedules</b><br/>Subdivide by type and/or name of carrier.</p> <p><b>7 INSTRUCTIONS &amp; PROCEDURES</b></p> <p><b>7-1 Shipping Instructions &amp; Procedures</b><br/>Includes methods of shipment, such as residence-to-residence, etc.</p> <p><b>8 INSURANCE</b><br/>Subdivide by type or name of company.</p> <p><b>9 DRAYAGE</b><br/>Subdivide by name of carrier.</p> <p><b>10 SHIPPING NOTICE TO FIELD</b></p> <p><b>11 PACKING. LABELING. MARKING.</b><br/>Includes methods, rates and instructions.</p> <p><b>11-1 Packing Lists</b></p> | <p><b>12 LOADING &amp; UNLOADING</b><br/>Includes pier charges, demurrage, etc.</p> <p><b>13 RECEIPTS &amp; INVOICES</b><br/>Subdivide by type of carrier or vendor.</p> <p><b>14 BILLS OF LADING</b><br/>Includes airway, ocean freight and Government Bills of Lading. Use for general material only, <u>not</u> individual bills of lading.</p> <p><b>15 SHIPPING ORDERS</b><br/>Subdivide by post, area or number.</p> <p><b>16 LOSSES, DAMAGES &amp; SHORTAGES</b></p> <p><b>16-1 Claims</b></p> <p><b>16-2 Tracing</b></p> <p><b>17 CUSTOMS</b><br/>Includes export-import declarations.</p> <p><b>17-1 Custom Duties &amp; Fees</b></p> <p><b>18 DELAYS</b></p> <p><b>18-1 Labor Matters</b><br/>Their effect on Government shipping.</p> <p><b>19 PORTS OF ENTRY</b><br/>Includes port charges. Subdivide by location if volume warrants.</p> <p><b>20 FREIGHT FORWARDERS</b><br/>Subdivide by name and thereunder by fiscal year if volume warrants.</p> <p><b>20-1 General Policy</b></p> <p><b>20-2 Reports &amp; Statistics</b></p> <p><b>20-3 Complaints</b></p> <p><b>20-4 Contracts</b></p> |
|--|--|

**SHW**

**SECURITY****Instructions**

Use only for papers of a general nature on the development, coordination and administration of security policies and programs. These will be concerned primarily with the agency, overseas posts and other Federal agencies, but may also include liaison with security and law-enforcement agencies of other nations.

SEE: BUILDINGS & GROUNDS outline for material relating to physical and technical security.

COMMUNICATIONS & RECORDS outline for procedural security (e.g., handling, control and downgrading of classified records and information), cryptographic security, etc.

EMERGENCY PLANNING outline for security aspects of emergency and evacuation (E & E), emergency relocation and vital records programs.

PASSPORTS & CITIZENSHIP outline for passport security.

PERSONNEL outline for personnel security.

**SY—SECURITY****SY****1 GENERAL POLICY. PLANS. COORDINATION.**

Includes coordination of program with other agencies.

**1-1 SY Instructions****1-2 RSS Instructions****1-3 Post Instructions****2 GENERAL REPORTS & STATISTICS****2-1 Monthly Status Reports****2-2 Security Survey Reports**

Arrange by name of post and thereunder by facility if volume warrants.

**3 ORGANIZATIONS & CONFERENCES**

Includes security requirements of international organizations, such as NATO, SEATO, UN, etc. Subdivide by name if volume warrants. For Attorney General's list of organizations, SEE: SY 14-4; for lists of local organizations, SEE: SY 14-5.

**4 AGREEMENTS****5 LAWS & REGULATIONS**

Use for material which cannot be filed under one of the more specific subjects in this outline. Subdivide by source if volume warrants. For investigative procedures, SEE: SY 14.

**6 SECURITY OFFICERS**

Use for designations, relations with, lists of, etc. For TS control officers, SEE: CR 16-2.

**6-1 Regional****6-2 Post****6-3 Unit****7 VISITS OF DIGNITARIES**

Use for protection of foreign dignitaries visiting U. S. and prominent U. S. officials on trips abroad. Subdivide by name if volume warrants.

**8 VIOLATIONS**

Use only for regulations and procedures governing violations, overall reports, etc.

**9 (Reserved for future use)****10 NAME CHECKS**

Use for general materials including regulations and procedures governing checks on name of individuals for security purposes and statistical reports thereon.

**11 CRANKS**

Use for material not warranting individual case filing. For crank letters not requiring investigation, SEE: PR 13.

**12 THEFTS**

Use for material not warranting individual case filing.

**SY—SECURITY****13 RIOTS & DEMONSTRATIONS**

Use only for role of security officers. SEE: POL 23-8 for political aspects.

**14 INVESTIGATIVE PROCEDURES**

Use only for material of a general procedural nature that cannot be filed under specific security programs (e.g., personnel security, for which SEE: PER 16; passport security, for which SEE: PPT 10, etc.).

**14-1 Local Procedures****14-2 Sources of Information****14-3 General Certification Standards****14-4 Attorney General's List****14-5 List of Local Organizations****15 INDUSTRIAL SECURITY**

Use for program to obtain security clearances of industrial, educational and other facilities and personnel. In some cases these facilities and services are contractual in nature; in others educational institutions have been granted custody of agency classified records for research purposes. Includes the procedures for the release and use of classified information by these facilities. Case file papers on individual companies or institutions by name.

## TRAVEL

### Instructions

Use for papers pertaining to policies, regulations, and procedures regarding the travel of personnel on official business and the travel of their dependents.

SEE: SHIPPING AND WAREHOUSING outline for the shipping of supplies and equipment, household effects, and other items including government owned vehicles.

VEHICLES outline for acquisition, maintenance, use, etc., of government-owned vehicles.

LEGISLATIVE & LEGAL AFFAIRS outline for trips by Members of Congress (CODELS).

Use also for papers on the travel of specific individuals and groups. This includes not only employees and their dependents, but also the visits, tours, and trips of other individuals and groups in public or private life, except Members of Congress, where the main emphasis is on travel arrangements. File alphabetically by name under the primary subject TRAVEL. However, in offices where the purpose of a visit or mission is of most significance, papers about visits and missions should be filed under the appropriate subject outline (e.g., POLITICAL AFFAIRS & RELATIONS, TRADE PROMOTION & ASSISTANCE, DEFENSE AFFAIRS, etc.).

**TRV**

### TRV—TRAVEL

#### 1 GENERAL POLICY. PLANS. COORDINATION

Use only for material too general to be filed under more specific subject in outline. Includes inter-agency relations and coordination.

#### 2 GENERAL REPORTS & STATISTICS

Use only for material too general to be filed under more specific subject in outline. Includes statistical reports, DA weekly SITREPS, etc.

#### 3 CONFERENCES

#### 4 (Reserved for Future Use)

#### 5 LAWS & REGULATIONS

Includes local laws, regulations, and procedural handbooks.

#### 6 CARRIERS

Subdivide by type and/or name if volume warrants.

#### 6-1 Rates. Fares.

Use for general information only. For freight rates and tariffs on household and personal effects, SEE: SHW outline.

#### 6-2 Routes & Schedules

#### 6-3 Use of American and Foreign Carriers

Use for general policy and regulations.

#### 7 TRAVELER INSURANCE

#### 8 TRAVEL ALLOWANCES

Includes per diem and mileage rates, travel advances, etc.

#### 9 TRAVEL AUTHORIZATIONS

Includes requests for. Use only for general material of a regulatory or procedural nature. Those for specific travelers should be filed in their travel folders.

#### 10 TRAVEL PRIORITIES

#### 11 TRAVEL VOUCHERS

Use for procedures re preparation and submission. For accounting aspect, SEE: ACC 17 and 20.

#### 12 LOCAL TRANSPORTATION

Includes use of taxis, tokens, etc. For motor pool, SEE: VEH 12.



**TRV—TRAVEL****12-1 Use of Private Vehicle****13 PASSPORT. IMMUNIZATIONS.**

Required by official travelers. Includes visas.

**14 (Reserved for future use)****15 ASSISTANCE TO TRAVELERS**

Use for general material only. File papers relating to specific individuals under TRV by name.

**15-1 Acknowledgements. Commendations.****15-2 Customs, Health & Immigration****15-3 Government Transportation Requests****15-4 Itineraries & Reservations****15-5 Limousine Service****15-6 Meetings Travelers**

**VEHICLES****Instructions**

Use for papers on the acquisition, use, maintenance, and disposition of government-owned automobiles, trucks, aircraft, boats, and other vehicles. Case files on individual vehicles may be established as required.

**VEH—VEHICLES****1 GENERAL POLICY****2 GENERAL REPORTS & STATISTICS****3 ACCIDENTS**

For claims of injured employees, SEE: PER 14-12.

**4 LOSS & THEFT****5 LAWS & REGULATIONS****6 ACQUISITION. REPLACEMENT.**

Includes purchase, titles, rental, etc.

**7 INSURANCE****8 (Reserved for future use)****9 MARKING & IDENTIFICATION****10 MAINTENANCE & REPAIR**

Includes parts (e.g., tires, tubes, etc.) and monthly gasoline usage.

**11 ASSIGNMENT & USE**

For motor pool, SEE: VEH 12.

**11-1 Credit Cards****11-2 Inspection****11-3 Dispatching & Scheduling****11-4 Drivers' Licenses****11-5 License Plates****11-6 Operators' Permits****12 MOTOR POOL. CHAUFFEURS.****13 SAFE DRIVING AWARDS****14 (Reserved for future use)****15 DISPOSITION**

Includes sale, transfer, etc.

**VEH**

# RECORDS CLASSIFICATION HANDBOOK

---

## CULTURE & INFORMATION

### TABLE OF CONTENTS

<u>PRIMARY SUBJECT</u>	<u>CODE SYMBOL</u>
BOOKS	BKS
CULTURE	CUL
EDUCATION	EDU
EDUCATION & CULTURAL EXCHANGE	EDX
EXHIBITS	EXH
INFORMATION	INF
LIBRARIES & CENTERS	LIB
MOTION PICTURES & TELEVISION (GENERAL)	MV
MOTION PICTURE & TELEVISION FACILITIES & SERVICES	MVF
MOTION PICTURE & TELEVISION PROGRAMMING	MVP
PRESS	P
PUBLICATIONS	PB
PICTURES	PIX
PRESS & PUBLICATIONS (GENERAL)	PPB
PSYCHOLOGICAL OPERATIONS	PSY
PRIVATE COOPERATION	PVT
RADIO (GENERAL)	R
RADIO ENGINEERING & CONSTRUCTION	REC
RADIO FREQUENCIES & PROPAGATION	RF
RADIO INSTALLATION OPERATIONS	RIO
RADIO PROGRAMMING	RP
SPACE COMMUNICATIONS	SPC

**BOOKS****Instructions**

Use for materials on agency book activities and products in carrying out cultural and information programs, and for other book activities not provided for elsewhere in this Handbook.

SEE: INFORMATION (GENERAL) outline for papers on the Information Media Guarantee Program.

CULTURE outline for papers on the presentation of books.

LIBRARIES & CENTERS outline for papers on holdings & collections of those institutions.

Book Programs or Specific Books. Papers concerning a specific book program or titled book may be filed and maintained as a unit (case filed). The file folder(s) for such files should show the title of the book program or book following the primary symbol BKS. The case file on a particular titled book or book program can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline.

**BKS—BOOKS****1 GENERAL POLICY. PLANS. GUIDELINES.**

Use only for general materials that cannot be filed under a more specific subject elsewhere in this outline.

**1-1 Daily Guidance****1-2 Proposals. Suggestions. Ideas.****2 GENERAL REPORTS & STATISTICS**

Use only for materials too general in nature to be filed under a more specific subject elsewhere in this outline. Subdivide by title of report if volume warrants.

**3 ORGANIZATIONS & CONFERENCES**

Use for materials too general in nature to be filed under a more specific subject elsewhere in this outline.

**4 AGREEMENTS. CONTRACTS. GRANTS.****5 LAWS. REGULATIONS. PROCEDURES**

Use only for materials too general in nature to be filed under a more specific subject elsewhere in this outline.

**6 PUBLISHERS. DEALERS. AGENTS.**

Subdivide by name if volume warrants.

**7 VISITS. TOURS.**

Do not use for routine travel arrangements, for which SEE: TRV outline. Subdivide by name of visitor if volume warrants.

**8 EFFECTIVENESS****8-1 Reaction Reports**

Includes readership reports and surveys, reader mail, complaints, criticisms, etc.

**8-2 Effectiveness Reports****9 PROMOTION & PUBLICITY**

Includes advertising, autographing sessions, exhibits, etc.

**9-1 Book Exhibits****9-2 Newsletters****10 CENSORSHIP****11 RESEARCH. STUDIES.**

Other than effectiveness and reaction studies and reports on books for which SEE: BKS 8.

**BKS—BOOKS****12 RIGHTS. CLEARANCES.**

Includes copyrights, serialization rights, language rights, reprint rights, clearances, etc.

**13 DISTRIBUTION. SALE. LOAN.****13-1 Mailing Lists**

Includes requests for additions and deletions to list.

**13-2 Sales Reports****14 BOOK ORDERS & REQUESTS**

Other than mailing lists for which SEE: BKS 13-1.

**15 CREDITS. ATTRIBUTION.****16 REVIEW. APPRAISAL. SELECTION.**

For lists of recommended or approved books, SEE: BKS 18.

**17 MANUSCRIPTS****17-1 Preparation. Adaptation.**

Includes translation.

**17-2 Reports****17-3 Review****18 LISTS. CATALOGS. BIBLIOGRAPHIES.**

Subdivide by book subject category, organization, firm, etc. as volume warrants. Includes recommended book lists, special book lists, approved book lists, priority book lists, etc.

**CULTURE****CUL****Instructions**

Use for papers dealing with the use of cultural programs to explain a nation's cultural objectives and policies to its own and foreign peoples; the inherited culture, cultural property and institutions of a nation; its cultural development and conflicts; fine arts, amusements, sports, hobbies, etc., and the cultural presentations programs.

SEE: EDUCATIONAL & CULTURAL EXCHANGE outline for matters relating to the exchange of persons other than those involved in the cultural presentations program.

EXHIBITS outline for materials on these cultural activities.

**CUL—CULTURE****1 POLICY. PLANS.**

Use only for material which is so broad in content that it cannot be filed under one of the more specific subjects in this outline.

**2 REPORTS & STATISTICS**

Use only for material which cannot be filed under one of the more specific subjects in this outline. Includes surveys and studies of cultural life of a nation, cultural conflicts, etc.

**3 ORGANIZATIONS & CONFERENCES**

Use only for material which cannot be filed under one of the more specific subjects in this outline. Includes cultural aspects of UNESCO and relations with cultural institutions not pertaining to exchange program; conferences of Cultural Affairs Officers. Subdivide by name of organization, and by name, date, and location of conference if volume warrants.

**4 AGREEMENTS**

Use for material which cannot be filed under one of the more specific subjects in this outline. For exchange of persons and grant agreements, SEE: EDX outline; for publications exchange agreements, SEE: PB 4; for information exchange agreements, SEE: INF 4.

**5 LAWS & REGULATIONS**

Use for material which cannot be filed under one of the more specific subjects in this outline.

**6 COMMEMORATIVE CELEBRATIONS. HOLIDAYS.**

Use for national and local commemorative celebrations and holidays, excluding those involving diplomatic representation and social functions (e.g., independence day anniversary celebrations), for which SEE: POL 17-4; for initial independence day celebrations, SEE: POL 16. For Christmas and New Year greetings, SEE: POL 17-4.

**7 VISITS**

Of cultural groups or individuals other than those under the educational exchange or cultural presentations program, for which SEE: EDX outline or CUL 16, respectively. For visits of journalists, SEE: P6-1.

**8 FAIRS. EXPOSITIONS.**

Includes World Fairs and Expositions. Subdivide by name and location if volume warrants. For agricultural, science, trade, and book fairs, SEE: AGR, SCI, TP, and BKS outlines, respectively. For materials on the preparation and use of exhibits in connection with fairs and expositions, SEE: EXHIBITS outline.

**9 MATERIALS PRESENTATION**

Includes formal and informal presentation of materials to universities, libraries, leaders and organizations, and distribution of materials by USIS. Subdivide by source or type as appropriate.

**CUL—CULTURE****9-1 Policy. Plans. Guidelines.****9-2 Reports & Statistics****9-3 Program Effectiveness****9-4 (Reserved for future use)****9-5 Promotion & Publicity****9-6 Books. Publications.****9-7 Periodical Subscriptions**

Except for returned grantees, for which SEE: EDX 29-4.

**9-8 Other Materials**

Including maps, flags, globes and audio-visual materials.

**10 CULTURAL PROPERTY. HISTORY.****10-1 Protection & Preservation. Restitution.**

Includes restoration.

**10-2 Memorials & Monuments**

For military cemeteries, SEE: DEF 6-10; for other cemeteries, SEE: SOC 16. For memorial Presidential libraries, SEE: LIB outline.

**10-3 Museums. Galleries.**

For art exhibits sponsored by USIS, SEE: EXH outline.

**10-4 (Reserved for future use)****10-5 Public Records. Archives.**

Other than those of agency, for which SEE: CR outline.

**10-6 Parks & Reservations****11 (Reserved for future use)****12 LECTURE PROGRAM**

Includes discussion groups, etc. For lectures under the U. S. and Foreign Professor Programs, SEE: EDX 13 and 19, respectively.

**13 FINE ARTS**

Use for fine arts of a country not related to cultural presentations program, for which SEE: CUL 16. Subdivide by type if volume warrants. For copyrights, SEE: INCO 11-3; for music, SEE: CUL 14.

**13-1 Theater. Dance. Dramatic Arts.**

Includes ballet, comedy, puppetry. For radio, TV and motion picture forms of dramatic art, SEE: media outlines.

**13-2 Painting. Drawing. Sculpture.****13-3 Literature. Poetry.**

Use for all forms of literary arts. Includes Pulitzer Prize and other awards.

**13-4 Architecture****13-5 Handicrafts**

For handicraft industry, SEE: INCO (AL).

**14 MUSIC**

Includes arrangements made or services provided by USIS for music programs.

**14-1 Policy. Plans. Guidelines.**

Includes Music Advisory Panel.

**14-2 Reports & Statistics**

Includes utilization reports.

**14-3 Program Effectiveness****14-4 Musical Equipment & Supplies**

Except recordings and scores, for which SEE: CUL 14-6 and 14-7, respectively.

**14-5 Musical Performances**

Includes co-sponsored events which use rented, loaned or donated materials. For musical performances under cultural presentations program, SEE: CUL-16.

**14-6 Recordings**

Use for commercial recordings for both music and lecture programs. Includes requests.

**14-7 Scores**

Includes both published and unpublished scores and requests for same.

**14-8 Festivals**

Includes competition. For film festivals, SEE: MV-8.

**14-9 Rental & Performance Rights**

Includes conducted scores and instrumental parts.

**CUL—CULTURE****14-10 Catalogs & Lists****14-11 Music Background materials**

Includes materials on orchestras, musicians, composers, performing artists. Subdivide by name if volume warrants.

**15 AMUSEMENTS. SPORTS. HOBBIES.**

For movies, TV, radio, SEE: appropriate media outlines; for sporting events sponsored as cultural presentations, SEE: CUL 16.

**15-1 Olympic Games****16 CULTURAL PRESENTATIONS**

Use for general material on program to present performances by athletic, music, dance and theater groups, symphony orchestras, and individual performing artists. Case file material dealing with specific attractions alphabetically by name of group or artist. Subdivide by type of group if desired.

**16-1 Policy. Plans.**

Includes coordination and support by the agencies involved.

**16-2 Reports & Statistics**

Includes reports of advance planning, types of attractions desired, utilization of attractions, and overall reports on cultural presentations program. Also includes specific post requirements, advance-trip, escort officer, and de-briefing reports.

**16-3 Committees. Panels. Conferences.**

Includes Advisory Committee on the Arts and panels of experts, including agenda and minutes of meetings of these organizations. Subdivide by name of committee, panel, etc., if volume warrants.



**EDUCATION****EDU****Instructions**

Use for papers relating to types of education and educational institutions, educational doctrine, levels and trends; language training; and Communist activities in the educational field.

SEE: EDUCATIONAL & CULTURAL EXCHANGE outline for matters relating to the exchange of students, teachers, professors, etc.

**EDU—EDUCATION****1 POLICY. PLANS.**

Use only for material which is so broad in content that it cannot be filed under one of the more specific subjects in this outline.

**2 REPORTS & STATISTICS**

Use for material which cannot be filed under one of the more specific subjects in this outline.

**3 ORGANIZATIONS & CONFERENCES**

Use only for material which cannot be filed under one of the more specific subjects in this outline.

**4 AGREEMENTS**

Use only for material which cannot be filed under one of the more specific subjects in this outline. For exchange of persons and grant agreements, SEE: EDX outline; for publications exchange agreements, SEE: PB 4.

**5 LAWS & REGULATIONS**

Use only for material which cannot be filed under one of the more specific subjects in this outline.

**6 COMMUNIST ACTIVITIES**

Use for efforts of Communist countries to achieve their objectives through exploitation of educational resources. Includes scholarships offered to youth of other countries, disaffection of such students, etc. For educational exchanges between Communist countries and the U.S., SEE: EDX outline.

**7 VISITS**

Of individuals or groups in the educational field other than those under the exchange program, for which SEE: EDX outline.

**8 LITERACY, ILLITERACY.****9 EDUCATIONAL SYSTEM. INSTITUTIONS.**

Subdivide by name of institution if volume warrants.

**9-1 Elementary****9-2 Secondary****9-3 College & University**

Includes scholarships and fellowships and teacher training; for those in a specific field of study, use appropriate subject; for those granted under the exchange program, SEE: EDX outline. For college and university affiliation program, SEE: EDX 23-1; for American and foreign studies seminars, SEE: EDU 13.

**9-4 Adult. Vocational.**

For labor education, SEE: LAB 9.

**9-5 U. S.-Sponsored Schools Abroad**

Use for financial assistance in establishing, expanding, and maintaining such schools. For grants to enable foreign students to attend such schools, SEE: EDX 10.

**10 ENGLISH LANGUAGE TRAINING**

Includes English Language Institutes sponsored by USIA and English teaching conducted by other agencies, e.g., AID, Peace Corps, etc. Subdivide by type of program if volume warrants. For English teaching conducted by U. S. professors abroad, SEE: EDX 19-5; for language training provided to foreign grantees and exchange visitors in U. S., SEE: EDX 28-2.

**10-1 General Policy. Plans.****10-2 Reports & Statistics****10-3 Organizations & Conferences**

Subdivide by name if volume warrants.

**EDU—EDUCATION****10-4 Agreements. Contracts.****10-5 Teaching Materials & Equipment**

Subdivide by type if volume warrants.

**10-6 English Teacher Seminars****10-7 English Testing Program****10-8 Effectiveness****10-9 Promotion & Publicity****10-10 Direct Teaching****10-11 English Teaching By Radio, TV & Motion Picture****10-12 "English Teaching Forum"**

USIA produced magazine. For nonagency English teaching periodicals, SEE: EDU 10-5.

**11 FOREIGN LANGUAGE STUDY AND TRAINING**

Except language training for U. S. Gov't. personnel, for which SEE: PER 9.

**11-1 Teaching Materials****12 EDUCATIONAL MEDIA. TECHNIQUES.**

Includes general material on audiovisual aids, radio and TV, textbooks, lecture material, etc. For use of educational media in specific training programs, SEE: EDU 10-5 and 11-1; for textbook program, SEE: BKS outline.

**13 SEMINARS. WORKSHOPS.**

If desired, file by specific subject matter fields. Includes those in American and foreign studies financed under PL 480. For English teacher seminars SEE: EDU 10-6.

**EDUCATIONAL & CULTURAL EXCHANGE**

**Instructions**

**EDX**

Use for papers relating to the exchange of persons program, both U. S. and foreign, financed from public or private sources. Papers on individual grantees and/or visitors or specific projects should be arranged alphabetically by name under the appropriate program.

SEE: EDUCATION outline for material on education and educational institutions not involving exchange of persons, and seminars and workshops in America and foreign studies financed by PL 480 funds.

CULTURE outline for material on fairs, music festivals, fine arts, and cultural presentations program.

**Special Method of Arrangement:**

1. By name of individual grantee, visitor, project, etc., as a case file:
  - a. When it is desirable to maintain a single series of grantee case files by name, regardless of program:
  - b. When it is desirable to keep individual case files together by specific program:

LECLERC, Alphonse EDX 10 Foreign Student
GOULART, Robert EDX 13 Foreign Professor
DIETRICH, Anton EDX 11 Teen-ager

EDX 13 Foreign Professor <u>Krupp, Franz</u>
EDX 13 Foreign Professor <u>Grosbeck, Hans</u>
EDX 13 Foreign Professor <u>Dietrich, Anton</u>

**EDX—EDUCATIONAL & CULTURAL EXCHANGE**

**1 GENERAL POLICY. PLANS. COORDINATION.**

Use for program planning and coordination with Federal agencies, such as USIA, AID, etc., subdividing by agency if volume warrants. For working fund and reimbursement agreements with other government agencies, SEE: EDX 31.

**1-1 Country Program Plans. Allocations.**

**1-2 Reprogramming**

**2 GENERAL REPORTS & STATISTICS**

Use for overall reports on exchange program which cannot be filed more specifically elsewhere in this outline. Subdivide by type and/or title if volume warrants.

**2-1 Program Evaluation**

Includes projects to determine effectiveness of over-all exchange program and reports thereon. Reports on specific programs may be filed here or under appropriate program headings depending upon office needs.

**2-2 Reports to Congress**

**3 ORGANZATIONS & CONFERENCES**

Except Federal agencies, for which see EDX 1, and the boards, committees, commissions, and foundations provided for elsewhere in this outline. Includes cooperative relationships with public and private organizations, such as Institute of International Education, colleges and universities, and international organizations. Subdivide by type and/or arrange alphabetically by name of organization if volume warrants. For institution affiliation program, SEE: EDX 23; for grant agreements with cooperating organizations, SEE: EDX 31.

**EDX—EDUCATIONAL & CULTURAL EXCHANGE****4 AGREEMENTS**

Includes multilateral and third country agreements relating to exchange program. For agreements with binational foundations and commissions, SEE EDX 6-4. For grant agreements and contracts with cooperating agencies, SEE: EDX 31. Subdivide by country if volume warrants.

**5 LAWS & REGULATIONS**

Subdivide by specific bill or act, (e.g., Fulbright-Hays Act) if volume warrants.

**6 BINATIONAL FOUNDATIONS. COMMISSIONS.**

Subdivide by name if volume warrants.

**6-1 Meetings**

Includes agenda and minutes. Arrange by number and/or date.

**6-2 Reports**

Subdivide by title if volume warrants.

**6-3 Membership****6-4 Agreements****7 BOARD OF FOREIGN SCHOLARSHIPS****7-1 Meetings**

Includes agenda and minutes. Arrange by number and/or date.

**7-2 Reports**

Subdivide by title if volume warrants.

**7-3 Program Analyses****7-4 Documents**

Arrange by document number.

**8 ADVISORY COMMISSION ON INTERNATIONAL EDUCATIONAL & CULTURAL AFFAIRS****8-1 Meetings**

Includes agenda and minutes. Arrange by number and/or date.

**8-2 Reports**

Subdivide by title if volume warrants.

**8-3 Membership****8-4 Documents**

Arrange by documents number.

**9 (Reserved for future use)****10 FOREIGN STUDENT PROGRAM**

Papers on individual grantees and specific groups may be case filed here alphabetically by name.

**10-1 Policy. Plans. Guidelines.****10-2 Reports & Statistics**

Includes program and fiscal reports.

**10-3 Program Effectiveness. Follow-up.****10-4 Grantee Services (General)****10-5 U. S. Schools Aboard**

Use only for grants to enable foreign students to attend U.S.-sponsored schools abroad. Subdivide by name of school if volume warrants.

**10-6 Student Leader Seminars****11 TEEN-AGER PROGRAM**

Includes general material on grants-in-aid to enable teenagers to travel and study abroad. Case file by project if volume warrants.

**11-1 Policy. Plans. Guidelines.****11-2 Reports & Statistics**

Includes program and fiscal reports.

**11-3 Program Effectiveness****12 YOUTH PROGRAM**

Includes U. S. program to work with youth groups abroad.

**12-1 Policy. Plans. Guidelines.****12-2 Reports & Statistics****12-3 Program Effectiveness****13 FOREIGN PROFESSOR PROGRAM**

Includes lecturer and research scholar program. Papers on individual grantees may be filed here alphabetically by name.

**13-1 Policy. Plans. Guidelines.**

**EDX—EDUCATIONAL & CULTURAL EXCHANGE****13-2 Reports & Statistics**

Includes program and fiscal reports.

**13-3 Program Effectiveness. Follow-up.****14 TEACHER DEVELOPMENT PROGRAM**

Program relates to training of foreign teachers in U. S. Papers on individual grantees may be case filed here alphabetically by name.

**14-1 Policy. Plans. Guidelines.****14-2 Reports & Statistics****14-3 Program Effectiveness. Follow-up.****14-4 Special Projects.**

Subdivide by type and/or name if volume warrants.

**15 INTERNATIONAL VISITORS PROGRAM**

Includes foreign leaders & specialists. Papers on individual grantees may be case filed here alphabetically by name. For multinational leader projects, SEE: EDX 21; for voluntary leaders visiting U.S., SEE: EDX 24.

**15-1 Policy. Plans. Guidelines.****15-2 Reports & Statistics**

Includes program and fiscal reports.

**15-3 Program Effectiveness. Follow-up.****15-4 Programming Services (General)****16 (Reserved for future use)****17 EDUCATIONAL TRAVEL PROGRAM**

Includes program to provide grants, primarily to youth (such as 4-H, Boy Scouts, etc), for travel abroad for educational purposes for brief periods of time.

**17-1 Policy. Plans. Guidelines.****17-2 Reports & Statistics**

Includes program and fiscal reports.

**17-3 Program Effectiveness. Follow-up.****18 U.S. STUDENT PROGRAM**

Material on individual grantees or specific projects may be case filed here alphabetically by name.

**18-1 Policy. Plans. Guidelines.****18-2 Reports & Statistics**

Includes program and fiscal reports.

**18-3 Program Effectiveness. Follow-up.****18-4 Grantee Services (General)****19 U.S. PROFESSOR PROGRAM**

Includes lecturer and research scholar program. Material on individual grantees may be case filed here alphabetically by name.

**19-1 Policy. Plans. Guidelines.****19-2 Reports & Statistics**

Includes program and fiscal reports.

**19-3 Program Effectiveness. Follow-up.****19-4 Inter-Country Lectureships****19-5 English Language Teaching Program**

Use for English teaching conducted by U. S. professors abroad. For grantee English language training program, SEE: EDX 28-2; for all other programs, SEE: EDU 10.

**20 TEACHER EXCHANGE PROGRAM**

Program involves both U. S. and foreign teachers. Material on individual grantees or specific projects may be case filed here alphabetically by name.

**20-1 Policy. Plans. Guidelines.****20-2 Reports & Statistics**

Includes program and fiscal reports.

