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CHAPTER - 3

INTELLIGENCE AND SECURITY

SECTION 1 INTELLIGENCE

General.

301. Every member of the Task Force must be aware of his responsibility to report by the quickest means possible any information of intelligence value. Such reports while normally being passed through the chain of command must be passed to the Task Force Intelligence Staff by the quickest means consistent with security.

Dissemination.

302. INTSUM. The normal method of dissemination of intelligence to subordinate units and superior and flanking headquarters is by INTSUM. The INTSUM is produced daily to cover the period from midnight to midnight.

303. SPOTREP. Intelligence of crucial importance to current or planned operations is disseminated by SPOTREP to all subordinate units and other intelligence agencies likely to be affected by such intelligence. These reports are produced as required.

304. SUPINTREP. This intelligence review is a "wrap up" assessment at the end of each week. It is distributed to II FFORCE V and to subordinate units. It covers the intelligence highlights of the reporting period and an assessment of the current enemy indication in the area of interest.

305. Staff Papers. From time to time the intelligence staff will produce studies on various aspects of the enemy, his order of battle, tactics, logistics, methods of operating and areas of operation.

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306. Interrogation Reports. Interrogation Reports are produced by the Det 1 Div Int Unit in respect of all PW and other significant detainees apprehended by the Task Force. Reports are also produced in respect of all significant interrogations carried out on PW and other detainees apprehended by friendly forces and processed by the detachment or intelligence elements supporting the Task Force. These reports are disseminated complete to the capturing unit and sector, and to superior, flanking and subordinate headquarters in an abbreviated form in the INTSUM.

307. Captured Documents Exploitation Reports. Reports are produced by the Det 1 Div Int Unit in respect of all documents captured by the Task Force. Dissemination is as for Interrogation Reports.

308. Unit Reports. Subordinate units are to report the following to the Task Force CP.

- a. Initial contact with the enemy; to be followed as soon as possible by a CONTACT REPORT. (Appendix 2 to Annex D to Chapter 1).
- b. Enemy attacks against friendly forces.
- c. Loss of contact with the enemy.
- d. Any identification of enemy unit in contact including means of establishing such identity.
- e. Capture of any PW or other detainees including the result of any initial questioning and the proposed means and time of evacuation.
- f. Capture of enemy equipment, particularly enemy weapons and ammunition, medical supplies or signals equipment and the proposed means and time of evacuation.
- g. Discovery of any enemy camps, defensive positions or other installations including the proposed degree of destruction; to be followed by an INSTALLATION REPORT. (Appendix 6 to Annex D to Chapter 1)
- h. The apprehension of any friendly civilian or military personnel who have been released or escaped from enemy custody.
- i. Enemy emplaced mines and booby traps.

Handling of PW and Detainees

309. General. The handling of PW and other detainees within the Task Force is to be in accordance with the provision of the Geneva Conventions of 1949 and all ranks should be familiar with the general principles of the Conventions.

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310. Categories. The responsibility for determining status of persons captured by Australian Forces rests with Australia. Persons captured are classified as belonging to one of the following categories:

- a. PW.
- b. Detainees.
- c. Returnees.
- d. Civil defendants.

311. G (Int) is responsible for co-ordination of interrogation of PW and for advice to A Branch on priorities for onward movement to higher headquarters. It is not responsible for escort, administration or quartering of PW. Detailed responsibilities are listed in Part 2 of this SOP.

Handling of Captured Documents.

312. The finding of enemy documents is to be notified to Task Force HQ as soon as possible together with the proposed means and time of evacuation. If an interpreter capability exists units should check for information of immediate tactical importance, where possible a general gist of the nature of the documents should be passed with the initial report, but it is stressed that rapid evacuation is essential.

