



*June 1974*

TRAFFIC ANALYSIS  
by  
GEOGRAPHY AND SUBJECT  
and  
EXECUTIVE ORDER  
11652 CODES

DEPARTMENT OF STATE

*JUNE 1974*

TRAFFIC ANALYSIS BY GEOGRAPHY AND SUBJECT  
AND EXECUTIVE ORDER 11652 CODES  
DEPARTMENT OF STATE  
WASHINGTON, D. C. 20520

Transmittal Letter: TAGS-1  
Date: June 28, 1974

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Revision of TAGS Booklet

This edition represents a major revision of the Traffic Analysis by Geography and Subject booklet and supersedes the March 1973 edition. It now includes the necessary information to implement Executive Order No. 11652, "Classification and Declassification of National Security Information and Material," dated March 8, 1972, and the procedures established by the Inter-agency Classification Review Committee (ICRC).

Action Required

Every drafting officer must become familiar with the contents of this booklet and adhere to these procedures because every Department of State telegram, airgram, and operations memorandum must contain security downgrading, if appropriate, and subject TAGS information.

Where to Address Inquiries, Suggestions, or Requests for Copies

Inquiries or suggestions for improving this material should be sent by Departmental offices to the Foreign Affairs Document and Reference Center (O/FADRC), or by Foreign Service posts by operations memorandum to the Department (O/FADRC), subject: AINF.

Additional copies of the booklet may be requested by Departmental offices from the Publishing and Reproduction Division (FADRC/PBR), or by Foreign Service posts by operations memorandum to the Department (FADRC/PBR), subject: APUB.

Publication in the Correspondence Handbook

Instructions regarding preparation of the E. O. 11652 and TAGS lines provided in this text will also be published in a new TAGS chapter of the Correspondence Handbook.

Organization of Booklet

This material is published in looseleaf form to facilitate its revision, when necessary. Each issuance is distributed under cover of a transmittal letter which furnishes a summary of the contents of the new pages and filing instructions. The transmittal letter may be filed for reference purposes. A checklist of transmittal letters is added for use by drafting officers in keeping the booklet up to date.

The subject matter is divided into sections, and includes an appendix. Each page number at the bottom of the page corresponds to the number of the first paragraph or section heading on the page.

TRANSMITTAL LETTER CHECKLIST

After transmittal letter directions have been complied with, initial the appropriate TL number on this checklist.

<u>T. L. No.</u>	<u>Initials</u>	<u>T. L. No.</u>	<u>Initials</u>
TAGS-1	_____	TAGS-16	_____
TAGS-2	_____	TAGS-17	_____
TAGS-3	_____	TAGS-18	_____
TAGS-4	_____	TAGS-19	_____
TAGS-5	_____	TAGS-20	_____
TAGS-6	_____	TAGS-21	_____
TAGS-7	_____	TAGS-22	_____
TAGS-8	_____	TAGS-23	_____
TAGS-9	_____	TAGS-24	_____
TAGS-10	_____	TAGS-25	_____
TAGS-11	_____	TAGS-26	_____
TAGS-12	_____	TAGS-27	_____
TAGS-13	_____	TAGS-28	_____
TAGS-14	_____	TAGS-29	_____
TAGS-15	_____	TAGS-30	_____

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# Traffic Analysis by Geography and Subject and Executive Order 11652 Codes

## 1. Nature and Purpose

The Traffic Analysis by Geography and Subject (TAGS) system became effective on March 1, 1973, in conjunction with procedures developed by the Interagency Classification Review Committee (ICRC) for implementing Executive Order 11652, "Classification and Declassification of National Security Information and Material," dated March 8, 1972 (37 F.R. 5209, March 10, 1972). (See 5 FAM 900.) The TAGS codes applied by drafting officers provide the subject and geographic information necessary for maintaining the Department's data index of security classification actions and an inventory of classified information. As of March 1, 1973, the E.O. 11652 line and the Traffic Analysis by Geography and Subject (TAGS) line became necessary on all Department of State telegrams and airgrams. The E.O. 11652 code is required only on classified operations memorandums.

### a. E.O. 11652 Line

The E.O. 11652 line carries a code indicating the status of the message under the Executive order and, where necessary, the date or event on which the message is to be automatically declassified. The codes are as follows:

GDS General Declassification Schedule.  
 ADS Accelerated Declassification Schedule. Applies when information is to be declassified on a date or event in advance of the GDS. Must be followed by "DECLAS" and the date or event which will trigger declassification. Dates should be entered as shown in the examples that follow.

Exemption Categories. --Exempt according to the numbered category of E.O. 11652. These codes should be followed whenever possible by "DECLAS" and a date or event which will trigger declassification.

Classified information or material--

XGDS1 Furnished by foreign governments or international organizations and held by the United States on the understanding that it be kept in confidence.

XGDS2 Specifically covered by statute, or pertaining to cryptography, or disclosing intelligence sources or methods.

XGDS3 Disclosing a system, plan, installation, project, or specific foreign relations matter the continuing protection of which is essential to the national security.

XGDS4 The disclosure of which would place a person in immediate jeopardy.

N/A No applicable. This code must appear on all telegrams and airgrams marked either "Limited Official Use" or "Unclassified."

Examples: E.O. 11652: GDS  
 E.O. 11652: ADS, DECLAS  
 12-31-74  
 E.O. 11652: ADS, DECLAS  
 AT END CURRENT  
 TEST SERIES  
 E.O. 11652: XGDS1, DECLAS  
 12-31-84  
 E.O. 11652: N/A

### b. TAGS Line

TAGS is a system of abbreviated notation used by drafting officers to describe in brief form the content of messages they originate. Drafting officers apply the TAGS codes in a TAGS line on telegrams, airgrams, and operations memorandums to identify the subject matter, country, geographic and world regions, in some cases the organization with which a message is concerned, and, when needed, the names of individuals.

TAGS codes also serve a number of other information handling functions:

(1) Proper selection and application of the TAGS codes permits drafting officers to exercise control over how the documents they originate will be distributed, stored, and retrieved in the automated document system and in the manual files maintained by posts and offices.

(2) Determine the length of time the indexes and text of telegrams will be stored in the computer for immediate access.

(3) Identify documents which will be professionally indexed with more specific content identifiers than afforded by the TAGS codes.

(4) Assist officers in retrieving documents from both automated and manual files.

(5) Permit more rapid and discriminating distribution of messages.

(6) Provide statistics to both offices and posts on what is being communicated in the Department-field system through an analysis of TAGS usage on messages.

(7) Serve as headings for clustering the terms used by professional indexers to identify content of substantive messages. These more precise terms from the larger indexing vocabulary are available for use in retrieving documents from the automated system.

### c. Subject Line

On March 1, 1973, the subject line became a mandatory item on all telegrams and airgrams. The purpose of the subject line is to highlight message content, identify reader interest, and assist in information retrieval.

The word "SUBJECT" is preprinted on the revised telegram and airgram forms. It must be typed on the forms listed in section 3c (see placement examples).

On the operations memorandum subject line, the TAGS codes replace the previously authorized OM subject headings.

## 2. Applicability

Executive Order 11652 and TAGS information is to be supplied by drafting officers to all telegrams and airgrams transmitted in the State series, except those bearing AIDAC, USLAC, or TOPEC communications captions. The E.O. 11652 line is used only on classified operations memorandums and the TAGS codes replace the previously authorized OM subject headings.

Offices approving airgrams and telegrams drafted by other agencies are responsible for insuring that such communications bear appropriate E.O. 11652 and TAGS information before they are released for transmission.

## 3. Entering E.O. 11652 and TAGS Information on Communications Forms

### a. Typing Instructions

(1) E.O. 11652 and TAGS information must be typed exactly according to directions. The following examples of typing errors will prevent the Department's computer from correctly "reading" and "filing" a telegram or an airgram automatically:

- (a) Extra commas;
- (b) A period at the end of an E.O. or a TAGS line;
- (c) Misalignment of the E.O. or TAGS codes with the preprinted or typed heading;
- (d) Omission of subject TAG;
- (e) Omission of correct E.O. 11652 code;
- (f) Inclusion in parentheses on the TAGS line of information other than names of individuals.

The delays, extra handling, and backlogs resulting from typing errors can be avoided by meticulous typing.

(2) An appropriate security declassification code must be typed on the E.O. 11652 line when a telegram, an airgram, or an operations memorandum is classified "Confidential" or higher. (See section 1a for the list of codes.) The Department's computer will not accept messages that do not have the correct declassification code on them.

(3) When the revised form DS 322 (OCR) is used, entries typed in after the preprinted E.O. 11652 and TAGS headings must be carefully aligned with the headings if the entries are to be read accurately by optical scanning equipment.

Revised Telegram and Airgram Forms

The following revised telegram and airgram forms for the Department and posts have pre-printed E. O. 11652 and TAGS lines:

Form DS 322 (OCR) (1973), Outgoing Telegram (white paper, for Department)  
Forms FS-413 (11-72) and FS-413(H) (11-72), Telegram (green paper, for posts)  
Form DS-323 (11-72), Airgram (green paper, for Department; yellow, for posts)

c. Other Telegram and Airgram Forms

When the revised telegram and airgram forms are not available, type the E. O. 11652 and TAGS lines on the following forms, in the places indicated:

- (1) Form DS 322 (OCR) (1972), Outgoing Telegram (white paper, for Department)

E. O. 11652 line: Type "E. O. 11652" below preprinted "CAPTIONS" line.  
TAGS line: Type "TAGS" below typed E. O. 11652 line.  
Placement example: CAPTIONS  
E. O. 11652:  
TAGS:  
SUBJECT:  
REF:

- (2) Form DS-322 (8-65), Outgoing Telegram (green paper, for Department)  
Form FS-413 (4-68), Telegram (green paper, for posts)

E. O. 11652 line: Type "E. O. 11652" on line below typed caption.  
TAGS line: Type "TAGS" on line below typed E. O. 11652 line.

Placement example: ACTION:  
INFO:  
CAPTION  
E. O. 11652:  
TAGS:  
SUBJECT:  
REF:

- (3) Form DS-323 (4-63), Airgram (green paper, for Department)  
Form DS-323 (10-64), Airgram (yellow paper, for posts)

E. O. 11652 line: Type "E. O. 11652" in space between preprinted "FROM" and "SUBJECT."  
TAGS line: Type "TAGS" in space between preprinted "SUBJECT" and "REF."  
Placement example: FROM:  
E. O. 11652:  
SUBJECT:  
TAGS:  
REF:

#### d. Operations Memorandum Form

No revision has been made on Form DS-682, Operations Memorandum, to include preprinted E.O. 11652 and TAGS lines. The E.O. 11652 line is to be added only when an operations memorandum is marked with a security classification. When it is used, type "E.O. 11652" above and aligned with the preprinted word "SUBJECT" on the form. Use the "SUBJECT" line as the TAGS line and type the TAGS code after "SUBJECT." TAGS codes replace the previously authorized OM subject headings. Usually, only one TAGS code is required on an operations memorandum. A brief description of the subject matter of the operations memorandum may be added as a subsubject on the same line with and after the TAGS code.

Placement example when E.O. 11652 line is added:

TO:  
FROM:  
E.O. 11652:  
SUBJECT:  
REF:

#### 4. Composing the TAGS Line

##### a. General Instructions

The TAGS line always begins with the word "TAGS," followed by a colon. After the colon, enter one or more subject TAGS from the list in section 3 which best describe the subject matter of the message. If it is necessary to identify the country and geographic and world region in which an event takes place or the country taking an action or participating in an action, select applicable geographic TAGS from sections 11 or 12 and enter them in the TAGS line after the subject TAGS. If an organization is the subject of a message, consult section 15 to determine whether the organization has an authorized TAG. When an authorized TAG exists for an organization, the TAG may be entered on the TAGS line.

For some TAGS in the Administration, Business Services, Consular Affairs, and Operations fields, names of persons relevant to the message may be entered on the TAGS line. Each name so used must be placed in parentheses. Example: TAGS: OVIP UR (KOSYGIN; ALEKSEY N) (PODGORNY, NIKOLAY V)

The entries on the TAGS line may be separated by blank spaces or commas, or both commas and spaces. Do not use extra commas, however.

Authorized TAGS and names of persons (always placed in parentheses) relevant to the message are the only information which should be entered on the TAGS line.

##### b. Examples of TAGS Use

The following examples illustrate the correct usage of TAGS.

(1) Message dealing with changes in the composition of the French Government:

TAGS: PGOV, FR

(2) Message dealing with the annual NATO headquarters budget:

TAGS: AORG, ABUD, NATO

Comment: Both AORG (international organization administrative matter) and ABUD (budget matter) are used. NATO identifies the organization.

(3) Message dealing with U.S. contribution to IAEA budget:

TAGS: AORG, AFIN, US, LAEA

Comment: U.S. is used in addition to IAEA because of the explicit involvement of the United States.

(4) Message requesting clearance for a U.S. citizen to be employed by UNESCO:

TAGS: AORG, APER, UNESCO  
(ROBERTS, ARNOLD W)

Comment: The preferred sequence of the TAGS is (1) subjects, (2) geographic/organizations, (3) names.

(5) Message from U.S. Embassy, Paris, concerning nonimmigrant visa applicant:

TAGS: CVIS FR (DUPONT, PIERRE)

(6) Message concerning French export of machinery to the U.S.S.R.:

TAGS: ETRD, FR, UR

## 5. TAGS Schedule

For convenience, the list of TAGS is divided into three parts:

- a. Subject TAGS, listed in section 8, with a more complete description of the information covered by each of these TAGS given in Appendix A, "Subject TAGS Definitions."
- b. Geographic TAGS codes for countries and world regions. These are arranged two ways: alphabetically by country in section 11, and alphabetically by TAGS code under the world regions that they belong to in section 12.
- c. Organization TAGS, listed in section 15, providing TAGS codes for organizations which are frequently the subject of messages.