**20-3 Program Effectiveness. Follow-up.****20-4 Seminars. Workshops.**

For U. S. teachers abroad.

**21 MULTINATIONAL FOREIGN SPECIALIST & LEADER PROJECTS**

Subdivide by sponsor, type and/or name of project.

**21-1 Policy. Plans. Guidelines.****21-2 Reports & Statistics**

Includes program and fiscal reports.

**21-3 Program Effectiveness. Follow-up.**

**EDX—EDUCATIONAL & CULTURAL EXCHANGE****22 U.S. SPECIALISTS**

Papers on individual grantees may be case filed here alphabetically by name.

**22-1 Policy. Plans. Guidelines.****22-2 Reports & Statistics**

Includes program and fiscal reports.

**22-3 Program Effectiveness. Follow-up.****23 INSTITUTION AFFILIATION PROGRAM**

Includes private interchange of books, etc., between institutions. Case file by name of institution if volume warrants.

**23-1 Colleges & Universities****23-2 State Organizations****24 VOLUNTARY VISITORS FROM ABROAD**

Use for general material on program. Case file by name of visitor under country.

**24-1 Policy. Plans.****24-2 Reports & Statistics****24-3 Facilitative Services (General)****25 U.S. VISITORS ABOARD**

Use for general material on program. Case file by name of visitor under country.

**25-1 Policy. Guidelines.****25-2 Reports & Statistics****25-3 Facilitative Services (General)****25-4 Programming Services (General)****26 (Reserved for future use)****27 EAST-WEST CENTER (HAWAII)****28 PROGRAMMING & FACILITATIVE SERVICES**

Use for general material only. Papers relating to specific exchange programs should be filed thereunder, papers on individual grantees, visitors or groups should be case filed by name under appropriate program.

**28-1 Orientation****28-2 English Language Training****28-3 Reception Centers**

Subdivide by name and location of center.

**28-4 Hospitality Arrangements****28-5 Travel Arrangements**

Includes arrival and departure lists.

**28-6 Interpreter/Escort Services****28-7 Grantee Insurance****28-8 Terminal Conference. Debriefing.****29 FOLLOW-UP PROGRAM****29-1 Grantee Biographic Data****29-2 Grantee Alumni Organizations****29-3 University Alumni Organizations****29-4 Publications**

Includes magazine subscriptions for returned grantees.

**29-5 Speaker's Bureau**

Includes arrangements for speeches to and by returned grantees.

**30 NON-RETURN OF GRANTEES****31 GRANT AGREEMENTS CONTRACTS.**

Use of grant agreements with cooperating agencies and organizations and other government agencies and contracts for services. Subdivide by type and arrange thereunder by contract number on a fiscal-year basis.

**31-1 General Policy. Guidelines.****31-2 Reports & Statistics****31-3 Contract Audit****31-4 Laws & Regulations****31-5 Reimbursement Agreements****31-6 Transfer of Funds Agreements****31-7 Dollar Agreements**

**EDX—EDUCATIONAL & CULTURAL EXCHANGE****31-8 Foreign Currency Agreements****32 (Reserved for future use)****33 EXCHANGE VISITOR PROGRAM**

Use for general material on program. Case file material relating to approval of programs of specific institutions by project number. Identify any program problems by name under this subject.

**33-1 Policy. Plans. Guidelines.****33-2 Reports & Statistics.****33-3 Notification of Designation****33-4 Visa Issuance. Waivers.**

Use for general visa matters relating to program and all waivers on exchange visitors. For issuance of visas to exchange visitors. SEE: V: outline.

**33-5 Laws & Regulations**

Use for lists of approved institutions.

**33-6 Limitation of Stay.**

**EXHIBITS****Instructions**

Use for materials on the planning, design, production, and use of exhibits as a medium for the support of Government foreign policy objectives and to inform foreign audiences about American life, culture, and technology.

**EXH**

SEE: PUBLIC RELATIONS outline for exhibits and displays used in agency domestic information programs.

BOOKS outline for book fairs and exhibits used for book promotional purposes.

Specific exhibits, exhibit projects. Papers pertaining to a specific exhibit should be grouped together (case filed). Such case files should show the name or title of the exhibit following the primary symbol EXH. These case files may be further subdivided, as required, by using the subjects in this outline.

**EXH—EXHIBITS****1 GENERAL POLICY. PLANS. GUIDELINES. BACKGROUND.**

Use only for materials too general in nature to be filed under a more specific subject in this outline.

**1-1 Guidances****1-2 Themes****1-3 Suggestions & Proposals****1-4 Coordination**

Subdivided by name of agency if volume warrants.

**2 GENERAL REPORTS & STATISTICS**

Use only for material too general in nature to be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.

**2-1 Progress Reports****3 ORGANIZATIONS & CONFERENCES**

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

**3-1 Interagency Exhibits Committee****4 AGREEMENTS**

Includes negotiation of agreements.

**4-1 Country Agreements**

Subdivide by country if volume warrants.

**4-2 Loan Agreements**

Use for general materials only. SEE: EXH 6 for specific contributor loan agreements.

**5 LAWS. REGULATIONS. PROCEDURES.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**5-1 U. S. Laws & Regulations****5-2 Exhibit Regulations****5-3 Exhibit Handbook****6 CONTRIBUTORS**

Subdivide by name if volume warrants. Includes loan agreements and amendments, insurance requisitions, shipping invoices on items contributed by each.

**6-1 Contributor Lists****7 VISITORS. GUESTS. LECTURES.**

Includes schedule of activities or commitments, courtesies, etc. Subdivide by name, if volume warrants.



**EXH—EXHIBITS****8 EFFECTIVENESS. EVALUATION****8-1 Reaction Reports**

Includes visitor comments and public opinion reports, press reviews, etc.

**8-2 Effectiveness Reports****8-3 Attendance Reports****9 PROMOTION & PUBLICITY****9-1 Press Releases****9-2 Symbol Buttons****9-3 Photos of Exhibit****9-4 Advertising Posters****9-5 Brochures****9-6 Giveway Items**

Other than EXH 9-2 and 9-5.

**10 DESIGN. CONSTRUCTION. PRODUCTION.**

Other than pavilion or other building to house exhibit, for which SEE: BG outline.

**10-1 Scripts. Texts.**

Subdivide by language if required.

**10-2 Site Information**

Other than for buildings or U.S. pavilion for which SEE: BG outline.

**10-3 Specifications****11 EXHIBIT COMPONENTS**

I.e., items exhibited. Subdivide by name, number, or type if volume warrants.

**11-1 Lists****11-2 Condition Reports****11-3 Inventories****11-4 Acquisition****11-5 Disposition****11-6 Replacement Items****12 RIGHTS & CLEARANCES**

Includes content clearances.

**13 DISTRIBUTION. PLACEMENT & USAGE.****13-1 Lists****13-2 Schedules & Itineraries****14 REQUESTS FOR EXHIBITS**

Subdivide by post or source of request if required.

**15 OUTSIDE RESOURCES & TALENT**

Subdivide by name of organization, firm, person or by category of resource or talent.

**16 PREVIEWS**

Use for general materials only.

**17 INSURANCE****18 CEREMONIES****19 STRIKING**

Use for general papers on the dismantling and removal of exhibit. Do not use for demolition, removal, sale, etc. of pavilion or other buildings, for which SEE: BG outline.

**INFORMATION (GEN)****Instructions**

Use for papers dealing with USIA's total international program or that of other agencies or non-communist countries to explain the national objectives, policies, and culture and to influence the attitudes of other nations' populace or segments of them. Use also for papers which cover several kinds of mass communications media, general information research, and for general matters pertaining to USIA's information activities conducted for other U.S. Government agencies overseas.

**INF**

SEE: COMMUNISM outline for communist propaganda activities.

PUBLIC RELATIONS outline for agency relations with the American public and American mass communication media in explaining the agency's programs, policies, and objectives.

Appropriate media outline for subjects which pertain to a particular medium.

**INF—INFORMATION (GEN)****1 GENERAL POLICY. PLANS. COORDINATION.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**1-1 Policy Guidance (General)**

Use only for material which cannot be filed under the more specific types of guidance documents listed.

**1-2 Country Plans**

Arrange by area and/or country and date. Show name of post, if needed.

**1-3 Program Policy Directives****1-4 News Policy Notes****1-5 Infoguides****1-6 Potomac Cables****1-7 Technical Information Exchange (TIE)****1-8 Talking Papers****1-9 Mission. Objectives. Priorities.****1-10 Themes****1-11 Interagency Coordination (U.S.)**

Subdivide by names of agencies, committees, panels, etc., if volume warrants.

**1-12 Coordination with Local Government****1-13 U.S. Advisory Commission on Information****1-14 Program Review Committee****2 GENERAL REPORTS & STATISTICS**

Use for material too general in nature to be filed under more specific subjects in this outline.

**2-1 Country Assessment Reports**

Arrange by area and/or country and date. Show name of post, if needed.

**2-2 Program Highlights****2-3 Weekly Reports to Director****2-4 Fact Book****3 ORGANIZATIONS & CONFERENCES**

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

**4 AGREEMENTS**

Except scientific and military information exchange agreements, for which SEE: SCI and DEF outlines, respectively. For agreements relating to specific media and programs, SEE: subject.

**5 LAWS. REGULATIONS. PROCEDURES.**

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by title of law, regulation, etc. as volume warrants.

**INF—INFORMATION (GEN)****6 TARGET GROUPS**

Use for files on categories of people toward which information programs and projects may be particularly directed to achieve a given purpose. Subdivide by category (businessmen, educators, rural population, government officials, religious groups, etc.).

**7 INFORMATION MEDIA, MASS COMMUNICATIONS (GENERAL)**

Use only for papers on multi-media projects, and other papers concerning mass communications media, except their effectiveness, for which see elsewhere in this outline. Subdivide by project, if volume warrants or as reference needs dictate.

**7-1 Freedom of Information**

Includes efforts of nations through UNESCO to achieve free exchange of information, FOI convention, and censorship of or interference with information media in general.

**7-2 Media Status & Progress Reports****7-3 Quarterly Review of Media Projects****7-4 Media Habits****7-5 Mass Media Exposure Patterns****7-6 Multi-Media Projects****8 PROGRAM EFFECTIVENESS**

For effectiveness of a particular media or program, see appropriate outline.

**8-1 Evidence of Effectiveness****8-2 Effectiveness Reports****9 TRAINING**

Of foreign government personnel and other non-agency personnel. For specific types of media training, see media outlines.

**10 INFORMATIONAL MEDIA GUARANTY PROGRAM****10-1 Policy. Plans.****10-2 Reports & Statistics****10-3 Contracts. Contractors.****10-4 Agreements**

Subdivide by name of country.

**10-5 Laws. Regulations. Procedures.****10-6 Dealers. Publishers.**

Not contractors.

**11 RESEARCH (GEN)**

Use only for papers concerning the Agency's overall research program and research materials not sufficiently precise to place under such subjects as media habits, effectiveness, and public opinion and attitudes, for which see elsewhere in this outline.

**11-1 Policy. Plans.****11-2 Reports. Statistics.****12 PUBLIC OPINION & ATTITUDES**

Use for general material only. Public reaction to a specific event should be filed under the appropriate outline elsewhere in this Handbook.

**12-1 World Surveys**

Arrange geographically.

**12-2 Daily Reaction Reports****12-3 Opinion/Image of U.S.****12-4 Opinion/Image of Other Countries****13 FOREIGN MEDIA REACTIONS**

Use for general material only. Foreign media reaction to a specific event should be filed under the appropriate outline elsewhere in this Handbook.

**14 BRIEFING**

Other than briefing of Congressional travelers, for which SEE: LEG outline; or agency personnel, for which SEE: PER 9-13.

**14-1 Briefing Papers**

**LIBRARIES & CENTERS****Instructions**

Use for materials on libraries, information centers, binational centers, reading rooms, community centers, and American Houses and their activities in furthering international cultural and information programs. Includes Presidential libraries and cultural centers (e.g. John F. Kennedy).

**LIB**

SEE: CULTURE (GEN.) outline for materials on the overall cultural program of the Agency; for fine arts activities such as lectures, theater, dance, music, drama, painting, drawing, sculpture, literature, poetry, architecture, and handicrafts; and for the presentation of materials and persons as parts of the cultural and information activities of libraries and centers.

BOOKS AND PUBLICATIONS, outlines for materials on library and center activities related to these media.

EXHIBITS outline for materials on library and center activities related to this medium.

EDUCATION outline for materials on English teaching, seminars, workshops, and other educational activities of libraries and centers.

BUILDINGS & GROUNDS outline for papers on library and center buildings, grounds, space, furnishings, and buildings services.

EQUIPMENT & SUPPLY SERVICES outline for papers on the utilization and disposition of library equipment and supplies.

**LIB—LIBRARIES & CENTERS****1 GENERAL POLICY. PLANS. GUIDELINES.**

Use for materials which cannot be filed under a more specific subject in this outline.

**2 GENERAL REPORTS & STATISTICS**

Use for material which cannot be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.

**3 COMMITTEES**

Use for materials which cannot be filed under a more specific subject in this outline.

**3-1 Advisory Committee****4 AGREEMENTS. GRANTS.****5 LAWS. REGULATIONS.**

Includes statutes of Binational Centers. For operating procedures SEE: LIB 12.

**6 COMMUNITY ACTIVITIES & SERVICES**

Includes arrangements for meetings of community groups.

**6-1 Play Production**

Includes play readings.

**7 MOBILE LIBRARY ACTIVITIES**

Does not pertain to procurement, maintenance and disposal, for which SEE: VEH outline.

**8 EFFECTIVENESS. ASSESSMENT. EVALUATION.****9 PROMOTION & PUBLICITY**

Includes news releases and clippings.

**10 HISTORICAL BACKGROUND****11 ATTACKS & DAMAGE**

Use only for effect on the operation of libraries and centers. For building damage, SEE: BG outline. For political aspects, SEE: POL outline.

**12 OPERATING PROCEDURES**

Subdivide by types, (e.g. membership, withdrawals, etc.) if volume warrants.

**LIB—LIBRARIES & CENTERS****12-1 Training**

Includes workshops and seminars on library procedures. SEE: EDU for other types of workshops, seminars, and English language training.

**13 LIBRARY COLLECTION**

Use for papers regarding the collective holdings of the library. DO NOT use this subject or its subdivisions for the procurement of books, music or publications, for which see outlines covering those items.

**13-1 Basic Collection****13-2 Acquisition of Holdings****13-3 Selection of Holdings****13-4 Depreciation of Holdings****13-5 Disposal of Holdings****13-6 Transfer of Holdings**

**MOTION PICTURES & TELEVISION (GENERAL)****Instructions**

Use for papers on motion picture and television affairs in general, i.e., for other than specific motion picture & television materials or programs acquired or produced, and for other than facilities and services involved. Offices that maintain separate files on either motion pictures or television affairs in general may add appropriate notation after primary symbol i.e. MV (TV), MV (MP).

**MV**

SEE: PUBLIC RELATIONS outline for use of motion pictures and television in agency domestic public information programs.

EDUCATION outline for the use of radio, motion pictures and television as an aid to teaching.

INDUSTRIES & COMMODITIES outline for the economic aspects of the motion pictures and television industries.

MOTION PICTURE and TELEVISION PROGRAMMING outlines for acquired or produced motion picture and television programs.

MOTION PICTURE and TELEVISION FACILITIES & SERVICES outlines for major types of facilities and services connected with the production, processing, adaptation, etc. of program materials.

**MV—MOTION PICTURES & TELEVISION  
(GENERAL)****1 GENERAL POLICY. PLANS. BACKGROUND.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**2 GENERAL REPORTS & STATISTICS**

Use for material too general in nature to be filed under more specific subjects in this outline.

**3 ORGANIZATIONS & CONFERENCES**

Use for material too general in nature to be filed under more specific subjects in this outline.

**4 AGREEMENTS**

Use for material too general in nature to be filed under more specific subjects in this outline.

**5 LAWS. REGULATIONS.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**6 AWARDS & TESTIMONIALS**

Use for materials on motion picture and television awards or testimonials, except those in connection with festivals, for which SEE: MV 8-1.

**7 VISITORS**

Use for general materials on motion picture and television personalities and their visits. Subdivide by name of visitor if volume warrants.

**8 FESTIVALS**

Use for papers on motion picture and television festivals and United States participation therein. Subdivide by place and date if volume warrants.

**8-1 Prizes****8-2 Schedules****9 TRAINING**

Of foreign government personnel and other non-agency personnel.

**10 CENSORSHIP**

Use for general materials only.

**11 TECHNICAL RESEARCH**

Use for general materials on motion picture and television media research, e.g. TV space transmission.

**MV—MOTION PICTURES & TELEVISION  
(GENERAL)****12 ATTESTATION**

Covers applications, agency certificates and related correspondence prepared in connection with the agency's program of certifying as of international educational character eligible U.S. visual and auditory materials.

**12-1 Certificates**

Subdivide by number if volume warrants.

**12-2 Applicants**

Subdivide by name of owner of basic rights if volume warrants.

**13 CATALOG**

Use for correspondence with producers of motion pictures, television productions and film strips in connection with the publication of the agency catalog United States Educational Scientific and Cultural Motion Pictures and Film Strips Selected and Available for Use Abroad.

**13-1 Producers**

Subdivide by name of producers.

**MOTION PICTURE & TELEVISION FACILITIES & SERVICES****Instructions**

Use for papers on the broad types of facilities and services used in producing, processing, recording, editing, etc. motion picture and television materials. Offices that maintain separate files on either motion picture or television facilities and services may add appropriate notation after primary symbol i.e. MVF (TV), MVF (MP).

SEE: EQUIPMENT, SUPPLIES & SERVICES outline for specific items of equipment and supply associated with these facilities and services, and for related inventory, disposal, and accountability for these items.

**MVF**

The first section of the outline provides subjects for use in establishing files which pertain to motion picture and television facilities and services collectively. The remaining subjects are for use in establishing files on specific types of facilities and services.

**MVF—MOTION PICTURE & TELEVISION FACILITIES & SERVICES****1 GENERAL POLICY. PLANS. GUIDELINES.****2 GENERAL REPORTS & STATISTICS****3 MEETINGS & CONFERENCES**

Use for general materials only.

**4 AGREEMENTS. CONTRACTS.****5 PROCEDURES & INSTRUCTIONS**

Use for general materials only.

**6 OUTSIDE RESOURCES & TALENT**

Use for materials on commercial sources and talent for editing, and other services. Subdivide by name if volume warrants.

**7 FACILITIES SCHEDULES**

Use for general material on the scheduling of all facilities.

**8 REQUESTS FOR FACILITIES**

Includes related services.

**9 THEATERS**

Use for materials on location, number, seating capacity, etc.

**9-1 Licensing****10 TELEVISION STATIONS. NETWORKS.****10-1 Cooperative & Facilitative Networks****10-2 Facilitative Assistance****11 TELEVISION SETS****12 SCREENING FACILITIES**

Includes screening room.

**13 STUDIO**

Includes construction, maintenance, use, and schedules.

**14 SCENERY**

Includes design and construction.

**15 LABORATORY SERVICES**

Includes recording, processing and printing, lip-sync, dubbing, mixing, and quality control.

**16 PROJECTION SERVICES****17 STORAGE****18 REMOTE COVERAGE SERVICES****19 PRINT CONTROL & DISPOSITION**

Includes procedures.



**MVF—MOTION PICTURE & TELEVISION  
FACILITIES & SERVICES**

**19-1 Inventory**

**19-2 Destruction**

**19-3 Sale**

Includes licenses for foreign print sales, etc.

**19-4 Retirement. Withdrawal.**

**19-5 Transfers**

**20 VIDEOTAPE CONTROL & DISPOSITION**

**20-1 Degaussing. Reusing.**

**21 MUSIC SERVICES**

## MOTION PICTURE & TELEVISION PROGRAMMING

### Instructions

Use for papers pertaining to the development, scheduling, production, placement, use, evaluation, and acquisition of motion picture and television programs as information, cultural, or entertainment media. Offices that maintain separate files on either motion picture or television programming may add appropriate notation after primary symbol i.e. MVP (TV), MVP (MP).

SEE: PUBLIC RELATIONS outline for the use of motion pictures and television in domestic public information programs.

MOTION PICTURES and TELEVISION (GEN) outlines for overall Agency motion picture and television world-wide, regional, and country plans and operations, and for general background materials not relating to specific programs or products.

MOTION PICTURES and TELEVISION FACILITIES & SERVICES outlines for facilities and services involved in producing, adapting, distributing, and controlling program materials and for various related services.

Title Files. Papers concerning a specific program (film or videotape) should be filed and maintained as a unit (case filed). The file folder(s) for such files should show the title of the program following the appropriate primary subject symbol MVP. The case file on a particular program can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline.

### MVP—MOTION PICTURE & TELEVISION PROGRAMMING

#### 1 GENERAL POLICY. PLANS. GUIDELINES. COORDINATION.

Use only for material which cannot be filed under a more specific subject in this outline.

##### 1-1 Proposals. Suggestions. Ideas.

#### 2 GENERAL REPORTS & STATISTICS

Use for general reports and statistics which cannot be filed under more specific subjects in this outline. Subdivide by title of report if volume warrants.

##### 2-1 Reporting Procedures

#### 3 OUTSIDE RESOURCES & TALENT

Use for general material on producers, writers, narrators, and performers. Includes firms or "teams" as well as individuals. Subdivide by name if volume warrants.

#### 4 AGREEMENTS

#### 5 REGULATIONS. PROCEDURES.

Use for materials which cannot be filed under a more specific subject in this outline.

#### 6 PRODUCTION

Subdivide as indigenous, USIA, or USIS, if desired. For professional producers whose services are employed or who are candidates, SEE: MVP 3.

##### 6-1 Suggestions. Proposals.

##### 6-2 Status Reports

##### 6-3 Co-production

##### 6-4 Authorizations

##### 6-5 Techniques. Procedures.

Includes cartoon techniques.

##### 6-6 Projects

**MVP**

**MVP—MOTION PICTURE & TELEVISION  
PROGRAMMING****6-7 Schedules**

Includes producer assignment schedules.

**6-8 Coverages**

Includes requests for coverage of events and visiting dignitaries.

**6-9 Production Materials**

Includes stock shots, film clips, recordings, scripts, raw-stock, etc. Subdivide by type if volume warrants. Large collections of the actual materials should be arranged by title, subject, language, number, etc.

**7 MOBILE UNIT ACTIVITIES****8 EFFECTIVENESS. EVALUATION. ASSESSMENT.**

Includes effectiveness reports, assessment reports, evaluations, reviews, and field testing.

**8-1 Evaluation Techniques****8-2 Effectiveness Reports****8-3 Public Opinion**

Includes fan mail, protests, criticisms, audience reactions, etc.

**9 PROMOTION & PUBLICITY****9-1 Press Releases****9-2 Promotional Kits****10 PROGRAMMING RESTRICTIONS**

Includes censorship of program materials.

**11 RESEARCH**

Includes research on motion picture and television audience viewing habits, likes and dislikes, literacy levels, and other characteristics. SEE: MVP 8 for audience reactions to USIA program materials.

**12 RIGHTS & ACQUISITION**

Use for acquisition of rights to motion pictures and videotapes. Subdivide as performing rights, distribution rights, theatrical rights, or television rights, if desired. Includes renewal and expiration of rights.

**13 USAGE. SHOWINGS. PLACEMENT.**

Includes audience and attendance statistical reports, admission charges, and rental fees.

**13-1 Previews****13-2 Screenings**

Use for screening notices.

**13-3 Utilization Techniques****13-4 Schedules & Guides****13-5 Distribution**

Includes distribution patterns, requests, and loans.

**13-6 Sponsorship****14 CATALOGS & LISTS**

Subdivide by type of program, etc.

**14-1 Cataloging Circulars****15 ATTRIBUTION & CREDIT TITLES****16 SCRIPTS**

Arrange by title, language and/or number.

**17 VIDEOTAPES**

Arrange by title, language and/or number.

**PRESS****Instructions**

Use for papers on the press of foreign countries, and the press activities and products of the agency in carrying out information programs through the use of this medium.

SEE: PRESS & PUBLICATIONS outline for papers which cover both press and publications matters.

PUBLIC RELATIONS outline for papers on the agency's relations with the domestic press in connection with the agency's domestic public information program.

PUBLICATIONS outline for papers on publication activities and products, other than press items and books, in carrying out information programs.

BOOKS and PICTURES outlines for papers on book and picture activities and products in carrying out information programs.

COMMUNISM outline for the use of the press as a propaganda medium by communist countries.

**P****P—PRESS****1 GENERAL POLICY. PLANS. GUIDELINES.**

Use only for general material that cannot be filed under a more specific subject elsewhere in this outline.

**1-1 Daily Guidance****2 GENERAL REPORTS & STATISTICS**

Use only for materials too general in nature to be filed under a more specific subject elsewhere in this outline. Subdivide by title of report if volume warrants.

**2-1 Press Summaries****2-2 Foreign Press Reviews****3 ORGANIZATIONS & CONFERENCES**

Other than news agencies and press associations. Subdivide by name of organization and by name, location, and date of conference, if volume warrants.

**3-1 Press Conferences****4 AGREEMENTS**

Use for general material only. Includes exchange agreements.

**5 LAWS. REGULATION. PROCEDURES.**

Use for general material only.

**6 JOURNALISTS. CORRESPONDENTS.**

Includes biographic information. Subdivide by name and/or country, if volume warrants. For VOA correspondents SEE: RADIO PROGRAMMING outline.

**6-1 Visits. Tours.**

Subdivide by name and/or country if volume warrants. For visits and tours under the educational and cultural exchange program, SEE: EDX outline. Do not use for travel arrangements, for which SEE: TRV outline.

**6-2 Foreign Correspondents Center****7 NEWS AGENCIES. PRESS ASSOCIATIONS.**

Subdivide by name if volume warrants.

**8 EFFECTIVENESS****9 NEWSPAPERS**

Subdivide by name and/or country if volume warrants.

**9-1 Clipping Service****10 CENSORSHIP****11 RESEARCH. STUDIES.**

Other than effectiveness for which see elsewhere in this outline.

**P—PRESS**

- |   |   |
|---|---|
| <b>12 RIGHTS. COPYRIGHTS.</b>   | <b>21 (Reserved for future use)</b>                   |
| <b>13 NEWS PLACEMENT &amp; USAGE</b>  | <b>22 (Reserved for future use)</b>                   |
| <b>14 REQUESTS FOR MATERIALS</b><br>Such as backgrounders, byliners, features, etc.   | <b>23 (Reserved for future use)</b>                   |
| <b>15 CREDITS. ATTRIBUTION.</b><br>For press items acquired or produced.  | <b>24 PRESS MATERIALS</b>                             |
| <b>16 PRESS COVERAGE</b><br>Use for papers on requests, assignments, and arrangements for coverage of events. Arrange by date or by event as required.                | <b>24-1 News Stories</b>                              |
| <b>17 PRESS RELEASES</b><br>Use for general material only.  | <b>24-2 News Commentaries</b>                         |
| <b>18 FAST NEWS</b>   | <b>24-3 News Columns</b>                              |
| <b>19 WIRELESS FILE</b><br>Use for general material concerning transmission and receipt of press materials. SEE: CR 7 for telecommunications services and facilities. | <b>24-4 Backgrounders</b>                             |
| <b>20 (Reserved for future use)</b>   | <b>24-5 Features</b>                                  |
|   | <b>24-6 Byliners</b>                                  |
|   | <b>24-7 Editorials</b>                                |
|   | <b>24-8 Reprints</b><br>Includes "Magazine Reprints." |

## PUBLICATIONS

### Instructions

Use for materials on publications of foreign countries, agency publication activities and products (except books and newspapers) in carrying out information programs, and for other publication activities not provided for elsewhere in this Handbook.

**Specific Publications.** Papers concerning a specific titled publication should be filed and maintained as a unit (case filed). The file folder(s) for such files should show the title of the publication following the primary symbol PB. The case file on a particular titled publication can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline.

SEE: PRESS outline for papers on the press activities and products.

PUBLIC RELATIONS outline for papers on the preparation and use of publications in agency domestic public relations program.

CULTURE outline for papers on the presentation of publications.

BOOKS outline for papers on agency book activities and products.

**PB**

### PB—PUBLICATIONS

#### 1 GENERAL POLICY. PLANS. GUIDELINES.

Use only for material that cannot be filed under a more specific subject elsewhere in this outline.

##### 1-1 Guidance

##### 1-2 Proposals. Suggestions. Ideas.

#### 2 GENERAL REPORTS & STATISTICS

Use only for material that cannot be filed under a more specific subject elsewhere in this outline.

#### 3 ORGANIZATIONS & CONFERENCES

Other than organizations as a source of publications or talent for which see elsewhere in this outline.

#### 4 AGREEMENTS

Includes publications exchange agreements.

#### 5 LAWS. REGULATIONS. PROCEDURES.

Use for material too general in nature to be filed elsewhere in this outline.

#### 6 OUTSIDE RESOURCES & TALENT

Use for material on agencies, organizations, and individuals as sources of publications and talent. Subdivide by name if volume warrants.

#### 7 VISITS. TOURS.

Subdivide by name if volume warrants. For visits and tours under the Educational and Cultural Exchange program, SEE: EDX outline.

#### 8 EFFECTIVENESS

#### 8-1 Reactions

Includes reader mail, criticisms, complaints, etc.

#### 8-2 Effectiveness Reports

#### 8-3 Readership Reports & Surveys

#### 8-4 Awards & Testimonials

#### 9 PROMOTION & PUBLICITY

Includes advertising and publication exhibits.

#### 10 CENSORSHIP

#### 11 RESEARCH. STUDIES.

Other than effectiveness and reaction studies on publications for which see elsewhere in this outline.

#### 12 RIGHTS & ACQUISITION

Includes copyrights, reprint rights, language rights, distribution rights, and serialization rights.

#### 13 SALE & DISTRIBUTION

##### 13-1 Mailing Lists

Includes requests to be placed on or removed from list.

##### 13-2 Subscriptions & Subscribers

##### 13-3 Placement & Usage

**PB—PUBLICATIONS****14 REQUESTS FOR PUBLICATIONS**

Use for general material on distribution other than through normal channels.

**15 CREDITS. ATTRIBUTION**

For publications acquired or produced.

**16 IMPORT-EXPORT RESTRICTIONS****17 TRANSLATIONS****18 LISTS & CATALOGS**

Subdivide by type of publication, organization, firm, etc. as required.

**19 PROJECTS**

Use only for material too general in nature to be filed under a more specific subject in this outline, or to be case filed.

**20 PRODUCTION****20-1 Authorization****20-2 Reports****20-3 Schedules****21 STORY TEXTS****22 SUMMARIES (TABLE OF CONTENTS)****23 PRINTING & REPRODUCTION****23-1 Policies. Plans. (Printing)****23-2 Reports & Statistics (Printing)****23-3 Meetings & Conferences (Printing)****23-4 Other Agency Support (Printing)****23-5 Procedures & Instructions (Printing)****23-6 Outside Resources & Talent (Printing)****23-7 Production (Printing)**

Includes impressions.