313. Responsibilities.

- a. The capturing unit is responsible for:
 - (1) The notification of the capture of documents to Task Force HQ.
 - (2) The evacuation of the documents to Task Force HQ within 12 hours of capture unless the op sit (contact, no LZ) precludes evacuation.
 - (3) The completing of a Captured Document Tag (Annex A). As much detail as possible is to be completed. If tags are not available all the detail contained in the tag is to be included on a note with the documents. Documents removed from a prisoner are to be tagged separately and forwarded with the escort accompanying the prisoner.
- b. The Task Force CP will notify the G Int Staff of the capture and evacuation of enemy documents and the place of delivery.

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- c. G Int staff will arrange for pick up from the place of delivery and the passing of the documents to Det 1 Div Int Unit.
- d. Det 1 Div Int Unit is responsible for:
 - (1) The initial "read out" and assessment of the documents.
 - (2) The production of Document Exploitation Reports and their promulgation.
 - (3) The forwarding of all captured documents to the appropriate superior intelligence agencies (Combined Document Exploitation Centre).

Handling of Captured Money

- 314.** a. All captured money is to be paid into Det 1 Div Cash Office and is to be accompanied by a capture card giving all details relevant to the capture.
- b. In the situation where the money is taken from a PW or detainee, a receipt must be given to him and the name of the PW or detainee included in the details of capture.
- c. The Paymaster Det 1 Div Cash Office will dispose of the money in accordance with current theatre policy.

Handling of Captured Equipment

315. The capture of any enemy equipment is to be notified as soon as possible to Task Force HQ. All such equipment is to be evacuated at the earliest possible opportunity consistent with security. Where evacuation is not possible due to the mission, the size of the equipment or its dangerous state or in the case of ammunition the item is to be photographed or sketched and all relevant circumstances of the find forwarded to Task Force HQ as soon as possible.

316. Responsibility.

- a. The capturing unit is responsible for:
 - (1) The initial report of the capturing of enemy equipment, and any follow up report required.

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(2) The evacuation of the equipment (less weapons) to Task Force HQ. The completion of the Captured Material Tag (Annex A).

b. The Task Force CP is responsible for notifying G (Int) staff of the capturing of enemy equipment and the proposed means and time of evacuation.

c. G Int staff will arrange reception and identification of the equipment.

d. G Int staff is responsible for the despatch of captured equipment (less weapons) to interested intelligence agencies (eg. Combined Material Exploitation Centre - CMEC) or return of requested items to capturing unit.

317. Handling of Captured Weapons

a. Captured Weapons are to be rendered safe, identified and labelled with a captured material tag and secured under unit arrangements. Those which cannot be rendered safe whilst on operations are to be destroyed in situ under unit arrangements.

b. Capturing units are to inspect all captured weapons for unusual modifications or identifying marks. Such weapons are to be sent to G Int for inspection prior to dispatch to 2 AOD.

c. The capturing unit is to prepare three copies of an inventory showing the type, quantity and serial numbers of weapons captured and submit this to HQ 1 ATF (Q Br) within seven days of the capture. The inventories are to be subdivided into two parts. Part A is to list weapons in good condition and Part B, those in poor condition (i.e. damaged, incomplete to such an extent as to be of no use for training or trophy purposes and those destroyed in situ under unit arrangements whilst on operations). Advice is to be sought from HQ 1 ATF where doubt exists in regard to the identity or condition of a weapon.

d. G Int is to examine inventories forwarded by units and will give instructions regarding any weapon required for Technical Intelligence Exploitation.

e. Weapons in good condition, Part A of inventory are to be forwarded to 2 AOD by units within 30 days of capture unless a request for retention by the unit or an individual has been made, in accordance with AFV (Army Component) SOPs, Part 1, Para 1107 and 1108. Completed issue and receipt vouchers, AFs G1033, are to accompany each consignment, showing weapons by type and quantity only. An extra copy of AF G1033 is to be forwarded to HQ 1 ATF (Q Br) showing in the remarks column the date weapons are despatched to 2 AOD. Weapons are to be thoroughly cleaned and inspected by an armourer before despatch. AFs G1033 are to be endorsed to this effect.