## 6. Subject TAGS

The subject TAGS are a major component of the system. These four-letter codes identify subjects frequently covered in communications. The subject TAGS are divided into nine groups or subject matter fields. The first letter of a TAGS code identifies the general subject field to which the code belongs:

AAdministration  
BBusiness Services  
CConsular Affairs  
EEconomic Affairs  
MMilitary and Defense Affairs  
OOperations  
PPolitical Affairs  
SSocial Affairs  
TTechnology and Science

Examples: ALOW Allowances  
          CVIS Visas  
          ETRD Foreign Trade  
                  and Tourism

## 7. Applying Subject TAGS

At least one subject TAG must be used on each message. More than one TAG may be used to identify the subject content of a message. TAGS from the different subject fields may be used as necessary. When more than one subject TAG is used on the same message, these TAGS may be placed in any order on the TAGS line.

Drafters should use subject TAGS from the Operations field on routine facilitative or procedural messages. When messages do not fit readily into a specific operations category, use the OGEN TAG (Operations--General), together with other subject TAGS, to give some indication of subject matter. Examples of "OGEN" type messages would be a message summarizing reports previously transmitted, such as biweekly summaries; or a post cable notifying the Department that a promised assessment will be delayed several days.

Drafters should keep the following considerations in mind when selecting and applying subject TAGS to messages:

a. Messages bearing TAGS from the Administration, Business Services, Consular Affairs, and Operations fields will, in most cases, receive no further indexing. The TAGS will supply the only subject information for retrieving messages in these fields from the automated files. To the extent that the TAGS applied to these messages are exact and complete, retrieval of communications in these fields will be facilitated.

b. TAGS in the Political, Social, and Technology and Science fields are broad in scope and may not always be apt descriptors of document content. However, documents bearing TAGS from these fields will be professionally analyzed and indexed in the Department. More specific terms drawn from the extended indexing thesaurus will be used by the professional indexers to describe the document to facilitate more precise retrieval.

## 8. List of Subject TAGS

### Administration

AART	Art-in-Embassies Program
AAUD	Audits
ABLD	Buildings
ABUD	Budget Services and Financial Systems
ACLM	Claims for Private Personal Property
ACOM	Departmental Communications
AEMR	Emergency and Evacuation
AFIN	Financial Services
AFSI	Foreign Service Institute
AFSP	Post Administration
AINF	Records and Data Processing Services
AINR	INR Program Administration

ALIB	Library Services
ALOW	Allowances
ALTR	Newsletter
AMED	Medical Services
AMGT	Management and Organization
AORG	International Organization Administration
APER	Personnel
APUB	Publishing, Printing, Distribution
AREC	Commissary and Recreation
AREG	Regulations and Directives
ASAF	Safety
ASCH	Overseas Schools
ASEC	Security
ASUP	Supplies and Equipment
ATRN	Transportation
AWRD	Awards

### Business Services

BBAK	Background on Firms, Products, and Individuals
BBCP	Business Consultation Program
BBSR	Business Services Reports
BDIS	Trade Complaints, and Disputes and Inquiries
BEXP	Trade Expansion and Promotion
BFOL	Followup Requests
BLIB	Commercial Libraries
BPRO	Business Proposals
BPUB	Business-Commercial Publications
BTIO	Trade and Investment Opportunities
BTRA	Travel by U. S. and Foreign Businessmen
BGEN	Business Services--General

### Consular Affairs

CASC	Assistance to Citizens
CDER	Deaths and Estates
CFED	Federal Agency Services
CPAS	Passports and Citizenship
CPRS	Protective Services
CVIS	Visas
CGEN	Consular Affairs--General

Economic Affairs

EAGR Agriculture and Forestry  
 EAID Foreign Assistance  
 EAIR Aeronautics and Aviation  
 EALR Economic Alert List Reporting  
 ECEM Chemical Industry and Chemical Products  
 ECIN Economic Integration and Collaboration  
 ECON Economic Conditions, Trends and Potential  
 ECRE Construction, Repair, and Expansion  
 ECRP Scheduled Reporting  
 EEWT East-West Trade  
 EFIN Financial and Monetary Affairs  
 EFIS Fishing  
 EGEN Economic Affairs--General  
 EIND Commerce, Industry, and Industrial Products  
 EINV Investments  
 ELAB Labor and Manpower  
 ELEC Noncommunications Electrical and Electronic Equipment  
 ELTN Land Transportation  
 EMAE Machinery and Related Equipment  
 EMES Medical, Engineering, and Scientific Equipment  
 EMIN Metals and Minerals  
 ENRG Energy  
 EPAP Plant, Animal, and Wood Products  
 ESTC Strategic Trade Controls  
 ETEL Telecommunications and Postal Systems and Equipment  
 ETRD Foreign Trade  
 EWWT Waterborne Transportation

Military and Defense Affairs

MARR Military and Defense Arrangements  
 MASS Military Assistance and Sales  
 MMOL Materiel, Ordnance and Logistics  
 MNUC Military Nuclear Applications  
 MOPS Military Operations  
 MORG Military Organization and Structure  
 MPOL Military Policy and Planning  
 MILI Military Affairs--General

Operations

OCLR Vessel and Flight Clearances and Visits  
 OCON Conferences and Meetings  
 OEXC Educational and Cultural Exchange Operations  
 OREP Congressional Travel  
 OSCI Science Grants  
 OTRA Travel and Visits  
 OVIP VIP Travel Arrangements  
 OGEN Operations--General

Political Affairs

PARM Arms Control and Disarmament  
 PBOR Boundary and Sovereignty Claims  
 PDEV National Development  
 PDIP Diplomatic and Consular Representation  
 PFOR Foreign Policy and Relations  
 PGOV Government  
 PINR Intelligence  
 PINS Internal Security  
 PINT Internal Political Affairs  
 PLOS Law of the Seas Affairs  
 PORG Policy Relations With International Organizations  
 PORS Public Order and Safety  
 PROP Propaganda and Psychological Operations

Social Affairs

SCUL	Cultural Affairs
SEDU	Education
SENV	Environment
SHUM	Human Rights
SNAR	Narcotics
SOCI	Social Conditions
SOPN	Public Opinion and Information
SPOP	Population
SREF	Refugees
SWEL	Public Welfare
SGEN	Social Affairs--General

Technology and Science

TBIO	Biological and Medical Science
TECH	Technology
TPHY	Physical Sciences
TSPA	Space Activities
TGEN	Technology and Science-- General

9. Geographic TAGS

Geographic TAGS consist of two-letter codes for countries and world regions. The country codes are taken from Federal Information Processing Standards Publication No. 10 (FIPS 10). The codes for world regions were set up by the Department.

Geographic TAGS are used to identify the country or area that is the subject of the message. They specify the country or area in which an event takes place or the country or area taking or participating in an action.

The geographic TAGS are arranged two ways: in section 11, countries and world regions are listed alphabetically followed by the country or world region TAG; and in section 12, geographic TAGS are listed alphabetically by world regions.

10. Applying Geographic TAGS

More than one geographic TAG may be used on the same message to express a relationship between two countries or to indicate participation of several countries in an action or event.

Examples:

- (a) A document discussing trade between the United States and Russia would have the following TAGS entries:

TAGS: ETRD US UR

- (b) A document discussing a space agreement involving France, the United States, and the Federal Republic of Germany would have these TAGS entries:

TAGS: TSPA FR US GW

The "US" TAG should be used whenever a message concerns explicit U.S. involvement in an issue, action, or event. The "US" TAG should not be used merely to indicate a message is being sent from a Foreign Service post to the Department.

Geographic TAGS need not be used on messages pertaining to Administration or Operations when such TAGS identify the location of a Foreign Service post. Also, geographic TAGS are not required on messages pertaining to Departmental or post operations and administration. They may be used to show the nationality of a person discussed in a message. Example:

TAGS: CVIS FR (CATTELL, PIERRE I)

TAGS for world regions should be used to identify larger geographic areas discussed in a message. When a number of countries in the same world region are involved in an action or event, use the TAG for the world region. Section 12 provides an alphabetical listing of the world region TAGS with the TAGS for the countries comprising each region.

1. List of Geographic TAGS Alphabetically  
by Country or World Regions

Afghanistan ..... AF  
 Albania ..... AL  
 Algeria ..... AG  
 American Samoa ..... AQ  
 Andorra ..... AN  
 Angola ..... AO  
 Anguilla ..... AV  
 Antigua ..... AC  
 Argentina ..... AR  
 Ashmore and Cartier Islands ..... AT  
 Australia ..... AS  
 Austria ..... AU  
  
 Bahamas ..... BF  
 Bahrain ..... BA  
 Bangladesh ..... BG  
 Barbados ..... BB  
 Belgium ..... BE  
 Belize ..... BH  
 Bermuda ..... BD  
 Bhutan ..... BT  
 Bolivia ..... BL  
 Botswana ..... BC  
 Bouvet Island ..... BV  
 Brazil ..... BR  
 British Indian Ocean Territory ..... IO  
 British Solomon Islands ..... BP  
 British Virgin Islands ..... VI  
 British West Indies ..... BW  
 Brunei ..... BX  
 Bulgaria ..... BU  
 Burma ..... BM  
 Burundi ..... BY  
  
 Cambodia (Khmer Republic) ..... CB  
 Cameroon ..... CM  
 Canada ..... CA  
 Canal Zone ..... PQ  
 Canton and Enderbury Islands ..... EQ  
 Cape Verde Islands ..... CV  
 Cayman Islands ..... CJ  
 Central African Republic ..... CT  
 Ceylon (Sri Lanka) ..... CE  
 Chad ..... CD

Chile ..... CI  
 China (Mainland) ..... CH  
 China (Taiwan) ..... TW  
 Christmas Island ..... KT  
 Cocos Island ..... CK  
 Colombia ..... CO  
 Comoro Islands ..... CN  
 Congo (Brazzaville) ..... CF  
 Cook Islands ..... CW  
 Coral Sea Islands Territory ..... CR  
 Costa Rica ..... CS  
 Cuba ..... CU  
 Cyprus ..... CY  
 Czechoslovakia ..... CZ  
  
 Dahomey ..... DM  
 Denmark ..... DA  
 Dominica ..... DO  
 Dominican Republic ..... DR  
  
 Ecuador ..... EC  
 Egypt ..... EG  
 El Salvador ..... ES  
 Equatorial Guinea ..... EK  
 Ethiopia ..... ET  
  
 Faeroe Islands ..... FO  
 Falkland Islands ..... FA  
 Fiji ..... FJ  
 Finland ..... FI  
 France ..... FR  
 French Guiana ..... FG  
 French Polynesia ..... FP  
 French Territory of Afars and Issas ..... FT  
 French West Indies ..... FW  
  
 Gabon ..... GB  
 Gambia ..... GA  
 Gaza Strip ..... GZ  
 Germany (West) ..... GW  
 Germany (East) ..... GE  
 Ghana ..... GH  
 Gibraltar ..... GI  
 Gilbert and Ellice Islands ..... GN  
 Greece ..... GR  
 Greenland ..... GL  
 Grenada ..... GJ  
 Guadeloupe ..... GP

Guam .....	GQ	Maldives .....	MV
Guatemala .....	GT	Mali .....	ML
Guinea .....	GV	Malta .....	MT
Guyana .....	GY	Martinique .....	MB
		Mauritania .....	MR
Haiti .....	HA	Mauritius .....	MP
Heard and McDonald Islands .....	HM	Mexico .....	MX
Honduras .....	HO	Midway Islands .....	MQ
Hong Kong .....	HK	Monaco .....	MN
Hungary .....	HU	Mongolia .....	MG
		Montserrat .....	MH
Iceland .....	IC	Morocco .....	MO
India .....	IN	Mozambique .....	MZ
Indonesia .....	ID		
Iran .....	IR	Nauru .....	NR
Iraq .....	IZ	Nepal .....	NP
Iraq-Saudi Arabia Neutral Zone .....	IY	Netherlands .....	NL
Ireland .....	EI	Netherlands Antilles .....	NA
Israel .....	IS	New Caledonia .....	NC
Italy .....	IT	New Hebrides .....	NH
Ivory Coast .....	IV	New Zealand .....	NZ
		Nicaragua .....	NU
Jamaica .....	JM	Niger .....	NG
Jan Mayen .....	JN	Nigeria .....	NI
Japan .....	JA	Niue .....	NE
Johnston Atoll .....	JQ	Norfolk Island .....	NF
Jordan .....	JO	Norway .....	NO
Kenya .....	KE	Oman .....	MU
Khmer Republic .....	CB		
Korea (North) .....	KN	Pakistan .....	PK
Korea (South) .....	KS	Panama .....	PN
Kuwait .....	KU	Papua New Guinea .....	PP
		Paracel Islands .....	PF
Laos .....	LA	Paraguay .....	PA
Lebanon .....	LE	Peru .....	PE
Lesotho .....	LT	Philippines .....	RP
Liberia .....	LI	Pitcairn Island .....	PC
Libya .....	LY	Poland .....	PL
Liechtenstein .....	LS	Portugal .....	PO
Line Islands .....	CL	Portuguese Guinea .....	PU
Luxembourg .....	LU	Portuguese Timor .....	PT
		Puerto Rico .....	RQ
Macao .....	MC		
Madagascar (Malagasy Republic) .....	MA	Qatar .....	QA
Malawi .....	MI		
Malaysia .....	MY		

Reunion ..... RE  
 Rhodesia ..... RH  
 Romania ..... RO  
 Rwanda ..... RW  
 Ryukyu Islands (North) ..... JA  
 Ryukyu Islands (South) ..... YQ  
  