**23-8 Requests for Services (Printing)****23-9 Specifications (Printing)****23-10 Clearance & Waivers (Printing)****24 (Reserved for future use)****25 (Reserved for future use)****26 (Reserved for future use)****27 (Reserved for future use)****28 (Reserved for future use)****29 PUBLICATION MATERIALS****29-1 Pamphlets****29-2 Pilot Models****29-3 Magazines & Other Periodicals****29-4 Packets****29-5 Leaflets**

## PICTURES

### Instructions

Use for materials on agency's still picture (including photographic) activities and products in carrying out information programs and for other picture activities not provided for elsewhere in this Handbook.

Specific picture projects. Papers concerning specific still picture or photographic projects should be filed and maintained as a unit (case filed). The case file on a particular project can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline. The file folder(s) for such files should show the title of the project following the primary symbol PIX.

### PIX—PICTURES

#### 1 GENERAL POLICY. PLANS. GUIDELINES.

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 1-1 Guidance

##### 1-2 Proposals. Suggestions. Ideas.

#### 2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 3 MEETING & CONFERENCES

#### 4 AGREEMENTS

#### 5 LAWS. REGULATIONS. PROCEDURES.

Use only for material too general in nature to be filed under a more specific subject elsewhere in this outline.

#### 6 OUTSIDE RESOURCES & TALENT

Use for material on outside agencies, organizations, and persons as sources of pictures, photos, and talent. Subdivide by name if volume warrants.

#### 7 PHOTO COVERAGE

Use for material on requests, shooting scripts, and arrangements for photo coverage of events, etc. Arrange chronologically or by event, etc. as required.

#### 8 EFFECTIVENESS

##### 8-1 Reactions

Includes criticisms, complaints, fan mail, etc.

##### 8-2 Effectiveness Reports

#### 9 EVALUATION. SELECTION.

Use for material on the evaluation, selection and disposition of pictures and photographs for use by the Agency.

#### 10 LABORATORY SERVICES

##### 10-1 Requests for Services

#### 11 AWARDS & TESTIMONIALS

#### 12 RIGHTS & ACQUISITION

Use for material in general on the acquisition of rights to pictures, photographs and artwork. **PIX**

#### 13 DISTRIBUTION

##### 13-1 Mailing Lists

Includes requests, additions and deletions to mailing lists.

##### 13-2 Placement & Usage

#### 14 REQUESTS FOR PICTURES & PHOTOGRAPHS

Use for requests for pictures and photos other than photo coverages, for which see PIX 7. For requests to be added to or deleted for mailing lists, SEE: PIX 13-1.

#### 15 CREDITS. ATTRIBUTION.

For pictures, photos and artwork acquired or produced by the Agency.

#### 16 (Reserved for future use)

#### 17 (Reserved for future use)

#### 18 (Reserved for future use)

#### 19 PICTURE MATERIALS

##### 19-1 Graphics

Includes maps.

##### 19-2 Cartoons

##### 19-3 Picture Stories

##### 19-4 Plastic Plates

##### 19-5 Photographs

##### 19-6 Posters

##### 19-7 Art Work

Other than graphics, cartoons and posters for which see elsewhere in this outline.



**PRESS & PUBLICATIONS (GEN)****Instructions**

Use for papers which are so general in content they cannot be filed under one of the more specific outlines provided elsewhere in this Handbook for press and publications subjects.

SEE: PUBLIC RELATIONS outline for papers on the use of press and publications in the Agency's domestic public information program.

**PPB—PRESS & PUBLICATIONS (GEN)****1 GENERAL POLICY. PLANS. GUIDELINES. BACKGROUND.**

Use only for materials too broad in content to be filed under a more specific subject elsewhere in this outline.

**2 GENERAL REPORTS & STATISTICS**

Use only for material too general in nature to be filed under a more specific subject elsewhere in this outline.

**3 ORGANIZATIONS & CONFERENCES**

Use for general material only. Subdivide by name of organization and by name, date, and location of conference if volume warrants.

**4 AGREEMENTS****5 LAWS. REGULATIONS. PROCEDURES.****6 (Reserved for future use)****7 VISITS. TOURS.**

Use for general material on visits and tours of persons or groups of persons in the press and publications field. Subdivide by name if volume warrants. For visits and tours under the educational and cultural exchange program, SEE: EDX outline.

**8 EFFECTIVENESS**

Use for general material on the overall effectiveness of the world-wide, regional, or country press and publications programs.

**9 TRAINING**

Of foreign government personnel and other non-agency personnel.

**10 CENSORSHIP****11 RESEARCH. STUDIES.****12 COPYRIGHTS. CLEARANCES.****PPB**

## PSYCHOLOGICAL OPERATIONS

### Instructions

Use for papers pertaining to psychological activities usually conducted during a period of hostilities, crisis or other emergency, for the primary purpose of influencing the opinions, emotions, and behavior of enemy, neutral or friendly foreign groups, military or civilian.

Because of the conditions under which such psychological operations must be conducted, unique methods and techniques frequently are used. Also, such efforts often involve not only information organizations but also the collaboration of other branches of government, other nations, etc. For these reasons, it is expected that this outline will be used mostly for papers about such methods and coordination. This outline, therefore, should not be used for papers which (A) concern usual international information activities, for which provision is made in the various info media outlines or (B) non-media outlines elsewhere in this Handbook.

Specific project or operation. Material on a specific psychological operation should be filed and maintained as a unit (case filed). The file folder label(s) for such files should show the name or title of the operation following the primary subject symbol PSY. The case file on a particular operation can be subdivided, if volume warrants, by using appropriate subject breakdowns provided in this outline.

**PSY**

### PSY—PSYCHOLOGICAL OPERATIONS

#### 1 GENERAL POLICY. PLANS. GUIDELINES.

Use only for materials too general to be filed under a more specific subject in this outline. Includes suggestions ideas, "brainstorming."

##### 1-1 Proposals. Suggestions.

#### 2 GENERAL REPORTS & STATISTICS

Use only for materials too general to be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.

#### 3 ORGANIZATIONS & CONFERENCES

Use for material too general to be filed under a more specific subject in this outline. Subdivide by name of organization and by name, date and location of conference if volume warrants.

#### 4 AGREEMENTS

#### 5 REGULATIONS & PROCEDURES

#### 6 SPECIAL ENTERTAINMENT TROUPES

Such as local traveling drama groups, puppet shows, etc., whose presentations include messages of psychological import.

#### 7 CADRES. INFORMATION TEAMS.

Includes activities. Subdivide by types if volume warrants.

#### 8 EFFECTIVENESS. EVALUATION.

Use only for material pertaining to evaluation of psychological operations. For evaluation of specific programs and activities see instructions under "NOTE" at the end of this outline.

#### 9 TRAINING

Use only for training in psychological activities; see media and other programs for those specific types of training.

#### 10 SURRENDER PROGRAM. DEFECTION.

Use for broad material regarding this program in general. For specific activities affecting or involving surrender, such as leaflets, etc., see elsewhere in this outline. Do not use for defection of prominence in political, professional, or private life, for which SEE: POL 30.

#### 11 RESEARCH

#### 12 LEAFLET ACTIVITY

Includes both air-dropping and other methods of distribution.

#### 13 LOUD-SPEAKER ACTIVITY

#### 14 GIFTS

#### 15 PUBLICATIONS & DISPLAY MATERIALS

Includes provincial newspapers, posters and other types of psychological printed material not covered elsewhere in this outline (such as leaflets).

**PSY—PSYCHOLOGICAL OPERATIONS****16 RADIO & TV PROGRAMMING**

For special psychological programs. For regular (non-psychological) programs SEE: TV & Radio subject outlines.

**17 MAPS****NOTE**

The following breakdowns may be used to subdivide any of the above activities and programs should this be desirable:

- 1 Policy. Plans. Guidelines.**
- 2 Reports. Statistics.**
- 3 Conferences & Meetings**
- 4 Effectiveness**

## PRIVATE COOPERATION

### Instructions

Use for papers on the agency program to mobilize the private resources of the United States in a cooperative effort to parallel and support the agency's overseas information and cultural objectives.

Specific client groups. Materials on special client groups or organizations should be grouped together (case filed). Such case files should show the client group (e.g. city, business firms, women's organizations, veterans organizations) and the name of the individual person, firm, etc. following the primary symbol PVT.

SEE: CULTURE outline for specific presentation projects in which private sources are cooperating.

BOOKS, MOTION PICTURES & TELEVISION, PICTURES, PRESS and PUBLICATIONS outlines for papers on items donated or sponsored by private sources.

EDUCATION & CULTURAL EXCHANGE outline for the institutional affiliation program.

**PVT**

### PVT—PRIVATE COOPERATION

#### 1 GENERAL POLICY. PLANS. GUIDELINES.

Use for general materials which cannot be filed under a more specific subject elsewhere in this outline.

#### 2 GENERAL REPORTS & STATISTICS

Use for materials which cannot be filed under a more specific subject in this outline. Subdivide by title of report if volume warrants.

#### 3 ORGANIZATIONS & CONFERENCES

Subdivide by type and/or name if volume warrants.

#### 4 GRANTS

#### 5 REGULATIONS & PROCEDURES

#### 6 PEOPLE-TO-PEOPLE

##### 6-1 Policy. Plans.

##### 6-2 Reports

##### 6-3 Committees & Conferences

Subdivide by name.

##### 6-4 Public Response

Subdivide by name of organization or individual.

##### 6-5 Promotion & Publicity

#### 7 VISITS. TOURS.

#### 8 EFFECTIVENESS

#### 9 PROMOTION & PUBLICITY

Includes press releases and other promotional materials on private cooperation.

#### 10 COMMUNITY AFFILIATION

#### 11 INDUSTRIAL & BUSINESS PARTICIPATION

#### 12 SPECIAL PROJECTS

Subdivide by name of project. Includes contests, correspondence projects, etc.

#### 13 MATERIAL DISTRIBUTION

Includes requests and transmittals.

**RADIO (GEN)****Instructions**

Use for papers which relate in general to radio broadcasting and its use as an information, cultural, and entertainment medium, other than the agency's domestic public information program.

SEE: PUBLIC RELATIONS outline for the use of radio in agency's domestic public information program.

RADIO ENGINEERING & CONSTRUCTION, RADIO PROGRAMMING, RADIO FREQUENCIES & PROPAGATION, and RADIO INSTALLATION OPERATIONS outlines for matters pertaining to those subjects.

EDUCATION outline for use of radio as education medium.

**R—RADIO (GEN)****1 GENERAL POLICY. PLANS.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**2 GENERAL REPORTS & STATISTICS**

Use for material too general in nature to be filed under more specific subjects in this outline.

**3 ORGANIZATIONS & CONFERENCES**

Other than radio systems, networks and stations, for which see elsewhere in this outline.

**4 AGREEMENTS**

Use for material too general in nature to be filed under more specific subjects in this outline.

**5 LAWS. REGULATIONS. PROCEDURES.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**6 RADIO SYSTEMS. NETWORKS. STATIONS. (NON-USIA)****6-1 Commercial Broadcasting**

Subdivide by name or symbol of system, network or station, if volume warrants or as reference needs dictate.

**6-2 Private International Broadcasting**

Subdivide by name or symbol (e.g., RFE, Radio Liberty), if volume warrants or as reference needs dictate.

**6-3 Foreign Country Broadcasting**

Subdivide by name or area and/or country and name of system or station (e.g., Radio Luxembourg, Swiss Broadcasting Corporation, Deutschlandfunk), if volume warrants or as reference needs dictate.

**6-4 Regional/Multi-national Broadcasting**

E.g., international organizations for collective defense purposes, such as SEATO, NATO, etc., and Inter-American Network.

**6-5 Other U.S. Broadcasting**

Subdivide by name or symbol (e.g., Armed Forces Network, AFRTS), if volume warrants or reference needs dictate.

**7 RESEARCH. STUDIES.****8 TRAINING**

Of foreign government personnel and other non-agency personnel. For training of agency personnel SEE: PER outline.

**R**

## RADIO ENGINEERING & CONSTRUCTION

### Instructions

Use for papers which pertain to the engineering, design, and construction of radio stations and the technical apparatus, component systems, and related equipment at relay stations (fixed or transportable) and other radio installations. Includes land acquisition and site preparation.

**SEE: RADIO INSTALLATION OPERATIONS** outline for background, agreements, activation, operations and maintenance and similar subjects of a broad or overall nature pertaining to relay stations and other radio installations.

**RADIO FREQUENCIES & PROPAGATION** outline for assignment of frequencies, reception, technical monitoring, and similar subjects about radio frequencies and propagation.

Specific relay station or other radio installation. Material concerning a particular installation should be filed and maintained as a unit (case filed). The file folder label(s) for such files should show the name, location, or other identification of the installation (e.g., GREENVILLE RELAY STATION—RHODES PROGRAM CENTER: etc.) followed by the appropriate file symbol and subject selected from the outline below.

The first section of the outline provides subjects for use in establishing files which pertain to radio engineering and construction collectively. The remaining subjects are for use in establishing files on a type of activity or equipment or component system or their related parts.

**REC**

### REC—RADIO ENGINEERING & CONSTRUCTION

#### 1 GENERAL POLICY. PLANS.

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 1-1 Project Proposals

Use when certain reference needs can be met by keeping a copy of all project proposals on radio engineering and construction together.

#### 2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by type, if volume warrants.

#### 3 CLAIMS

#### 4 CONTRACTS

Use when certain reference needs can be met by keeping a copy of contracts on radio engineering and construction together.

#### 5 LAWS. REGULATIONS. PROCEDURES.

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 6 TECHNICAL SPECIFICATIONS & STANDARDS

#### 7 TECHNICAL INSPECTION

#### 8 MEASUREMENT DATA

#### 9 TESTING & ADJUSTMENT

#### 10 SAFETY

#### 11 RESEARCH. STUDIES. TECHNICAL DATA

Does not include measurements, such as wear measurement of equipment, for which SEE: REC 8.

#### 12 SECURITY

#### 13 PHOTOGRAPHS. PHOTOGRAPHY.

## REC—RADIO ENGINEERING & CONSTRUCTION

### 14 PROPERTY ACQUISITION

Use for materials on the acquisition or proposed acquisition of sites, buildings, and other structures in the U.S. and abroad. Includes title deeds, permits, licenses, etc. Subdivide by type of property (e.g., office, residential, storage, transmitter plant, etc.) if volume warrants.

#### 14-1 Purchase

Includes condemnation.

#### 14-2 Lease

Subdivide by short-term and long-term if volume warrants.

#### 14-3 Site Surveys Data

#### 14-4 Rights & Privileges

Includes farming, grazing, mineral, easements, etc.

### 15 DESIGN. CONSTRUCTION.

Includes architectural plans, engineering, installation, modernization, etc.

#### 15-1 Engineering Surveys

Includes reconnaissance surveys.

#### 15-2 Drawings

Use for general materials regarding drawings. Actual drawings, because of their size and bulk, must be arranged and filed in special containers.

#### 15-3 Specifications

#### 15-4 Progress Photos

#### 15-5 Design Data

Subdivide by type.

#### 15-6 Construction Progress Reports & Charts

#### 15-7 General Engineering Data

#### 15-8 Contracts

#### 15-9 Advance Construction

Includes advance construction controls.

### 16 SITE PREPARATION & CONSERVATION

#### 16-1 Clearing & Grubbing

#### 16-2 Fencing & Posting

#### 16-3 Roads

Includes paving and grading.

#### 16-4 Sewerage

Includes drainage.

#### 16-5 Site Photos

#### 16-6 Soil Borings & Tests

#### 16-7 Water

Includes supply, purification, reclamation, irrigation, etc.

#### 16-8 Soil Conservation

#### 16-9 Landscaping

### 17 ANTENNAS & TRANSMISSION LINES

Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., anchors and foundation, capacitors, multi-couplers, switching systems, etc.), alphabetically, as necessary.

### 18 TRANSMITTERS

Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, master oscillator, modulation monitor, RF exciter synthesizer, etc.), alphabetically, as necessary.

### 19 RECEIVERS & RECEIVING SYSTEMS

Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., adapters, filters, frequency counter output rack, etc.), alphabetically, as necessary.

### 20 POWER GENERATION & DISTRIBUTION SYSTEMS

Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., cooling system, feeder cable, fuel and lubricants, transformers, etc.), alphabetically as necessary.

**REC—RADIO ENGINEERING &  
CONSTRUCTION****21 POWER (GENERAL)**

Use only for material which does not pertain to the apparatus, engines, and auxiliary devices used in power generation and distribution.

**21-1 Power Requirements****21-2 Commercial Power****21-3 Federal (U.S.) Power****21-4 Free Power****21-5 Military Use of Power****22 STUDIOS. MASTER CONTROL.**

Subdivide by type and/or location, studio number, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., console, microphones, oscilloscope, etc.), alphabetically, as necessary.

**23 AUDIO FACILITIES**

Use only for material which cannot be filed under one of the more specific subjects provided elsewhere in this outline. Subdivide by type/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, speech invertors, tape recorders, speakers, etc.), alphabetically, as necessary.

**24 TUBES & TRANSISTORS**

Subdivide by type and/or location, make, project, etc., if volume warrants or as reference needs dictate.

**25 VHF & MICROWAVE SYSTEMS**

Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., mobile facilities, VHF carrier equipment, etc.), alphabetically, as necessary.

**26 TERMINAL FACILITIES**

Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate.

**27 COMMUNICATIONS SYSTEMS & FACILITIES**

Subdivide by type of system or facility (e.g., RTT, Telephone, Clock, Intersite Radio Link, Teletype, TWX, Telex, etc.), if volume warrants.

NOTE

The following breakdowns may be used to subdivide any of the above apparatus, component systems, facilities, and equipment, should this be desirable:

- 1 Policy. Plans.
- 2 Reports & Statistics
- 3 Claims
- 4 Contracts
- 5 Laws. Regulations. Procedures.
- 6 Design. Construction.
- 7 Drawings
- 8 Technical Specs. & Standards
- 9 Technical Inspection
- 10 Measurement Data
- 11 Testing & Adjustment
- 12 Safety
- 13 Photographs. Photography.
- 14 Security
- 15 Research. Studies. Tech. Data.



**RADIO FREQUENCIES & PROPAGATION****Instructions**

Use for papers about radio propagation and research and analysis, frequencies assignment, technical monitoring, reception, and related radio frequencies and propagation subjects.

**RF—RADIO FREQUENCIES & PROPAGATION****1 GENERAL POLICY. PLANS.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**1-1 New & Proposed Facilities****1-2 Coverage Estimates & Maps**

Subdivide as existing or proposed.

**2 GENERAL REPORTS & STATISTICS**

Use for material too general in nature to be filed under more specific subjects in this outline.

**3 ORGANIZATIONS & CONFERENCES**

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

**4 AGREEMENTS**

Use for material too general in nature to be filed under more specific subjects in this outline.

**5 LAWS. REGULATIONS, PROCEDURES.**

Use for material too general in nature to be filed under more specific subjects in this outline.

**6 FREQUENCY SCHEDULES**

Includes changes.

**7 FREQUENCY AUTHORIZATION.**

Subdivide by location, facility, frequency, etc., if volume warrants.

**8 FREQUENCY USAGE**

Subdivide by location, facility, frequency, etc., if volume warrants.

**9 FACILITY ASSIGNMENTS**

File seasonally by area.

**9-1 Facility Changes****9-2 Operational Data**

File by special programs.

**9-3 Circuit Analysis Data**

MUF, signal strengths.

**9-4 Program Coordination****10 RECEPTION. TECHNICAL MONITORING.**

Subdivide by name of country, location of station, etc., if volume warrants.

**10-1 Reception Reports**

Arrange by area, post, content, etc., if volume warrants.

**10-2 Jamming. Counter-Jamming.****10-3 Interference (Non-Jamming)**

E.g., due to natural phenomenon, or VOA interference to or from transmissions of other stations.

**10-4 Computer Data****10-5 Monitoring**

Includes contracts.

**11 RESEARCH. STUDIES. TECHNICAL DATA.**

Subdivide by name or number of research project, agency, study group, etc., if volume warrants.

**12 FIXED COMMUNICATIONS**

Subdivide by geographic designation, agency, system, etc., if volume warrants.

**12-1 VOA Fixed Communications Network****13 PROPAGATION FORECASTS. PREDICTIONS.**

Subdivide by type, organization, etc., if volume warrants.

**14 BACK SCATTER**

Subdivide geographically, if volume warrants.

**15 FORWARD SCATTER**

Subdivide geographically, if volume warrants.

**16 AURORAL ZONE PROPAGATION****17 EQUATORIAL PATH PROPAGATION****18 IONOSPHERIC PROPAGATION****19 NON-LINEAR PROPAGATION**

Subdivide geographically, if volume warrants.

**RF**

## RADIO INSTALLATION OPERATIONS

### Instructions

Use for papers on the general background of relay stations and other radio installations; their activation and status; operation and maintenance; and similar subjects of a general nature about such installations.

SEE: RADIO ENGINEERING & CONSTRUCTION outline for the design and construction of radio stations and of technical apparatus, component systems and related equipment at radio installations.

Specific relay station or other radio installation. Material concerning a particular installation should be filed and maintained as a unit (case filed). The file folder(s) for such files should show the name, location or other identification of the installation (e.g., MUNICH RELAY STATION—RHODES PROGRAM CENTER; etc.), followed by the appropriate file symbol and subject selected from the outline below.

The first section of the outline provides subjects for use in establishing files which pertain to radio installation, operation and maintenance collectively. The remaining subjects are for use in establishing files on specific types of components and their related parts at radio and relay stations.

### RIO—RADIO INSTALLATION OPERATIONS

#### 1 GENERAL POLICY. PLANS. BACKGROUND.

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 1-1 Authorizations

E.g., operational authority, delegation of authority and management authority, etc.

##### 1-2 Preliminary Proposals

##### 1-3 Projected Facilities

##### 1-4 History. General Background.

#### 2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 2-1 Monthly Operations Report

##### 2-2 Quarterly/Annual Statistical Report

##### 2-3 Status Report

##### 2-4 Irregularity Report

#### 3 ORGANIZATIONS & CONFERENCES

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

#### 4 AGREEMENTS

Includes memos of understanding and clearance with other agencies. Subdivide by countries or other political entities involved (e.g., US-Greece, Tangier-French), by organizations involved (e.g., USIA-DOD), by type of agreement or subject negotiated, etc., if volume warrants or as reference needs dictate.

##### 4-1 Negotiations

#### 5 LAWS. REGULATIONS. PROCEDURES.

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 5-1 Emergency Operating Procedures

SEE: RADIO PROGRAMMING outline for emergency programming procedures and EMERGENCY PLANNING outline for emergency evacuation and destruction of facilities.

##### 5-2 Relay Station Instructions (RSI's)

**RIO**

**RIO—RADIO INSTALLATION OPERATIONS****6 COMMUNITY RELATIONS & CONDITIONS****6-1 Schools. Schooling Facilities.****6-2 Incidents**

Of local, relatively minor nature. Do not use for incidents of international significance, for which SEE: POL outline. Subdivide by specific incident, if volume warrants or as reference needs dictate.

**6-3 Cost of Living****6-4 Local Labor Matters****6-5 Local Laws. Regulations. Ordinances.****7 TECHNICAL INSPECTION****8 PERFORMANCE. RELIABILITY.****9 FAILURES. LOSS. DAMAGE PHOTOGRAPHS. PHOTOGRAPHY.****10 HOURS OF OPERATION****11 RESEARCH. STUDIES. TECHNICAL DATA.****12 ACTIVATION. STANDBY. TERMINATION.**

For papers on planning and procedures for meeting conditions which may arise from disasters, warfare, riots, or emergencies other than civil defense planning, SEE: EMERGENCY PLANNING outline.

**13 USE OF RADIO FACILITIES****13-1 VOA Use****13-2 USIS Use****13-3 Other U.S. Government Agency Use****13-4 Foreign Government Use****14 MAINTENANCE & OPERATION****15 SAFETY****16 SECURITY****17 ANTENNAS & TRANSMISSION LINES**

Subdivide by type and/or location, manufacturer, project, etc. if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., anchors and foundation, capacitors, multicouplers, switching systems, etc.), alphabetically, as necessary.

**18 TRANSMITTERS**

Subdivide by type and/or location, manufacturer, if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, master oscillator, modulation monitor, RF exciter synthesizer, etc.), alphabetically, as necessary.

**19 RECEIVERS & RECEIVING SYSTEMS**

Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., adapters, filters, frequency counter, output rack, etc.), alphabetically, as necessary.

**20 POWER GENERATION & DISTRIBUTION SYSTEMS**

Subdivide by type and/or location, manufacturer, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., cooling system, feeder cable, fuel and lubricants, transformers, etc.), alphabetically, as necessary.

**21 POWER (GENERAL)**

Use only for material which does not pertain to the apparatus, engines, and auxiliary devices used in power generation and distribution.

**21-1 Power Requirements****21-2 Commercial Power****21-3 Federal (U.S.) Power****21-4 Free Power****21-5 Military Use of Power****22 STUDIOS. MASTER CONTROL.**

Subdivide by type and/or location, studio number, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., console, microphone, oscilloscope, etc.), alphabetically, as necessary.

**23 AUDIO FACILITIES**

Use only for material which cannot be filed under one of the more specific subjects provided elsewhere in this outline. Subdivide by type and/or location, project, etc., if volume warrants or as reference needs dictate. Subdivide by specific items (e.g., amplifiers, speech invertors, tape recorders, speakers, etc.), alphabetically, as necessary.

**24 TUBES & TRANSISTORS**

Subdivide by type and/or location, make, project, etc., if volume warrants or as reference needs dictate.

**RIO—RADIO INSTALLATION OPERATIONS****25 VHF & MICROWAVE SYSTEMS**

Subdivide by type and/or location, project, etc., of volume warrants or as reference needs dictate. Subdivide by specific items (e.g., mobile facilities, VHF carrier equipment, etc.), alphabetically, as necessary.

**26 TERMINAL FACILITIES**

Subdivide by type and/or location, if volume warrants or as reference needs dictate.

**27 COMMUNICATIONS SYSTEMS & FACILITIES**

Subdivide by type of system or facility (e.g. RTT, Telephone, Clock, Intersite Radio Link, Teletype, TWX, Telex, etc.), if volume warrants.

**NOTE**

The following breakdowns may be used to subdivide any of the above apparatus, component systems, facilities, equipment, etc., should this be desirable:

**-1 Reports & Statistics****-2 Procedures****-3 Technical Specs. & Standards****-4 Technical Inspection****-5 Maintenance & Operation****-6 Measurement Data****-7 Testing & Adjustment****-8 Disposition****-9 Security****-10 Safety****-11 Research. Studies.  
Tech. Data.****-12 Performance. Re-  
liability.****-13 Failures. Damage.  
Loss.**

## RADIO PROGRAMMING

### Instructions

Use for papers pertaining to the development, scheduling, use, and evaluation of radio programs as an international information media.

The outline may be used also by agencies and offices whose interest in radio programs and programming lies primarily in their use as a cultural and entertainment media.

SEE: EDUCATION outline for the use of radio as an education medium.

RADIO (GEN.), RADIO INSTALLATION OPERATIONS, RADIO ENGINEERING & CONSTRUCTION and RADIO FREQUENCIES & PROPAGATION outlines for matters pertaining to those subjects.

Title files. Material about a particular program should be filed and maintained as a unit (case filed). The file folder label(s) for such files should show the title of the program, following the primary subject file symbol. The case file on a particular program can be subdivided, if volume warrants, by using the subject breakdowns provided in this outline.

### RP—RADIO PROGRAMMING

#### 1 GENERAL POLICY. PLANS.

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 1-1 Program Review

##### 1-2 Guidances

#### 2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 3 ORGANIZATIONS & CONFERENCES

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

#### 4 AGREEMENTS

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 5 LAWS. REGULATIONS. PROCEDURES.

Use for material too general in nature to be filed under more specific subjects in this outline.

##### 5-1 Emergency Programming Procedures

For emergency operating procedures SEE: RADIO INSTALLATION OPERATIONS outline.

#### 6 OUTSIDE RESOURCES & TALENT

Script writers, narrators, stringers, hoopies, etc. Arrange by type of service and thereunder alphabetically by name of individual, firm, etc. whose services are employed or who are candidates. Includes instructions on use of talent vendors, and lists of them.

#### 7 PROGRAM SCHEDULES

Subdivide by type (e.g., off-line, AFRS, United Nations, foreign, etc.), if volume warrants or reference needs dictate.

##### 7-1 Schedule Changes

##### 7-2 Time Changes

##### 7-3 VOA Program Schedules Pamphlet

Arrange by geographic area.

#### 8 EFFECTIVENESS & EVALUATION

Subdivide geographically, if volume warrants.

##### 8-1 Evidence of Effectiveness

##### 8-2 Effectiveness Reports

##### 8-3 Contents. Clubs.

To stimulate listener correspondence. Subdivide by type, if volume warrants.

**RP**

**RP—RADIO PROGRAMMING****8-4 Audience Mail**

Includes analysis, mail panel surveys, audience mail reports, questionnaires, translations, tabulation of responses, etc. Subdivide by area, country, program, etc. as volume warrants or reference needs dictate.

**8-5 Field Evaluation**

Evaluation by USIA posts and media extensions.

**8-6 Staff Evaluation**

Evaluation by USIA central office personnel.

**8-7 VOA Listening**

Studies of listening to VOA programs in given areas, countries, cities. Subdivide geographically, as needed.

**8-8 Reactions. Attitudes. Opinions.**

Toward VOA radio programs on the part of the public, government, and media of other countries. Subdivide by area and/or country, as reference needs dictate.

**9 PUBLICITY & PROMOTION****10 CENSORSHIP****11 RESEARCH. SURVEYS. (GENERAL)**

Does not include effectiveness and evaluation of VOA programs or monitoring of radio program content, for which see elsewhere in this outline.

**11-1 Audience Research Reports**

Use for reports which are not limited solely to listening habits or to audience estimates or to other specific type of radio program research data.

**11-2 Audience Estimates**

Estimates of potential or actual radio audiences. Subdivide by area and/or country, type, etc. as reference needs dictate.

**11-3 Listening Habits**

Subdivide by area and/or country, type of listener (e.g., university students, urban radio owners), etc., as reference needs dictate.

**11-4 Radio Receiver Set Distribution**

I. e., number of sets, distribution pattern, etc. Subdivide by area and/or country, as reference needs dictate.

**12 RIGHTS. CLEARANCES.****12-1 Copyrights**

Subdivide by source (e.g., network), title, etc. as reference needs dictate.

**12-2 Performance Rights****12-3 Clearances for Recording or Rebroadcasting****12-4 Property Protection****13 PLACEMENT. USAGE.**

Of VOA programs and program materials.

**13-1 Usage Reports****14 USAGE OF COMMERCIAL RADIO LINES**

For VOA program transmissions.

**14-1 Program Hour Reports****14-2 Outages****15 STANDBY PROGRAMS****16 BROADCASTING ROUTINES****16-1 Openings & Closings****16-2 Station Identification**

Includes correspondence and instructions on use of and changes in commercial radio stations identification.

**16-3 Bridges****16-4 Spot Announcements****16-5 Apology Announcements****17 PRODUCTION**

For professional producers whose services are employed or who are candidates, SEE: OUTSIDE RESOURCES & TALENT elsewhere in this outline.