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f. Weapons in poor condition which are included in Part B of Inventory are to be rendered totally innocuous by RAEME personnel and then buried under unit arrangements. Immediately following destruction a Certificate of Destruction together with Weapon Rendered Innocuous Certificate by RAEME, is to be forwarded by units to HQ 1 ATF, copy to HQ AFV.

g. Two copies of a monthly summary of weapons captured during the month are to be forwarded (by Q Br) to HQ AFV with a copy to 2 AOD by the seventh day of the following month. The summary is to include the type, serial number, country of manufacture, condition of the items and disposal action taken, eg. to 2 AOD (date on voucher number) or, where appropriate, retained by unit for display etc.)

Signals Equipment

318. Special care is to be taken with the evacuation of signals equipment. The settings of dials is of particular importance and the frequency that any equipment is set on should be noted on the Captured Equipment Tag. Items such as aerials, telephones, batteries, telephone wire and apparently civilian radios may all have intelligence value and are to be evacuated. The length bearing and configuration of aerials should be noted before they are pulled down for evacuation. **Civilian radios will be returned to the capturing unit.**

Medical Stores and Equipment

319. All enemy medical stores and equipment are to be evacuated. The destruction of medical supplies is expressly forbidden except in case of operational emergency where their recapture by the enemy is imminent.

Ammunition

320. Enemy ammunition is only to be evacuated when its safety is certain. When any element of doubt exists the items should be destroyed. However, all relevant detail such as colour, lot numbers etc. that can be obtained should be, together with photographs or sketches. Enemy ammunition is required for Tech Int exploitation and should be evacuated when safety permits. Ammunition should not be packed loose with other equipment or documents during movement and the carrying agent (eg. helicopter crews or drivers) should be informed they are carrying ammunition.

321. Handling of Released or Escaped Friendly Personnel.

a. All friendly personnel found by units of the Task Force who have been released or escaped from enemy custody are to be passed to Task Force HQ by the quickest means available.

- b. Initial brief interrogation may be carried out by the apprehending unit to determine any information of immediate tactical value and all details are to be passed to Task Force HQ immediately.
- c. If the status of such personnel is in doubt then the capturing unit is to provide escorts during evacuation as for enemy or suspect personnel.
- d. After fuller interrogation by Task Force Intelligence elements to determine status and more fully exploit their knowledge about their captors such personnel will be processed in accordance with current theatre policy. Any significant information arising from the interrogation will be passed to subordinate units and flanking and superior headquarters by SPOTREP.

Aerial Reconnaissance.

322. The means of aerial reconnaissance available to the Task Force include:

- a. Visual Reconnaissance (VR) by light aircraft working in direct support of the Task Force in accordance with the overall VR plan. VR planning and tasking is the joint responsibility of G (Int) and G (Air). Units requiring support in addition to that which they can do using their own DS aircraft are to forward requests through the normal G (Air) channels.
- b. Aerial Photography. Requests for aerial photography will be submitted to GS (Int) (attention Air Int Section) using the form shown in Annex B. Forward planning is essential and the more time that can be given the more likelihood there is of a successful mission.
- c. Sideways-Looking-Airborne Radar (SLAR). Requests for this support will normally originate from Task Force HQ.
- d. Infra Red Detection (RED HAZE). Requests for this support will normally originate from Task Force HQ.
- e. Personnel Detector (APD) is planned and tasked by G (Int). Units may request APD support direct from G (Int).
- f. Hand Held Photography. Facilities for limited hand held photography exist within the Task Force. Requests are to be submitted as for normal aerial reconnaissance.
- g. Sniffer.

Enemy Psychological Operations.

323. Enemy Psychological Warfare Broadcasts. These are not to be jammed and troops are not to be prevented from listening to them. The occurrence of such broadcasts are to be reported to the Task Force HQ immediately. Reports are to include the frequency, duration and general ~~1st~~ of the broadcast.