 St. Christopher-Nevis ..... SC  
 St. Helena ..... SH  
 St. Lucia ..... ST  
 St. Pierre and Miquelon ..... SB  
 St. Vincent ..... VC  
 San Marino ..... SM  
 Sao Tome and Principe ..... TP  
 Saudi Arabia ..... SA  
 Senegal ..... SG  
 Seychelles ..... SE  
 Sierra Leone ..... SL  
 Sikkim ..... SK  
 Singapore ..... SN  
 Somalia ..... SO  
 South Africa ..... SF  
 South-West Africa ..... WA  
 Soviet Union ..... UR  
 Spain ..... SP  
 Spanish Sahara ..... SS  
 Spratly Island ..... PG  
 Sri Lanka (Ceylon) ..... CE  
 Sudan ..... SU  
 Surinam ..... NS  
 Svalbard ..... SV  
 Swan Islands ..... SQ  
 Swaziland ..... WZ  
 Sweden ..... SW  
 Switzerland ..... SZ  
 Syria ..... SY  
  
 Tanzania ..... TZ  
 Thailand ..... TH  
 Togo ..... TO  
 Tonga ..... TN  
 Trinidad and Tobago ..... TD  
 Trust Territory of the Pacific ..... TQ  
 Tunisia ..... TS  
 Turkey ..... TU

Uganda ..... UG  
 United Arab Emirates (UAE) ..... TC  
 United Kingdom ..... UK  
 United States ..... US  
 Upper Volta ..... UV  
 Uruguay ..... UY  
  
 Vatican City ..... VT  
 Venezuela ..... VE  
 Viet-Nam (North) ..... VN  
 Viet-Nam (South) ..... VS  
 Virgin Islands ..... VQ  
  
 Wake Island ..... WQ  
 West Berlin ..... WB  
 Western Samoa ..... WS  
  
 Yemen (San'a) ..... YE  
 Yemen (Aden) ..... YS  
 Yugoslavia ..... YO  
  
 Zaire ..... CG  
 Zambia ..... ZA

World Regions

Africa ..... XA  
 Africa South of the Sahara ..... XJ  
 Antarctica ..... XV  
 Arctic Ocean Area ..... XQ  
 Asia ..... XB  
 Atlantic Ocean Area ..... XN  
 Australasia ..... XU  
  
 Caribbean ..... XL  
 Central America ..... XK  
  
 East Africa ..... XW  
 Eastern Europe ..... XH  
 Europe ..... XG  
  
 Far East ..... XE  
  
 Indian Ocean Area ..... XO  
  
 Latin America ..... XM  
  
 Middle East ..... XF

North Africa .....	XI
North America .....	XS
Pacific Ocean Area .....	XP
Scandinavia .....	XZ
South America .....	XR
South Asia .....	XD
Southeast Asia .....	XC
West Africa .....	XY
Western Europe .....	XT
Worldwide .....	XX

NG	Niger
NI	Nigeria
PU	Portuguese Guinea
RH	Rhodesia
RW	Rwanda
SF	South Africa
SG	Senegal
SL	Sierra Leone
SO	Somalia
SS	Spanish Sahara
SU	Sudan
TO	Togo
TP	Sao Tome and Principe
TZ	Tanzania
UG	Uganda
UV	Upper Volta
WA	South West Africa
WZ	Swaziland
XI	North Africa
XJ	Africa South of the Sahara
XW	East Africa
XY	West Africa
ZA	Zambia

12. List of Geographic TAGS Alphabetically  
by TAGS (Sequenced by World Regions)

This section provides an alphabetical list of world region TAGS and the TAGS for the countries comprising each region. Use the world region TAG when a number of countries from a region are concerned with an event or an action.

NA	Africa
AO	Angola
BC	Botswana
BY	Burundi
CD	Chad
CF	Congo (Brazzaville)
CG	Zaire
CM	Cameroon
CT	Central African Republic
DM	Dahomey
EK	Equatorial Guinea
ET	Ethiopia
FT	French Territory of the Afars and Issas
GA	Gambia
GB	Gabon
GH	Ghana
GV	Guinea
IV	Ivory Coast
KE	Kenya
LI	Liberia
LT	Lesotho
MA	Madagascar (Malagasy Republic)
MI	Malawi
ML	Mali
MR	Mauritania
MZ	Mozambique

XB	Asia
AF	Afghanistan
BG	Bangladesh
BM	Burma
BT	Bhutan
BX	Brunei
CB	Cambodia (Khmer Republic)
CE	Sri Lanka (Ceylon)
CH	China (Mainland)
HK	Hong Kong
ID	Indonesia
IN	India
JA	Japan
KN	Korea (North)
KS	Korea (South)
LA	Laos
MC	Macao
MG	Mongolia
MY	Malaysia
NP	Nepal
PF	Paracel Islands
PG	Spratly Islands
PK	Pakistan

PT	Portuguese Timor	XF	Middle East
RP	Philippines	BA	Bahrain
SK	Sikkim	EG	Egypt
SN	Singapore	GZ	Gaza Strip
TH	Thailand	IR	Iran
TW	China (Taiwan)	IS	Israel
VN	Viet-Nam (North)	IY	Iraq-Saudi Arabia Neutral Zone
VS	Viet-Nam (South)	IZ	Iraq
XC	Southeast Asia	JO	Jordan
XD	South Asia	KU	Kuwait
XE	Far East	LE	Lebanon
YQ	Ryukyu Islands	MU	Oman
		QA	Qatar
XC	Southeast Asia	SA	Saudi Arabia
BM	Burma	SY	Syria
BX	Brunei	TC	United Arab Emirates
CB	Cambodia (Khmer Republic)	YE	Yemen (San'a)
ID	Indonesia	YS	Yemen (Aden)
LA	Laos		
MY	Malaysia	XG	Europe
PF	Paracel Islands	AL	Albania
PG	Spratly Islands	AN	Andorra
PT	Portuguese Timor	AU	Austria
RP	Philippines	BE	Belgium
SN	Singapore	BU	Bulgaria
TH	Thailand	CY	Cyprus
VN	Viet-Nam (North)	CZ	Czechoslovakia
VS	Viet-Nam (South)	DA	Denmark
		EI	Ireland
XD	South Asia	FI	Finland
AF	Afghanistan	FO	Faeroe Islands
BG	Bangladesh	FR	France
BT	Bhutan	GE	Germany (East)
CE	Sri Lanka (Ceylon)	GI	Gibraltar
IN	India	GR	Greece
NP	Nepal	GW	Germany (West)
PK	Pakistan	HU	Hungary
SK	Sikkim		
XE	Far East		
CH	China (Mainland)		
HK	Hong Kong		
JA	Japan		
KN	Korea (North)		
KS	Korea (South)		
MC	Macao		
MG	Mongolia		
TW	China (Taiwan)		

IC	Iceland	XI	North Africa
IT	Italy	MR	Mauritania
JN	Jan Mayen	SS	Spanish Sahara
LS	Liechtenstein	SU	Sudan
LU	Luxembourg	XJ	Africa South of the Sahara
MN	Monaco	AO	Angola
MT	Malta	BC	Botswana
NL	Netherlands	BY	Burundi
NO	Norway	CD	Chad
PL	Poland	CF	Congo (Brazzaville)
PO	Portugal	CG	Zaire
RO	Romania	CM	Cameroon
SM	San Marino	CT	Central African Republic
SP	Spain	DM	Dahomey
SV	Svalbard	EK	Equatorial Guinea
SW	Sweden	ET	Ethiopia
SZ	Switzerland	GA	Gambia
TU	Turkey	GB	Gabon
UK	United Kingdom	GH	Ghana
UR	Soviet Union	IV	Ivory Coast
AG	Algeria	KE	Kenya
MO	Morocco	LI	Liberia
TS	Tunisia	LT	Lesotho
LY	Libya	MA	Madagascar
VT	Vatican City	MI	Malawi
WB	West Berlin	ML	Mali
XH	Eastern Europe	MZ	Mozambique
XT	Western Europe	NG	Niger
XZ	Scandinavia	PU	Portuguese Guinea
YO	Yugoslavia	RH	Rhodesia
XH	Eastern Europe	RW	Rwanda
AL	Albania	SF	South Africa
BU	Bulgaria	SG	Senegal
CZ	Czechoslovakia	SL	Sierra Leone
GE	Germany (East)	SO	Somali
HU	Hungary	TO	Togo
PL	Poland	TP	Sao Tome and Principe
RO	Romania	TZ	Tanzania
UR	Soviet Union	UG	Uganda
YO	Yugoslavia	UV	Upper Volta
		WA	South-West Africa
		WZ	Swaziland
		ZA	Zambia

XK Central America  
 BH Belize  
 CS Costa Rica  
 ES El Salvador  
 GT Guatemala  
 HO Honduras  
 NU Nicaragua  
 PN Panama  
 PQ Canal Zone

XL Caribbean  
 AC Antigua  
 AV Anguilla  
 BB Barbados  
 BF Bahamas  
 BW British West Indies  
 CJ Cayman Islands  
 CU Cuba  
 DO Dominica  
 DR Dominican Republic  
 FW French West Indies  
 GJ Grenada  
 GP Guadeloupe  
 HA Haiti  
 JM Jamaica  
 MB Martinique  
 MH Montserrat  
 NA Netherlands Antilles  
 RQ Puerto Rico  
 SC St. Christopher-Nevis  
 SQ Swan Islands  
 ST St. Lucia  
 TD Trinidad and Tobago  
 TK Turks and Caicos Islands  
 VC St. Vincent  
 VI British Virgin Islands  
 VQ Virgin Islands (U.S.)

XM Latin America  
 AC Antigua  
 AR Argentina  
 AV Anguilla  
 BB Barbados  
 BF Bahamas  
 BH Belize  
 BL Bolivia  
 BR Brazil  
 BW British West Indies  
 CI Chile  
 CJ Cayman Islands  
 CO Colombia  
 CS Costa Rica  
 CU Cuba  
 DO Dominica  
 DR Dominican Republic  
 EC Ecuador  
 ES El Salvador  
 FG French Guiana  
 FW French West Indies  
 GJ Grenada  
 GP Guadeloupe  
 GT Guatemala  
 GY Guyana  
 HA Haiti  
 HO Honduras  
 JM Jamaica  
 MB Martinique  
 MH Montserrat  
 MX Mexico  
 NA Netherlands Antilles  
 NS Surinam  
 NU Nicaragua  
 PA Paraguay  
 PE Peru  
 PN Panama  
 PQ Canal Zone  
 RQ Puerto Rico  
 SC St. Christopher-Nevis  
 SQ Swan Island  
 ST St. Lucia  
 TD Trinidad and Tobago  
 TK Turks and Caicos Islands

UY	Uruguay	TQ	Trust Territory of the Pacific Islands
VC	St. Vincent	WQ	Wake Island
VE	Venezuela	WS	Western Samoa
VI	British Virgin Islands		
VQ	Virgin Islands (U.S.)		
XK	Central America	XQ	Arctic Ocean Area
XL	Caribbean		
XR	South America	XR	South America
		XM	Latin America
XN	Atlantic Ocean Area	AR	Argentina
BD	Bermuda	BL	Bolivia
BV	Bouvet Island	BR	Brazil
CV	Cape Verde Islands	CI	Chile
FA	Falkland Islands	CO	Colombia
SH	St. Helena	EC	Ecuador
		FG	French Guiana
		GY	Guyana
XO	Indian Ocean Area	NS	Surinam
CK	Cocos Islands	PA	Paraguay
CN	Comoro Islands	PE	Peru
HM	Heard and McDonald Islands	UY	Uruguay
KT	Christmas Island	VE	Venezuela
MP	Mauritius		
MV	Maldives	XS	North America
RE	Reunion	CA	Canada
SE	Seychelles	GL	Greenland
		MX	Mexico
XP	Pacific Ocean Area	SB	St. Pierre and Miquelon
AQ	American Samoa	US	United States
BP	British Solomon Islands		
CL	Line Island	XT	Western Europe
CW	Cook Islands	AN	Andorra
EQ	Canton and Enderbury Islands	AU	Austria
FJ	Fiji	BE	Belgium
FP	French Polynesia	CY	Cyprus
GN	Gilbert and Ellice Islands	DA	Denmark
GQ	Guam	EI	Ireland
JQ	Johnston Atoll	FI	Finland
MQ	Midway Islands	FO	Faeroe Islands
NC	New Caledonia	FR	France
NE	Niue	GI	Gibraltar
NH	New Hebrides	GR	Greece
NR	Nauru	GW	Germany (West)
PC	Pitcairn Islands	IC	Iceland
TL	Tokelau Islands	IT	Italy
TN	Tonga	JN	Jan Mayen

LS	Liechtenstein	XX	Worldwide
LU	Luxembourg		
MN	Monaco	XY	West Africa
MT	Malta	GA	Gambia
NL	Netherlands	GH	Ghana
NO	Norway	GV	Guinea
PO	Portugal	IV	Ivory Coast
SM	San Marino	ML	Mali
SP	Spain	NG	Niger
SV	Svalbard	NI	Nigeria
SW	Sweden	PU	Portuguese Guinea
SZ	Switzerland	SL	Sierra Leone
TU	Turkey	TO	Togo
UK	United Kingdom		
VT	Vatican City	XZ	Scandinavia
WB	West Berlin	DA	Denmark
XZ	Scandinavia	FI	Finland
		IC	Iceland
XU	Australasia	NO	Norway
AS	Australia	SW	Sweden
AT	Ashmore and Cartier Islands		
CR	Coral Sea Islands Territory		
FP	French Polynesia		
GN	Gilbert and Ellice Islands		
MY	Malaysia		
NC	New Caledonia		
NF	Norfolk Island		
NH	New Hebrides		
NZ	New Zealand		
PP	Papua New Guinea		
TQ	Trust Territory of the Pacific Islands		
XV	Antarctica		
XW	East Africa		
FT	French Territory of the Afars and Issas		
KE	Kenya		
TZ	Tanzania		
UG	Uganda		

### 13. Organization TAGS

Section 15 provides TAGS codes for international organizations that are frequently the subject of messages. These TAGS may represent the organizations themselves or may be understood to represent the member countries as groups. Example: NATO North Atlantic Treaty Organization.