**17-1 Producers Daily Assignment Schedules**

Arrange by date.

**17-2 Production Reports**

Arrange by date and language.

**17-3 Program Suggestions**

Includes proposed programs, projects, or ideas.

**17-4 Production (Airshow)**

Formats

**18 CATALOGS & LISTS**

**RP—RADIO PROGRAMMING****18-1 Catalog of Selected VOA Programs****19 CONTENT MONITORING****19-1 VOA Programs****19-2 Foreign Programs****20 CONTENT REPORTS**

Summary listing of day's broadcast in a given language. Includes policy, procedures, and instructions on format, distribution, etc. Arrange actual reports by date.

**21 SCRIPTS**

Policy procedures, instructions, etc. Arrange actual scripts by language, date, show. Maintain producer's copy separate from desk copy because of different retention periods.

**21-1 Script Writing. Adaptation.**

For professional script writers whose services are employed or who are candidates, SEE: OUTSIDE RESOURCES & TALENT elsewhere in this outline.

**21-2 Script Distribution****21-3 Script Coordination****21-4 Script Translating****22 TAPES**

Policy, procedures, instructions, services, etc.

**22-1 Original Taping****22-2 Tapes Received**

Includes Daily Log of Tapes Received.

**22-3 Tape Charge Outs****22-4 Tape Distribution**

Includes Daily Distribution Listings.

**22-5 Field Requests for Tapes****22-6 Tape Language Services**

E. g., filling in of leader tapes or translating of portions of tapes considered guidance instructions for listeners.

**22-7 Tape Replacement****22-8 Tape Quality**

Includes quality control.

**22-9 Dub To Disc****23 DISCS**

Policy, procedures, instructions, etc.

**23-1 Original Recording****23-2 Discs Received****23-3 Disc Charge Outs****23-4 Disc Distribution****23-5 Field Requests for Discs****23-6 Disc Language Services****23-7 Disc Replacement****23-8 Disc Quality****23-9 Dub to Tape****24 SPONSORSHIP**

Of VOA radio broadcasts.

**25 OFF-LINE PROGRAM FEEDS**

Use for such material as correspondence with commercial radio stations regarding programs wanted, arrangements for their pick-up and taping, requests, etc. Arrange by radio station, call number, subject, etc. as needed.

**25-1 Recordings Reports****26 PROGRAM CENTERS & SUBCENTERS**

Use only for material on programs and programming matters at or involving such centers. For material on engineering and operating aspects of structures and technical apparatus, SEE: RADIO ENGINEERING & CONSTRUCTION and RADIO INSTALLATION OPERATIONS outlines. Subdivide by name, if volume warrants or as reference needs dictate.

**27 VOA CORRESPONDENTS**

Subdivide by geographic location and/or name, if volume warrants or as reference needs dictate.

**28 "NO PRODUCERS" SHOWS**

Taped programs which do not require attention of producer.

**29 (Reserved for future use)****30 (Reserved for future use)****31 (Reserved for future use)**

**RP—RADIO PROGRAMMING****32 (Reserved for future use)****33 (Reserved for future use)****PROGRAM CATEGORIES**

The following breakdowns are to be used only for papers of a very broad nature dealing with a general category of programs. An example would be a policy paper on newscasting as such or a single document which covers several categories of newscasts such as news summaries, commentaries, roundups, editorials, headlines, etc.

Do not use the following breakdowns for papers which concern a program identified by title, such as "Music—USA," "Burl Ives Sings," "Times Remembered," "Population and Economic Growth," etc., for which see instructions regarding title files at the beginning of this outline. Also do not use for papers on any of the subjects provided in the outline above, such as "Audience Mail," "Content Monitoring," "Outside Resources & Talent," etc.

**34 FEATURES****35 SPECIAL EVENTS****36 PACKAGE PROGRAMS****37 FEEDS****38 NEWS****38-1 VOA Wires****38-2 VOB Wires****38-3 VOE Wires****39 MUSIC**



## SPACE COMMUNICATIONS

### Instructions

Use for papers having to do with the transmission, relaying, and reception of information through the use of satellites or other man-made space devices; the use and role of celestial bodies and atmospheric phenomenon in space information activities; legal matters concerning use of space for information purposes; and other subjects pertaining to space communications.

SEE: SPACE & ASTRONAUTICS outline for space matters other than space communications.

### SPC—SPACE COMMUNICATIONS

#### 1 GENERAL POLICY. PLANS.

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 2 GENERAL REPORTS & STATISTICS

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 3 ORGANIZATIONS & CONFERENCES

Use for material too general in nature to be filed under more specific subjects in this outline. Subdivide by name of organization, and name, date, and location of conference, if volume warrants.

#### 4 AGREEMENTS

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 5 LAWS. REGULATIONS. PROCEDURES.

Use for material too general in nature to be filed under more specific subjects in this outline.

#### 6 COMMUNICATIONS SATELLITES. SATELLITE NETWORKS.

Subdivide by type, name, symbol or other identification of satellite, network or firm.

##### 6-1 Satellite Situation Reports

##### 6-2 Project OSCAR

##### 6-3 Spacewarn

##### 6-4 Orbit Data

#### 7 SPACE FREQUENCIES. WAVELENGTHS.

#### 8 SPACE PIRACY

#### 9 GROUND-LINK STATIONS

#### 10 BROADCASTING CAPABILITIES

#### 11 RESEARCH. STUDIES. TESTS.

Use for material which cannot be filed under the more specific subjects elsewhere in this outline.

#### 12 MOON RELAY

#### 13 LASER/MASER APPLICATIONS

In re space communications only. For exploratory, basic L/M research, SEE: LASER/MASER outline. For practical applications of L/M in such fields as industry, medicine, chemistry, etc. see appropriate outline.

##### 13-1 Signal Amplification

##### 13-2 Modulation. Demodulation.

##### 13-3 Communications To, From, & Between Space Devices

#### 14 ARTIFICIAL IONOSPHERE COMMUNICATIONS

**SPC**

## LIST OF TOTAL PRIMARY SUBJECT SYMBOLS

SYMBOL	CATEGORY	SYMBOL	CATEGORY	SYMBOL	CATEGORY
ACC	ADM	FT	ECON	PR	ADM
AE	SCI	HLTH	SOCIAL	PRC	ADM
AGR	ECON	INCO	ECON	PS	CONSUL
AID	ECON	INF	CUL & INF	PSY	CUL & INF
AV	ECON	INT	POL & DEF	PVT	CUL & INF
BG	ADM	IT	ECON	R	CUL & INF
BKS	CUL & INF	LAB	ECON	REC	CUL & INF
BUD	ADM	LEG	ADM	REF	SOCIAL
CON	CONSUL	LIB	CUL & INF	RF	CUL & INF
CR	ADM	LM	SCI	RIO	CUL & INF
CSM	POL & DEF	MV	CUL & INF	RP	CUL & INF
CUL	CUL & INF	MVF	CUL & INF	SCI	SCI
DEF	POL & DEF	MVP	CUL & INF	SHW	ADM
E	ECON	ORG	ADM	SOC	SOCIAL
ECIN	ECON	OS	ECON	SP	SCI
EDU	CUL & INF	P	CUL & INF	SPC	CUL & INF
EDX	CUL & INF	PB	CUL & INF	STR	ECON
EP	ADM	PER	ADM	SY	ADM
ES	ADM	PET	ECON	TEL	ECON
EXH	CUL & INF	PIX	CUL & INF	TP	ECON
FMGT	ADM	PO	ECON	TR	ECON
FN	ECON	POL	POL & DEF	TRV	ADM
FSE	ECON	PPB	CUL & INF	V	CONSUL
FSV	ADM	PPT	CONSUL	VEH	ADM

**CATEGORIES & PRIMARY SUBJECTS**

**ADMINISTRATION (purple)**

<b>ACC</b>	ACCOUNTING & DISBURSING
<b>BG</b>	BUILDINGS & GROUNDS
<b>BUD</b>	BUDGET
<b>CR</b>	COMMUNICATIONS & RECORDS
<b>EP</b>	EMERGENCY PLANNING
<b>ES</b>	EQUIPMENT, SUPPLIES & SERVICES
<b>FMGT</b>	FINANCIAL MANAGEMENT
<b>FSV</b>	FACILITATIVE SERVICES
<b>LEG</b>	LEGISLATIVE & LEGAL AFFAIRS
<b>ORG</b>	ORGANIZATION & MANAGEMENT
<b>PER</b>	PERSONNEL
<b>PR</b>	PUBLIC RELATIONS
<b>PRC</b>	PROCUREMENT & CONTRACTING
<b>SHW</b>	SHIPPING & WAREHOUSING
<b>SY</b>	SECURITY
<b>TRV</b>	TRAVEL
<b>VEH</b>	VEHICLES

**CULTURE & INFORMATION (yellow)**

<b>BKS</b>	BOOKS
<b>CUL</b>	CULTURE
<b>EDU</b>	EDUCATION
<b>EDX</b>	EDUCATIONAL & CULT. EXCHANGE
<b>EXH</b>	EXHIBITS
<b>INF</b>	INFORMATION (GEN)
<b>LIB</b>	LIBRARIES & CENTERS
<b>MV</b>	MOTION PICT. & TELEVISION (GEN)
<b>MVF</b>	MOTION PICT. & TV FACILITIES & SERVICES
<b>MVP</b>	MOTION PICT. & TV PROGRAMMING
<b>P</b>	PRESS
<b>PB</b>	PUBLICATIONS
<b>PIX</b>	PICTURES
<b>PPB</b>	PRESS & PUBLICATIONS (GEN)
<b>PSY</b>	PSYCHOLOGICAL OPERATIONS
<b>PVT</b>	PRIVATE COOPERATION
<b>R</b>	RADIO (GEN)
<b>REC</b>	RADIO ENGINEERING & CONSTRUCTION
<b>RF</b>	RADIO FREQUENCIES & PROPAGATION
<b>RIO</b>	RADIO INSTALLATION OPERATIONS
<b>RP</b>	RADIO PROGRAMMING
<b>SPC</b>	SPACE COMMUNICATIONS

**CONSULAR (dark green)**

<b>CON</b>	CONSULAR AFFAIRS (GEN)
<b>PPT</b>	PASSPORTS & CITIZENSHIP
<b>PS</b>	PROTECTIVE SERVICES
<b>V</b>	VISAS

**ECONOMIC (light green)**

<b>AGR</b>	AGRICULTURE
<b>AID</b>	AID
<b>AV</b>	AVIATION (CIVIL)
<b>E</b>	ECONOMIC AFFAIRS (GEN)
<b>ECIN</b>	ECONOMIC INTEGRATION
<b>FN</b>	FINANCE
<b>FSE</b>	FUELS & ENERGY
<b>FT</b>	FOREIGN TRADE
<b>INCO</b>	INDUSTRIES & COMMODITIES
<b>IT</b>	INLAND TRANSPORT
<b>LAB</b>	LABOR & MANPOWER
<b>OS</b>	OCEAN SHIPPING
<b>PET</b>	PETROLEUM
<b>PO</b>	POSTAL AFFAIRS
<b>STR</b>	STRATEGIC TRADE CONTROL
<b>TEL</b>	TELECOMMUNICATIONS
<b>TP</b>	TRADE PROMOTION & ASSISTANCE
<b>TR</b>	TRANSPORTATION (GEN)

**POLITICAL & DEFENSE (red)**

<b>CSM</b>	COMMUNISM
<b>DEF</b>	DEFENSE
<b>INT</b>	INTELLIGENCE
<b>POL</b>	POLITICAL AFFAIRS & RELATIONS

**SCIENCE (orange)**

<b>AE</b>	ATOMIC ENERGY (GEN)
<b>LM</b>	LASERS/MASERS (GEN)
<b>SCI</b>	SCIENCE & TECHNOLOGY
<b>SP</b>	SPACE & ASTRONAUTICS

**SOCIAL (blue)**

<b>HLTH</b>	HEALTH & MEDICAL CARE
<b>REF</b>	REFUGEES & MIGRATION
<b>SOC</b>	SOCIAL CONDITIONS

I N D E X

**A****INDEX**

This index covers the Administrative and the Culture & Information outlines of the Records Classification Handbook. The entries under some subjects cite outlines which are not in the handbook but which are a part of the State/USIA Records Classification Handbook (MOA III 621). If needed, the additional outlines cited (Political & Defense, Economic, Social, and Science) are available from the USIA Communications and Records Branch, IOA/SC. In referring to these additional outlines use the overall State/USIA Records Classification Handbook Index.

**A**

<b>ABSENCE</b> ( <i>employees</i> ) .....	PER 8	<b>ADMINISTRATION:</b>
<b>ACCEPTANCE</b> ( <i>of contracts</i> ) .....	PRC 18	<i>(Use approp. subj. for specific program administration)</i>
<b>ACCESS TO RECORDS</b> .....	CR 16-1	Agency ( <i>general</i> ) .....
<b>ACCIDENT PREVENTION</b> ( <i>See SAFETY</i> )		Consolidated .....
<b>ACCIDENTS:</b>		Of oaths ( <i>to agency employees</i> ) .....
Agency employees .....	PER 14-12	<b>ADMINISTRATIVE:</b>
Agency vehicles .....	VEH 3	Matters, routine .....
<b>ACCOMMODATION EXCHANGE</b> .....	ACC 23-6	Officers conferences .....
<b>ACCOUNTABILITY:</b>		Reports ( <i>periodic</i> ) .....
Funds ( <i>agency</i> ) .....	ACC 22	Support:
Property ( <i>agency</i> ) .....	ES 7	Accounting .....
<b>ACCOUNTING:</b>		General policy .....
Allotment .....	ACC 7	Reimbursement est. & agreements .....
Classified material .....	CR 16-2	<b>ADMISSION CHARGES</b> ( <i>motion picture showings</i> ) .....
Expense .....	ACC 8	.....
Fund .....	ACC 6	<b>ADULT EDUCATION</b> .....
Other agency .....	ACC 14	<b>ADVANCES</b> .....
Personal property .....	ACC 9	Cash .....
Real property .....	ACC 10	Recoverable .....
Sales ( <i>income</i> ) .....	ACC 15	Travel .....
<b>ACCOUNTS:</b>		<b>ADVISERS &amp; ADVISORY GROUPS:</b>
Creditor .....	ACC 12	Appointment of in agency .....
Current, monthly .....	ACC 23	Work of ( <i>Use approp. subj.</i> )
Payable .....	ACC 12	<b>ADVISORY COMMISSION ON INT'L.</b>
Receivable .....	ACC 11	EDUCATIONAL & CULTURAL AFFAIRS .....
<b>ACCREDITATION:</b>		<b>ADVISORY COMMITTEE ON THE ARTS</b> .....
Press correspondents ( <i>to agency</i> ) .....	PR 11-1	<b>AFRTS</b> ( <i>radio broadcasting</i> ) .....
<b>ACQUISITION:</b> ( <i>Use approp. subj.</i> )		<b>AFTER HOURS ENTRY &amp; DEPARTURE</b>
Artwork .....	PIX 12	( <i>govt. bldgs.</i> ) .....
Buildings & land:		<b>AGENCIES, FEDERAL:</b>
General .....	BG 6	Relations with other .....
Radio sites .....	REC 14	Specific agency ( <i>Use approp. subj.</i> )
Excess property .....	ES 12-1	<b>AGENTS</b> ( <i>book</i> ) .....
Exhibit components .....	EXH 11-4	<b>AGREEMENTS</b> ( <i>Use approp. subj.</i> )
Library holdings .....	LIB 13-2	<b>AIR:</b>
Motion pictures .....	MVP 12	Raid shelters ( <i>in govt. bldgs.</i> ) .....
Photos .....	PIX 12	Shows ( <i>commercial</i> ) .....
Pictures .....	PIX 12	<b>AIRCRAFT</b> ( <i>govt.-owned</i> ) .....
Publications .....	PB 12	<b>AIRGRAMS</b> ( <i>procedures re</i> ) .....
TV programs .....	MVP 12	<b>ALARM SYSTEMS</b> ( <i>security</i> )
Vehicles ( <i>govt.-owned</i> ) .....	VEH 6	Of govt. bldgs. ....
<b>ACTIVATION</b> ( <i>radio installations</i> ) .....	RIO 12	Of radio installations .....
<b>ADDRESSES</b> ( <i>mailing</i> ) .....	CR 3-7	<b>ALIEN EMPLOYEES</b> .....
<b>AD HOC BODIES, COMMITTEES, etc.</b>		<b>ALLOCATIONS</b> ( <i>transfers out</i> ) .....
( <i>Use approp. subj.</i> )		<b>ALLOTMENT:</b>
		Accounting .....
		Authorities .....
		Budget execution .....

<b>ALLOWANCES:</b>		<b>ARMED FORCES COURIER SERVICE</b>	
Cost of living -----	PER 11-1	(ARFCOS) -----	CR 3-3
Education -----	PER 11-3	<b>ARMED FORCES NETWORK (radio)</b> -----	R 6-5
Post differential -----	PER 11-7	<b>ARMY POST OFFICE (APO)</b> -----	CR 3-3
Quarters & temp. lodging -----	PER 11-1	<b>ARRIVAL &amp; DEPARTURE:</b>	
Representation -----	PER 11-8	Govt. & other travelers -----	TRV 15
Separation -----	PER 11-10	Exchange grantees -----	EDX 28-5
Travel -----	TRV 8	<b>ART EXHIBITS:</b>	
<b>ALTERATION: (Use approp. subj.)</b>		In museums & galleries -----	CUL 10-3
Buildings (govt.-owned or leased) -----	BG 7	Info. program -----	EXH
Radio components & installations -----	REC 15	<b>ART WORK:</b>	
<b>ALUMNI ORGANIZATIONS:</b>		Agency -----	FSV 1
Grantee -----	EDX 29-2	Press & Publications -----	PIX 19-7
University -----	EDX 29-3	<b>ARTISTS, PERFORMING: (Use approp. subj.)</b>	
<b>AMBASSADOR (See CHIEF OF MISSION)</b>		Background data (musicians) -----	CUL 14-11
<b>AMERICA HOUSES</b> -----	LIB	Cultural presentations -----	CUL 16
<b>AMERICAN-SPONSORED SCHOOLS</b>		Music festivals -----	CUL 14-8
<b>ABROAD</b> -----	EDU 9-5	Music performances -----	CUL 14-5
Grants to foreign students to attend -----	EDX 10	<b>ARTS, ADVISORY COMMITTEE ON THE</b> -----	CUL 16-3
<b>AMERICAN STUDIES WORKSHOPS.</b>		<b>ARTS, FINE</b> -----	CUL 13
<b>SEMINARS.</b> -----	EDU 13	Restitution of works of art -----	CUL 10-1
<b>AMMUNITION (agency security use)</b> -----	BG 16-4	<b>ASSESSMENT: (Use approp. subj.)</b>	
<b>AMUSEMENTS</b> -----	CUL 15	Country reports (info. prog.) -----	INF 2-1
<b>ANNUAL LEAVE</b> -----	PER 8	Effectiveness (Use approp. subj.)	
<b>ANNUITIES</b> -----	PER 13-8	<b>ASSIGNMENTS:</b>	
<b>ANONYMOUS LETTERS</b> -----	PR 13	Emergency -----	EP 7-6
<b>ANTENNAS (radio)</b>		Motion picture & TV producer schedules -----	MVP 6-7
Engineering & construction -----	REC 17	Personnel -----	PER 13-3
Installation operations -----	RIO 17	Radio prog. producers -----	RP 17-1
<b>ANTIBIOTICS (agency medical use)</b> -----	PER 14-8, 14-10	Space -----	BG 11
<b>APOLOGY ANNOUNCEMENTS (radio)</b> -----	RP 16-5	Staff housing -----	PER 15-12
<b>APPEALS:</b>		Vehicles, official -----	VEH 11
(For specific types of appeals, use approp. subj.)		<b>ASSISTANCE (to travelers)</b> -----	TRV 15
Performance ratings -----	PER 10-2	<b>ASSOCIATION (Use approp. subj.)</b>	
Procedures (employee) -----	PER 7	<b>ATHLETICS:</b>	
<b>APPLICATIONS: (See approp. subj.)</b>		Cultural presentations -----	CUL 16
Employment -----	PER 13-1	As sports -----	CUL 15
Motion picture attestation -----	MV 12-2	<b>ATTACHES (U.S.):</b>	
Training -----	PER 9-9	Agency relations with -----	ORG 1, 4
<b>APPOINTMENTS:</b>		Personnel matters -----	PER
Employees -----	PER 13-2	<b>ATTACKS:</b>	
Private individuals with agency personnel -----	PR 7	On libraries & centers -----	LIB 11
<b>APPORTIONMENT</b> -----	BUD 14-1	On radio installations -----	RIO 9
<b>APPRAISALS: (Use approp. subj.)</b>		<b>ATTENDANCE:</b>	
Books -----	BKS 16	Employee -----	PER 8
Motion pictures -----	MVP 8	Exhibits -----	EXH 8-3
Personnel performance -----	PER 10-2	Motion picture showings -----	MVP 13
TV programs -----	MVP 8	<b>ATTESTATION:</b>	
<b>APPROPRIATION ACT</b> -----	BUD 12	Motion picture & TV materials -----	MV 12
<b>APPROPRIATIONS (accounting for)</b> -----	ACC 6	Applicants -----	MV 12-2
<b>ARCHITECTURE:</b>		Certificates -----	MV 12-1
As fine art -----	CUL 13-4	<b>ATTORNEY GENERAL'S LIST</b> -----	SY 14-4
Of govt. bldgs. -----	BG 7	<b>ATTRIBUTION (See CREDITS)</b>	
Of radio installations -----	REC 15	<b>AUDIENCE:</b>	
<b>ARCHIVES:</b>		For radio programs:	
As cultural property -----	CUL 10-5	Estimates -----	RP 11-2
As govt. records -----	CR	Listening habits -----	RP 11-3
<b>AREA &amp; LANGUAGE TRAINING</b> -----	PER 9	Mail -----	RP 8-4
<b>AREA RESEARCH PROGRAM:</b>		Research reports -----	RP 11-1
Information -----	INF 7, 11, 12, 13	For motion pictures & TV:	
Science -----	SCI 11-1	Mail -----	MVP 8-3, 11
<b>AREA STUDIES WORKSHOPS</b> -----	EDU 13	Mail: (See approp. subj.)	

**AUDIO FACILITIES:**  
 Radio engineering & construction ----- REC 23  
 Radio installation operations ----- RIO 23

**AUDIO-VISUAL:**  
 Aids in education & training ----- EDU 10-5, 11-1, 12; PER 9-10  
 Materials:  
   Attestation ----- MV 12  
   Presentation (*cult. program*) ----- CUL 9-8  
   Still pictures, photos ----- PIX  
   Use in agency public relations ----- PR 9  
 Services (*agency*) ----- FSV 1

**AUDITS:**  
 Administrative ----- ORG 11  
 Contacts ----- PRC 20  
 Financial:  
   External (*CPA*) ----- FMGT 13  
   General Accounting Office ----- FMGT 12  
   Internal ----- FMGT 11

**AURORAL ZONE PROPAGATION (radio)** ----- RF 16

**AUTHENTICATIONS (by agency)** ----- CR 5

**AUTHORIZATIONS: (Use *approp. subj.*)**  
 Motion picture & TV production ----- MVP 6-4  
 Publications production ----- PB 20-1  
 Radio installation operations ----- RIO 1-1  
 Travel ----- TRV 9

**AUTOGRAPHING (books)** ----- BKS 9

**AUTOMATION:**  
 Data processing ----- FSV 3  
 Financial transactions (*agency*) ----- FMGT 14  
 Information management ----- ORG 10

**AUTOMOTIVE VEHICLES & EQUIPMENT**  
 (*See MOTOR VEHICLES*)

**AWARDS: (Use *approp. subject*)**  
 Agency personnel ----- PER 6  
 Contract ----- PRC 7  
 Incentive (*personnel*) ----- PER 6  
 Motion picture ----- MV 6, 8-1  
 Picture (*includes art*) ----- PIX 11  
 Publications ----- PB 8-4  
 Safe driving ----- VEH 13  
 Television ----- MV 6, 8-1

**B**

**BACKGROUND PAPERS (Use *approp. subj.*)**

**BACKGROUNDERS (news)** ----- P 24-4  
 Requests for (*general*) ----- P 14

**BACK SCATTER (radio)** ----- RF 14

**BACK-UP (budget)** ----- BUD 17

**BAGGAGE (unaccompanied)** ----- SHW

**BALANCE:**  
 Of payments ----- FN 12  
 Sheets ----- ACC 4

**BALLET:**  
 As cultural presentation ----- CUL 16  
 As fine art ----- CUL 13-1

**BANK ACCOUNTS** ----- ACC 23-7

**BANKS & BANKING (agency facilities)** ----- FMGT 8

**BEGGING LETTERS** ----- PR 13

**BIBLIOGRAPHIES** ----- BKS 18

**BIDS & AWARDS (contract)** ----- PRC 7

**BILATERAL AGREEMENTS (Use *approp. subj.*)**

**BILL COLLECTING (employees)** ----- PER 15-17

**BILLS OF LADING:**  
 Equipment & supplies ----- SHW 14  
 Household/personal effects ----- SHW 14  
 USIA program materials ----- SHW 14

**BINATIONAL FOUNDATIONS.**  
**COMMISSIONS** ----- EDX 6

**BIOGRAPHIC DATA:**  
 Congress (*U.S.*), members of ----- LEG 6  
 Employees ----- PER 2-2  
 Exchange grantees ----- EDX 29-1  
 Govt. officials (*Use approp. subj.*)  
   Musicians ----- CUL 14-11

**BIOGRAPHIC REGISTER (State Dept.)** ----- PER 2-2

**BLOOD DONOR CAMPAIGN** ----- PER 15-1

**BOARD OF EXAMINERS FOR THE FOREIGN SERVICE (BEX)** ----- PER 13-4

**BOARD OF FOREIGN SCHOLARSHIPS (BFS)** ----- EDX 7

**BOATS. (govt.-owned)** ----- VEH

**BONDING (of employees)** ----- FMGT 9

**BONDS:**  
 Performance bid ----- PRC 8  
 Savings:  
   Drives ----- PER 15-1  
   Issuance & redemption ----- ACC 23-5

**BOOK:**  
 Credits & attribution ----- BKS 15  
 Dealers ----- BKS 6  
 Distribution ----- BKS 13  
 Fairs & exhibits ----- BKS 9-1  
 Orders & requests ----- BKS 14  
 Presentations ----- CUL 9-6  
 Procurement (*non-program*) ----- FSV 8  
 Publishers ----- BKS 6  
 Reviews ----- BKS 16

**BOOK PROGRAMS:**  
 Development ----- BKS  
 Donated books ----- BKS, CUL 9-6  
 IMG program ----- INF 10  
 Low priced ----- BKS  
 Textbooks ----- BKS  
 Translations ----- BKS

**BOOKKEEPING MACHINES** ----- FMGT 14

**BOOKMOBILES (See *MOBILE UNITS*)**

**BOOKS:**  
 Agency publications (*non-program*) ----- PR 10  
 Entertainment & information ----- BKS  
 Library services:  
   Agency ----- FSV 5  
   Information ctrs. & librs. ----- LIB  
 As literature ----- CUL 13-3  
 Textbooks ----- BKS; EDU 10-5, 12; PER 9-10

**BRIDGES (radio broadcasting)** ----- RP 16-3

**BRIEFING:**  
 Data (*Use approp. subj.*)  
 In information program ----- INF 14  
 Of personnel ----- PER 9-13

**BROADCASTING, RADIO:**  
 Commercial ----- R 6-1  
 Foreign ----- R 6-3

**B**

**BROADCASTING, RADIO:** (*cont'd*)

Info. program	R, RP
Private international	R 6-2
Public relations ( <i>agency</i> )	PR 8
Regional/multinational	R 6-4
Routines	RP 16
Space communication capabilities ( <i>info. prog.</i> )	SPC 10

**BROCHURES:** (*Use approp. subj.*)

Exhibits	EXH 9-5
----------	---------

**BUDGET:**

Agency	BUD
--------	-----

**BUDGET, BUREAU OF THE:**

Agency submission & hearings	BUD 9
Call for estimates	BUD 3-1
Regulations & circulars	BUD 5

**BUILDING:**

Guards	BG 17, 18
Safety program	BG 13

**BUILDINGS** (*govt.-owned or leased*)

Radio installations engineering & construction	REC
--	-----

**BUREAU OF THE BUDGET** (*See BUDGET, BUREAU OF THE*)**BUSINESS PARTICIPATION**

( <i>in info. programs</i> )	PVT 11
------------------------------	--------

**BYLINERS** (*news*)

Requests for ( <i>general</i> )	P 14
---------------------------------	------

**C****CABLE** (*agency telecom. service*)

	CR 7
--	------

**CADRE:**

Emergency relocation	EP 7-6
Psychological operations	PSY 7

**CAFETERIAS** (*govt.*)

	BG 12
--	-------

**CALENDAR OF EVENTS**

	ORG 12
--	--------

**CAMO**

	ORG 1-2
--	---------

**CAMPAIGNS** (*fund-raising, etc.*)

	PER 15-1
--	----------

**CAREER DEVELOPMENT**

	PER 9
--	-------

**CARRIERS** (*agency transportation*):

Freight	SHW 6
Passenger	TRV 6

**CARTOON(S)**

Techniques ( <i>film &amp; TV prod.</i> )	PIX 19-2
---	----------

**CASH:**

Advances	ACC 23-13
Awards	PER 6-2
Payments	ACC 23-8
Petty	ACC 23-8
Verification	ACC 23-12

**CASHIERS** (*agency designation of*)

	FMGT 6-2
--	----------

**CATALOGS:** (*Use approp. subj.*)

Books	BKS 18
Motion pictures & TV programs:	
Agency	MVP 14
Non-agency	MV 13
Music	CUL 14-10
Pictures, photos	PIX 13
Publications	PB 18
Radio programs	RP 13
Stock	PRC 6-4
Vendors	PRC 6-4

**CEILINGS:**

Budget	BUD 3-1
Personnel	BUD 16

**CELEBRATIONS** (*commemorative*)

	CUL 6
--	-------

**CENSORSHIP:** (*Use approp. subj.*)

Books	BKS 10
Information ( <i>general</i> )	INF 7-1
Motion pictures	MVP 10
Press	P 10
Press & publications ( <i>general</i> )	PPB 10
Publications	PB 10
Radio	RP 10
Television	MVP 10

**CENTERS:**

Binational	LIB
Cultural	LIB
Health & Medical	PER 14-6; HLTH 14-6
Reception	EDX 28-3
USIS Information	LIB

**CENTRAL FISCAL SERVICING OFFICE**

	FMGT
--	------

**CEREMONIES:** (*Use approp. subj.*)

In connection with exhibits	EXH 18
-----------------------------	--------

**CERTIFICATES:** (*Use approp. subj.*)

Motion pictures	MV 12-1
Training ( <i>agency</i> )	PER 9-12

**CERTIFYING OFFICERS** (*designation of*)

	FMGT 6-3
--	----------

**CHARGES** (*See RATES & CHARGES*)**CHAUFFEURS** (*agency*)

	VEH 12
--	--------

**CHECK OPERATIONS**

	ACC 23-9
--	----------

**CHECKS:**

Travelers	ACC 23-15
Treasury	ACC 23-9

**CHIEF OF MISSION:**

Appointment	PER 13-2
Conferences	ORG 3-2
Diplomatic title & rank	PER 17
Head of country team	ORG 1-1

**CHILDREN:**

Education of FS dependent	PER 15-9
Info. target group	INF 6

**CITY AFFILIATION** (*private cooperation program*)

	PVT 10
--	--------

**CIVIL SERVICE EMPLOYEES** (*agency*)

	PER
--	-----

**CIVILIAN DEFENSE** (*measures in govt. bldgs.*)

	BG 13
--	-------

**CLAIMS:** (*Use approp. subj.*)

Buildings & land ( <i>govt.-owned or leased</i> )	BG 3, 20
Radio installations	REC 3
Employee	PER 14-12
General Accounting Office	ACC 23-11
Loss or damage to property in shipment	SHW 16-1
Procedures	LEG 13
Procurement & contracting	PRC 13
Tort	PER 15-16
Voucher	ACC 21

**CLASSIFICATION:**

Position	PER 18
Records	CR 12
Security	CR 16-3

**CLASSIFICATION CODES:**

Fiscal	FMGT 3
Records	CR 12



<b>CLASSIFIED DOCUMENTS CONTROL</b> ----CR 16-2	<b>COMMUNITY: (cont'd)</b>
<b>CLEARANCES: (Use approp. subj.)</b>	Relations:
Books -----BKS 12	Agency -----PR 6-2
Cryptographic -----CR 7-9	Radio installations -----RIO 6
Customs ( <i>on agency shipments</i> ) -----SHW 17	Schools abroad ( <i>for dependent children of employees</i> ) -----EDU 9-5
Exhibit content -----EXH 12	<b>COMPANIES: (Use approp. subj.)</b>
Final salary payment -----PER 11-4	Security clearance -----SY 15
Medical ( <i>employee</i> ) -----PER 14-4	Suppliers & contractors -----PRC 6
Press & Publications ( <i>general</i> ) -----PPB 12	Vendors -----PRC 6
Publications:	<b>COMPENSATION (agency personnel)</b> -----PER 11
Information program -----PB 12	<b>COMPLAINTS: (Use approp. subj.)</b>
Public relations (agency) -----PR 10	General public -----PR 13
Radio programs:	<b>COMPLEMENT, PERSONNEL</b> -----PER 4
Information program -----RP 12	<b>COMPONENTS (exhibits)</b> -----EXH 11
Public relations (agency) -----PR 8	<b>COMPTROLLER GENERAL DECISIONS</b>
Security ( <i>employee</i> ) -----PER 16-2	( <i>Use approp. subj.</i> )
Speech -----PR 12-1	<b>CONCERTS</b> -----CUL 14-5
<b>CLERKS (American &amp; local)</b> -----PER	As cultural presentation -----CUL 16
<b>CLINICS, MEDICAL (agency use)</b> -----PER 14-6	Music festivals -----CUL 14-8
<b>CLIPPING SERVICE</b> -----P 9-1	<b>CONCESSIONS (in govt. bldgs.)</b> -----BG 12
<b>CLOSING OF POST</b> -----ORG 8	<b>CONDEMNATION (property)</b> -----BG 6-1
<b>CODE: (Use approp. subj.)</b>	<b>CONDOLENCES:</b>
Cryptographic system -----CR 7-8	Congress, Members of -----LEG 6
Fiscal classification -----FGMT 3	Employees -----PER
Training -----PER 9	<b>CONDUCT, EMPLOYEE</b> -----PER 12
<b>CODELS</b> -----LEG 7	<b>CONDUCT OF OFFICE</b> -----ORG 12
<b>COLLECTING TRANSACTIONS (fiscal)</b> -----ACC 23	<b>CONFERENCE REPORTING</b> -----FSV 2
<b>COLLECTIONS, LIBRARY</b> -----LIB 13	<b>CONFERENCES: (Use approp. subj.)</b>
<b>COLLEGE AFFILIATION PROGRAM</b> -----EDX 23-1	Administrative Officers -----ORG 3-1
<b>COLLEGE EDUCATION</b> -----EDU 9-3	Chiefs of Mission.
<b>COLLISIONS (See ACCIDENTS)</b>	Principal Officers. -----ORG 3-2
<b>COMMEMORATIVE CELEBRATIONS</b> -----CUL 6	Cultural Affairs Officers -----CUL 3
<b>COMMENDATIONS: (Use approp. subj.)</b>	Press -----PR 11-3; P 3-1
Agency employees -----PER 6-3	Public Affairs Officers -----ORG 3-4
Agency programs -----PR 13	Staff -----ORG 3-3
Traveler assistance ( <i>by agency</i> ) -----TRV 15-1	<b>CONFLICT OF INTEREST</b> -----PER 12
<b>COMMISSARIES:</b>	<b>CONGRATULATORY COMMUNICATIONS:</b>
Facilities in govt. bldgs. -----BG 12	Commem. celebrations,
Management & services -----PER 15-2	annivs. etc. -----POL 17-4; CUL 6
<b>COMMISSIONING (FSO's)</b> -----PER 13-2	Congress, members of -----LEG 6
<b>COMMISSIONS (Use approp. subj.)</b>	Employees -----PER
<b>COMMUNICATIONS:</b>	<b>CONGRESS:</b>
Agency -----CR	Agency relations with -----LEG
Emergency -----EP 7-8	Members of -----LEG 6
Facilities & Systems:	Reports to -----LEG 2
Radio -----REC 27; RIO 27	<b>CONGRESSES, INTERNATIONAL</b>
Telecommunications ( <i>agency</i> ) -----CR 7	( <i>Use approp. subj.</i> )
Hot line ( <i>US-USSR</i> ) -----CR 7-6	<b>CONGRESSIONAL:</b>
Mass media -----INF 7	Committees -----LEG 4
Satellites:	Investigations ( <i>general</i> ) -----LEG 8
Information aspect -----SPC 6	Mail ( <i>Use approp. subj.</i> )
Scientific aspect -----SP 12-1	Submission ( <i>agency budget</i> ) -----BUD 11
Space:	Summaries -----LEG 1-1
Commercial aspect -----TEL 6	Travel ( <i>CODELS</i> ) -----LEG 7
Information aspect -----SPC	<b>CONSOLIDATED ADMINISTRATIVE MANAGEMENT ORGANIZATION (CAMO)</b> -----ORG 1-2
<b>COMMUNIST:</b>	<b>CONSTITUENT POSTS:</b>
Activities ( <i>Use approp. subj.</i> )	Opening, closing, change in status -----ORG 8
Bloc education -----EDU 6	Organization & management -----ORG 1
<b>COMMUNITY:</b>	<b>CONSTITUTIONAL LAW: (Use approp. subj.)</b>
Activities ( <i>of libraries &amp; centers</i> ) -----LIB 6	Of U. S. affecting agency -----LEG 5
Affiliation program -----PVT 10	
Centers -----LIB	

**CONSTRUCTION:**

Buildings (*govt.-owned*) ----- BG 7  
 Exhibits ----- EXH 10  
 Motion picture theaters ----- MVF 9  
 Radio installations ----- REC, REC 15  
 TV studios ----- MVF 13

**CONSULTANTS:**

Appointment ----- PER 13-2  
 Work of (*Use approp. subj.*)

**CONSULTATION, PERSONNEL** ----- PER 9-13**CONTENT MONITORING:**

Foreign programs ----- RP 19-2  
 Radio programs (*info. prog.*) ----- RP 19-1

**CONTENT REPORTS (radio programs)** ----- RP 20**CONTESTS: (Use approp. subj.)**

Athletic group presentations ----- CUL 16  
 Private coop. projects ----- PVT 12  
 Radio listeners ----- RP 8-3

**CONTINUITY OF ESSENTIAL FUNC-**

**TIONS** ----- EP 7-4

**CONTRACTING** ----- PRC**CONTRACTS: (Use approp. subj.)**

Audit of ----- PRC 20; FMGT 11-3  
 Bldgs. & land (*agency*) ----- BG 4; REC 4  
 Clauses. Formats. Forms. ----- PRC 4-1  
 Educational exchange ----- EDX 31  
 Employees ----- PER  
 Equipment & supplies ----- PRC, PRC 4  
 Industrial security clearances ----- SY 15  
 Informational media guaranty ----- INF 10-3  
 Radio engineering & construction ----- REC 4, 15-8  
 Services ----- PRC or specific program

**CONTRIBUTORS: (Use approp. subj.)**

Exhibit items ----- EXH 6  
 Private coop. prog. ----- PVT

**CONTROL:**

Classified documents & info. ----- CR 16  
 Forms ----- CR 20  
 Publications (*non-program*) ----- FSV 7  
 Records schedules ----- CR 15-4  
 Reports ----- CR 17  
 Stock ----- ES 7-1

**CONVENTIONS (Use approp. subj.)****CONVEYOR BELT SYSTEM** ----- CR 3-6**COOPERATION, INTERNATIONAL:**

(*Use approp. subj.*)  
 Private programs ----- PVT

**COORDINATION: (Use approp. subj.)**

With other Federal agencies ----- ORG 1-11  
 With local governments ----- INF 1-2

**COPYRIGHTS (See RIGHTS & CLEARANCES)****CORRESPONDENCE:**

Analysis & distribution ----- CR 4  
 Management ----- CR 18  
 Procedures ----- CR 18

**CORRESPONDENTS, PRESS:**

Accreditation to agency ----- PR 11-1  
 Agency relations with ----- PR 11  
 Foreign: ----- P 6  
   Center ----- P 6-2  
 Information program, role in ----- P 6  
 Visits of ----- P 6-1; EDX  
 VOA ----- RP 27

**COST OF LIVING:**

Allowances:  
 Agency employees ----- PER 11-1  
 At Radio Installations ----- RIO 6-3

**COST REDUCTION** ----- ORG 10**COUNTERPART FUNDS (Accounting aspect)** ----- ACC 6**COUNTRY: (Use approp. subj.)**

Agreements (*Use approp. subj.*)  
 Assessment reports (*USIA*) ----- INF 2-1  
 Briefing papers:  
   For congressional travelers ----- LEG 7-1  
   For info. program ----- INF 14-1  
 Plans: (*Use approp. subj.*)  
   Exchange program ----- EDX 1-1  
   Int'l info. program ----- INF 1-2  
 Team ----- ORG 1-1

**COURIER SERVICE:**

Agency ----- CR 3-1  
 Military, use of ----- CR 3-3

**COURT:**

Decisions (*Use approp. subj.*)  
 Leave ----- PER 8

**COVERAGE OF EVENTS:**

By motion pictures ----- MVP 6-8  
 By photographers ----- PIX 7  
 By press ----- P 16  
 By radio ----- RP 35  
 By television ----- MVP 6-8

**CRANK LETTERS** ----- PR 13**CRANKS (handling of, etc.)** ----- SY 11**CREDIT:**

Cards:  
 For agency vehicles ----- VEH 11-1  
 For GSA purchases ----- PRC 1-1  
 Inquiries (*agency personnel*) ----- PER 15-17  
 Union, Federal ----- PER 15-5

**CREDITOR ACCOUNTS** ----- ACC 12**CREDITS & ATTRIBUTION: (Use approp. subj.)**

Book material ----- BKS 15  
 MP & TV materials ----- MVP 15  
 Pictures & Artwork ----- PIX 15  
 Press material ----- P 15  
 Publications ----- PB 15

**CRITICISMS:**

Of agency program ----- PR 13  
 Of specific programs & policies  
   (*Use approp. subj.*)

**CRITIQUES: (Use approp. subj.)**

General ----- ORG 2-2

**CRYPTOGRAPHIC FACILITIES (agency)** ----- CR 7**CULTURAL:**

Activities. Development.  
 Conflicts. ----- CUL  
 Centers ----- LIB  
 Exchange program, educ. & ----- EDX  
 Institutions ----- CUL 3, LIB  
 Presentations program:  
   Performing artists & groups ----- CUL 16  
   Materials ----- CUL 9  
 Property ----- CUL 10

**CULTURAL ORG., UN EDUC., SCIENTIFIC & (UNESCO)** ----- CUL, EDU, SCI

CULTURE (*national*) -----CUL  
 CURRENCY, FOREIGN (*See FOREIGN CURRENCY*)  
 CUSTOMS:  
 Assistance to travelers in clearing -----TRV 15-2  
 Clearances on shipments (*agency*) -----SHW 17  
 Duties on shipments (*agency*) -----SHW 17-1  
 Tribal -----CUL

## D

DAMAGE:  
 Govt.-owned or leased:  
 Equipment -----ES 7-4  
 Real property -----BG 20  
 Libraries & centers -----LIB 11  
 Radio Installations -----RIO 9  
 Shipments (*agency*) -----SHW 16  
 DANCE:  
 As fine art -----CUL 13-1  
 Group presentations -----CUL 16  
 DANCING (*amusement*) -----CUL 15  
 DATA PROCESSING -----FSV 3  
 In financial transactions -----FMGT 14  
 DEALERS:  
 Book -----BKS 6  
 IMG program -----INF 10-6  
 DEBRIEFING:  
 Agency personnel -----PER 9-13  
 Exchange grantees -----EDX 28-8  
 DEBTOR ACCOUNTS -----ACC 11  
 DECENTRALIZATION:  
 Administrative functions -----ORG 1  
 Records -----CR 11-1  
 DECLASSIFICATION (*records*) -----CR 16-3  
 DECORATIONS (*for employees*) -----PER 6  
 DECREES (*Use approp. subj.*)  
 DEDUCTIONS:  
 Payroll -----ACC 16  
 Salary -----PER 11-2  
 DEFECTION (*psychological operations*) -----PSY 10  
 DEGAUSSING (*of video tapes*) -----MVF 20-1  
 DEGREES, HONORARY (*employee*) -----PER 6-4  
 DELAYS (*on govt. shipments*) -----SHW 18  
 DELEGATIONS:  
 Of authority -----ORG 5  
 To int'l confs. & orgs. (*See specific conf. or org.*)  
 DEMOLITION (*govt.-owned bldgs.*) -----BG 15-2  
 DEMONSTRATIONS:  
 Damage to govt. property -----BG 20  
 Security officer role in -----SY 13  
 DEMOTION -----PER 13-6  
 DEMURRAGE (*govt. shipments*) -----SHW 12  
 DEPARTMENTS, FEDERAL (*Use approp. subj.*)  
 DEPARTURE:  
 Assistance to travelers -----TRV 15  
 Exchange grantees -----EDX 28-5  
 From govt. bldgs. -----BG 16-12  
 DEPENDENCY STATUS (*of employees*) -----PER 19

DEPENDENTS (*employee*):  
 Education:  
 Allowances -----PER 11-3  
 General -----PER 15-9  
 Overseas Schools -----EDU 9-5  
 Emergency evacuation:  
 E & E plan -----EP 6  
 Medical care -----PER 14  
 Medical deposits for -----ACC 23-19  
 Travel -----TRV  
 DEPOSIT & TRUST FUND RECORD -----ACC 23-2  
 DEPOSITORY CHECKS (*in local banks*) -----ACC 23-9  
 DEPOSITORIES, LOCAL -----FMGT 7  
 DEPOSITS, MEDICAL (*for dependents*) -----ACC 23-19  
 DEPRECIATION: (*Use approp. subj.*)  
 Of library holdings -----LIB 13-4  
 DESIGN: (*Use approp. subj.*)  
 Buildings (*govt.-owned or leased*) -----BG 7  
 Exhibits -----EXH 10  
 Radio components & installations -----REC 15  
 DESIGNATION, ADMINISTRATIVE CONTROL -----CR 16-3  
 DESIGNATIONS (*personnel*):  
 Financial -----FMGT 6  
 Other than financial -----ORG 5  
 DESPATCH AGENCIES (*U.S.*) -----SHW 4  
 DESTRUCTION: (*Use approp. subj.*)  
 Cryptographic materials -----CR 7-11  
 Equipment & supplies -----ES 7-4  
 Motion picture prints -----MVF 19-2  
 Records -----CR 15-3  
 DETAIL OF PERSONNEL -----PER 13-3  
 DEUTSCHLANDFUNK (*radio broadcasting*) -----R 6-3  
 DEVELOPMENT: (*Use approp. subj.*)  
 Career -----PER 9  
 Educational -----EDU  
 Executive -----PER 9  
 DIFFERENTIAL, POST (*allowance*) -----PER 11-7  
 DIGNITARIES, FOREIGN & U.S.  
 (*See PROMINENT PERSONS*)  
 Coverage:  
 Motion pictures & TV -----MVP 6-8  
 Press -----P 16  
 Radio -----RP 35  
 DINING ROOM PASSES -----BG 12  
 DIPLOMAS:  
 Personnel training -----PER 9-12  
 Reciprocal recognition of -----EDU 9-3  
 DIPLOMATIC TITLE & RANK -----PER 17  
 DIRECTIVES MANAGEMENT -----CR 19  
 DIRECTOR, reports to -----INF 2-3  
 DIRECTORY:  
 Key personnel -----PER 2-4  
 Telephone -----CR 8-6  
 DISAFFECTED STUDENTS -----EDU 6  
 DISALLOWANCES (*voucher claims*) -----ACC 20-1  
 DISBURSEMENTS -----ACC 23-4  
 DISBURSING, ACCOUNTING & -----ACC  
 DISBURSING OFFICERS (*designation of*) -----FMGT 6-1  
 DISCHARGE OF:  
 Agency employees -----PER 13-9  
 Duties -----ORG 12

## D

<b>DISCIPLINE</b> ( <i>personnel</i> ) .....	PER 12
<b>DISCOUNTS</b> ( <i>govt.</i> ):	
Equipment, supplies & services .....	PRC 15
Freight shipments .....	SHW 6-1
<b>DISCS</b> ( <i>radio program use</i> ) .....	RP 23
<b>DISEASES &amp; CONDITIONS</b> .....	PER 14-8
<b>DISMANTLING:</b>	
Buildings ( <i>govt.-owned</i> ) .....	BG 15-2
Exhibits .....	EXH 19
<b>DISPATCHING</b> ( <i>of agency vehicles</i> ) .....	VEH 11-3
<b>DISPLAYS:</b> ( <i>Use approp. subj.</i> )	
Exhibits .....	EXH
Psychological materials .....	PSY 15
<b>DISPOSAL:</b>	
Cryptographic material .....	CR 7-11
Film .....	MVF 19-2
Library holdings .....	LIB 13-5
Records .....	CR 15
Surplus property ( <i>agency</i> ) .....	ES 12-2
Videotape .....	MVF 20
<b>DISPOSITION:</b>	
Bldgs & land ( <i>govt.-owned</i> ) .....	BG 15
Exhibits .....	EXH 11-5
Films ( <i>info. program</i> ) .....	MVF 19
Records .....	CR 15
Vehicles .....	VEH 15
Videotapes ( <i>info. program</i> ) .....	MVF 20
<b>DISTRIBUTION:</b>	
Books:	
Information program .....	BKS 13
Cultural presentations .....	CUL 9-6
Communications ( <i>agency</i> ) .....	CR 4; FSV 6
Educ. & cult. materials ( <i>general</i> ) .....	CUL 9
Equipment, supplies & services .....	ES 11
Exhibits .....	EXH 13
Films .....	MVP 13-5
Photos & still pictures .....	PIX 13
Private coop. materials .....	PVT 13
Publications:	
Non-program .....	FSV 6, PR 10
Program .....	PB 13; CUL 9-6
Radio:	
Disc .....	RP 23-4
Script .....	RP 21-2
Tape .....	RP 22-4
TV programs .....	MVP 13-5
<b>DISTRIBUTION RIGHTS</b> ( <i>See RIGHTS</i> )	
<b>DIVORCE</b> ( <i>of employees</i> ) .....	PER 19
<b>DOCUMENTS:</b>	
Authentication ( <i>by agency</i> ) .....	CR 5
Classified, control of .....	CR 16
Lost or stolen ( <i>agency</i> ) .....	CR 16
<b>DONATED BOOKS</b> .....	BKS
Presentation of .....	CUL 9-6
<b>DOWNGRADING</b> ( <i>classified docs.</i> ) .....	CR 16-3
<b>DRAMATIC ARTS</b> .....	CUL 13-1
<b>DRAWING</b> ( <i>as fine art</i> ) .....	CUL 13-2
<b>DRAWINGS:</b>	
Cartoons .....	PIX 19-2
Program materials .....	PIX 19
Radio engineer & constr. .....	REC 15-2
<b>DRAYAGE</b> ( <i>govt. shipments</i> ) .....	SHW 9

<b>DRIVERS LICENSES FOR:</b>	
Agency personnel overseas .....	PER 15-4
Agency vehicle operators .....	VEH 11-4
<b>DRIVES</b> ( <i>fund-raising, etc.</i> ) .....	PER 15-1
<b>DRIVING AWARDS, SAFE</b> .....	VEH 13
<b>DRUGS &amp; PHARMACEUTICALS</b> ( <i>agency medical program</i> ) .....	PER 14-8, 14-10
<b>DSRA</b> .....	PER 15-15
<b>DUBBING:</b>	
Film & TV .....	MVF 15
Radio tapes & discs .....	RP 22-9; 23-9
<b>DUTY OFFICERS</b> .....	ORG 6

## E

<b>EAST-WEST CENTER</b> ( <i>Hawaii</i> ) .....	EDX 27
<b>EAST-WEST RELATIONS:</b>	
Educ. & cult. exchange .....	EDX; CUL 16; EXH
<b>ECONOMIC &amp; SOCIAL COUNCIL (ECOSOC)</b>	
( <i>Use approp. subj.</i> )	
<b>EDITORIAL SERVICES</b> ( <i>agency</i> ) .....	FSV 7
<b>EDITORIALS</b> ( <i>info. program</i> ) .....	P 24-7
<b>EDUCATION:</b>	EDU
Allowances .....	PER 11-3
Dependents of FS employees .....	PER 15-9
Overseas schools program .....	EDU 9-5
Training of employees .....	PER 9
<b>EDUCATION &amp; TRAINING:</b>	
Agency employees .....	PER 9
Language training:	
English .....	EDU 10
For exchange grantees .....	EDX 28-2
By U.S. profs. abroad .....	EDX 19-5
Foreign .....	EDU 11
For agency employees .....	PER 9
<b>EDUCATIONAL:</b>	
And cultural exchange .....	EDX
Country program plans. Allocations .....	EDX 1-1
Reprogramming .....	EDX 1-2
Institutions .....	EDU 9
College & university:	
Affiliation .....	EDX 23-1
Alumni orgs. ( <i>grantee participation in</i> ) .....	EDX 29-3
Education .....	EDU 9-3
Exchange program rel. with .....	EDX 3, 31
Security clearance of .....	SY 15
University studies program ( <i>agency employees</i> ) .....	PER 9
U.S.-sponsored schools abroad .....	EDU 9-5
Media. Techniques. ....	EDU 12
System .....	EDU 9
Travel program .....	EDX 17
<b>EDUCATIONAL &amp; CULTURAL AFFAIRS, ADVISORY COMMISSION ON INT'L</b> .....	EDX 8
<b>EDUCATIONAL, SCIENTIFIC &amp; CULT. ORG. (UNESCO)</b> .....	CUL, EDU, SCI
<b>EFFECTIVENESS</b> ( <i>Use approp. subj.</i> )	
<b>EFFECTS</b> ( <i>FS personnel, transp. of</i> ) .....	SHW
<b>EFFICIENCY RATINGS</b> .....	PER 10-2

<b>ELECTRIC POWER:</b>	
Radio installations: -----	RIO 21
Generating & distrib. systems -----	RIO 20
Engineer. & construction -----	REC 20, 21
<b>ELECTRONICS (For specific applications, use approp. subj.)</b>	
<b>ELEMENTARY EDUCATION</b> -----	EDU 9-1
<b>EMBASSIES, U.S.:</b>	
Construction & maintenance -----	BG
Organization & admin. -----	ORG
<b>EMERGENCY:</b>	
Action documents (EAD) -----	EP 7-5
Destruction (crypto. material) -----	CR 7-11
Evacuation (post plans) -----	EP 6
Planning -----	EP
Radio operating procedures -----	RIO 5-1
Radio programming procedures -----	RP 5-1
Relocation program -----	EP 7
<b>EMPLOYEE SUGGESTION PROGRAM</b> (See Incentive Awards Program)	
<b>EMPLOYEES: (agency):</b>	
Personnel matters -----	PER
Travel & transportation -----	TRV
<b>EMPLOYMENT (agency personnel)</b> -----	PER 13
Applications -----	PER 13-1
<b>ENGINEERING:</b>	
Buildings & land (govt.-owned) -----	BG 7
Radio systems & installations -----	REC
Telecommunications (agency) -----	CR 7-6
<b>ENGLISH LANGUAGE:</b>	
Institutes (USIA) -----	EDU 10
Teaching -----	EDU 10
For exchange grantees -----	EDX 28-2
By U.S. profs. abroad -----	EDX 19-5
Testing -----	EDU 10-7
<b>ENTERTAINMENT:</b>	
Amusement & sports -----	CUL 15
Representation allowances -----	PER 11-8
<b>ENTRY &amp; DEPARTURE (agency bldgs.)</b> --	BG 16-12
<b>ENTRY OF MERCHANDISE (See CUSTOMS)</b>	
<b>EQUAL EMPLOYMENT OPPORTUNITY</b> -----	PER 13-5
<b>EQUATORIAL PATH PROPAGATION (radio)</b> --	RF 17
<b>EQUIPMENT &amp; SUPPLIES:</b>	
Agency:	
Automatic data processing -----	ES, PRC
Cryptographic -----	CR 7
General -----	ES
Medical -----	PER 14-10
Records -----	CR 13
Security -----	BG 16
Telecommunications -----	CR 7, 8
Vehicles -----	VEH
Personal property accounting -----	ACC 9
<b>ESTABLISHMENT:</b>	
Agency, office, post, etc. -----	ORG 8
<b>ESTIMATES (budget)</b> -----	BUD 3, 4, 6, 7, 9, 11
<b>EVACUATION:</b>	
E & E program -----	EP 6
Lists -----	EP 6-2
Medical -----	PER 14-11
<b>EVALUATION: (Use approp. subj.)</b>	
Performance (employee) -----	PER 10
<b>EVALUATION: (cont'd)</b>	
Programs & program materials: (Use approp. subj.)	
Motion pictures -----	MVP 8
Pictures (still) -----	PIX 8, 9
Press -----	P 8
Psychological operations -----	PSY 8
Publications -----	PB 8
Radio -----	RP 8
TV -----	MVP 8
<b>EVENTS: (Use approp. subj.)</b>	
For info, program coverage (See COVERAGE OF EVENTS)	
<b>EXAMINATION, VOUCHER</b> -----	ACC 20
<b>EXAMINATIONS:</b>	
Agency employees (other than medical & training) -----	PER 13-4
Medical:	
Agency employees & dependents -----	PER 14-4
Training:	
Agency employees -----	PER 9-11
<b>EXCEPTIONS (to voucher claims)</b> --	ACC 21, 23-10
<b>EXCESS PROPERTY (agency)</b> -----	ES 12
<b>EXCHANGE: (Use approp. subj.)</b>	
Accommodation -----	ACC 23-6
Agreements:	
Books -----	BKS 4
Cultural (general) -----	CUL 4
Exhibits -----	EXH 4
Information (general) -----	INF 4
Libraries & centers -----	LIB 4
Motion pictures & TV -----	MVP 4
Press -----	P4; PPB 4
Publications -----	PB 4
Radio -----	R 4; RF 4; RIO 4; RP 4
Space communications (info. prog.) -----	SPC 4
Educational & cultural -----	EDX; CUL 16
Property (agency) -----	ES 7-3
Visitors -----	EDX 33
<b>EXECUTIVE:</b>	
Development -----	PER 9
Privilege -----	LEG 9
Reserve program -----	EP 7-7
<b>EXERCISES, RELOCATION (agency)</b> -----	EP 7-9
<b>EXHIBITIONS (See EXHIBITS &amp; DISPLAYS, FAIRS &amp; EXPOSITIONS)</b>	
<b>EXHIBITS &amp; DISPLAYS:</b>	
Agency (for pub. relations) -----	PR 9-2
Air shows (commercial) -----	CUL 15
Binational centers -----	EXH
Book -----	BKS 9-1
Cultural -----	EXH
USIS inf. ctrs. & libs. -----	EXH; LIB 6
<b>EXPENSE:</b>	
Accounting -----	ACC 8
Non-operating -----	ACC 19
<b>EXPORT:</b>	
Declarations (agency shipments) -----	SHW 17
Restrictions (publications) -----	PB 16
<b>EXPOSITION (See FAIRS &amp; EXPOSITIONS)</b>	
<b>EXTENSION:</b>	
Courses (agency employees) -----	PER 9
Of contract -----	PRC 14
<b>EXTERNAL AUDIT (CPA)</b> -----	FMGT 13

**F****FACILITATIVE SERVICES:**

Agency ----- FSV  
 Exchange grantees & visitors (*gen.*) ----- EDX 28  
 Motion picture & TV ----- MVF

**FACILITIES:** (*Use approp. subj.*)

Medical (*agency employees*) ----- PER 14-6  
 Motion picture & TV: ----- MVF  
   Requests ----- MVF 8  
   Schedules ----- MVF 7

**FACT BOOK** (*info. program*) ----- INF 2-4

**FAILURES** (*radio installation oper.*) ----- RIO 9

**FAIR EMPLOYMENT PRACTICES** ----- PER 13-5

**FAIRS & EXPOSITIONS** (*general*) ----- CUL 8

For specific types, See approp. subj.