### 14. Applying Organization TAGS

Drafters should use only those organization TAGS which appear in the prescribed list in section 15. This list is limited to those international organizations which are frequently the subject of messages. No attempt has been made to include all international organizations or other types of organizations. The list will be revised from time to time as frequency of use data indicates the need to add or delete organization TAGS.

When an organization TAG is not provided in the prescribed list for an organization which is the subject of a communication, put the complete name of the organization followed by the abbreviation or acronym in parentheses in the title or body of the communication. As required, professional indexers in the Department will index organizations for which organization TAGS are not provided in section 15.

### 15. List of Organization TAGS

ADB	Asian Development Bank
AEC	Atomic Energy Commission
AFDB	African Development Bank
AIFLD	American Institute for Free Labor Development
ANZUS	Australia, New Zealand, and United States Council
ASEAN	Association of South East Asian Nations
BIE	Bureau of International Exhibitions
C-20	Committee of 20 for International Monetary Reform (IMF)
CAB	Civil Aviation Board
CCD	Conference of the Committee on Disarmament
CCMS	Committee on the Challenges of Modern Society (NATO)
CENTO	Central Treaty Organization
COCOM	Coordinating Committee on Export Controls
COE	Council of Europe
COMECON	Council for Mutual Economic Assistance
CSCE	Conference on Security and Cooperation in Europe
DAC	Development Assistance Committee (OECD)
DEA	Drug Enforcement Agency
DPC	Defense Planning Committee (NATO)

ECA	UN Economic Commission for Africa	ICNAF	International Commission for the Northwest Atlantic Fisheries
ECAC	European Committee on Civil Aviation	ICRC	International Committee of the Red Cross
ECAFE	UN Economic Commission for Asia and the Far East	IDB	Inter-American Development Bank
ECE	UN Economic Commission for Europe	ILC	International Law Commission
ECLA	UN Economic Commission for Latin America	ILO	International Labor Organization
ECOSOC	UN Economic and Social Council	IMCD	Intergovernmental Maritime Consultative Organization
ECWA	Economic Commission for Western Asia	IMF	International Monetary Fund
EEC	European Common Market (European Communities)	INTELSAT	International Telecommunications Satellite Consortium
EFTA	European Free Trade Association	ISVS	International Secretariat for Volunteer Services
EPA	Environmental Protection Agency	ITU	International Telecommunications Union
FAO	Food and Agriculture Organization (UN)	JCC	Joint Commercial Commissions
G-10	Group of Ten	LAFTA	Latin American Free Trade Association
GATT	General Agreement on Tariffs and Trade	MARAD	U.S. Maritime Administration
IA-ECOSOC	Inter-American Economic and Social Council (not a part of UN ECOSOC)	MBFR	Mutual and Balanced Force Reduction Talks
IAEA	International Atomic Energy Agency	NAC	North Atlantic Council (NATO)
IARC	International Agency for Research on Cancer	NASA	National Aeronautics and Space Council
IATA	International Air Transport Association	NATO	North Atlantic Treaty Organization
IATTC	Inter-American Tropical Tuna Commission	NOAA	National Oceanographic and Atmospheric Agency
IBRD	International Bank for Reconstruction and Development	NPG	Nuclear Planning Group (NATO)
ICAO	International Civil Aviation Organization	NSF	National Science Foundation
ICEM	Intergovernmental Committee for European Migration	OAPEC	Organization of Arab Petroleum Exporting Countries
ICFTU	International Confederation of Free Trade Unions	OAS	Organization of American States
ICJ	International Court of Justice	OAU	Organization of African Unity
ICJU	International Commission of Jurists	OECD	Organization for Economic Cooperation and Development
		OPEC	Organization of Petroleum Exporting Countries
		OPIC	Overseas Private Investment Corporation

PAHO	Pan American Health Organization
PLO	Palestine Liberation Organization
SEATO	Southeast Asia Treaty Organization
SPC	South Pacific Commission
UN	United Nations
UNCTAD	UN Conference on Trade and Development
UNCND	UN Commission on Narcotic Drugs
UNCSW	UN Commission on Status of Women
UNDP	UN Development Program
UNEP	UN Environmental Program
UNESCO	UN Educational, Scientific and Cultural Organization
UNFDAC	UN Fund for Drug Abuse Control
UNFPA	UN Fund for Population Activities
UNGA	UN General Assembly
UNHCR	UN High Commissioner for Refugees
UNHRC	UN Human Rights Commission
UNICEF	UN Children's Fund
UNIDO	UN Industrial Development Organization
UNITAR	UN Institute for Training and Research
UNPOC	UN Population Commission
UNRWA	UN Relief and Works Agency for Palestine Refugees
UNSC	UN Security Council
UNSDC	UN Social Development Commission
UNSTC	UN Statistical Commission
UNTC	UN Trusteeship Council
UNV	UN Volunteers
UPU	Universal Postal Union
USTS	U.S. Travel Service
WHO	World Health Organization
WIPO	World Intellectual Property Organization
WMO	World Meteorological Organization
WTO	Warsaw Pact Organization
XMB	Export-Import Bank of the United States

## 16. Personal Names

The TAGS system also provides for the use of personal names. Names are to be used only with subject TAGS designated by an asterisk (\*) following the definition (see the subject TAG list in section 8 for examples).

Personal names are written in all capital letters and are always set off by parentheses on the TAGS line. In writing names, the last name must be first, followed by a comma, then the first name and the middle initial, even for well-known persons. Example: (RUSH, KENNETH A). The computer files all names automatically under the name which immediately follows the opening parenthesis. Thus, the name (HENRY A KISSINGER) would be filed under "HENRY," but not under "KISSINGER." Retrieval of telegrams concerning visa cases or other little-known individuals would be virtually impossible unless the last name appeared first within the parentheses.

Furthermore, the computer cannot correct spelling errors and only files names together when they are identical in every respect. The computer thus builds up separate files for (RUSH), for (RUSH, KENNETH), and for (RUSH, KENNETH A). It would establish a separate file if any misspellings occurred, such as (RUSH, KENNTH), or (RUSH, KENNETH B). The computer can accept only one punctuation mark in a name: a single comma separating the last name from the first name and middle initial. Do not use a period after the initial.

Examples:

(LOPEZ-GARCIA, HECTOR)  
(WILLIAMS, RALPH A)  
(WILSON, MAYNARD JR)  
(SMITH, WALTER E III)

## 17. Applying Personal Names

A few simple rules should be followed for the correct use of the name feature of TAGS.

- a. Follow the rules in section 18 for writing non-Western names.
- b. Include the full name of the person, if possible, even if that person's name is well-known or familiar.
- c. Only personal names should be used. Do not attempt to fit group names (for example, "The Bolshoi Ballet," or "The Spanish Delegation") into the name.
- d. If multiple names are used, each must be enclosed in separate parentheses.
- e. In general, name variants and aliases should be handled in the body of the message text, not in the TAGS line. Select one variant by which the message can best be indexed and use it.
- f. In cases where only the last name or the last name and one or two initials are known, these may be used in the TAGS line.

## 18. Arranging Personal Name Entries

Personal names are used only in conjunction with subject TAGS in the Administration, Business Services, Consular Affairs, and Operations fields whose definitions are followed by an asterisk (\*). Names may appear anywhere in the TAGS line. Each name must be enclosed in parentheses.

### a. General Instructions

The normal sequencing of personal names will be: surname, given name, middle name or initial. The comma is usually placed after the surname. Examples:

(SMITH, JOHN)  
(JONES, ROBERT J)  
(O'CONNOR, PATRICK)  
(MAC DONALD, AMOS)  
(MCCARTHY, THOMAS III)  
(ARMSTRONG-JONES, PAUL)  
(PEREZ Y GONZALES, JOSE)

Certain foreign names will require a deviation from the normal sequencing. This may occur where a family name does not exist and all parts of the name are considered inseparable, or where only a single name exists. In these cases, no transposition of the names will be required, and a comma will not be used. This rule generally applies to such names as Burmese, Cambodian, Chinese, Ethiopian, Korean, Lao, Malaysian, Thai, Vietnamese, Indonesian, and Samoan. Examples:

(MAUNG WING)  
(SUTAMI)  
(SAVANG VATTHANA)

Accent and diacritical marks should be omitted.

Appellations of address and military rank (for example, Mr., Monsieur and its abbreviation M., Señor, Herr, Doctor, Professor, Dean, Lieutenant, etc.) are omitted.

Title of rank and nobility (for example, Lord, Sir, Freiherr, Graf, Conte, Baron, Pasha, etc.) are omitted.

Designation of marital status (for example, Miss, Mrs., Madame, Frau, Senora and its abbreviation Sra., etc.) are omitted.

Enter Junior and Senior as the last part of the name in abbreviated form, without punctuation (for example, Jr or Sr). Other designations of rank within a family, such as II, III, IV, etc., or 2nd, 3rd, etc., are entered after the initials, using Roman numerals and without punctuation. Examples:

(JONES, GEORGE A II)  
(SMITH, JOHN M III)  
(DOE, RALPH T IV)

Religious titles (for example, Sister, Mother, Brother, etc.) follow the given name when no surname is given. Examples:

(MARY ELLEN, SISTER)  
(MARY LOYOLA, MOTHER)  
(CLEMENT, BROTHER)

Titles of members of a royal family follow the given name. Example:

(CHARLES, PRINCE)

Do not use an office title in lieu of a top official's name. "President," "Secretary," "The Deputy Secretary," etc., are not correct TAG line entries. Use the person's full name.

When only a surname is available, enter as given. Do not use a comma.

## b. Compound Surnames

A compound surname is formed from two or more names, often connected by a hyphen, conjunction, or preposition. Examples:

(WATTS-SUTTON, THEODORE)  
(GARCIA LOPEZ, JUAN)

(1) Spanish Names. The compound surname is composed of the patronym name first and then the matronym name. In the majority of cases, the name is entered under the first part given (the patronym), followed by the matronym. Examples:

(PEREZ Y GONZALES, JOSE)  
(GONZALES ARAGO, LUIS)  
(RODRIGUEZ I ACOSTA, JUAN)

(2) Portuguese and Brazilian Names. The compound surname is composed of the matronym first and then the patronym. In the majority of cases, the name is entered under the second part given (the patronym). Examples:

(CRESPO, MARCIO PEREIRA)  
(SILVA, JOAQUIM MOREIRA DO)

## c. Arabic Names

Since there are many problems of transliteration, as well as cases where there is no surname, the following guidelines are necessarily very general.

The last element of the name will be considered the surname unless it is clearly indicated otherwise. Examples:

(ANWAR, AHMED)  
(MURSI, IBRAHIM IBN HAMDI)

Arabic surnames are often preceded by the articles al- or el-. These articles, when appearing before the last name, are to be hyphenated in all cases. Examples:

(EL-ZAYYAT, ALI IBN SHAKAL)  
(AL-SAYED, ABDEL AZIZ)

Genealogical terms, such as Abu (father of), Ibn (son of), or their variations (Ba, Ben, Bin, Bu), when appearing before the last name, are usually considered as part of the surname. Examples:

(IBN HAKIM, SAAD ALI)  
(BA DHIB, ABDEL AL-RAZZAQ)

The noun Abd and its variations (abdul, abd-al, abdoul), when appearing before the last name, are usually considered as part of the surname. Examples:

(ABD AL-KARIM, AHMAD)  
(ABDUL AZIZ, ABD-AL SAUD)

To punctuate, use only the hyphen and comma in Arabic personal names. Disregard all other punctuation marks.

## SUBJECT TAGS DEFINITIONS

### ADMINISTRATION

The Administration field covers all aspects of the administration of the Department of State, Foreign Service posts, and international organizations (see AORG below).

Personal names will normally be used in conjunction with TAGS whose definitions are followed by an asterisk (\*). Use a name only if the person is the subject of the communication.

Geographic TAGS need not normally be used in any TAGS line containing an Administration TAG since post of origin or destination of the message supplies enough information. Use organization TAGS in conjunction with AORG.

#### AART Art-in-Embassies Program

Use for communications relating to the art-in-embassies program, including the loan, placement, or return of art objects at post and coordination of art activities with other Federal agencies and organizations. Action: A/ART.

#### AAUD Audits

Use for matters concerning internal Departmental and post and external (contractor, grantee, agreement) audits performed by the Department's audit staff and for self-audits by post personnel. Action: S/IG.

For functional and management surveys and inspections, use AMGT; for accounting, disbursing, and collecting operations, use AFIN; for personnel staffing and management, see APER.

#### ABLD Buildings

Use for (1) matters pertaining to FBO appropriations, including travel of FBO employees and local assistants, and FBO vehicles; (2) policy matters concerning (a) coordination of the foreign service buildings program, (b) FBO authorization and appropriations bills, and (c) use of Government-owned or long-term (10 years or more) leased buildings; (3) proposals for the purchase, design, construction, long-term lease, and disposal of buildings or sites under the Foreign Service Buildings Act, including proposals for major and minor improvements; (4) maintenance and repair of Government-owned and long-term leased buildings; (5) offers of gifts applicable to the Foreign Buildings program; and (6) purchase of initial and replacement household furnishings and equipment. Action: A/FBO.

For procurement of additional or replacement furnishings or repair authorizations for office furniture and equipment, use AFSP; for commissary and mess facilities, use AREC; for physical security of buildings and equipment, use ASEC.