**FARES, TRANSPORTATION** (*agency*) ----- TRV 6-1

**FAST NEWS** (*information program*) ----- P 18

**FEATURES** (*info. program*):

Motion picture ----- MVP  
 Press ----- P 14; 24-5  
 Radio ----- RP 34  
 Television ----- MVP

**FEDERAL:**

## Agencies:

Relations with other (*admin.*) ----- ORG 1  
 For specific agency program (*Use approp. subj.*)

Budget ----- BUD 10

Credit Union ----- PER 15-5

Employees health benefit plan ----- PER 14-7

**FEEDS** (*radio*) ----- RP 37

**FEES:**

Authentications (*by agency*) ----- CR 5-3

Usage of motion pict. & TV video-tapes ----- MVP 13

**FELICITATION** (*See CONGRATULATORY COMMUNICATIONS*)**FELLOWSHIPS:**

## College &amp; university:

General ----- EDU 9-3

Offered by Communist bloc ----- EDU 6

In specific fields of study (*Use approp. subj.*)

Exchange program ----- EDX

**FENCING** (*radio installations*) ----- REC 16-2

**FESTIVALS:**

Film ----- MV 8

Music ----- CUL 14-8

Other ----- CUL 8

Television ----- MV 8

**FIELD TRIPS** (*by agency officials*): ----- ORG 7

Travel arrangements ----- TRV

**FILE EQUIPMENT:**

Records aspect ----- CR 13

Security aspect ----- BG 16-3

**FILE SYSTEM** (*agency*) ----- CR 12

**FILES** (*maintenance & service*) ----- CR 11

**FILM:**

Censorship ----- MV 10; MVP 10

Festivals ----- MV 8

Motion pictures ----- MV, MVF, MVP

Processing & printing ----- MVF 15

Rawstock ----- MVP 6-9

**FILMS, FILMSTRIPS:**

## Agency:

Audio-visual services ----- FSV 1

Public relations use ----- PR 9-1

Educational media ----- EDU 12

## Information program:

Films used on TV ----- MVP

Motion picture films ----- MVP

**FINAL SALARY CLEARANCE** ----- PER 11-4

**FINANCE** (*agency*) ----- ACC, FMGT

**FINANCIAL:**

Designations (*agency*) ----- FMGT 6

Management (*agency*) ----- FMGT

Plans ----- BUD 15

Statements ----- ACC 4

**FINE ARTS** ----- CUL 13

**FINGERPRINTING** (*employees*) ----- PER 16

**FIREARMS** (*agency use*) ----- BG 16-4

**FIRE PREVENTION** (*govt. bldgs.*) ----- BG 13

**FISCAL SERVICING OFFICE, CENTRAL** ----- FMGT

**FISHING** (*as a sport*) ----- CUL 15

**FIXED COMMUNICATIONS** (*radio*) ----- RF 12

**FLAGS** (*presentation by USIS*) ----- CUL 9-8

**FLASH ESTIMATES** (*budget*) ----- BUD 6

**FLEET POST OFFICE (FPO)** ----- CR 3-3

**FOLLOW-UP PROGRAM** (*grantee*) ----- EDX 29

**FOREIGN:**

Carriers (*agency use of*) ----- SHW 6

Correspondents ----- P 6

Correspondents Center ----- P 6-2

## Currency:

Accountability for ----- ACC 22

Fund accounting ----- ACC 6

Paying & collecting trans. ----- ACC 22-2, 23-8

Dignitaries (*See PROMINENT PERSONS*)

## Language training:

Agency employees ----- PER 9

General ----- EDU 11

## Leader program:

Multinational ----- EDX 21

National ----- EDX 15

## Service:

Inspections ----- ORG 11

Institute ----- PER 9

List ----- PER 2-3

Officers, commissioning of ----- PER 13-2

Personnel ----- PER

## Posts:

Opening, closing, etc. ----- ORG 8

Organization & mgmt. ----- ORG 1, 8, 10, 11

**FOREIGN AFFAIRS MANUAL:**

As issuances system ----- CR 19

Regulations on specific subject (*Use approp. subj.*)

**FORM LETTERS:**

Design ----- CR 20

Use in correspondence ----- CR 18

**FORMS MANAGEMENT** ----- CR 20

**FORWARD SCATTER** (*radio*) ----- RF 15

**FREEDOM OF INFORMATION** ----- INF 7-1

(*See also CENSORSHIP*)

**FREE ENTRY** (*agency shipments*) ----- SHW 17

**FREIGHT:**  
 Forwarders (*agency use*) -----SHW 20  
 Rates & Charges:  
     Carriers (*agency rates*) -----SHW 6-1  
     Household/personal effects (*agency employees*) -----SHW 6-1

**FREQUENCIES:**  
 Radio:  
     Agency RTT schedules -----CR 7-13  
     Assignments -----RF 9  
     Authorizations -----RF 7  
     Commercial -----TEL 8-1  
     Information program -----RF  
     Schedules -----RF 6  
     Usage -----RF 8  
     VHF -----REC 25; RIO 25  
 Space Communications:  
     Inform. prog. aspects -----SPC 7

**FUND:**  
 Accounting -----ACC 6  
 Availability -----BUD 13  
 Campaigns. Drives. -----PER 15-1  
 Employee welfare -----PER 15-6  
 Imprest -----ACC 23-8  
 Status reports -----BUD 13-1

**FUNDS (*safeguarding of agency*)** -----FMGT 10

**FURNISHINGS (*govt. bldgs*):**  
 Design & selection -----BG 8  
 Disposition -----BG 15  
 Procurement -----PRC

**FURNITURE (*agency*)** -----ES

**G**

**GALLERIES (*art*)** -----CUL 10-3

**GAMBLING (*as amusement*)** -----CUL 15

**GAMES:**  
 Amusement. Sports. -----CUL 15  
 Olympic -----CUL 15-1

**GASOLINE USAGE (*agency vehicles*)** -----VEH 10

**GENERAL ACCOUNTING OFFICE (*GAO*):**

    Claims -----ACC 21, 23-11  
 Contract audit -----PRC 20-2  
 Decisions -----ACC 5 or approp. subj.  
 Regulations -----ACC 5 or approp. subj.  
 Site audit -----FMGT 12

**GENERAL LEDGER** -----ACC 4

**GEOLOGICAL SURVEYS**  
 (*radio construction*) -----REC 15-1

**GIFTS:**  
 Acceptance by agency employees, regs. re -----PER 12  
 Presentation to agency employees -----PER 6-5  
 Program items (*info. & cult. program*) -----CUL 9  
 Use in psychological operations -----PSY 14

**GLOBES:**  
 Presentation of (*info. program*) -----CUL 9-8

**GOVERNMENT:**  
 Agencies (*Use approp. sub.*)  
 Bills of lading (*agency shipments*) -----SHW 14  
 Bonds (*See BONDS*)  
 Buildings & land -----BG

**GOVERNMENT: (*cont'd*)**  
 Employees (*agency*) -----PER  
 Property:  
     Expendable & non-expendable -----ES  
     Real (*owned or leased*) -----BG, RIO  
     Vehicles -----VEH

**GRADUATION EXERCISES** -----PER 9-12  
**GRANT AGREEMENTS: (*Use approp. subj.*)**

    Book program -----BKS 4  
 English language trng. -----EDU 10-4  
 Exchange programs -----EDX 31  
 Libraries & centers -----LIB 4  
 Publishers -----PB 4

**GRANTEES, EXCHANGE** -----EDX  
 Alumni organizations -----EDX 29-2  
 Biographic data -----EDX 29-1  
 Non-return of -----EDX 30  
 Returned -----EDX 29

**GRAPHICS:**  
 Agency -----FSV 1  
 Press & Publications -----PIX 19-1

**GREETINGS (*See CONGRATULATORY COMMUNICATIONS*)**

**GRIEVANCES (*employees*)** -----PER 15-8

**GROUND-LINK STATIONS** -----SPC 9

**GROUNDS (*govt.-owned or leased*)** -----BG  
 Radio installations:

    Acquisition -----REC 14  
 Site prep. & conservation -----REC 16  
 Upkeep -----BG 10

**GUARANTEE:**  
 Equipment (*agency*) -----ES 10  
 Informational media -----INF 10

**GUARDS:**  
 Building (*other than marine*) -----BG 17  
 Marine -----BG 18

**GUIDE LETTERS** -----CR 18

**GUIDELINES, POLICY (*Use approp. subj.*)**

**H**

**HANDBOOKS (*Use approp. subj.*)**  
**HANDICAPPED WORKERS (*agency employ-***  
*ment*) -----PER 13

**HANDICRAFTS (*cultural aspect*)** -----CUL 13-5

**HARDSHIP POSTS (*differential allowance at*)** -----PER 11-7

**HEALTH:**  
 Agency employees -----PER 14  
 Benefits plans. Insurance (*agency*). -----PER 14-7  
 Centers -----PER 14-6  
 Requirements for travelers (*ass't. re*) -----TRV 15-2  
 Rooms (*agency*) -----PER 14-6

**HEARINGS: (*Use approp. subj.*)**  
 Budget:  
     Agency -----BUD 8  
     Bureau of the Budget -----BUD 9-1  
     Congressional:  
         House -----BUD 11-1  
         Senate -----BUD 11-3

**F  
G  
H**

**HISTORY:** (Use *approp. subj.*)

- Of agency, post, office, etc. -----ORG 8
- Of country (*cultural aspect*) -----CUL 10
- Libraries & centers (*info. prog.*) -----LIB 10
- Radio Installations (*USIA*) -----RIO 1-4

**HOBBIES** -----CUL 15

**HOLIDAYS:**

- Employment aspect:
- Holiday leave -----PER 8
- Holiday pay -----PER 11-6
- Holiday roster. Schedule. -----ORG 6
- Local & national (*cultural aspect*) -----CUL 6

**HOME LEAVE** -----PER 8

**HONOR AWARDS** (*employees*) -----PER 6-4

**HONORARY DEGREES** (*employee awards*) -----PER 6-5

**HOSPITALITY:**

- For exchange grantees & visitors -----EDX 28-4

**HOSPITALIZATION INSURANCE**

- (*employee*) -----PER 14-7

**HOSPITALS** (*agency use*) -----PER 14-6

**HOURS OF OPERATION:**

- Libraries -----LIB 12
- Radio installations -----RIO 10

**HOURS OF WORK** (*agency*):

- Office hours -----ORG 12
- Regular workweek. Overtime. -----PER 8
- Overtime pay -----PER 11-6

**HOT LINE** (*USS-USSR*) -----CR 7-6

**HOUSE ORGANS** (*employee groups*) -----PER 15-10

**HOUSE OF REPRESENTATIVES** (*agency*

- contacts with*) -----LEG

**HOUSEHOLD EFFECTS** (*agency employees*):

- Stateside storage (*consol. payment*) -----ACC 23-20
- Transportation of -----SHW

**HOUSING** (*agency employees*):

- Housing services -----PER 15-12
- Staff housing overseas:
- Assignment -----PER 15-12
- Construction -----BG 7
- Furnishing -----BG 8
- At radio installations -----REC 14

**HUNTING** (*as sport*) -----CUL 15

**IDENTIFICATION** (*marking*):

- U.S. govt. shipments -----SHW 11
- Vehicles (*agency*) -----VEH 9

**IDENTIFICATION CARDS** (*agency employees*) -----PER 16

**ILLITERACY:**

- As educational problem -----EDU 8
- Of potential radio audience -----RP 11-1
- Of potential TV & motion picture audience -----MVP 11

**IMMUNIZATIONS:**

- For agency employees -----PER 14-9
- As travel requirement -----TRV 13

**IMPORT:**

- Declarations (*agency shipments*) -----SHW 17
- Restrictions (*USIA publications*) -----PB 16

**IMPREST FUND** -----ACC 23-8

**INCENTIVE AWARDS PROGRAM** -----PER 6

**INCIDENTS:** (Use *approp. subject*)

- At radio installations -----RIO 6-2

**INCINERATORS** -----BG 16-5

**INCOME TAX:**

- Assistance for agency employees -----PER 15-11

**INDUSTRIAL:**

- Cooperation in info. & cult. programs -----PVT 11
- Security -----SY 15

**INFOGUIDES** (*USIA*) -----INF 1-5

**INFORMATION:**

- Activities (*general*) -----INF
- Compromise of -----CR 16
- Exchange (*general*) -----INF 4
- Freedom of -----INF 7-1
- Libraries & Centers -----LIB
- Management -----ORG 10
- Media: (*See also specific media*)

- General -----INF 7
- Motion pictures -----MV, MVF, MVP
- Press & Publications -----P, PB, PPB
- Radio -----R, REC, RF, RIO, RP
- Television -----MV, MVF, MVP
- Psychological operations -----PSY
- Public relations (*agency*) -----PR
- Public requests for -----PR 13
- Security -----CR 16
- Storage & retrieval -----ORG 10

**INFORMATIONAL MEDIA:** (*See also specific media*)

- General -----INF 7
- Guaranty program (*IMG*) -----INF 10

**INJURY** (*of employees*) -----PER 14-12

**INNOCULATIONS** (*agency employees*) -----PER 14-9

**INQUIRIES:** (Use *approp. subj.*)

- Credit -----PER 15-17
- Public -----PR 13

**INSPECTION:** (Use *approp. subj.*)

- Administrative (*general*) -----ORG 11
- Bldgs. & grounds (*agency*) -----BG 9
- Contracts (*materials & services*) -----PRC 18
- Inspection Corps -----ORG 10
- Internal audit (*financial*) -----FMGT 11
- Security surveys -----SY 2-2
- Technical, radio:

- Engineer & construct. -----REC 7
- Operations -----RIO 7

- Vehicles (*agency*) -----VEH 11-2

**INSTALLATIONS, RADIO** -----RIO

**INSTITUTE OF INTERNATIONAL**

- EDUCATION** (*IIE*) -----EDX

**INSTITUTES. INSTITUTIONS.** (Use *approp. subj.*)

- Cultural -----CUL 3, 10, 11
- Educational -----EDU 3, 9; EDX 3, 31
- College & univ. affiliation -----EDX 23-1
- U.S.-sponsored schools abroad -----EDU 9-5
- English Language (*USIA*) -----EDU 10
- Foreign Service Institute (*Other than administration*) -----PER 9

**INSTRUCTIONS** (Use *approp. subj.*)



**INSURANCE:**

Agency employees:	
Hospitalization & medical	PER 14-7
Household/personal effects	SHW 8
Life	PER 15-7
Travel	TRV 7
Agency vehicles	VEH 7
Exchange grantees	EDX 28-7
Exhibits	EXH 17

**INTELLECTUAL PROPERTY:**

Copyrights (*agency program materials*) See approp. media subjects.

INTER-AMERICAN CULTURAL COUNCIL --CUL 3

INTER-AMERICAN NETWORK (*radio*) -----R 6-4

**INTERESTED PARTY MESSAGES**

(*acct'g*) -----ACC 23-17

**INTERFERENCE: (Use approp. subj.)**

Freedom of information	INF 7-1
Information media ( <i>general</i> )	INF 7
Radio	RF 10-3

INTERIOR DECORATION (*govt. bldgs.*) -----BG 8

INTERNAL AUDIT (*financial*) -----FMGT 11

**INTERNATIONAL:**

Agreements ( <i>Use approp. subj.</i> )	
Broadcasting service	R, REC, RF, RIO, RP
Conferences. Congresses. ( <i>Use approp. subj.</i> )	
Cooperation ( <i>Use approp. subj.</i> )	
Information program ( <i>general</i> )	INF
Motion picture & TV Service	MV, MVF, MVP
Organizations ( <i>Use approp. subj.</i> )	
Press Service ( <i>IPS</i> )	P, PPB
Space Communications ( <i>info. prog.</i> )	SPC
Treaties ( <i>Use approp. subj.</i> )	

INTERNEES. INTERNMENT. (*enemy officials*)--EP 9

INTERNS (*agency trainees*) -----PER 9

**INTERPRETING:**

Agency service	FSV 4
For exchange grantees	EDX 28-6

**INTERVIEWS: (Use approp. subj.)**

Press with agency personnel	PR 11-3
Private persons with agency personnel	PR 7

INTRODUCTION (*letters of*) -----PR 7

**INVENTORY:**

Cryptographic materials	CR 7-11
Equipment & supplies	ES 7-2
Exhibit components	EXH 11-3
Film prints	MVF 19-1
Records	CR 11-1
TS documents	CR 16-2

**INVESTIGATION: (Use approp. subj.)**

Agency personnel ( <i>security</i> )	PER 16
Congressional ( <i>general</i> )	LEG 8

INVESTIGATIVE PROCEDURES -----SY 14

**INVITATIONS:**

To bid ( <i>contracts</i> )	PRC 7
To speak:	
Before public groups	PR 6
All other	PR 12
Other than to speak ( <i>social, etc.</i> )	PR 5

**INVOICES:**

Courier	CR 3-1
Pouch	CR 3-2
Shipping & Warehousing	SHW 13
IONOSPHERE, ARTIFICIAL	SPC 14
IONOSPHERIC PROPAGATION ( <i>radio</i> )	RF 18
IRREGULATORY REPORTS ( <i>radio</i> )	RIO 2-4
ISSUANCE OF KEYS ( <i>agency bldgs.</i> )	BG 16-12
ISSUANCES SYSTEM ( <i>agency</i> )	CR 19
ITINERARIES:	
Exhibits ( <i>distribution &amp; placement</i> )	EXH 13-2
Govt. travelers	TRV 15-4

**J****JAMMING:**

Information media ( <i>general</i> )	INF 7-1
Radio frequency	RF 10-2

JANAP (*Joint Army, Navy, Air Force Program*) -----CR 7-6

JANITORIAL SERVICE -----BG 10-1

JOB DESCRIPTIONS -----PER 18

JOB ORDERS -----PRC 10

JOURNAL VOUCHERS -----ACC 4

**JOURNALISTS:**

Agency public relations, role in	PR 11
Foreign:	P 6
Leader exchange grantees	EDX 21, 15
Information program, role in	P 6
Visits of ( <i>other than as grantees</i> )	P 6-1
JURY DUTY ( <i>absence for</i> )	PER 8

**K**

KEY PERSONNEL DIRECTORY -----PER 2-4

**KEYS & LOCKS:**

As security equipment	BG 16-6
Key issuance	BG 16-12

**L**

LABELING (*Agency shipments*) -----SHW 11

LABELS, FOLDER (*records*) -----CR 13-1

**LABOR MATTERS:**

Radio installation affairs	RIO 6-4
Effect on Agency shipments	SHW 18-1

**LABORATORY SERVICES:**

Motion pictures & TV	MVF 15
Pictures ( <i>photos</i> )	PIX 10

**LAND:**

Acquisition:	
For govt. bldgs. ( <i>U.S.</i> )	BG 6
For Agency radio installations	REC 14
Govt.-owned ( <i>U.S.</i> )	
Real property accounting	ACC 10
Site preparation & conservation	
( <i>radio installations</i> )	REC 16

**LANDSCAPING:**

Govt. bldgs. ----- BG 7  
 Radio installations (*agency*) ----- REC 16-9

**LANGUAGE:**

Rights—(*See RIGHTS*)  
 Services (*Agency*) ----- FSV 4  
 Interpreting ----- FSV 4  
   For exchange grantees ----- EDX 28-6  
 Translating ----- FSV 4  
 Testing (*employee proficiency*) ----- PER 13-4  
   English language program ----- EDU 10-7  
 Training:  
   English ----- EDU 10  
   For exchange grantees ----- EDX 28-2  
   By U.S. professors abroad ----- EDX 19-5  
 Foreign:  
   For government personnel ----- PER 9

**LASERS:**

Space communication applications ----- SPC 13

**LATERAL ENTRY** (*into FS*) ----- PER 13-2

**LAWS, STATUTES, ETC.** (*Use approp. subj.*)

**LEADER GRANTS, FOREIGN:**

Multinational ----- EDX 21  
 National ----- EDX 15

**LEAFLET ACTIVITY:**

Psychological operations ----- PSY 12

**LEAFLETS** (*as publications*) ----- PB 29-5

**LEASES:**

Buildings & grounds (*U.S. government*) ----- BG 6-2  
 Land for radio installations ----- REC 14

**LEAVE OF ABSENCE** (*employee*) ----- PER 8

**LECTOURS** (*VOA*) ----- PR 14

**LECTURE PROGRAM** ----- CUL 12

**LECTURER EXCHANGE PROGRAM,**

Foreign ----- EDX 13  
 U.S. ----- EDX 19

**LECTURES** (*at exhibits*) ----- EXH 7

**LEDGER:**

Allotment ----- ACC 7  
 Distribution ----- ACC 23-4  
 General ----- ACC 4

**LEGAL:**

Affairs (*general*) ----- LEG  
 Opinions & interpretations ----- LEG 10, or approp. subj.

**LEGATIONS, U.S.:**

Construction & maintenance ----- BG  
 Organization & administration ----- ORG

**LEGISLATIVE:**

Affairs (*agency*) ----- LEG  
 Program (*agency*) ----- LEG 1

**LETTERS:**

Anonymous, begging, crank, etc. ----- PR 13  
 Correspondence:  
   Analysis & distribution ----- CR 4  
   Management ----- CR 18  
 Of introduction ----- PR 7

**LIAISON:** (*Use approp. subj.*)

With other Federal agencies ----- ORG 1  
 Groups (*E & E*) ----- EP 6-3  
 Nongovernmental ----- PR 6

**LIBRARIES:**

Binational ----- LIB

**LIBRARIES:** (*cont'd*)

Book orders ----- BKS 14  
 General ----- LIB  
 Publications procurement (*agency*) ----- FSV 8  
 Reference (*agency*) ----- FSV 5  
 USIS ----- LIB

**LIBRARY:**

Collections ----- LIB 13  
 Services (*agency*) ----- FSV 5

**LICENSE PLATES:**

Agency vehicles ----- VEH 11-5  
 Employee vehicles abroad ----- PER 15-4

**LICENSES:**

Agency chauffeurs ----- VEH 11-4  
 Employee drivers overseas ----- PER 15-4  
 Foreign print sales (*films*) ----- MVF 19-3

**LICENSING THEATRES** ----- MVF 9-1

**LIFE INSURANCE** (*employee*) ----- PER 15-7

**LIMOUSINE SERVICE** (*provided*)

*travelers*) ----- TRV 15-5

**LINES, TRANSPORTATION**

(*See TRANSPORTATION*)

**LIQUIDATED OBLIGATIONS** ----- ACC 7

**LIP-SYNC** (*films & TV*) ----- MVF 15

**LISTENING** (*See AUDIENCE*)

**LISTS** (*Use approp. subj.*)

**LITERACY:**

Educational level ----- EDU 8  
 Motion picture audience ----- MVP 11  
 Radio audience ----- RP 11-1  
 TV audience ----- MVP 11

**LITERATURE:**

As fine art ----- CUL 13-3  
 Use of copyrighted in inf.  
   prog. ----- PPB 12; BKS 12; PB 12; P 12

**LITIGATION** (*agency*) ----- LEG 13 or approp. subj.

**LIVING ALLOWANCES** (*employees*) ----- PER 11-1

**LOADING** (*govt. shipments*) ----- SHW 12

**LOANS:** (*Use approp. subj.*)

**Books:**

Library procedures ----- LIB 12  
 Program ----- BKS  
 Equipment & supplies (*agency*) ----- ES 7-3  
 Exhibits ----- EXH 4-2  
 Film (*info. prog.*) ----- MVP 13-5

**LOCAL:** (*Use approp. subj.*)

Depositories ----- FMGT 7  
 Employees, FS ----- PER  
 Transportation ----- TRV 12  
 Wage Rates (*employees*) ----- PER 11-5

**LOCATOR SERVICES** (*agency employees*) ----- PER 15-13

**LOCKS** (*See KEYS & LOCKS*)

**LODGING ALLOWANCE** (*temporary*) ----- PER 11-1

**LOGS** (*control of class. docs.*) ----- CR 16-2

**LOSS OF:**

Real property (*agency*) ----- BG 20  
 Shipments (*agency*) ----- SHW 16

**LOUD-SPEAKER ACTIVITY** (*psychological operations*) ----- PSY 13

**LOW-PRICED BOOKS** ----- BKS

**LOYALTY CHECKS:**

Agency employees ----- PER 16  
 Name check procedures, etc. ----- SY 10

**M**

<b>MACERATORS</b> ( <i>agency</i> ) .....	BG 16-5	<b>MARRIAGE</b> ( <i>of employees</i> ) .....	PER 19
<b>MAGAZINES:</b>		<b>MASERS:</b>	
Agency use, etc.:		Space communication applications .....	SPC 13
Articles re .....	PR 11	<b>MASS COMMUNICATION MEDIA</b> .....	INF 7
Library services .....	FSV 5	( <i>See also specific media</i> )	
Publications procurement:		<b>MASTER CONTROL</b> ( <i>radio</i> ):	
Administrative aspect .....	FSV 8	Engineering & construction .....	REC 22
Exchange agreements .....	PPB 4; PB 4	Operation .....	RIO 22
Information program:		<b>MAY DAY CELEBRATIONS</b> .....	CUL 6
Availability in Binational & USIS		<b>MECHANIZATION:</b> ( <i>Use approp. subj.</i> )	
ctrs. & librs. ....	LIB	Communications & records	
Distribution ( <i>general</i> ) .....	CUL 9-7; PB 13	operations ( <i>agency</i> ) .....	ORG 10
Magazines & reprints .....	P 24-8	Data processing .....	FSV 3
Periodicals .....	PB; PB 29-3	Financial transactions ( <i>agency</i> ) .....	FMGT 14
Presentation program .....	CUL 9-7	<b>MEDALS</b> ( <i>employee awards</i> ) .....	PER 6
Subscriptions for returned grantees ..	EDX 29-4	<b>MEDIA, INFORMATION:</b> ( <i>Use approp. subj.</i>	
<b>MAIL FACILITIES &amp; SERVICES</b> ( <i>agency</i> ) .....	CR 3	<i>or media</i> )	
<b>MAILING LISTS:</b>		Foreign reactions .....	INF 13
General .....	CR 3-7	Habits ( <i>audience</i> ) .....	INF 7-4
Bidders .....	PRC 6-1	Mass exposure patterns .....	INF 7-5
Books .....	BKS 13-1	Multi-media projects .....	INF 7-6, 7-3
Pictures ( <i>photos</i> ) .....	PIX 13-1	Status & program reports .....	INF 7-2
Publications ( <i>magazine</i> ) .....	PB 13-1	<b>MEDICAL:</b>	
<b>MAINTENANCE</b> ( <i>agency</i> ): ( <i>Use approp. subj.</i> )		Care ( <i>employees</i> ) .....	PER 14
Buildings & grounds .....	BG 10	Centers, regional ( <i>agency</i> ) .....	PER 14-6
Cryptographic materials .....	CR 7-10	Deposits for dependents .....	ACC 23-19
Equipment ( <i>general</i> ) .....	ES 10	Examinations ( <i>employees</i> ) .....	PER 14-4
Radio installations .....	RIO 14	Facilities ( <i>agency</i> ) .....	PER 14-6
Records .....	CR 11	Insurance ( <i>employees</i> ) .....	PER 14-7
Telecommunications .....	CR 7-10	Services ( <i>employees</i> ) .....	PER 14
Telephones .....	CR 8	Supplies ( <i>agency use</i> ) .....	PER 14-10
Vehicles .....	VEH 10	Treatment ( <i>employees</i> ) .....	PER 14-8
Wireless telecom. ....	CR 7-10	<b>MEETINGS:</b> ( <i>Use approp. subj.</i> )	
<b>MALARIA</b> .....	PER 14-8	Administrative Officers .....	ORG 3-1
<b>MANAGEMENT:</b> ( <i>Use approp. subj.</i> )		Chiefs of Mission .....	ORG 3-2
Improvement ( <i>agency</i> ) .....	ORG 10	Committees, Commissions. ( <i>Use approp. subj.</i> )	
Information .....	ORG 10	Cultural Affairs Officers .....	CUL 3
Programs ( <i>general</i> ) .....	ORG 10	International organizations ( <i>Use approp. subj.</i> )	
Records, Paperwork .....	CR 10, 17 thru 20	Principal Officers .....	ORG 3-2
Surveys .....	ORG 9	Public Affairs Officers .....	ORG 3-4
<b>MANPOWER</b> ( <i>agency</i> ) .....	PER	Public & private groups ( <i>for agency</i>	
<b>MANUAL OF OPERATIONS &amp;</b>		<i>pub. relations</i> ) .....	PR 6-3
<b>ADMINISTRATION (MOA)</b> .....	CR 19	Staff .....	ORG 3-3
<b>MANUALS:</b> ( <i>Use approp. subj.</i> )		<b>MEMBERSHIP</b> ( <i>Use approp. subj. for int'l. org.,</i>	
System ( <i>agency</i> ) .....	CR 19	<i>conf., etc.</i> )	
<b>MANUSCRIPTS</b> ( <i>of books</i> ) .....	BKS 17	In overseas libraries & ctrs. ....	LIB 12
<b>MAPS, MAPPING:</b>		<b>MEMORIALS &amp; MONUMENTS:</b>	
Presentation of ( <i>info. program</i> ) .....	CUL 9-8	As cultural property .....	CUL 10-2
Press & publications .....	PIX 19-1	Presidential libraries .....	LIB
Procurement of:		<b>MESSAGE CENTERS</b> ( <i>agency</i> ) .....	CR 3-5
Administrative aspect .....	FSV 8	<b>MESSENGER SERVICE</b> .....	CR 3-4
Psychological operations .....	PSY 17	<b>METEOROLOGICAL SURVEYS</b>	
<b>MARINE CORPS GUARDS:</b>		( <i>radio engineer</i> ) .....	REC 14-3
Assignment, transfer, etc. ....	PER	<b>MICROFILMING:</b>	
Duty roster .....	ORG 6	Of communications & records ( <i>agency</i> ) ..	CR 11-2, 14
Protection of U.S. govt. bldgs. abroad ..	BG 18	As information storage & retrieval	
<b>MARKING:</b>		technique .....	CR 14, 11-2
Motor vehicles ( <i>agency</i> ) .....	VEH 9	As reproduction service .....	FSV 6
Property ( <i>agency</i> ) .....	ES 7	<b>MICROWAVE SYSTEMS</b> ( <i>radio</i> ):	
Shipments ( <i>agency</i> ) .....	SHW 11	Engineering & construction .....	REC 25
		Installation operations .....	RIO 25
		<b>MILEAGE RATES</b> ( <i>government</i> ) .....	TRV 8

**MILITARY:**

Attaches ( <i>U.S.</i> )	
Agency relations with	ORG 1, 4
Personnel matters	PER
Leave ( <i>employees</i> )	PER 8
Postal services	CR 3-3
Status of employees	PER 21
MISCELLANEOUS RECEIPTS	ACC 11, 15
MIXING ( <i>films &amp; TV</i> )	MVF 15
MOB VIOLENCE ( <i>to agency property</i> )	BG 20; LIB 11; RIO 9
MOBILE UNITS ( <i>info. program</i> ):	
Acquisition, use, maintenance	VEH
Library activities	LIB 7
Motion picture activities	MVP 7
Multi-purpose activities	INF 7-6
MODERNIZATION:	
Buildings ( <i>agency</i> )	BG 7
Radio installations ( <i>agency</i> )	REC 15
MONITORING, RADIO:	
Program content	RP 19
Technical	RF 10, 10-5
MONTHLY ACCOUNTS CURRENT	ACC 23
MONUMENTS ( <i>as cultural property</i> )	CUL 10-2
MOON RELAY:	
Space communications ( <i>info. program</i> )	SPC 12
MORALE ( <i>of employees</i> )	PER 20
MOTION PICTURES:	
Agency:	
Audio-visual services	FSV 1
Public relations use	PR 9-1
Training use	PER 9-10
Attestation	MV 12
Educational media	EDU 12
English teaching	EDU 10-11
Film festivals	MV 8
Information/propaganda ( <i>general</i> ):	MV
Facilities & services	MVF
Production	MVP 6
Programming	MVP
MOTOR POOL	VEH 12
MOTOR VEHICLES: ( <i>See also MOBILE UNITS</i> )	
Agency:	VEH
Personal property accounting	ACC 9
Agency employee:	
Regulations re	PER 15-4
Shipment of	SHW
Use for local transportation	TRV 12-1
MOVES, OFFICE	BG 11
MULTI-PURPOSE PROG. UNITS ( <i>See MOBILE UNITS and MOTOR VEHICLES</i> )	
MUSEUMS & GALLERIES	CUL 10-3
MUSIC:	
Background materials	CUL 14-11
Cultural presentations	CUL 16
Festivals	CUL 14-8
As fine art	CUL 14
Program ( <i>USIA</i> )	CUL 14
Radio programs	RP 39
Recordings	CUL 14-6
Rental & performing rights	CUL 14-9
Scores	CUL 14-7
Services ( <i>for motion pictures &amp; TV</i> )	MVF 21
MUSIC ADVISORY PANEL	CUL 14-1