#### ABUD Budget Services and Financial Systems

Use for matters relating to budget operations and financial systems including (1) budget planning, formulation, and presentation, (2) reimbursements, (3) shared administrative support, (4) allotments, (5) foreign currency policy matters, including use and administration of foreign currencies with particular reference to such topics as (a) accommodation exchange, (b) international travel,

(c) sales to U.S. citizens, (d) balance of payment impacts, (e) foreign exchange rates, (f) special foreign currency programs, (g) excess foreign currencies, and (6) procedural aspects of 4 FAM. Also use for messages relating to the testing and development of new financial systems. Action: A/BF.

For position authorizations, staffing, personnel ceilings, use APER; for accounting, paying, and collection transactions, including ledger accounting of foreign currencies, use AFIN; for internal or external audits, see AAUD.

#### ACLM Claims for Private Personal Property

Use for matters pertaining to claims for damage to or loss of personal property of employees of the Department of State, Agency for International Development, and U.S. Information Agency incident to the employee's service. Action: O/OPR. (\*)

#### ACOM Departmental Communications

Use for matters relating to electrical and pouch communications, and security. Action: A/OC.

For other than communication security, use ASEC; for commercial radio, telephone, telegraph, and teletype systems and equipment, use ETEL; for postal systems, use ETEL; for shipment of and reference service on retired local personnel folders, use APER. For records management, use AINF. To request copies of communications and records handbooks, use APUB. For information pertaining to the Traffic Analysis by Geography and Subject (TAGS) system, use AINF.

#### AEMR Emergency and Evacuation

Use for all emergency and evacuation matters, except financial aspects (for which use AFIN). Action: OPR/WLG.

#### AFIN Financial Services

Use for papers pertaining to fiscal operations. Covers accounting, allotments, employee pay, retirement and leave records, property and income, bonding of cashiers, Treasury checks, and fiscal relations between the Department and other Federal agencies. Action: BF/FS (Washington) or RFDPC. (\*)

For foreign currency policy and guidance, use ABUD; for fiscal policy matters, use ABUD; for reference services on employee personnel folders, use APER.

#### AFSI Foreign Service Institute

Use for operational matters concerning training programs, assignments, materials, field installations, etc. Action: M/FSI.

For applications for full-time specialized training, use AFSP. For training policy and program planning, use APER.

#### AFSP Post Administration

Includes all matters relating to post-held funds (all allotments issued by regional bureaus) such as (a) allowances (see also ALOW), (b) automotive operating expenses, (c) budget, (d) buildings--operating expenses of Government-held buildings and short-term (less than 10 years) lease matters, (e) communications and records expenses, (f) contractual and miscellaneous expenses, (g) financial plans, (h) local salary costs, (i) reimbursement, (j) shared administrative support, (k) supplies and equipment (see also ASUP), and (l) travel and transportation expenses (see also APER and ATRN). Matters related to post personnel management: position classification and compensation, staffing pattern and complements (including U.S. Marine Guard complements), separate maintenance allowance applications, rest and recuperation eligibility and travel, authorization for travel and shipment of effects (for medical travel, use AMED). Action: Regional bureau executive office (EX).

#### AINF Records and Data Processing Services

Use for messages concerning (1) airgram format, procedures, and numbering, (2) notification and shipment of post records, except local employee personnel folders, for which use APER, (3) requests from the public for records under the Freedom of Information Act (see 5 FAM 482), (4) request for information copies of airgrams, memorandums of conversation, and enclosures thereto, (5) requests for reference service on retired post files, except local employee personnel folders, for which use APER, (6) transmittal of documents to other Federal agencies, (7) records management (creation, organization, maintenance, and disposition of post records), and (8) matters pertaining to the Traffic Analysis by Geography and Subject (TAGS) system. Action: O/FADRC.

Also use AINF for messages related to data processing systems. Action: O/ISO.

#### AINR INR Program Administration

To be used on messages concerning administrative and procedural aspects of INR programs. (1) Reporting of biographic information on foreign nationals, such as the daily operations of the program at the post, biographic supplies, etc. Do not use an OM in lieu of Form FS-405, Biographic Data, or to amend or expand reports previously submitted in airgram form. Action: INR. (2) Administrative aspects of the Critical Intelligence Reporting Program. Action: INR. (3) Inquiries and other communications relating to the Foreign Agents Registration Act. Action: INR/DDC. (4) Matters concerning foreign photographs (see 11 FAM 492). Action: INR. (5) Procurement, discontinuance, change in quantities, or information concerning foreign publications which may be available abroad and which may be obtained by a post. Action: INR/DDC/MP. (For CERP publications, use

EERP; for publications procured for Departmental use, use ALIB.) (6) Procurement or information concerning any foreign maps and related materials which may be obtained by a post for the Department or for other Federal mapping agencies, including material obtained and forwarded upon the initiative of the post, financial aspects of the map procurement program, information concerning special map procurement missions of the geographic attachés, map exchanges with foreign mapping programs, map requests from posts to the Department, and transmittal of map materials to the post. (See 11 FAM 941.7.) Action: INR/DDC/MP. (7) Requests to the Department to furnish intelligence reports. Action: INR. Also see PINR.

#### ALIB Library Services

To be used on messages concerning Departmental Library services available to posts for official staff (non-USIA) use, including (1) guidance and technical assistance to post reference and commercial libraries, (2) post requests for Departmental reference or bibliographic services, and (3) procurement, discontinuance, or changes in quantity of published material. Action: FADRC/LR.

For Departmental publications, see APUB; for commercial library material, see BLIB.

#### ALLOW Allowances

Use for matters concerning (1) classification of posts for, and rates of, all allowances (including travel per diem and differentials for new and existing posts); (2) Government-wide allowances and differentials in foreign areas affecting U.S. civilian employees of all Federal agencies; (3) policy, procedures, and interpretation of regulations contained in the Standardized Regulations (Government Civilians, Foreign Areas) and 3 FAM 300 pertaining to all allowances, differentials, and

related matters, including educational travel, official residence expenses (ORE), designation of principal U.S. representatives for ORE purposes, and unhealthful post lists; and (4) requests for copies of the Standardized Regulations. Action: A/ALS.

#### ALTR Newsletter

Use for submitting stories, pictures, ideas, and suggestions for publication in the Newsletter to acquaint Departmental employees at home and abroad with developments which may affect operations or personnel. Action: DG/PA.

#### AMED Medical Services

Use for all medical matters relating to Foreign Service employees and dependents and medical administrative arrangements, such as treatments, hospitalization, copies of medical records, medical meetings, billings and financing, requests by eligible posts for USPHS Medical Supply Catalogs and changes thereto, and other medical administration matters. (See 6 FAH H-213.4 for ordering medical supplies and medical publications direct.) Action: DG/MED. (\*)

#### AMGT Management and Organization

Use for matters pertaining to the establishment, organization, reorganization, termination or abolition of offices, organizations, or overseas posts; and the definition, assignment, or realignment of functions. Covers administrative, operational, or functional inspections or surveys, feasibility studies, work simplification studies, and similar management improvement activities and reports thereon. Action: S/IG.

For internal, external, or self-audits, use AAUD; for personnel management matters, use APER; for matters pertaining to the management of Foreign Service posts, see AFSP. (\*)

#### AORG International Organization Administration

Use for messages concerning administrative and financial matters in international organizations, messages concerning background investigations of U.S. citizens employed by or seeking employment with international organizations; transmittal of U.S. Treasury checks for payment of U.S. contributions, authorizations to expend, and request for information. Action: IO/EX. Recruitment of U.S. citizens for employment by international organizations. Action: IO/EX. Also use for messages concerning candidates proposed by other countries for positions in international organizations. (\*)

For policy relations with international organizations, see PORG; for organizations which are authorized TAGS, see section 15.

Where possible, AORG should be combined with other more specific TAGS to identify the particular aspect of international organization and administration being discussed (when using other Administration TAGS, ignore the definitions, which are couched in terms of Departmental and post administration). Organization TAGS should also be used. For example, a request for a background check of a U.S. citizen seeking employment with an international organization would have TAG entries similar to these: TAGS: AORG, APER, NATO (WILLIAMS, JOHN R)

#### APER Personnel

Use for all matters concerning Foreign Service personnel except (1) matters handled by the regional bureau executive office (see AFSP), medical matters (see AMED), some training matters (see AFSP, AFSL), and transportation of baggage, household effects, and personally owned automobiles (see ATRN). Action: PER/MGT/PS. (\*)

#### APUB Publishing, Printing, Distribution

Use for messages concerning printing and distribution of Departmental publications to posts, including requests for copies of the Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Foreign Affairs Manual Circulars (FAMC's), various technical handbooks, and related transmittal letters, inquiries regarding the availability of specific publications, and requests for changes in the distribution pattern. Also use for submission of data for, revision, and distribution of the Biographic Register, Foreign Service List, and Key Officers of Foreign Service Posts. Also use for handling, editing, and distribution of post reports. Action: FADRC/PBR.

Also use for obtaining clearance of manuscripts prepared for unofficial publication by personnel in their capacity as private individuals, and for transmission to the Department of copies of unofficial manuscripts authorized for publication abroad by chiefs of mission when immediate local publication is desirable. Action: PA/PG.

To request copies of Department of State Procurement Regulations (DOSPR), use ASUP; for copies of the Standardized Regulations, use ALOW.

#### AREC Commissary and Recreation

Use for matters concerning the establishment, maintenance, and operation of commissary and mess service (including snack bars) and recreation facilities at posts. Action: O/OPR.

#### AREG Regulations and Directives

Use on messages inquiring about or suggesting changes in the Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Foreign Affairs Manual Circulars (FAMC's), and the Correspondence Handbook. Action: FADRC/RR/DIR.

For changes in distribution of or additional copies of these publications, use APUB. Use ALOW for inquiries, including requests for copies, regarding the Standardized Regulations.

#### ASAF Safety

Includes (1) accident prevention program, including driver and vehicle safety, (2) any accident involving injuries to post personnel or contractor employees, (3) damage to equipment, materials, or property owned or leased by the Department, and (4) damage to non-Government property as specified in 6 FAM 610.1. Action: OPR/ESC. NOTE.--Use reporting forms as specified by regulation.

#### ASCH Overseas Schools

Use for matters concerning elementary and secondary schools outside the United States which provide educational facilities for dependents of U.S. Government civilian employees and serve as demonstration centers of U.S. educational methods and practices. Action: A/OS.

#### ASEC Security

Use for all aspects of security except communications security, which is covered by ACOM. Covers (1) development, coordination, or administration of security policy and programs, including arrangements with other Federal agencies and security or law enforcement agencies of foreign governments, (2) physical and technical security of buildings and grounds, (3) security protection of individuals at home or abroad, (4) loyalty and security investigations and clearances, (5) communications on security matters, and (6) matters pertaining to security regulations. Action: A/SY.

For communications security matters, use ACOM.

#### ASUP Supplies and Equipment

Includes communications on (1) official vehicles, (2) purchase, shipment, inventory, and condition of administrative supplies, equipment, and furniture, but excluding books, periodicals, and other material of interest to the Library, for which use ALIB, and books, periodicals, or technical equipment for AID or USIA programs, (3) repair of Detex watch clocks, (4) requests for and inquiries relating to the Regional Supply Center (RSC) or GSA supply catalogs, (5) requisitioning and/or shipment of post specialty items, including printed forms, listed in the Regional Supply Center catalogs, and (6) suggestions for the improvement of, additions to or changes in, and requests for copies of Department of State Procurement Regulations (DOSPR). Action: OPR/ST.

For supplies and equipment obtained from post-held funds, use AFSP. Action: Regional bureau executive office (EX).

#### ATRN Transportation

Use for matters pertaining to the shipment of baggage, household effects, and personally owned automobiles and related documentation. Also use for request for interpretation of travel regulations. Action: OPR/ST. (\*)

#### AWRD Awards

Use for matters concerning (1) employee suggestions that fall outside the jurisdiction of the country committee to approve. Action: PER/MGT/PS. (2) Nominations for recommendations of post personnel for Departmental honor awards (except meritorious), other Federal and non-Federal performance awards exceeding \$500 and nominations for Tributes of Appreciation not within the jurisdiction of the chief of mission to approve. Action: Regional bureau executive office (EX). (3) Requests for scrolls. Action: S/CPR. (4) Safedriving award. Action: Embassy, Bonn. (5) Diplomatic courier awards. Action: OC/EX. (\*)

## BUSINESS SERVICES

TAGS in this field are intended primarily for communications of a routine nature between the Department of Commerce and officers performing commercial work overseas. Routine messages sent by telegram or airgram bearing TAGS from this part of Appendix A should be addressed to USDOC, WASH., D.C. Operations memorandums should be addressed to the Department of Commerce, Division of Foreign Operations.

Classified messages or messages concerning major trade opportunities or other matters of substantive interest to the Department of State should be addressed to SECSTATE, WASH., D.C. (telegrams) or to the Department of State (airgrams and operations memorandums). Messages of substantive interest to the Department of State should include appropriate TAGS from other sections of the TAGS schedule.

Geographic TAGS should be used as necessary to indicate the nationality of individuals, companies, or organizations, the location of an activity or an event, or the countries involved in a transaction. For example, the itinerary of Japanese businessmen traveling in the United States would have TAGS entries such as these: TAGS: BTRA JA US

TAGS for organizations which are frequently the subject of communications are provided in section 15. When a communication concerns one of the organizations for which a TAG is provided, the organization TAG is placed on the TAGS line. For organizations not listed in section 15, the name of the organization is placed on the subject line.

### **BBAK** Background on Firms, Products, and Individuals

Use for communications giving or requesting background, financial responsibility, general reputation, and organization of a specific company or individual. Also use for communications regarding a specific product of a company, an individual, a trade association, or a multinational corporation.

When an individual is the subject of a communication, the personal name may be used on the TAGS line. See sections 17 and 18 for applying and arranging personal names on the TAGS line.

Use appropriate geographic TAGS to indicate the location or nationality of the organization or individual that is the subject of the communication.

### **BBCP** Business Consultation Program

Use for communications between Washington headquarters (State, Commerce, AID, etc.) and posts abroad concerning consultations with business. Also use for communications regarding meetings for visiting foreign dignitaries with leading U.S. businessmen.

### **BBSR** Business Services Reports

Use for reports provided routinely as a service to the business community. Covers (1) assessments or estimates of the actual or potential demand for products or services, (2) market research, market surveys, and other market reports, (3) Overseas Business Reports, World Trade Directory Reports (WTDR's), trade contact surveys, trade lists, and trade directories, and (4) other reports intended to help businessmen establish relations with foreign firms.

For publications for commercial libraries, see BLIB; for purchases of publications for the Department of Commerce, see BPUB.

**BDIS** Trade Complaints, Disputes,  
and Inquiries

Use for communications, including followups, concerning a specific trade dispute between a U.S. and a foreign business, for trade complaints regarding U.S. firms or products, and for trade inquiries.

Use geographic TAGS to indicate the nationality of the firm or individual initiating the complaint or inquiry.

**BEXP** Trade Expansion and Promotion

Use for routine operational and administrative correspondence relating to activities of the Department of Commerce to promote U.S. trade, including official U.S. trade exhibitions in the United States and abroad, trade fairs, trade missions, trade centers, regional centers, Trade Development Trade Information Offices (TDTIO's), Between Show Promotions (BSP's), Joint Establishment Promotions (JEEP's), Sample Display Service, catalog shows, in-store promotions, America Weeks promotions, and business information centers as well as material supplied by U.S. business to promote trade expansion.

For matters pertaining to trade policy, planning, assessment, or other than routine trade promotional activities, use ETRD; for personnel detailed or assigned overseas to trade centers, etc., use APER and BEXP; for budgeting or funding of trade promotion activities, use ABUD and BEXP; for routine matters pertaining to the Maritime Administration (MARAD), the U.S. Travel Service (USTS), or the National Oceanic and Atmospheric Administration (NOAA), see the organization TAGS list in section 15.

**BFOL** Followup Requests

Use to follow up on unanswered inquiries or reporting requests and to supply or request from the field supplementary information only, on the following types of reports: (1) commodity, industry, or market report for which the Department of Commerce is known to be the major end-user; (2) Investment Opportunity; (3) Licensing, Joint-Venture and Reverse Licensing Proposals; (4) Overseas Business Reports; (5) Trade Contact Survey; (6) Trade Lists; (7) Trade Opportunity, Including Tenders; (8) Trade Outlook Articles; and (9) World Trade Directory Reports. The subject line of the message should identify the specific report for which the followup is being requested.

**BLIB** Commercial Libraries

Use to request the names of publications in a specific field or details on the contents of a specific publication. (For assistance in placing orders for publications, see 10 FAM 917.3.)

For Departmental Library matters, see ALIB.

### RO Business Proposals

Use for communications regarding specific proposals by U.S. businessmen for presentation and development by the U.S. Government Trade Mission members. Also use for proposals by foreign businessmen to establish business for trade relations with the United States; use also for followup on these subjects.

### BPUB Business-Commercial Publications

Use to request purchase or acquisition of publications or subscriptions for Department of Commerce, Washington, and for Commerce-originated publications, such as Overseas Business Reports (OBR's) and Commercial Newsletters.

### BTIO Trade and Investment Opportunities

Use for administrative or operational messages of a routine nature on trade and investment opportunities abroad. Covers (1) opportunities for investment in capital equipment, mines, new plants, etc., (2) product design and construction opportunities, (3) joint venture, patent licensing, reverse licensing, franchises, agencies, distributorships, or other business opportunities, and (4) tenders-to-bid from the public or private sector which offer trade opportunities.

For communications concerning trade policy, planning, or other matters of major importance, see ETRD; for foreign investment policy and planning and investment problems, see EINV.

### BTRA Travel by U.S. and Foreign Businessmen

Use for communications regarding travel of businessmen abroad, including itineraries, appointments, special interests, information on product line, financial status, reputation, etc. Also use to supplement, correct, or reply to information forwarded to the Department of Commerce on Business Invitation Form IA-244. (See 10 FAM 916.3-2.)

Names of individuals may be used with this TAG. See sections 17 and 18 for applying and arranging of personal names on the TAGS line.

For travel by high level U.S. Government personnel (assistant secretary or above), use OVIP; for travel of other U.S. Government personnel, use OTRA; for temporary duty assignments, use APER.

### BGEN Business Services--General

Use only when more specific indicators above-listed do not appear applicable or when it is desired to indicate a relationship between another caption and business services in general.

NOTE.--For matters of an administrative or programing nature, pertaining to economic reporting, use ECRP and OGEN in combination. Messages drafted in the Department of Commerce concerning economic reporting must be cleared with the Foreign Economic and Commercial Reporting Division, Department of State (EB/OCA/REP), before transmission to Foreign Service posts.

For strategic trade control matters, use ESTC.

## CONSULAR AFFAIRS

The Consular Affairs field covers all aspects of citizenship and passports, visas, protection and welfare, and other services.

Personal names may be used in conjunction with TAGS whose definitions are followed by an asterisk (\*). Use a name only if the person is the subject of the communication. Geographic TAGS should be used as needed.

### CASC Assistance to Citizens

Includes all matters related to offenses, arrest, and detention; intervention with local authorities on behalf of citizens; services on behalf of seamen and airmen; and welfare and whereabouts, that is, locating and assisting ill, injured, incapacitated, stranded, or missing persons. Includes financial assistance for repatriation purposes. Action: SCA/SCS. (\*)

### CDES Deaths and Estates

Includes matters related to the deaths of U.S. citizens in foreign countries and the disposition of their remains. Also includes matters concerning (1) U.S. citizens establishing their rights to estates abroad, (2) conservation of the estates of U.S. citizens who die abroad, and (3) foreign beneficiaries of U.S. estates. Action: SCA/SCS. (\*)

### CFED Federal Agency Services

Use for administrative and operational matters pertaining to such Federal agencies as the Veterans Administration, Social Security Administration, Railroad Retirement Board, Civil Service Commission, Internal Revenue, Selective Service, Department of Defense, and the Department of the Treasury. Also use for agency forms other than those listed in the WRSC catalog (for which use ASUP). Action: SCA/SCS. (\*)

### CPAS Passports and Citizenship

Includes all matters pertaining to U.S. citizenship or nationality, including registration of citizens, reports of birth, marriage of citizens abroad, etc. Includes all matters related to the denial, issuance, renewal, use, loss, etc., of U.S. passports. Action: SCA/PPT. (\*)

### CPRS Protective Services

Includes all matters pertaining to protection of ownership, interests, or claims of U.S. nationals to personal or real property, including intangible property in foreign countries. For example, (1) pension claims, (2) foreign bank accounts, securities, currencies, (3) insurance claims, (4) other compensation claims, (5) personal debts, (6) personal property, (7) real estate, and (8) recovered lost or stolen property. Action: SCA/SCS. (\*)

### CVIS Visas

Use for operational, procedural, and substantive aspects of the visa function, as well as individual cases involving immigration, visa, and deportation matters. Action: SCA/VO. (\*)

### CGEN Consular Affairs--General

Use for consular matters when none of the more specific indicators is applicable. For example, judicial and legal services performed by consuls, vessel and aircraft services (entry and clearance at foreign posts), and matters related to consular services performed in connection with civil aircraft accidents. (\*)

## ECONOMIC AFFAIRS

The Economic Affairs field covers all aspects of economic reporting.

### EAGR Agriculture and Forestry

Use for papers dealing with the theories and practices of agriculture, forestry, horticulture, and wildlife management.

For agricultural products and foods, use EPAP; for fishing, use EFIS; for foreign agricultural assistance, use EAID; for environmental matters, see SENV.

### EAID Foreign Assistance

Use for economic and technical assistance provided by governments, organizations, institutions, and private individuals. Covers (1) programs and plans for economic assistance, including coordination of programs and information, (2) assistance to develop or improve agriculture, industry, transportation, labor, health, sanitation, public administration, public safety and law enforcement, public and private housing, and development of private enterprise, (3) assistance in the exploration for and exploitation or conservation of natural resources, (4) economic aid for political or strategic purposes, (5) problem analysis and development research, (6) volunteer programs such as ACTION and the Peace Corps, (7) specific assistance programs, Public Law 480, food for peace, food for work, (8) use of surplus agricultural and other property and counterpart funds, (9) host and donor country training and educational programs pertinent to assistance, and (10) loans and loan guaranty programs directly related to assistance.

### EAIR Aeronautics and Aviation

Use for matters pertaining to aircraft, aviation, aeronautics, aeronautical equipment industries, commercial and private (general) aviation and air operations. Covers (1) domestic and international aviation policies of the regime, (2) government, commercial and private airline companies, operational administration and efficiency fleet inventory, domestic and international air routes, operational data, schedules, rates, fares, and accidents, airworthiness of aircraft, and maintenance, certification, and training of pilots and other personnel, adaptability to military use, (3) airplanes and aerostats, design, manufacture, and testing. Also covers unidentified flying objects (UFO's), (4) purchases, sales, procurement, leases of aircraft, (5) public and private airports, terminals, fuel and fueling arrangements, supplies and quantities, airport fees and taxes, (6) air navigation aids, SHORAN and LORAN, Notices to Airmen (NOTAMS), (7) general and specialized aviation, and (8) aeronautical test facilities, aircraft performance records, and miscellaneous topics not specifically identified above.

For routine aircraft clearances, use OCLR; for aircraft sales as military assistance, use MASS.

### EALR Economic Alert List Reporting

Use for all communications pertinent to the collection guidance provided in the latest Economic Alert List. Additional subject TAGS may be used as necessary to indicate the subject content of the message.

ECEM Chemical Industry and  
Chemical Products

Use for papers pertaining to the chemical industry and chemical products, except metal elements and petroleum. Covers (1) chemical processing and manufacturing facilities, (2) organic chemicals, (3) inorganic chemicals, (4) synthetic fibers, resins, plastics, elastomers, epoxies, synthetic rubbers, (5) drugs, medicines, antibiotics, vaccines, blood and blood substitutes, miscellaneous remedies and pharmaceuticals, (6) agricultural chemicals, (7) nonmilitary pyrotechnics, (8) paints and other protective coatings, and (9) reagents, catalysts, binary compounds, pitch, creosote and other wood chemicals, glues and adhesives, soaps and other cleaning compounds, waxes and polishes, toiletries and cosmetics, photographic chemicals, industrial micro-organisms and enzymes, water, ice, and miscellaneous chemical products.

ECIN Economic Integration and  
Collaboration

Use for papers on economic integration or collaboration movements and activities among nations on regional or multinational bases. Covers (1) policies and attitudes of individual member and nonmember nations toward economic integration and particular economic organizations, (2) policies, attitudes, and reactions of economic organizations toward specific subjects and proposals, (3) specific programs of economic organizations, and (4) meetings and conferences of organizations.

For substantive aspects of economic integration organizations, use also appropriate subject TAGS (for example, for tariff and customs arrangements, use ETRD); for the administrative, organizational aspects and budgetary problems of organizations, see AORG; for authorized acronyms or initials of organizations, see section 15 for list of organization TAGS.

ECON Economic Conditions, Trends  
and Potential

Use for assessments of economic conditions, trends and potential in general. Covers (1) general economic policies and programs of the regime, including economic controls (except export-import and strategic trade), (2) governmental economic planning and programs, planning methods and techniques, (3) economic developmental status and potential and capabilities, (4) impact of military policies on the economy, (5) general economic data, and (6) statistical systems and methods used (econometrics).

For strategic trade controls, COCOM, and EXCON, see ESTC; for normal export-import trade controls, use ETRD.

ECRE Construction, Repair, and Expansion

Use for the construction, expansion, and repair of industrial or other commercial facilities, including housing and construction starts and data, construction of industrial plants, dwellings, sewer projects, flood control and irrigation projects, dams and water conservation or supply projects. Covers construction in progress or planning stages.

ECRP Scheduled Reporting

To be used on all CERP reports. The ECRP indicator alone is sufficient; the more specific economic subject TAGS should not be used. The CERP number should appear in the subject line of the report. Use two subject TAGS, ECRP and OGEN, on messages related to report schedules and submissions. ECRP should be used on noneconomic reports required under the CERP program.

EEWT East-West Trade

Use for papers on policies, planning, or programs pertaining to trade and commercial relations with the socialist nations. Covers (1) economic analyses of situations peculiar to East-West trade and commercial relations, (2) studies of market potential for U.S. trade with the socialist nations, (3) conduct of trade negotiations and trade agreements with the socialist nations, and (4) other substantive matters pertaining to East-West trade and commercial relations.

For strategic trade controls, EXCON, and other aspects of economic warfare, use ESTC; for export, import, and trade relations other than East-West trade relations, use ETRD.

EFIN Financial and Monetary Affairs

Use for materials pertaining to the domestic and international financial and monetary affairs and activities of governments and private institutions, except foreign economic assistance, for which use EAID.

EFIS Fishing

Use for papers dealing with any aspect of the fishing industry or sport fishing. Covers (1) policies and programs of governments or international organizations, including conservation, propagation, and species protection, (2) fishing fleets and boats, including adaptability or use for military or espionage purposes, (3) fisheries, fishing grounds, fishing rights and concessions and fishing agreements, disputes arising over fishing rights (for violations of territorial waters, see also PBOR), (4) fish harvesting methods and techniques, data on total catch and by species, and (5) edible and nonedible fish and sea mammal products.

EGEN Economics--General

To be used when the more specific indicators above-listed do not appear applicable.