**N****NAME CHECKS:**

Employees	PER 16
General	SY 10
Security procedures	SY 10
NATO ( <i>radio broadcasting</i> )	R 6-4
NEGATIVES, PHOTO ( <i>info. prog.</i> )	PIX 14
NETWORKS:	
Radio ( <i>info. prog.</i> )	R 6
Telecommunications ( <i>agency</i> )	CR 7
Television ( <i>info. prog.</i> )	MVF 10

**NEWS:**

Agencies:	
Agency public relations, role in	PR 11
Information program	P 7
Broadcasts ( <i>Radio &amp; TV</i> ):	
Agency public relations	PR 8
Information programs	RP, MVP
Byliners	P 24-6
Columns	P 24-3
Commentaries	P 24-2
Editorials	P 24-7
Fast	P 18
Features	P 24-5
Letters:	
Agency employee publications	PER 15-10
Book program	BKS 9-2
Materials	P 24
Media	P
Programs ( <i>general</i> )	P
Motion pictures	MVP
Radio	RP
TV	MVP
Stories	P 24-1
NEWSPAPERS	P 9
Provincial ( <i>psychol. operations</i> )	PSY 15
NEWS POLICY ( <i>guidance</i> ): ( <i>Use approp. subj.</i> )	
Notes	INF 1-4
Press	P 1-1
Radio	RP 1-2
NONGOVERNMENTAL GROUPS: ( <i>Use approp. subj.</i> )	
Agency liaison with	PR 6
NON-LINEAR PROPAGATION ( <i>radio</i> )	RF 19
NON-OPERATING EXPENSE	ACC 19
"NO PRODUCERS" SHOWS ( <i>radio</i> )	RP 28
NOTICES OF EXCEPTION ( <i>voucher claims</i> )	ACC 23-10
NURSES ( <i>agency employees</i> ):	
Employment	PER 13
Services	PER 14

**O**

**OATHS** (*admin. of to employees*) ----- PER 13-2  
**OBLIGATIONS** (*allotment accounting*) ----- ACC 7  
**OFFICE:**  
 Establishment, reorg., etc. ----- ORG 8  
 Furniture, equipment & supplies:  
     Personal property accounting ----- ACC 9  
     Procurement ----- PRC  
     Property accountability ----- ES 7  
 Hours ----- ORG 12  
 Inspection ----- ORG 11  
 Instructions ----- ORG 12  
**OFFICERS, FOREIGN SERVICE** ----- PER  
**OFF-LINE FEEDS** (*radio*) ----- RP 25  
**OLYMPIC GAMES** ----- CUL 15-1  
**OPENING OF POST** ----- ORG 8  
**OPERA** ----- CUL 14  
     As cultural presentation ----- CUL 16  
**OPERATING EXPENSES:**  
     Budget estimates ----- BUD  
     Commercial vouchering ----- ACC 18  
     Expense accounting ----- ACC 8  
**OPERATIONS** (*admin. & program*)  
     (*Use approp. subj.*)  
**OPERATOR'S PERMITS** (*for agency vehicles*) ----- VEH 11-6  
**OPINIONS:** (*Use approp. subject*)  
     Foreign info. media ----- INF 13  
     Image of U.S. ----- INF 12-3  
     Image of other countries ----- INF 12-4  
     Public (*general*) ----- INF 12  
     Radio programs ----- RP 8-8  
     World Surveys ----- INF 12-1  
**ORDERS:** (*Use approp. subj.*)  
     Book (*pubs. procurement*) ----- FSV 8; BKS 14  
     Purchase ----- PRC 9  
     Travel (*general*) ----- TRV 9  
**ORGANIZATION** (*agency, post, office, etc.*) ----- ORG  
     Charts ----- ORG 8  
**ORGANIZATIONS** (*Use approp. subj.*)  
**ORIENTATION:**  
     Agency personnel ----- PER 9  
     Exchange grantees ----- EDX 28-1  
**OTHER AGENCY RELATIONS:** (*Use approp. subj.*)  
     Administrative support (*policy*) ----- ORG 4  
         CAMO ----- ORG 1-2  
         Fiscal transaction ----- ACC 3  
             Accounting ----- ACC 14  
         Reimbursement estimates ----- BUD 4  
     Consolidated administration ----- ORG 1-2  
     Coordination:  
         General ----- ORG 1  
         Special programs (*Use approp. subj.*)  
     Country team ----- ORG 1-1  
**OUTAGES** (*radio*) ----- RP 14-2  
**OVERAGES** (*agency accounts*) ----- ACC 23-1  
**OVERSEAS SCHOOLS PROGRAM** ----- EDU 9-5  
**OVERTIME PAY** ----- PER 11-6

**P**

**PACKAGE PROGRAMS** (*radio*) ----- RP 36  
**PACKETS** (*info. prog.*): (*Use approp. subj.*)  
     Books ----- BKS  
     Cultural ----- CUL  
     Publications ----- PB 29-4  
**PACKING** (*agency shipments*) ----- SHW 11  
**PAINTING:**  
     Exhibits:  
         Inf. & cult. program ----- EXH  
         As fine art ----- CUL 13-2  
**PAMPHLETS:**  
     Agency publications ----- PR 10  
     Information prog. pubs. ----- PB; PB 29-1  
**PAN AMERICAN PARLIAMENTARY ASSOCIATION** ----- LEG 3  
**PAPERBACK BOOKS** ----- BKS  
**PAPERS:**  
     Newspapers (*See NEWSPAPERS*)  
     Official (*agency*) ----- CR  
     White:  
         As agency publications ----- PR 10  
         As background studies (*Use approp. subj.*)  
**PAPERWORK MANAGEMENT** ----- CR 10, 17 thru 20  
**PARADES:**  
     Commemorative celebrations ----- CUL 6  
**PARCEL POST** ----- CR 3-3  
**PARKING SPACE** (*government*) ----- BG 11  
**PARKS & RESERVATIONS** ----- CUL 10-6  
**PASSENGER RATES & CHARGES**  
     (*agency*) ----- TRV 6-1  
**PASSES** (*dining room*) ----- BG 12  
**PASSPORTS:**  
     For agency travelers ----- TRV 13  
     For agency couriers ----- CR 3-1  
**PAY & ALLOWANCES:**  
     Fiscal aspect (*payroll*) ----- ACC 16  
     Personnel aspect ----- PER 11  
**PAYING TRANSACTIONS** (*disbursing*) ----- ACC 23  
**PAYMENTS:**  
     Balance of ----- FN 12  
     Cash ----- ACC 23-8  
     International ----- FN 10  
**PAYROLL** (*agency*) ----- ACC 16  
**PEN PALS** (*private cooperation*) ----- PVT 12  
**PENETRATION** (*security aspects*):  
     Govt. bldgs. ----- BG 16-10  
     Personnel ----- PER 16-1  
**PENSIONS:**  
     Agency employees ----- PER 13-8  
     Social security (*other than for agency employees*) ----- LAB 16  
**PEOPLE-TO-PEOPLE PROGRAM** ----- PVT 6  
**PER DIEM RATES** ----- TRV 8  
**PERFORMANCE:**  
     Bid bonds (*contracts*) ----- PRC 8  
     Evaluation (*personnel*) ----- PER 10  
     Radio installations ----- RIO 8  
     Rating Committee (*personnel*) ----- PER 10-1

NON P

PERFORMING RIGHTS ( <i>See RIGHTS</i> )	
PERIODICALS ( <i>See MAGAZINES</i> )	
PERMITS, PARKING	BG 11
PERSONAL:	
Effects ( <i>agency employees</i> ):	
Transportation of	SHW
Property Accounting	ACC 9
Status of agency employees	PER 19
PERSONNEL:	
Agency	PER
Ceilings ( <i>agency</i> )	BUD 16
Staffing, Complement.	PER 4
PETITIONS: ( <i>Use approp. subj.</i> )	
From general public	PR 13-1
PETTY CASH	ACC 23-8
PHILATELY, STAMP COLLECTING.	
General	CUL 15
People-to-people prog.	PVT 6-3
PHOTOGRAPHIC EQUIPMENT:	
General	ES
Laboratory ( <i>info. prog.</i> )	PIX 10
Protective use ( <i>security aspects</i> )	BG 16-7
PHOTOGRAPHS: ( <i>Use approp. subj.</i> )	
Agency public relations use	PR 9-3
Requests for	PR 13
Information program use:	
Acquisition, prod., distrib., etc.	PIX
Exhibit-display program	EXH
Presentation program	CUL 9-8
Radio eng. & constr.	REC 13, 15-4, 16-5
Radio installation damage	RIO 9
PHOTOGRAPHY:	
As agency service	FSV 1
As a hobby	CUL 15
Radio engineer. & constr.	REC 13
Radio install. operations	RIO 9
PHYSICAL:	
Examinations ( <i>employees</i> )	PER 14-4
Fitness ( <i>employees</i> )	PER 14-6
PHYSICALLY-HANDICAPPED:	
Employment ( <i>by agency</i> )	PER 13
PHYSICIANS:	
Employment ( <i>agency</i> )	PER 13
Exchange grantees & visitors	EDX
Professional services:	
For agency employees	PER 14
PICTURE(S): ( <i>Use approp. subj.</i> )	
General	PIX
Materials	PIX 19
Motion pictures	MV, MVF, MVP
Photos	PIX
Stories	PIX 19-3
PIER CHARGES ( <i>govt. shipments</i> )	SHW 12
PILOT MODELS ( <i>pamphlets</i> )	PB 29-2
PIRACY:	
Book	BKS
Space ( <i>info. communications prog.</i> )	SPC 8
PISTOLS ( <i>as non-military firearms</i> ):	
For agency security purposes	BG 16-4
PLACEMENT: ( <i>Use approp. subj.</i> )	
Exhibits	EXH 13
Films & TV prog.	MVP 13
PLACEMENT: ( <i>cont'd</i> )	
News	P 13
Pictures	PIX 13-2
Publications	PB 13-3
Radio prog.	RP 13
PLANS, PLANNING. ( <i>Use approp. subj.</i> )	
PLASTIC PLATES	PIX 19-4
PLAY PRODUCTION	
( <i>library &amp; ctr. activity</i> )	LIB 6-1
PNEUMATIC TUBE SYSTEM	CR 3-6
POETRY	CUL 13-3
POLICE PROTECTION	BG 17
POLICY ( <i>Use approp. subj.</i> )	
POLICY GUIDANCES ( <i>USIA</i> )	
General	INF 1-1
( <i>Use also approp. subj.</i> )	
POLITICAL:	
Activities:	
Government employees:	
Authorized	PER 15-14
Prohibited	PER 12
Advisers ( <i>POLAD</i> )	ORG 1, 4
POLLS, PUBLIC OPINION:	
Agency	PR 13-2
U. S. or foreign country	INF 12, or approp. subj.
POPULAR COMMENT ( <i>on agency program</i> )	PR 13
PORT (S):	
Fees & charges	SHW 19
Of entry ( <i>gov't. shipments</i> )	SHW 19
POSITION:	
Authorization	BUD 16
Descriptions	PER 18
Papers ( <i>Use approp. subj.</i> )	
POST:	
Allowances	PER 11
Budget estimates	BUD 7
Exchange (PX) privileges ( <i>employees</i> )	PER 15-2
Management	ORG 1, 10, 11
Opening, closing, etc.	ORG 8
Reports	PER 2-1
Security Officers	SY 6-2
POSTAGE STAMPS ( <i>sale of</i> )	ACC 23-16
POSTAL SERVICES ( <i>agency</i> ):	
Military	CR 3-3
U.S.	CR 3-3
POSTERS:	
Agency:	
Preparation	FSV 1
Public relations use	PR 9-2
Information program use:	
Production, distribution, etc.	PIX 19-6
Exhibit & display program	EXH
Presentation program	CUL 9-8
Psychological operations	PSY 15
POSTING ( <i>of radio installations</i> )	REC 16-2
POSTS, FOREIGN SERVICE	ORG
POTOMAC CABLES	INF 1-6
POUCH & COURIER SERVICE ( <i>U.S.</i> ):	
Courier ( <i>accompanied</i> )	CR 3-1
Pouch ( <i>unaccompanied</i> )	CR 3-2
POWER ( <i>radio</i> ):	
Distribution systems	REC 20; RIO 20

<b>POWER (radio) (cont'd)</b>	
Engineering & construction .....	REC 21
Generation systems .....	REC 20; RIO 20
Installation operations .....	RIO 21
<b>PRELIMINARY ESTIMATES (budget)</b> .....	BUD 6
<b>PREMISES, GOVERNMENT (See BUILDINGS &amp; GROUND)</b>	
<b>PREMIUM PAY (employee)</b> .....	PER 11-6
<b>PRESENTATION PROGRAM:</b>	
Materials (USIS, etc.) .....	CUL 9
People .....	CUL 16
<b>PRESERVATION:</b>	
Cultural property .....	CUL 10-1
<b>PRESIDENTIAL:</b>	
Directives, Proclamations. (Use approp. subj.)	
Libraries .....	LIB
<b>PRESIDENT'S BUDGET</b> .....	BUD 10
<b>PRESS:</b>	
Associations, Correspondents: .....	P 7, P 6
Agency relations with .....	PR 11
Information program, role in .....	P 7, P 6
Visits .....	P 7
Censorship .....	P 10
Clipping service .....	P 9-1
Clippings (Use approp. subj.)	
Communist .....	CSM 10-2
Conferences .....	PR 11-3; P 3-1
Correspondents .....	P 6
Coverages .....	P 16
Exchange agreements .....	P 4
Foreign press reviews .....	P 2-2
Freedom of .....	INF 7-1
Information program .....	P
Interviews (agency) .....	PR 11-3
Local .....	P 7, 9
Materials (by type) .....	P 24
Requests (general) .....	P 14
Organizations .....	P 3, 7
Passes .....	P 6
Relations (agency) .....	PR 11
Releases .....	PR 11-2; P 17, or approp. subj.
Summaries .....	P 2-1
<b>PREVIEWS: (Use approp. subject)</b>	
Budget .....	BUD 6
Exhibits .....	EXH 16
Motion pictures .....	MVP 13-1
TV programs .....	MVP 13-1
<b>PRICE SCHEDULES, RETAIL</b> .....	PER 11-9
<b>PRINCIPAL OFFICER (at FS post):</b>	
Appointment .....	PER 13-2
Conferences .....	ORG 3-2
Diplomatic title and rank .....	PER 17
<b>PRINCIPAL WITNESS STATEMENTS</b>	
(at budget hearings) .....	BUD 9-1, 11-1, 11-3
<b>PRINT CONTROL (film)</b> .....	MVF 19
<b>PRINTING &amp; PUBLISHING:</b>	
Agency reproduction service .....	FSV 6
Information program facilities .....	PB 23
<b>PRIORITIES (Use approp. subj.)</b>	
<b>PRIVATE:</b>	
Cooperation program (info. & culture) .....	PVT
College & univ. affiliation .....	EDX 23-1
<b>PRIVATE: (cont'd)</b>	
Individuals, groups & orgs.:	
Agency liaison with .....	PR 6, 7 or approp. subj.
Vehicles (agency employees):	
Shipment overseas .....	SHW
Use for official local transportation .....	TRV 12-1
<b>PRIVILEGE:</b>	
Executive .....	LEG 9
Post exchange (PX) .....	PER 15-2
<b>PRIZES (See also AWARDS)</b>	
Motion picture & TV festivals .....	MV 8-1
<b>PROCEDURES: (Use approp. subj.)</b>	
Office .....	ORG 12
<b>PROCUREMENT:</b>	
Building & land:	
General .....	BG 4, 6
Radio sites .....	REC 14
Equipment & supplies .....	PRC
Vehicles .....	VEH 6
General .....	PRC
Info. prog. materials (Use approp. subj.)	
Publications:	
Administrative aspect .....	FSV 8
Exchange agreements .....	PB 4
Services .....	PRC or approp. subj.
<b>PRODUCERS:</b>	
Assignment schedules:	
Motion pictures .....	MVP 6-7
Radio .....	RP 17-1
Television .....	MVP 6-7
Commercial (motion pict.) .....	MV 13-1
<b>PRODUCTION: (Use approp. subj.)</b>	
Books .....	BKS
Exhibits .....	EXH 10
Motion pictures .....	MVP 6
Publications .....	PB 20
Radio programs .....	RP 17
TV programs .....	MVP 6
<b>PROFESSOR EXCHANGE:</b>	
Foreign .....	EDX 13
U.S. .....	EDX 19
<b>PROGRAM(S): (Use approp. subj.)</b>	
Centers (radio) .....	RP 26
Effectiveness (Use approp. subj.)	
Highlights .....	INF 2-2
Policy directives .....	INF 1-3
Schedules (radio) .....	RP 7
<b>PROGRAM PLANNING BUDGET SYSTEM</b> .....	BUD 1-2
<b>PROGRAM REVIEW COMMITTEE</b> .....	INF 1-14
<b>PROGRAMMING:</b>	
Motion pictures .....	MVP
Restrictions on .....	MVP 10
Psychological operations .....	PSY 16
Radio .....	RP
Services (for exchg. grantees) .....	EDX 28
Television .....	MVP
Restrictions on .....	MVP 10
<b>PROJECT PROPOSALS: (Use approp. subj.)</b>	
Motion pictures .....	MVP 6-1, 6-6
Publications .....	PB 19
Radio engineering .....	REC 1-1
TV .....	MVP 6-1, 6-6

**PROJECTION SERVICES** (*motion pictures & TV*) ----- MVF 16  
**PROJECTIONS** (*budget*) ----- BUD 6  
**PROMINENT PERSONS:**  
 Congress (*U.S.*), members of ----- LEG 6  
 Cultural presentation of ----- CUL 16  
 Musicians ----- CUL 14-11  
 Visits (*Use approp. subj.*)  
 Media coverage (*Use approp. subj.*)  
**PROMOTION:**  
 Agency employees ----- PER 13-6  
 Agency programs (*Use approp. subj.*)  
**PROMOTION & PUBLICITY:**  
 Information media programs (*Use approp. subj.*)  
**PROMOTIONAL KITS** (*motion pictures & TV*) ----- MVP 9-2  
**PROPAGANDA:**  
 Communist ----- CSM 10  
 Int'l. information program:  
 General ----- INF  
 Specific media programs (*Use approp. subj.*)  
**PROPAGATION** (*radio frequency*)  
 Forecasts ----- RF 13  
 Predictions ----- RF 13  
 RTT ----- CR 7-15  
**PROPERTY:**  
 Accountability ----- ES 7  
 Accounting:  
 Personal ----- ACC 9  
 Real ----- ACC 10  
 Acquisition (*radio sites*) ----- REC 14  
 Agency:  
 Buildings & land ----- BG  
 Equipment & supplies ----- ES  
 Vehicles ----- VEH  
 Cultural ----- CUL 10  
 Restitution of looted ----- CUL 10-1  
 Excess (*agency*) ----- ES 12  
 Protection (*radio sites*) ----- RP 12-4  
 Real:  
 Radio sites ----- REC 14  
 U.S. gov't bldgs & grounds ----- BG  
 Surplus (*See EXCESS above*)  
 Surveys (*agency employees*) ----- ES 7-4  
**PROTECTION:** (*See also SECURITY*)  
 Of cultural property ----- CUL 10-1  
 Of diplomatic & cons. property ----- BG 17  
 Of radio sites ----- RP 12-4  
 Of vital records (*agency*) ----- EP 8-3  
**PROTESTS:** (*Use approp. subj.*)  
 Procurement & Contracting ----- PRC 13  
**PSYCHOLOGICAL OPERATIONS** ----- PSY  
**PUBLIC:**  
 Attitudes (*general*) ----- INF 12 or approp. subj.  
 Buildings & grounds ----- BG  
 Comments ----- PR 13 or approp. subj.  
 Inquiries ----- PR 13 or approp. subj.  
 Law: (*Use approp. subj.*)  
 Opinion ----- PR 13 or approp. subj.  
 Parks ----- CUL 10-6  
 Records:  
 As agency records ----- CR  
 As cultural property ----- CUL 10-5

**PUBLIC:** (*cont'd*)  
 Relations (*agency*) ----- PR  
**PUBLIC AFFAIRS OFFICER**  
 Appointment ----- PER 13-2  
 Diplomatic title & rank ----- PER 17  
 Meetings & conferences ----- ORG 3-4

## Q

**QUALITY CONTROL** (*films & videotapes*) --- MVF 15  
**QUARTERS** (*for FS personnel*) ----- BG  
 Allowance ----- PER 11-1  
 Assignment ----- PER 15-12  
 Construction & maintenance ----- BG  
 Radio sites ----- REC 14

## R

**RADIO:**  
 Agency use:  
 In public relations ----- PR 8  
 Telecommunications services ----- CR 7  
 Communist propaganda use ----- CSM 10-1  
 Contests. Clubs. ----- RP 8-3  
 As educational medium ----- EDU 12  
 In English teaching ----- EDU 10-11  
 Engineering & construction ----- REC  
 Equipment: ----- ES  
 Engineering & construction ----- REC  
 Operation ----- RIO  
 Frequencies ----- RF  
 Interference ----- RF 10-3  
 Monitoring operations ----- RF 10  
 Programming ----- RP  
 Programs ----- RP  
 Relay station operations ----- RIO  
 Stations. Networks. (*non-USIA*) ----- R 6  
 Systems (*non-USIA*) ----- R 6  
**RADIO FREE EUROPE** (*RFE*) ----- R 6-2  
**RADIO IN AMERICAN SECTOR**  
 (*RIAS*) ----- R, REC, RF, RIO, RP  
**RADIO LIBERTY** ----- R 6-2  
**RADIO LUXEMBOURG** ----- R 6-3  
**RANK** (*employees*):  
 U. S. diplomatic title & rank policy ----- PER 17  
**RATES:**  
 Per diem & mileage ----- TRV 8  
 Wage:  
 Local employees ----- PER 11-5  
 U.S. gov't. employees (*Amer.*) ----- PER 11-5  
**RATES & CHARGES:**  
 Freight (*See Transportation below*)  
 Telegraph (*agency*) ----- CR 7-7  
 Telephone (*agency*) ----- CR 8-5  
 Transportation:  
 Agency rates (*general*) ----- SHW 6-1; TRV 6-1  
 Household/personal effects  
 (*FS employees*) ----- SHW 6-1  
**RATINGS, PERFORMANCE** ----- PER 10-2



**REACTIONS:** (*Use approp. subj.*)

- To events:
  - Foreign info. media ----- INF 13 or approp. subj.
  - General reports & surveys ----- INF 12
- To info. media programs (*See approp. media prog.*)

**READERSHIP REPORTS & SURVEYS**

- Books ----- BKS 8-1
- Publications ----- PB 8-3

**READING ROOMS** (*USIS*) ----- LIB

**REAL PROPERTY** (*agency*):

- Accounting ----- ACC 10
- U. S. govt.-owned bldgs. & land ----- BG, REC

**RECEIPTS:**

- Classified material ----- CR 16-2
- Cryptographic material ----- CR 7-11
- Disbursements & ----- ACC 23-3, 23-4
- Miscellaneous ----- ACC 11, 15
- Shipping & warehousing ----- SHW 13

**RECEIVERS** (*radio*)

- Engineering & construction ----- REC 19
- Installation operations ----- RIO 19

**RECEIVING SYSTEMS** (*radio*)

- Engineering & construction ----- REC 19
- Installation operations ----- RIO 19

**RECEPTION** (*radio*):

- RTT (*agency telecommunications*) ----- CR 7-14
- Reports ----- RF 10-1

**RECEPTION CENTERS** (*for exchange grantees*) ----- EDX 28-3

**RECONNAISSANCE SURVEYS**

- (*radio construct.*) ----- REC 15-1

**RECORDING FACILITIES & SERVICES**

- (*motion picture & TV*) ----- MVF 15

**RECORDINGS:**

- Agency:
  - Audio-visual services ----- FSV 1
  - Public relations use ----- PR 9-1
- Information & cultural:
  - Music program ----- CUL 14-6
  - Radio ----- RP 22, 23
  - Television ----- MVP 17

**RECORDS:**

- Agency ----- CR
- Public (*as cultural property*) ----- CUL 10-5

**RECREATION** (*for agency employees*) ----- PER 15-15

**RECRUITMENT** (*agency personnel*) ----- PER 13-7

**RECUOPERATION** (*See REST & RECUOPERATION TRAVEL*)

**REDUCTION-IN-FORCE** (*personnel*) ----- PER 4-1

**REEMPLOYMENT** ----- PER 13-2

**REFERENCE SERVICE** (*agency records*) ----- CR 11-3

**REFUNDS** ----- ACC 7, 11

**REGIONAL:**

- Finance Centers ----- FMGT
- Medical Centers ----- PER 14-6
- Security Officers ----- SY 6-1
- Service Centers (*USIA*) ----- PB 23
- Supply Centers ----- ES 4

**REGISTER, BIOGRAPHIC** (*State Dept.*) ----- PER 2-2

**REGISTERS:**

- After hours entry & departure ----- BG 16-12
- Classified documents ----- CR 16-2

**REGISTRATION:**

- Agency vehicles ----- VEH 11-5
- Employee training ----- PER 9-9

**REGULATIONS:** (*Use approp. subj.*)

- Directives system ----- CR 19

**REIMBURSEMENT:**

- Accounting aspect ----- ACC 11, 15
- Budget aspect ----- BUD 4

**REINSTATEMENT** ----- PER 13-2

**RELATIONS** (*Use approp. subj.*)

**RELAY STATION INSTRUCTIONS** (*radio*) ----- RIO 5-2

**RELAY STATION OPERATIONS** (*radio*) ----- RIO

**RELIABILITY** (*radio*) ----- RIO 8

**RELICS, HISTORICAL** ----- CUL 10

**RELOCATION, EMERGENCY** ----- EP 7

**REMOTE COVERAGE SERVICES**

- (*Motion picture & TV*) ----- MVF 18

**RENTAL OF:**

- Equipment & supplies (*agency*) ----- PRC 4
- Vehicles ----- VEH 6
- Motion pict. & TV programs ----- MVP 13

**REORGANIZATION OF:**

- Agency, office, post, etc. ----- ORG 8

**REPAIRS TO:**

- Agency communications equip. ----- CR 7-10
- Buildings & grounds (*U.S. govt.-owned*) ----- BG 10
- Equipment & supplies (*agency*) ----- ES 10
- Vehicles ----- VEH 10
- Radio installations ----- RIO 14

**REPLACEMENT OF:**

- Equipment & supplies (*agency*) ----- ES 1-2
- Vehicles ----- VEH 6
- Exhibit components ----- EXH 11-6

**REPORTERS, NEWSPAPER** (*See JOURNALISTS*)

**REPORTING REQUIREMENTS** (*admin.*) ----- ORG 2-1

**REPORTING SERVICES** (*agency*) ----- FSV 2

**REPORTS:** (*Use approp. subj.*)

- To Congress (*general*) ----- LEG 2
- Post ----- PER 2-1 or approp. subj.