EIND Commerce, Industry, and Industrial Products

Use for communications pertaining to the organization of commercial and industrial enterprises, operational techniques and practices. Covers companies, trusts, cooperatives, factories and other types of firms, ownership, industrial property, business management and control procedures as well as methods used for product promotion, marketing, and distribution. Also use for industrial products and services not elsewhere identified.

For background inquiries on firms, see BBAK; for international corporations, see EINV; for specific commodities and products, consult the list of subject TAGS in section 8.

EINV Investments

Use for communications pertaining to international investment policy and planning. Covers (1) investment policies and planning, (2) investment law and regulations, (3) investment incentives, (4) investment disputes and other investment problems, (5) expropriation or nationalization, (6) problems of compensation for expropriated or nationalized property, (7) major developments or projects offering substantial investment opportunities abroad, (8) multinational corporations and their activities, and (9) matters pertaining to the Overseas Private Investment Corporation (OPIC).

For reporting routine trade and investment opportunities, use BTIO; for foreign trade policy matters, use ETRD; for commercial and industrial firms, use EIND.

## ELAB Labor and Manpower

Use for papers on all aspects of labor and manpower. Covers (1) government labor policies and programs, (2) the labor force, employment trends and data, hiring procedures, absenteeism, relocation of labor, special labor categories (women, children, handicapped, military personnel, aliens, etc.), (3) unemployment, underemployment, unemployment compensation, (4) wages, bonuses and other incentives, special benefits (housing and family allowances, child day care), industrial safety and accidents, workmen's compensation, (5) labor disputes and agreements, (6) labor organizations, (7) labor research, planning and analysis, information centers and information programs, (8) labor costs, productivity, impact of automation and other technological changes on labor, and (9) Communist influence and penetration of labor, use of labor groups as Communist fronts.

## ELEC Noncommunications Electrical and Electronic Equipment

Use for papers dealing with electrical and electromagnetic equipment, devices and systems, except communications equipment, for which use ETEL. Covers (1) electric motors and other electrical rotating equipment, (2) transformers, switch gear, substation and other electric power transmission equipment and components, (3) electric lamps, light tubes, and electrical wiring devices, (4) batteries, etc., (5) transistors, diodes, semi-conductor materials and equipment, (6) electron tubes, (7) navigation, location and detection equipment and components, (8) electronic countermeasure equipment, (9) electronic data processing equipment, (10) telemetering and audio surveillance equipment, and (11) miscellaneous electrical and electromagnetic equipment, phonographs, wave tubes, crystals, integrated circuits, amplifiers, etc.

## ELTN Land Transportation

Use for papers dealing with transportation other than air transportation and water transportation. Includes highway, railway, pipeline, cableway, conveyor, and urban transportation systems and equipment. Use also for intermodal transportation. Covers (1) status of development, administration, government and management policies, programs, budgets and financing, regulation and controls, (2) private and government operating companies, operational efficiency, routes and networks, description of individual routes, rates, fares, schedules, or other charges and fees, traffic description and data, construction, repair and maintenance, including structures such as bridges and tunnels, facilities such as freight handling and storage, connections with other modes of transportation, and (3) operating equipment, vehicles, components and parts, repair and maintenance facilities for operating equipment, procurement and sale of operating equipment.

## EMAE Machinery and Related Equipment

Use for machinery, equipment, and related accessories for use in industry and agriculture, including facilities for production of such machinery. Covers (1) general purpose machinery and equipment adaptable for use in a variety of industries, (2) specialized equipment designed for use in particular related industries such as agriculture, food processing, paper manufacturing, etc., atomic and nuclear plant equipment and nuclear reactors as a commodity. Office and business machines, except electronic computers.

For electrical and electronic equipment and supplies, use ELEC; for transportation equipment, see the appropriate transportation TAG; for scientific, medical, and laboratory equipment, use EMES.

EMES Medical, Engineering, and  
Scientific Equipment

Use for special purpose and precision instruments and equipment designed for the medical, dental, scientific, and engineering professions, including facilities for production of such instruments and equipment.

EMIN Metals and Minerals

Use for papers dealing with metallic and nonmetallic minerals, metals, and processing facilities except fossil fuels. Covers (1) mines, quarries, refineries, and beneficiation facilities, (2) ores, ore concentrates, refinery shapes, semifinished and intermediate products, (3) nonmetallic minerals and mineral products, structural products, building stone, brick, tiles, and (4) miscellaneous metal products.

For semiconductor devices, see ELEC; for coal, petroleum, and other fuels, see ENRG.

ENRG Energy

Use for documents dealing with energy sources, energy conversion, and electric power. Covers (1) government policies and programs, (2) negotiations and agreements relating to fuels and energy, (3) energy or fuel shortages, (4) petroleum and coal deposits, refining methods and facilities, (5) solid fuels, (6) natural and synthetic petroleum and petroleum refinery products, (7) natural and manufactured gases for heating, cooking, and industrial purposes, (8) high performance and exotic fuels, (9) electric power and energy conversion, nuclear-power generating plants, (10) electric power distribution systems, lines, transformers, and substations, (11) power failures, (12) miscellaneous power sources, wind power, solar power, photon and ion power, direct nuclear and thermal power converters, solar and fuel cells, (13) allocation or rationing of fuels and energy, and (14) import and export of fuel and energy.

For electrical transmission equipment, dynamos, and generators, use ELEC.

EPAP Plant, Animal, and Wood Products

Use for processed and unprocessed plant, animal, and wood products and production or processing facilities. Covers (1) agricultural crops, grains, fruits, nuts, vegetables, plant fibers, oilseeds and stimulant crops, natural rubbers and other industrial or technical crops, (2) processed plant products such as cereals, flours, and other milled products, vegetable oils and fats, canned, frozen, or dehydrated plant products, stimulants and beverages, rubber products, including apparel, footwear, tires, and druggist sundries, (3) live animals, livestock, wildlife species, (4) furs, hides, skins, leather, feathers, hair, wool, and bristles, (5) meats, animal fats, dairy and poultry products, (6) fibers, textiles, thread, apparel, (7) pulps, pulp and paper products, paper building products, (8) forest products, millwork, plywood, veneers, cork, cork products and miscellaneous wood products (for wood chemicals, use ECEM), and (9) miscellaneous plant and animal products, ivory, honey, sponges, etc.

For fish, sea mammals, and related products, use EFIS; for agricultural practices, see EAGR.

ESTC Strategic Trade Controls

Covers all matters related to the control of exports for economic warfare or economic defense purposes.

For trade controls not involving strategic goods or information, use ETRD; for East-West trade policy, relations, and negotiations, use EEWT.

ETEL Telecommunications and  
Postal Systems and Equipment

Use for communications concerning electrical, electronic, electromagnetic, electroacoustical, and postal communications systems and equipment. Covers (1) government policies and plans, (2) international negotiations, (3) companies and organizations manufacturing or operating communications systems and equipment, (4) telephone and telegraph systems, (5) radio communications and broadcasting facilities and equipment, (6) systems employing artificial satellites or space stations, including INTELSAT, (7) submarine cable communications, (8) other electromagnetic or electroacoustical communications systems and equipment, and (9) postal systems and equipment, including fees, stamps, settlement of accounts.

For Department of State communications systems, see ACOM; for noncommunications electronic and electrical equipment, use ELEC.

ETRD Foreign Trade

Use for communications of a substantive nature relating to trade. Covers (1) trade policies, plans, programs, or projects pertaining to trade, (2) trade negotiations and agreements whether bilateral or multinational, (3) tariffs, custom duties, and other normal trade controls, including the administration or circumvention of such controls, (4) major developments or projects representing substantial trade opportunities, (5) import or export subsidies or other incentives, (6) analysis of factors causing import or export competition or affecting import or export of commodities, (7) trading companies, agents, dealers, and other import-export firms of importance, including state trading companies, (8) tourism, and (9) trade data and statistics.

For administrative or operational communications of a routine nature, see BEXP; for background on firms or products, see BBAK; for strategic trade controls and economic warfare, see ESTC; for major investment opportunities, see EINV; for routine administrative or operational messages concerning trade and investment opportunities, use TBIO.

EWWT Waterborne Transportation

Use for materials dealing with the movement of cargo and passengers by waterborne vehicles over maritime and inland waterways by government or private organizations. Covers (1) policies and programs pertaining to marine and inland waterway transportation, control and regulation of carriers, (2) water transportation companies, routes, schedules, fares and rates and other charges, traffic data, irregular traffic, cargoes, (3) waterborne vehicles and components, repair and maintenance facilities, shipbuilding companies, procurement and transfer of vessels, registry including flags of convenience, fleet inventory, replacement, scrapping, and salvage of vessels, ships' papers and documentation, chartering of domestic and foreign vessels, movements of ships, loadlines, (4) maritime and inland waterway ports, harbors, and terminal facilities, entry and clearance procedures (for routine clearances, use OCLR), security measures, landing and mooring facilities, cargo handling and storage, highway, rail, and waterway access and connections, fueling facilities and techniques (bunkering), port fees and charges, military operation or control of ports and harbors, and (5) navigation, communication and detection systems and equipment.

## MILITARY AND DEFENSE AFFAIRS

The Military and Defense Affairs field covers all aspects of armed forces and defense matters, except arms control and intelligence matters, which are included in the Political Affairs field in this Appendix.

### MARR Military and Defense Arrangements

Use for papers dealing with collective security and international military cooperation. Covers (1) military and defense agreements and treaties, including negotiations leading to the agreement, (2) base leases and other agreements, land utilization, mineral rights, sale of crops produced on leased bases, employment of local personnel on bases, (3) status of forces agreements, civil and criminal jurisdiction, (4) international forces, including use of such forces for peacekeeping, contributions of materiel and personnel to such forces, and (5) infrastructure of regional or other collective security organizations.

### MASS Military Assistance and Sales

Use for all aspects of military assistance. Covers (1) military assistance policy and commitments, (2) assistance in the form of military personnel, equipment, and supplies, (3) military advisory personnel, (4) military training assistance in the donor or host country, (5) loans, sales, and transfers of military equipment and supplies, including third-country transfers, and (6) loans for the purchase of military equipment and supplies.

### MMOL Materiel, Ordnance, and Logistics

Use for military equipment, supplies, ordnance and maintenance, and supply operations and procedures.

For nuclear weapons, use MNUC; for munitions controls, use ESTC; for arms control and disarmament, use PARM.

### MNUC Military Nuclear Applications

Use for military-related atomic energy and nuclear power matters. Covers (1) policies and plans, (2) capabilities and potential, (3) military interest in research and development, (4) tactical and strategic fission and fusion weapons development, (5) delivery systems and equipment, (6) detection and decontamination equipment and methods, (7) handling and storage methods, (8) nuclear accidents, (9) treatment for radiation exposure, (10) sharing of nuclear information, arms, or materiel, and (11) restrictions on nuclear information, weapons production, and weapons.

### MOPS Military Operations

Use for declared and undeclared war involving two or more nations and for armed conflict within a single country to suppress rebellion or insurgency. Covers (1) hostilities and hostile acts, (2) prisoners of war, (3) civilian and military casualties, (4) war crimes allegations and trials, and (5) occupations, cease-fire, truce, or armistice.

For use of armed forces to exert political pressure or as a deterrent, use MPOL.

MORG Military Organization and Structure

Use for papers pertaining to the general command structure, organization, and composition of the armed forces of a country. Also covers morale and discipline, military dependents, housing, and military training.

MPOL Military Policy and Planning

Use for matters pertaining to a country's general military policy, except arms control and disarmament, which are covered by PARM. Covers (1) military planning, (2) budgets, (3) show of force, (4) weapons development and employment policy, (5) general mission, (6) defensive and offensive military capabilities, (7) parades, reviews, tours, or visits by armed forces components, aircraft, and vessels, (8) domestic and foreign reaction to military plans and policies, and (9) political position and role of the military.

MILI Military--General

Use when (1) the more specific military TAGS do not apply, and (2) it is desired to show military interest or implications in a subject covered by another TAG.

## OPERATIONS

The Operations field covers all routine operational communications, except those for which TAGS have been provided in the Administration, Consular Affairs, and Business Services fields. See the special instructions for the use of the OGEN TAG to designate as "operational" messages for which no more specific TAG has been provided.

Personal names are to be used in conjunction with TAGS whose definitions are followed by an asterisk (\*). Use a name only if the person is the subject of the communication.

Organization TAGS should be used with Operations subject TAGS when appropriate. Geographic TAGS should be used as needed.

### OCLR Vessel and Flight Clearances and Visits

Includes clearances for overflight of aircraft, landing clearances, and clearances and arrangements for ship or fleet visits. When policy implications of visits or overflights are discussed, add the appropriate TAG from the Political Affairs field (for example, MARR).

### OCON Conferences and Meetings

Includes administrative and social arrangements for conferences and meetings (for example, site, time, delegation composition, funding, guest lists, etc.). (\*)

### OEXC Educational and Cultural Exchange Operations

Includes funding, nominations, selection, travel, and other arrangements for educational and cultural exchanges. (\*)

### OREP Congressional Travel

Includes notification and arrangements for visits by Members of Congress and congressional delegations, or congressional staff members. (\*)

### OSCI Science Grants

Use for messages concerning the Special Foreign Currency program and other science research grant programs administered by NSF, HEW, DOT, and other agencies. The subject line of messages should identify the sponsoring agency, the program (for example, the Special Foreign Currency program), and the project. Example:

TAGS: OSCI, FR  
SUBJECT: EPA/Special Foreign Currency Program/New Research Proposal: Air Composition and Smoke Emission

### OTRA Travel and Visits

Includes notifications and arrangements for visits and travel of persons, delegations, and missions, except messages for which more specific TAGS (OVIP, OREP, and BTRA) are applicable. (\*)

### OVIP VIP Travel Arrangements

Use for notification of and arrangements for visits and travel of high-ranking (assistant secretary or equivalent and above) U.S. Government and foreign officials and prominent U.S. and foreign private citizens.

For congressional travel, use OREP. For travel by U.S. and foreign businessmen, use BTRA. (\*)

## OGEN Operations--General

Use for operational messages for which no more specific Operations TAG is available. OGEN may be used alone, or it may be combined with one or more TAGS from the Economic Affairs, Political Affairs, Social Affairs, or Technology and Science fields to identify messages that are procedural or facilitative, but which do not fit into a defined "operations" category. For example, biweekly or other reports summarizing information previously submitted. Or another example, a message concerning an administrative matter related to the CERP program should have TAGS entries as follows: TAGS: ECRP, OGEN.

## POLITICAL AFFAIRS

The Political Affairs field covers internal and external political affairs, as well as arms control and intelligence.

### PARM Arms Control and Disarmament

Use for all aspects of arms control and disarmament. Covers (1) talks, negotiations, treaties, and agreements, (2) arms and force reductions and limitations, (3) arms control measures, (4) establishment of demilitarized and nuclear free zones, and (5) methods used to insure compliance with agreements.

For EXCON, munitions export controls and other strategic trade controls, see ESTC; for other types of military and defense agreements and arrangements, see MARR.

### PBOR Boundary and Sovereignty Claims

Use for papers dealing with a state's territory and sovereignty claims, except those pertaining to territorial waters, for which use PLOS. Covers (1) claims to territory, airspace, and outer space, (2) boundary claims, disputes, and incidents, and violations of territory, (3) settlement of boundary claims, (4) boundary commissions and other groups established to adjudicate and settle territorial claims and disputes, (5) boundary surveys and demarcation, (6) reversion, cession, or internationalization of territory, and (7) international structures and rivers.

For matters pertaining to maritime rights, territorial waters, or seabeds, see PLOS.

### PDEV National Development

Use for matters pertaining to a state's transition from dependency to independent status. Covers (1) national unification of peoples, factions, and territory, (2) growth of nationalism, self-determination, and self-government, (3) interim control and surveillance during the transition from dependency to independent status, (4) independence celebrations, including anniversary messages and ceremonial gifts, and (5) general references to developing nations or underdeveloped countries not covered by more specific TAGS.

For other types of ceremonial gifts and messages, see PDIP; for central, local, or dependency government organization, structure, and activities, use PGOV; for national liberation fronts, independence movements, insurrection, rebellion, or insurgency, use PINS.

PDIP Diplomatic and Consular Representation

Use for matters pertaining to the ceremonial and protocol aspects of foreign relations. Covers (1) accreditation, dual accreditation, agrément, presentation of credentials, (2) diplomatic and consular titles, immunities and privileges, diplomatic and consular lists, (3) establishment, status, or termination of diplomatic and consular representation, persona non grata, expulsion of diplomatic or consular representatives, (4) representation at ceremonial or social affairs, ceremonial messages, greetings, condolences, congratulations, holiday celebrations, except independence day celebrations (for which use PDEV), description of diplomatic social affairs, (5) treatment of representatives, police protection, harrassment, surveillance, detention, or interference, kidnapping, injury, or assassination of diplomatic or consular personnel, and (6) arrivals, departures, temporary absences of representatives, changes of rank or title of representatives.

For administration of U.S. missions, see the Administration entries; for subject matter discussed during social affairs, use an appropriate subject TAG.

PFOR Foreign Policy and Relations

Use for papers concerning bilateral, multi-lateral, and third-country relations, including relations with dependencies. Covers (1) foreign policy position, objectives, and plans, (2) negotiations, treaties, agreements, and other international laws, (3) political or peaceful settlement of disputes and differences, (4) foreign affairs issues, events, incidents, conversations, discussions, demarches, diplomatic protests, and ultimatums, (5) assessments of a country's foreign policy position, objectives, intentions, probable courses of action or outlook, such as peaceful coexistence, détente, neutralism, nonalignment, and (6) political rivalry, hegemony, and spheres of influence.

For the ceremonial and protocol aspects of diplomatic and consular relations, use PDIP; for policy relations with international organizations, use PORG; for boundary and sovereignty claims and disputes, use PBOR; for policy matters on Law of the Sea, see PLOS; for internal political affairs, use PINT.

PGOV Government

Use for papers pertaining to central and local governments, the government of dependencies, colonies, or occupied areas. Covers (1) form, structure, composition, organization, administration, and operation of governments, (2) constitution or other legal basis and the rights granted thereby, (3) political policies and programs of the regime, (4) the executive branch or equivalent, including chief of state, head of government, prime minister, sovereign, governor, or president, the organization of the executive, including cabinet, agencies, and personnel, (5) the legislative branch or its equivalent, congress, parliament, diet, etc., membership, organization, and activities, (6) the judicial branch, courts, and related agencies or organizations, and (7) government in exile.

For normal political activities, elections, and political parties, see PINT.

**PINR Intelligence**

Use for papers dealing with all aspects of intelligence. Covers (1) intelligence collection and methods used, (2) biographic intelligence, and (3) research for intelligence assessments.

**PINS Internal Security**

Use for papers dealing with a regime's stability, control, or efforts to maintain itself in power, as well as activities and efforts to disrupt or overthrow an established regime by other than normal political activity. Covers (1) political or secret police and their activities, (2) political repressive measures, (3) censorship and information control, (4) travel restrictions and controls, (5) requirements for personal documentation (for U.S. visa and passport matters, see the Consular Affairs section), (6) loyalty and security programs, (7) counterinsurgency and counterintelligence organizations and activities, and (8) public demonstrations, domestic boycotts, civil disorders, riots, terrorism, coups, insurgency, and other activities concerned with disruption or overthrow of the existing regime.

For normal political activities, see PINT; for fire and police protection, see PORS.

**PINT Internal Political Affairs**

Use for all aspects of a country's domestic politics. Covers (1) political parties, organization, leaders, candidates, objectives, and finances, (2) nonparty blocs or special interest groups, (3) political elections, candidates and campaigns, platforms and issues, (4) election forecasts and results, (5) the electorate, suffrage, election laws, and (6) election frauds and irregularities.

**PLOS Law of the Sea Affairs**

Use for all matters pertaining to the UN Conference on the Law of the Sea and papers pertaining to territorial waters, continental shelf, the seabed, and rights and interests of states pertaining to them. Covers (1) breadth or extent of territorial waters or the territorial sea limit and disputes, (2) the economic area of the coastal seabed beyond territorial waters, jurisdiction over or claims to such resources, (3) rights and interests or claims of coastal states with respect to the continental shelf, (4) rights and interests of landlocked and shelflocked states, access to ports, maritime rights, (5) rights of innocent passage, (6) transit through and over international straits, (7) peaceful use of ocean space, (8) claims, disputes, dispute settlements relating to territorial waters, the continental shelf, seabed and ocean space, (9) archipelagos, islands, and enclosed areas, (10) technology pertinent to exploitation of ocean and seabed resources, other than fish and marine mammals, and (11) regional or other international agreements and arrangements pertaining to the seas.

For fishing, use EFIS; for marine pollution and pollution control measures, use SENV, plus PLOS; for boundary and territorial claims other than territorial waters, use PBOR; for marine biology, use TBIO; for all aspects of oceanography, use TPHY.

PORG Policy Relations With  
International Organizations

Use for papers dealing with a country's relations with private and governmental international organizations, except economic integration policy and collective security policy, which are included under ECIN and MARR, respectively. Covers (1) application for membership, membership, participation, withdrawal of membership, position on issues before international organizations, (2) reaction to decisions of international organizations, ratification and implementation of or opposition to decisions or programs, and (3) complaints against member and nonmember countries brought before international organizations, support and opposition to such complaints.

For international organization and administration, use AORG; for authorized TAGS identifying international organizations, see section 15.

PORS Public Order and Safety

Use for papers dealing with organizations concerned with the protection of life and property. Covers (1) fire protection, (2) local police organizations and activities, (3) civil defense affairs, and (4) emergency and evacuation plans and procedures.

For crimes, use SOCI.

PROP Propaganda and Psychological  
Operations

Use for all aspects of propaganda operations. Covers (1) propaganda policies, plans, and financing, (2) organizations, including use of cover names and organizations, (3) propaganda lines and themes, (4) targets, (5) media used, (6) assessments of propaganda effectiveness, and (7) antipropaganda measures.

For public opinion, use SOPN; for information control as an aspect of internal security, use PINS.

## SOCIAL AFFAIRS

The Social Affairs field covers cultural affairs, the environment, narcotics, society, population, refugees, and public welfare.

### SCUL Cultural Affairs

Use for papers dealing with cultural history, cultural property, and cultural presentations. Covers (1) cultural policies and programs of the regime, including foreign cultural relations, (2) cultural groups, languages, customs, and manners, including national symbols and holidays, (3) arts and letters, newspapers and magazines, (4) archives, libraries, museums, and parks, (5) cultural institutions except education, (6) recreation and entertainment, and (7) cultural presentations.

For administrative and operational messages concerning educational and cultural exchange programs, use OEXC; for education, use SEDUC; for racial or cultural discrimination, use SHUM; for public opinion, use SOPN; for propaganda, see PROP.

### SEDU Education

Use for documents treating educational systems and institutions. Covers (1) educational policies and programs, (2) educational institutions, (3) levels and types of education provided, (4) teacher training, (5) teaching methods, (6) language training programs, and (7) illiteracy.

For operational aspects of the U.S. Educational and Cultural Exchange Program, use OEXC.

### SENV Environment

Use for messages dealing with the preservation or deterioration of environmental quality. Covers (1) private and governmental organizations concerned with environmental quality, (2) environmental policies and programs, (3) international cooperation and agreements, (4) pollution or degradation of the air, water, land, or space environments by any methods, (5) environmental improvement measures, and (6) scientific and technical programs and developments for reducing pollution and improving environmental quality.

For matters relating to the ocean environment, see PLOS.

### SHUM Human Rights

Use for documents concerning the rights attributable to individuals as human beings. Covers (1) organizations concerned with human rights, (2) programs and policies established to insure the availability of human rights, (3) violations of human rights, (4) discrimination on the basis of race, religion, color, sex, or age, (5) slavery, (6) condition and status of youth, women, and children, and (7) pogroms, genocide, mass deportations, ethnic and color relations, including apartheid.

### SNAR Narcotics

Use for all aspects of the narcotics and drug abuse problem. Covers (1) policies and programs, (2) organizations, (3) international cooperation and agreements on narcotics and drug abuse, including control of sources, smuggling, illegal drug preparation, and law enforcement, (4) drug control measures, (5) drug and narcotics trafficking, arrest, trial, imprisonment, or other punishment of offenders, (6) rehabilitation programs for addicts, and (7) drug addiction as a social problem.

#### SOCI Social Conditions

Use for papers treating social conditions in a country or locality. Covers (1) social programs of the regime, (2) standard of living and cost of living, (3) housing availability and conditions, (4) social problems, crimes, juvenile delinquency, alcoholism, except drug abuse and narcotics addiction, for which use SNAR.

#### SOPN Public Opinion and Information

Use for planned efforts by governmental and private organizations to keep the public informed about their activities. Covers (1) general policies and programs, (2) press conferences, etc., (3) information agencies and officers and their activities, (4) public opinion surveys and polls, (5) statements and views of individuals and groups which do not reflect official policy, (6) public reaction to official information efforts, and (7) use of motion pictures, radio, television, and the press as cultural media or to disseminate information.

For propaganda and psychological operations, use PROP; for official policy statements and viewpoints, use an appropriate subject TAG; for censorship and other information control measures, use PINS.

#### SPOP Population

Use for all papers concerning population matters. Covers (1) population policies, including those with respect to aliens, transients, and exiles, passport and visa policies, naturalization and repatriation, (2) census methods and vital statistics, (3) population data, (4) population shifts, (5) control of population growth, (6) control of immigration and emigration, and (7) international cooperation and agreements on population problems.

#### SREF Refugees

Use for all aspects of the refugee problem. Covers (1) policies, plans, and programs, (2) organizations and institutions concerned with refugees, (3) international cooperation and agreements on the refugee problem, (4) refugee camps and settlements, (5) refugee repatriation and resettlement, and (6) social status and conditions of refugees.

#### SWEL Public Welfare

Use for papers concerning public health and welfare. Covers (1) public health and welfare policies and programs and their private or governmental administrative organizations, (2) international cooperation and agreements, (3) public and private health services, quality and availability of medical facilities, personnel, equipment, and supplies, (4) disease incidence and control, (5) sanitation methods and procedures, (6) public and private welfare organizations and services, (7) social insurance, social security, (8) health insurance programs, (9) disasters, and (10) disaster relief.

#### SGEN Social Affairs--General

To be used only when the more specific social TAGS do not appear applicable.

## TECHNOLOGY AND SCIENCE

The Technology and Science field covers biological and medical sciences, technology, and the physical sciences.

### TEO Biological and Medical Science

Use for papers dealing with all aspects of biological and medical services and related disciplines.

### TECH Technology

Use for papers pertaining to policies and activities of governmental and private organizations involved in technology. Covers (1) nuclear energy, (2) electric power, (3) technology exchange, and (4) all aspects of engineering.

### TPiY Physical Sciences

Use for all aspects of the physical sciences. Covers (1) astronomy, (2) chemistry, (3) physics, and (4) all related disciplines.

### TSPA Space Activities

Use for papers on all aspects of space activities. Covers (1) space exploration, (2) spacecraft, (3) astronauts, (4) space agreements, (5) space flights, and (6) space stations.

### TGIN Technology and Science--General

Use only when more specific indicators do not appear applicable or when it is desired to indicate a relationship between another caption and technology in general.