**REPORTS MANAGEMENT** ----- CR 17

**REPRESENTATION ALLOWANCES** ----- PER 11-8

**REPRINT RIGHTS** (*See RIGHTS*)

**REPRINTS, MAGAZINE** (*info. prog.*) ----- P 24-8

**REPRODUCTION & DISTRIBUTION:**

- Administrative service ----- FSV 6
- Information program service ----- PB 23

**REQUESTS:** (*Use approp. subj.*)

**REQUIREMENTS, REPORTING** (*admin.*) ----- ORG 2-1

**REQUISITIONS:**

- Equipment & supplies (*agency*) ----- PRC 11
- Printing & reproduction ----- FSV 6
- Publications production (*info. prog.*) ----- PB 23-8
- Services: (*Use approp. subj.*)

**RESEARCH:** (*Use approp. subj.*)

- Books ----- BKS 11
- Info. program (*general*) ----- INF 11
- Motion pictures ----- MV 11; MVP 11
- Press ----- P 11
- Publications ----- PB 11; PPB 11
- Radio ----- R 7; RF 11; REC 11; RIO 11; RP 11
- Space communications ----- SPC 11
- Television ----- MV 11; MVP 11

Q  
R

**RESEARCH & ANALYSIS** (*program*):  
 (*Use aprop. subj.*)  
 International information program  
 (*USIA*) ----- INF 11, 12, 13

**RESERVATIONS:**  
 For government travelers ----- TRV 15-4  
 As public property ----- CUL 10-6

**RESIGNATION** (*employees*) ----- PER 13-9

**RESOLUTIONS:** (*Use approp. subj.*)  
 From general public ----- PR 13-1

**REST & RECUPERATION TRAVEL:**  
 Health aspect ----- PER 14-11  
 Travel aspect ----- TRV 9

**RESTAURANTS:**  
 As facility in govt. bldgs. ----- BG 12

**RESTITUTION** (*of cultural property*) ----- CUL 10-1

**RESTORATION OF:**  
 Cultural property (*e.g., looted art, hist. sites, etc.*) ----- CUL 10-1  
 Funds (*agency budget*) by Senate ----- BUD 11-2, 11-3

**RESTRICTED AREAS** (*within govt. bldgs.*) ----- BG 16-8

**RESTRICTIONS** (*See also CONTROL, CENSORSHIP*)  
 Motion picture & TV programming ----- MVP 10  
 Publications (*import-export*) ----- PB 16

**RETAIL PRICE SCHEDULES**  
 (*as basis for determining allowances*) ----- PER 11-9

**RETENTION REGISTERS** (*employees*) ----- PER 4-1

**RETIREMENT:**  
 Motion picture prints ----- MVF 19-4  
 Personnel (*agency*) ----- PER 13-8  
 Records (*agency*) ----- CR 15-1

**RETURNED GRANTEES** ----- EDX 29

**REVIEW:** (*Use approp. subj.*)  
 Books ----- BKS 16  
 Contracts ----- PRC 20

**REVOLVING FUND** ----- ACC 6

**RIGHTS & PRIVILEGES** (*Real prop.*)  
 Radio sites ----- REC 14-4

**RIGHTS** (*See also CLEARANCES*)  
 Art work ----- PIX 12  
 Books ----- BKS 12  
 Exhibits ----- EXH 12  
 Motion pictures ----- MVP 12  
 Photographs & pictures ----- PIX 12  
 Political  
 Voting rights govt. employees ----- PER 15-14  
 Press ----- P 12  
 Press & publications (*gen.*) ----- PPB 12  
 Publications ----- PB 12  
 Radio (*prog. material*) ----- RP 12  
 Rental & performance (*music*) ----- CUL 14-9  
 Television material ----- MVP 12

**RIOTS:**  
 Damage to govt. property ----- BG 20  
 Security Officer, role in ----- SY 13

**ROADS** (*at radio installations*)  
 Engineering & construction ----- REC 16-3

**ROSTERS:**  
 Duty ----- ORG 6  
 Training (*personnel*) ----- PER 9-8

**ROUND-UP PROGRAM** ----- EP 9

**ROUTES & SCHEDULES:**

Commercial carriers:  
 Household/personal effects ----- SHW 6-2  
 Personnel (*agency*) ----- TRV 6-2  
 Shipments (*agency*) ----- SHW 6-2  
 Courier ----- CR 3-1

**ROUTING** (*of agency communications*) ----- CR 4

**RULES & REGULATIONS** (*Use approp. subj.*)

**S**

**SABOTAGE** (*Involving govt. property*) ----- BG 16-9, 20

**SAFE DRIVING AWARDS** (*agency*) ----- VEH 13

**SAFEGUARDING OF FUNDS** ----- FMGT 10

**SAFEHAVEN:**

Enemy aliens (E & E program) ----- EP 6-6

**SAFES:**

As security equipment ----- BG 16-3

Procurement ----- PRC

Utilization standards ----- CR 13

**SAFETY:**

Agency employees ----- PER 14-12

Bldgs. & grounds (*govt.*) ----- BG 13

**Radio:**

Engineering & construction ----- REC 10

Installation operations ----- RIO 15

**SALARIES** (*agency personnel*) ----- PER 11

**SALE(S):**

Accounting (*income*) ----- ACC 15

Books ----- BKS 13

Bldgs. & grounds (*govt.*) ----- BG 15-3

Films ----- MVF 19-3

**Motor vehicles:**

Agency employee ----- PER 15-4

Government-owned ----- VEH 15

Proceeds of (*excess property*) ----- ES 12-5

Publications ----- PB 13

**SCATTER** (*radio frequency*):

Back ----- RF 14

Forward ----- RF 15

**SCENERY** (*motion picture & TV*) ----- MVF 14

**SCHEDULES:**

Exhibits ----- EXH 13-2

Frequencies (*telecom.*) ----- CR 7-13

**Motion pictures:**

Facilities ----- MVF 7

Festivals ----- MV 8

Production ----- MVP 6-7

Showings ----- MVP 13-4

Publications (*production*) ----- PB 20-3

**Radio:**

Frequencies ----- RF

Producer's assignment ----- RP 17-1

Programs ----- RP 7

Records control (*agency*) ----- CR 15-4

Reporting (*administrative*) ----- ORG 2-1

**Television:**

Facilities ----- MVF 7

Production ----- MVP 6-7

Telecasts ----- MVP 13-4

**SCHEDULES: (cont'd)**

Training (*personnel*) ..... PER 9-8  
 Transportation carriers ..... SHW 6-2; TRV 6-2  
 Wages (*employees*) ..... PER 11-5

**SCHOLARSHIPS:**

College & university:  
   Employees (*agency*) ..... PER 9  
   General ..... EDU 9-3  
   For specific fields of study (*Use approp. subj.*)  
 Exchange program (*Use approp. subj.*) ..... EDX

**SCHOLARSHIPS, BOARD OF FOREIGN** ..... EDX 7**SCHOOLS: (See also EDUCATION & TRAINING)**

Approved for exchange visitors ..... EDX 33  
 Community, abroad (*for FS dependent children*) ..... EDU 9-5  
 Employee training ..... PER 9  
 Overseas schools (*American*) ..... EDU 9-5  
 At radio installations ..... RIO 6-1  
 U. S.-sponsored, abroad ..... EDU 9-5  
 Grants to foreign students to attend ..... EDX 10-5

**SCIENCE ATTACHES:**

Org. & admin. support ..... ORG 1, 4, 8  
 Personnel matters ..... PER  
 Program reporting (*Use approp. subj.*)

**SCIENTIFIC & CULTURAL ORGANIZATION,**

UN EDUCATIONAL (*UNESCO*)--CUL, EDU, SCI

**SCORES, MUSICAL** ..... CUL 14-7**SCREENING(S):**

Motion picture & TV: ..... MVP 13-2  
   Facilities ..... MVF 12  
   Notices ..... MVP 13-2  
   Room ..... MVF 12

**SCREENING PROCEDURES, SECURITY:**

Agency personnel ..... PER 16  
 Name checks (*general*) ..... SY 10

**SCRIPTS (info. programs):**

Exhibits ..... EXH 10-1  
 Motion pictures ..... MVP 16  
 Radio ..... RP 21  
 Television ..... MVP 16

**SCULPTURE (as fine art)** ..... CUL 13-2**SEATO (radio broadcasting)** ..... R 6-3**SECONDARY EDUCATION** ..... EDU 9-2**SECRETARIAT (Use approp. subj. for int'l. org., conf., etc.)****SECURITY:**

Buildings & grounds  
   (*U.S. government*) ..... BG 16 thru 18  
 Cryptographic ..... CR 7  
 Documents & information ..... CR 16  
 Industrial & institutional ..... SY 15  
 Investigative procedures ..... SY 14  
 Officers ..... SY 6  
 Personnel (*agency*) ..... PER 16  
 Program (*general*) ..... SY  
 Radio:  
   Engineer. & construction ..... REC 12  
   Installations ..... RIO 16  
   Surveys ..... SY 2-2  
   Violations (*general*) ..... SY 8

**SELECTION BOARDS** ..... PER 13-6**SELECTION OF:**

Books ..... BKS 16

**SELECTION OF: (cont'd)**

Library holdings ..... LIB 13-3  
 Motion pict. & TV materials ..... MVP 6-9  
 Pictures ..... PIX 9

**SELECTION OUT** ..... PER 13-6**SEMINARS. WORKSHOPS.** ..... EDU 13

Employee training ..... PER 9  
 English teachers ..... EDU 10-6  
 Library procedures ..... LIB 12-1  
 Student leader grantees ..... EDX 10-6  
 U. S. teachers abroad ..... EDX 20-4

**SENATE (Agency contacts with)** ..... LEG**SEPARATION:**

Agency employees ..... PER 13-9  
 Allowance ..... PER 11-10

**SERIALIZATION RIGHTS (See RIGHTS)****SERUMS (medical use by agency)** ..... PER 14-8, 14-10**SERVICE CENTERS, REGIONAL (USIA)** ..... PB 23**SERVICES, FACILITIES & (Use approp. subj.)****SETTLEMENTS (contracts)** ..... PRC 13**SHELTER AREAS (in govt.-owned bldgs.)** ..... BG 13**SHIPMENTS (See SHIPPING)****SHIPPING (agency):**

Equipment & supplies ..... SHW  
 Household/personal effects ..... SHW  
 Instructions & procedures ..... SHW 7-1  
 Notices to field ..... SHW 10  
 Orders ..... SHW 15  
 Program materials ..... SHW

**SHORTAGES:**

Funds (*agency accounts*) ..... ACC 23-1  
 Shipments (*agency*) ..... SHW 16

**SHOWING, MOTION PICTURE & TV** ..... MVP 13**SICK LEAVE** ..... PER 8**SISTER-CITY AFFILIATION** ..... PVT 10**SITE:**

Acquisition:  
   Govt.-owned property ..... BG 6  
   Radio sites & surveys ..... REC 14  
 Audits ..... FMGT 12  
 Exhibits ..... EXH 10-2  
 Preparation & Conservation:

  Radio sites ..... REC 16

**SNACKBARS (in govt. bldgs.)** ..... BG 12**SOCIAL ACTIVITIES (employees)** ..... PER 15-15**SOIL (radio sites):**

Borings & tests ..... REC 16-6  
 Conservation ..... REC 16-8

**SPACE:**

Assignment (*in govt. bldgs.*) ..... BG 11  
 Communications:  
   Commercial aspect ..... TEL 6  
   Info. program aspect ..... SPC  
   Scientific aspect ..... SP

**SPEAKER SERVICE:**

Agency ..... PR 6-1  
 For returned grantees ..... EDX 29-5  
 Lecture program ..... CUL 12

**SPEAKING TOURS (Use approp. subj.)****SPECIAL EVENTS COVERAGE:**

Agency public relations program ..... PR 11-4  
 Information program:  
   Motion pictures ..... MVP 6-8

**SPECIAL EVENTS COVERAGE: (cont'd)**

Press ..... P 16  
 Radio ..... RP 35  
 Still photo ..... PIX 7  
 Television ..... MVP 6-8

**SPECIAL MISSIONS:**

Organization & administration ..... ORG  
 Program activities (Use *approp. subj.*)

**SPECIALIST EXCHANGE PROGRAM:**

Foreign ..... EDX 15  
 International Visitors ..... EDX 15  
 Multinational ..... EDX 21  
 U.S. .... EDX 22

**SPECIFICATIONS: (Use *approp. subj.*)**

Equipment & supplies (*govt.*) ..... PRC 7-4  
 Exhibits ..... EXH 10-3  
 Printing ..... PB 23-9  
 Radio engineer. & constr. .... REC 6, 15-3

**SPEECH CLEARANCE (agency) ..... PR 12-1****SPEECHES:**

Of agency personnel ..... PR 12  
 Arrangements for ..... PR 6-1  
 Of interest for program purposes (Use *approp. subj.*)

**SPONSORSHIP: (Use *approp. subj.*)**

Employee training ..... PER 9-6  
 Radio programs ..... RP 24  
 TV programs ..... MVP 13-6

**SPORT ANNOUNCEMENTS (radio) ..... RP 16-4****SPORTS:**

Agency recreation program ..... PER 15-15  
 Athletic group presentation ..... CUL 16  
 General ..... CUL 15

**STAFF:**

Corps., Foreign Service ..... PER  
 Housing:

**Assignment:**

F.S. personnel ..... PER 15-12  
 Radio site personnel ..... REC 14

**Construct. & maintenance:**

Foreign Service ..... BG 7, 10  
 Radio sites ..... REC 14

Meetings ..... ORG 3-3

Memoranda (Use *approp. subj.*)

**STAFFING ..... PER 4****STAMP COLLECTING (general) ..... CUL 15**

People-to-people prog. .... PVT 6-3

**STAMPS (sale of) ..... ACC 23-16****STANDARDS: (Use *approp. subj.*)****Equipment & supplies:**

General ..... ES 9  
 Procurement aspect ..... PRC  
 Record equip. utilization ..... CR 13

Job ..... PER 18

Procurement & contracting ..... PRC 17-1  
 Radio engineering & constr. .... REC 6

**STANDBY, RADIO:**

Installation status ..... RIO 12  
 Programs ..... RP 15

**STANDING COMMITTEES (Use *approp. subj.*)****STATION IDENTIFICATION (radio**

routines) ..... RP 16-2

**STATIONS:****Radio:**

Non-USIA ..... R 6  
 USIA engineering & constr. .... REC  
 USIA installation operations ..... RIO  
 Television ..... MVF 10

**STATISTICAL SERVICES (agency) ..... FSV 3-7****STATISTICS (Use *approp. subj.*)****STATUES (as cultural property) ..... CUL 10-2****STATUS: (Use *approp. subj.*)**

Military service (of employees) ..... PER 21  
 Post, change in ..... ORG 8  
 Radio installations ..... RIO 12

**STATUTES (See LAWS)****STEAMSHIP LINES (agency relations**

with) ..... TRV 6; SHW 6

**STEVEDORING (agency shipments) ..... SHW 12****STOCK:**

Catalogs ..... PRC 6-4  
 Control (equipment & supplies) ..... ES 7-1

**STORAGE:**

Equipment & supplies (agency) ..... SHW  
 Facilities (security) ..... BG 16-11  
 Household/personal effects ..... SHW  
 Consolidated payment for ..... ACC 23-20  
 Space (in *govt. bldgs.*) ..... BG 11  
 Warehousing ..... SHW

**STORY:**

Picture ..... PIX 19-3  
 Text ..... PB 21

**STRIKES (effect on *govt. shipments*) ..... SHW 18-1****STRIKING (of exhibits) ..... EXH 19****STUDENTS:**

Disaffected ..... EDU 6  
 Educational institutions ..... EDU 9  
 (See also *EDUCATION & TRAINING*)

**Exchange program:**

Foreign ..... EDX 10  
 U.S. .... EDX 18  
 Teen-ager program ..... EDX 11  
 Youth program ..... EDX 12

**STUDIES (Use *approp. subj.*)****STUDIO(S)****Radio:**

Engineering & construction ..... REC 22  
 Installation operations ..... RIO 22  
 Television ..... MVF 13

**STUDY GROUPS (Use *approp. subj.*)****SUBCOMMISSIONS (Use *approp. subj.*)****SUBPOENAS (served on agency) ..... LEG 11****SUBSCRIPTIONS:**

Periodical presentations ..... CUL 9-7  
 Publications ..... PB 13-2  
 For returned grantees ..... EDX 29-4

**SUGGESTIONS, EMPLOYEE (Use *approp. subj.*)**

Incentive awards program ..... PER 6  
 Management Improvement ..... ORG 10

**SUMMARIES: (Use also *approp. subj.*)**

Press ..... P 2-1  
 Publications (Table of content) ..... PB 22

**SUPERVISORY TRAINING (employee) ..... PER 9****SUPPLIERS (equipment & supplies) ..... PRC 6**

<b>SUPPLIES</b> ( <i>See EQUIPMENT &amp; SUPPLIES</i> )	
<b>SUPPLY CENTERS, REGIONAL</b> .....	ES 4
<b>SUPPORT, ADMINISTRATIVE</b> .....	BUD 4; ORG 4
<b>SURPLUS PROPERTY</b> .....	ES 12
<b>SURRENDER PROGRAM</b>	
Psychological operations .....	PSY 10
<b>SURVEYS:</b> ( <i>Use approp. subj.</i> )	
Administrative ( <i>general</i> ) .....	ORG 9
Buildings & grounds ( <i>govt.-owned or leased</i> ) .....	BG 6-3
Property ( <i>agency</i> ) .....	ES 7-4
Public opinion:	
Foreign .....	INF 12
U.S. .....	PR 13-2
Radio:	
Engineer.-construction .....	REC 15-1
Engineer.-site acquisition .....	REC 14-3
Records management .....	CR 10-6
Security .....	SY 2-2
<b>SUSPENSIONS, VOUCHER</b> .....	ACC 20-1
<b>SWISS BROADCASTING CORP.</b> .....	R 6-3
<b>SYMPHONY ORCHESTRA</b>	
<b>PRESENTATIONS</b> .....	CUL 16

## T

<b>TABLE OF CONTENTS</b> ( <i>publications</i> ) .....	PB 22
<b>TALENT VENDORS:</b>	
General .....	PRC 6
Exhibits .....	EXH 15
Motion picture:	
Facilities & services .....	MVF 6
Programs .....	MVP 3
Pictures .....	PIX 6
Printing .....	PB 23-6
Publications .....	PB 6
Radio .....	RP 6
Television:	
Facilities & services .....	MVF 6
Programs .....	MVP 3
<b>TALKING PAPERS</b> .....	INF 1-8 or approp. subj.
<b>TAPES:</b>	
Music .....	CUL 14-6
Radio programs .....	RP 22
TV programs .....	MVP 17
<b>TARGET GROUPS</b> ( <i>info. prog.</i> ) .....	INF 6
<b>TAX:</b>	
Exemption:	
Government purchases .....	PRC 16
Income:	
Assistance to employees .....	PER 15-11
Levies ( <i>agency accounts</i> ) .....	ACC 23-14
Procurement & contracting .....	PRC 16
<b>TAXATION</b> ( <i>of govt.-owned property</i> ) .....	BG 14
<b>TAXIS</b> ( <i>official use</i> ) .....	TRV 12
<b>TDY</b> ( <i>detail of personnel</i> ) .....	PER 13-3
<b>TEACHER:</b>	
Development program .....	EDX 14
Exchange program .....	EDX 20
Training ( <i>other than under</i> <i>exchange program</i> ) .....	EDU 9-3
<b>TEACHERS</b> .....	EDU 9

<b>TEACHING</b> ( <i>See EDUCATION &amp; TRAINING</i> )	
<b>TEACHING MATERIALS:</b>	
Agency ( <i>training</i> ) .....	PER 9-10
General .....	EDU 12
Language training .....	EDU 10-5, 11-1
<b>TEAM(S):</b>	
Athletic presentations .....	CUL 16
Country .....	ORG 1-1
Psychological operations .....	PSY 7
<b>TECHNICAL:</b>	
Information exchange ( <i>TIE</i> ) .....	INF 1-7
Inspections ( <i>radio</i> ) .....	REC 7; RIO 7
Monitoring ( <i>radio</i> ) .....	RF 10
Penetration ( <i>of govt. bldgs.</i> ) .....	BG 16-10
Radio data .....	REC 11
Specifications & standards ( <i>radio</i> ) .....	REC 6
<b>TEEN-AGER PROGRAM</b> .....	EDX 11
<b>TELECOMMUNICATIONS:</b>	
As educational media .....	EDU 10-11, 12
Equipment ( <i>agency</i> ) .....	ES
Facilities:	
Agency .....	CR 7
Commercial ( <i>agency use</i> ) .....	CR 7-7
U.S. Govt. ( <i>agency use</i> ) .....	CR 7-6
<b>TELEGRAPH</b> ( <i>agency facilities &amp; services</i> ) .....	CR 7
<b>TELEPHONE</b> ( <i>agency facilities &amp; services</i> ) .....	CR 8
<b>TELEVISION:</b>	
Agency public relations use .....	PR 8
Censorship ( <i>of agency programs</i> ) .....	MVP 10
Communist propaganda use .....	CSM 10-1
As educational medium .....	EDU 12
In English teaching .....	EDU 10-11
As entertainment .....	CUL 15
Facilities & services .....	MVF
Information program, role in .....	MV, MVF, MVP
Programming .....	MVP
Rights .....	MVP 12
Sets .....	MVF 11
Stations, Networks, .....	MVF 10
<b>TELEVISION GUIDES</b> .....	MVP 13-4
<b>TELEX</b> ( <i>as agency service</i> ) .....	CR 7
<b>TELSTAR:</b>	
Information program aspect .....	SPC 6
Scientific aspect .....	SP 12-1
<b>TEMPORARY LODGING ALLOWANCE</b> .....	PER 11-1
<b>TERMINAL FACILITIES</b> ( <i>radio</i> ):	
Engineering & construction .....	REC 26
Installation operations .....	RIO 26
<b>TERMINATION OF:</b>	
Contracts .....	PRC 12
Employment .....	PER 13-9
Office, post, etc. .....	ORG 8
Radio installation operation .....	RIO 12
<b>TERMINOLOGY</b> ( <i>financial</i> ) .....	FMGT 4
<b>TESTIMONIALS</b> ( <i>See AWARDS</i> )	
<b>TESTING:</b>	
Employee training .....	PER 9-11
English language training .....	EDU 10-7
Motion picture & TV programs .....	MVP 8
Radio engineering & constr. .....	REC 9

**TESTS:** (*Use approp. subj.*)

For agency employees & applicants ----- PER 13-4  
 Training employees ----- PER 9-11  
 Relocation ----- EP 7-9  
 Soil (*radio eng. & constr.*) ----- REC 16-6

**TEXTBOOKS:**

As educational medium ----- EDU 12  
 Textbook program ----- BKS (*program*) or BKS 24

**TEXTS, STORY** ----- PB 21

**THEATRE:**

As amusement ----- CUL 15  
 As fine art ----- CUL 13-1  
 Facilities ----- MVF 9  
 Group presentations abroad ----- CUL 16  
 Licensing ----- MVF 9-1

**THEATRICAL RIGHTS** ----- MVP 12

**THEFTS:**

Equipment & supplies (*agency*) ----- ES 7-4  
 Vehicles ----- VEH 4  
 Investigation of ----- SY 12

**THEMES:**

Exhibits ----- EXH 1-2  
 Info. programs (*general*) ----- INF 1-10

**TITLE:**

Deeds (*to govt.-owned property*):  
 Bldgs. & grounds ----- BG 6  
 Vehicles ----- VEH 6  
 Diplomatic, & rank ----- PER 17

**TOKENS** (*local transportation*) ----- TRV 12

**TOPOGRAPHIC SURVEYS** (*radio*

*engineer.*) ----- REC 14-3

**TOP SECRET INVENTORY & CONTROL**

**PROCEDURES** ----- CR 16-2

**TORT CLAIMS** (*vs. agency*) ----- PER 15-16

**TOUR OF DUTY** (*at post*) ----- PER 13-3

**TOURS, TOURISTS.** (*See also VISITS*)

Agency public relations ----- PR 14  
 VOA lectures ----- PR 14  
 Congressional ----- LEG 7  
 Journalists ----- P 6-1  
 Motion picture & TV personalities ----- MV 7  
 Private cooperation ----- PVT 7

**TRAINING:**

(*See also EDUCATION & TRAINING*)

Agency personnel ----- PER 9  
 Other than agency personnel (*info. prog.*) ----- INF 9; LIB 12-1; MV 9; PPB 9; PSY 9; R 8

**TRANSACTIONS, FISCAL**

Other agency ----- ACC 3  
 Paying & collecting ----- ACC 23

**TRANSFER:**

Agency employees:  
 Outside agency ----- PER 13-10  
 Transfer pay ----- PER 11-11  
 Within agency ----- PER 13-3  
 Appropriations (*to another agency*) ----- BUD 14-4  
 Buildings & grounds (*govt.-owned*) ----- BG 15-4  
 Cryptographic material ----- CR 7-11  
 Equipment & supplies (*agency*):  
 Surplus property ----- ES 12-2  
 Vehicles ----- VEH 15

**TRANSFER:** (*cont'd*)

Films ----- MVF 19-5  
 Library holdings ----- LIB 13-6  
 Of office (*to successor*) ----- ORG 12  
 Records (*agency*) ----- CR 15-2

**TRANSISTORS:**

Engineering & construction ----- REC 24  
 Installation operations ----- RIO 24  
 Radio contests ----- RP 8-3

**TRANSLATING SERVICE** (*agency*) ----- FSV 4-2

**TRANSLATIONS:**

Book program ----- BKS  
 Publications ----- PB 17  
 Radio discs ----- RP 23-6  
 Radio script ----- RP 21-4  
 Radio tapes ----- RP 22-6

**TRANSMISSION LINES** (*radio*):

Engineering & construction ----- REC 17  
 Installation operations ----- RIO 17

**TRANSMITTERS** (*radio*):

Engineering & construction ----- REC 18  
 Installation operations ----- RIO 18

**TRANSPORTATION:**

Agency personnel & dependents ----- TRV  
 Freight: ----- SHW  
 Equipment & supplies ----- SHW  
 Household/personal effects ----- SHW  
 Program materials ----- SHW  
 Lines (*carriers*) ----- SHW 6; TRV 6  
 Local (*official govt. use*) ----- TRV 12

**TRAVEL:** (*See also VISITS*)

Accounting & disbursing aspect ----- ACC 17, 20  
 Advances (*general*) ----- ACC 23-13; TRV 8  
 Of agency personnel ----- TRV  
 Allowances (*general*) ----- TRV 8  
 Arrangements for:

Exchange grantees & visitors ----- EDX 28-5  
 Other visitors:

CODELS ----- LEG 7  
 All others ----- TRV

Authorizations (*general*) ----- TRV 9

## Educational:

Of FS dependents ----- TRV  
 Grant program ----- EDX 17

Grants (*exchange program*) ----- EDX

Insurance (*agency employees*) ----- TRV 7

Orders (*general*) ----- TRV 9

Rest & recuperation (*policy*) ----- PER 14-11

## Vouchers:

Accounting aspect ----- ACC 17, 20  
 Preparation & submission ----- TRV 11

**TRAVELERS** (*assistance to*) ----- TRV 15

**TRAVELERS CHECKS** ----- ACC 23-15

**TREASURY CHECKS** (*accounting aspect*) ----- ACC 23-9

**TRENDS** (*Use approp. subj.*)

**TRIBAL CUSTOMS** (*cultural aspect*) ----- CUL

**TRIP(S):**

Field (*by agency officials*) ----- ORG 7  
 Travel arrangements ----- TRV

Other types (*See VISITS*)

Reports ----- ORG 7

**TROUPES** (*in psychological operations*) ----- PSY 6

TRUST FUND (*accounting*) -----ACC 6  
 Deposit & trust fund record -----ACC 23-2  
**TUBES (radio)**  
 As equipment items -----ES  
 Engineering & construction -----REC 24  
 Installation Operations -----RIO 24  
**TURNOVER (personnel)** -----PER 13  
**TWIN CITY AFFILIATION** -----PVT 10

**U**

**UNEMPLOYMENT COMPENSATION**  
 (*personnel*) -----PER 11  
**UNESCO** -----CUL, EDU, SCI  
**UNHEALTHFUL POSTS:**  
 Differential allowance at -----PER 11-7  
 Health & medical services at -----PER 14  
**UNIT SECURITY OFFICERS** -----SY 6-3  
**UNITED STATES:**  
 Advisory Commission On Information ----INF 1-13  
 Sponsored schools abroad ----EDU 9-5; EDX 10-5  
**UNIVERSITIES:**  
 Presentation of materials -----CUL 9  
 Role in education -----EDU 9-3  
 Role in exchange of persons program -----EDX  
 Role in training agency personnel -----PER 9  
**UNIVERSITY:**  
 Affiliation program -----EDX 23-1  
 Alumni organizations  
 (*grantee participation in*) -----EDX 29-3  
 Education -----EDU 9-3  
 Studies program (*for agency employees*) ----PER 9  
**UNLIQUIDATED OBLIGATIONS** -----ACC 7  
**UNLOADING (govt. shipments)** -----SHW 12  
**USAGE:**  
 Of commercial radio lines by VOA -----RP 14  
 Exhibits -----EXH 13  
 Motion pictures -----MVP 13  
 News -----P 13  
 Pictures -----PIX 13-2  
 Publications -----PL 13-3  
 Radio programs & material -----RP 13  
 Television -----MVP 13  
**USE, ACCESS: (See *approp. subj.*)**  
 Of radio installations -----RIO 13  
 Of records -----CR 16-1  
**UTILITIES (in govt. bldgs.)** -----BG 10-1  
**UTILIZATION & DISTRIBUTION:**  
 Equipment & supplies -----ES 11  
 Surplus/excess -----ES 12-3  
 Program materials (*See media subj.*)

**V**

**VACANCIES (position)** -----PER 4  
**VACCINES (agency medical use)** ----PER 14-8, 14-10  
**VAULTS (in govt. bldgs.)** -----BG 16-11  
**VEHICLES (See MOTOR VEHICLES)**  
**VENDORS (agency procurement)**-----PRC 6  
 (*See also TALENT VENDORS*)

**VHF SYSTEMS (radio):**  
 Engineering & construction -----REC 25  
 Installation operations -----RIO 25  
**VIDEO TAPE(S):** -----MVP 17  
 Control & disposition -----MVF 20  
 Processing & printing -----MVF 15  
**VIOLATIONS, SECURITY:**  
 Agency regulations -----SY 8  
 Cryptographic -----CR 7-12  
**VISA FEES (accounting)** -----ACC 23-18  
**VISAS** -----V  
 For official travelers (*agency*) -----TRV 13  
**VISITORS: (See also *approp. subj.*)**  
 To agency (*appointments & interviews with*)---PR 7  
 Exchange (*program approvals*) -----EDX 33  
 Motion picture & TV personalities -----MV 7  
 Travel arrangements -----TRV  
 Voluntary (*exchange program*):  
 Americans going abroad -----EDX 25  
 From abroad -----EDX 24  
**VISITS. MISSIONS: (See also VISITORS)**  
 Agency officials to field -----ORG 7  
 Congress, members of (CODELS) -----LEG 7  
 Travel arrangements -----TRV  
 For visits of special groups (*e.g., farm, labor, science, etc., & media programs, use *approp. subj.**)  
**VISUAL MATERIALS (See AUDIO-VISUAL, PICTURES, MOTION PICTURES & TELEVISION, POSTERS, ETC.)**  
**VITAL RECORDS PROGRAM** -----EP 8  
**VITAL STATISTICS (for emergency planning)** -----EP 6-2  
**VOA CORRESPONDENTS** -----RP 27  
**VOA LISTENING** -----RP 8-7  
**VOA WIRES** -----RP 38-1  
**VOB WIRES** -----RP 38-2  
**VOCATIONAL EDUCATION** -----EDU 9-4  
**VOE WIRES** -----RP 38-3  
**VOICE OF AMERICA** -----R, REC, RF, RIO, RP  
**VOLUNTARY VISITORS (exchange program)**  
 Americans going abroad -----EDX 25  
 From abroad -----EDX 24  
**VOTING RIGHTS (employees)** -----PER 15-14  
**VOUCHER(S):**  
 Claims & exceptions -----ACC 21  
 GAO claims -----ACC 23-11  
 Notices of exception -----ACC 23-10  
 Commercial -----ACC 18  
 Examination -----ACC 20  
 Journal -----ACC 4  
 Travel (*general*) -----TRV 11  
 Accounting aspect -----ACC 17. 20

**U  
V  
W  
X  
Y  
Z**

**W****WAGE(S):**

Rates, (*local & domestic*) ----- PER 11-5  
 Scales (*government employees*) ----- PER 11  
 Schedules (*government employees*) ----- PER 11-5

**WAIVERS:**

Medical (*agency employees*) ----- PER 14-4  
 Printing (*publications*) ----- PB 23-10  
 Procurement regulations ----- PRC 1-1  
 Visas (*exchange visitors*) ----- EDX 33-4

**WAREHOUSING & STORAGE:** ----- SHW

Equipment & supplies ----- SHW  
 Household/personal effects (*agency employees*) ----- SHW  
 USIA program materials ----- SHW

**WARFARE, PSYCHOLOGICAL** ----- PSY**WATCHMEN** (*building*) ----- BG 17**WATER SUPPLY**

(*radio engineers. & construction*) ----- REC 16-7

**WELFARE FUND** (*employee*) ----- PER 15-6**WHITE PAPERS:**

As agency publications ----- PR 10  
 As background studies (*Use approp. subj.*)

**WIRELESS:** (*See also TELEGRAPH, TELEPHONE*)

File (*general materials on*) ----- P 19  
 Services & facilities (*agency*) ----- CR 7

**WITHDRAWAL** (*of films*) ----- MVF 19-4**WORKING:**

Conditions (*employees*) ----- PER 13  
 Groups (*Use approp. subj.*)

**WORKSHOPS:** (*See also SEMINARS*)

Education ----- EDU 13  
 Library procedures ----- LIB 12-1

**WORLD:**

Fairs ----- CUL 8  
 Surveys (*public opinion*) -- INF 12-1 or approp. subj.

**X****X-RAY:**

As laboratory service (*employees*) ----- PER 14-6  
 Use in treatment of employees ----- PER 14-8

**Y**

**YACHTING** (*as sport*) ----- CUL 15

**YELLOW FEVER** (*employees*) ----- PER 14-8

**YOUTH:**

## Communist:

Festivals ----- CSM 14-2  
 Movement ----- CSM 14-1

Groups (*as political force*) ----- POL 13-2

Program (*to promote understanding of youth groups abroad*) ----- EDX 12

Social aspect ----- SOC 16

Juvenile delinquency ----- SOC 8-1

Target group (*info. prog.*) ----- INF 6

**Z**

(NONE)