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324. Enemy Written Psychological Warfare Material. Where the enemy uses this media (eg. leaflets, posters and banners), all such items are to be collected and passed to Task Force HQ as soon as possible. An initial report covering the circumstances of capture (as for captured enemy documents) is to be submitted by the fastest means possible consistent with security. Every care is to be taken that any such posters, banners etc are NOT booby trapped.

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SECTION 2 - SECURITY

Security of Operations and Plans

341. In all units and installations within ATF responsibility for security rests with the Commanding Officer. Security of operations and plans is to be achieved by application of the following requirements:

- a. Every commander is to appoint a senior officer as security officer for his unit. The duties of the unit security officer are outlined in Army Security Manual. Each unit or headquarters is to either include in its own standing orders or publish separately, specific orders regarding security. Guidance in preparation of these orders is contained in Military Security Instructions. All ranks are to be briefed on these orders when they join a unit and their attention brought to them at least six monthly intervals through Unit Routine Orders.
- b. Originators of classified matter must choose the correct grading and be alert of the opportunity to downgrade such matter as soon as conditions permit.
- c. Custodians of classified material are to review holdings regularly and discard irrelevant or outdated material regularly to reduce the amount which requires custody and protection.
- d. Knowledge of operational planning is to be kept to an absolute minimum, the principle of "NEED TO KNOW" being strictly enforced.
- e. Commanders planning operations are responsible for determining when and how much information on proposed operations is to be passed to local national authorities.
- f. Operation Orders and Plans issued by Task Force are NOT to be taken forward of unit command posts.
- g. Classified maps, charts, traces, etc. are to be displayed only within RESTRICTED areas.
- h. Evacuated positions are to be checked to ensure that NO significant material remains.
- i. Classified documents and plans are to be destroyed should capture be imminent.

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Security of Classified Documents

342. Classified matter (letters, memoranda, precis, briefs, lecture notes drafts, etc.) and all copies thereof, are to be plainly and conspicuously marked with the appropriate classification at the top and bottom of each page, so that the marking is clearly visible when the pages are fastened together. Other classified documents, such as drawings, maps, photographs, films, etc. are to be marked in accordance with the above principles. Drawings, negatives, etc. must be marked in such a way that the classification is reproduced on any copies made therefrom.

343. Care in the disposal of the contents of waste paper receptacles is necessary to prevent leakage of information. Satisfactory arrangements are to be made for the systematic collection, custody and destruction, under effective supervision, of all office waste of a classified nature. This is to include drafts, proof copies, used carbon papers, shorthand notes, stencils, etc. containing classified information. The same safeguards are to be applied to classified waste as to any other kind of classified material. The only satisfactory method of destruction is by burning under responsible supervision.

Security of Maps and Air Photographs

344. The security of official maps is the responsibility of G Branch HQ 1 ATF. In a unit, it is the responsibility of the commander.

345. Official maps are in two categories:

a. General maps, including military maps normally produced by RA Svy, maps of aeronautical and international series, hydrographic charts and maps produced by government agencies and approved for official use by the Army.

b. Classified maps, including all maps, charts and plans, which disclose location and/or details of defence works of a secret nature, or any classified naval, military or air force information. Such maps are to be marked with the appropriate security classification and are to be treated and accounted for as protected documents.

346. No classified map is to be released to any government or public agency or to any other member of the public without prior approval of HQ 1 ATF.

347. No air photograph is to be released, other than for use by the Services, except on the authority of HQ 1 ATF. Air photographs are to be treated according to their security classification in the same way as protected documents.

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Loss of Classified Documents

348. On discovery of loss of a classified document, a thorough search is to be made at once, and the loss is to be reported forthwith through HQ 1 ATF to the issuing authority, irrespective of whether the document is likely to be found or not.

349. The authority notifying the loss of a TOP SECRET, SECRET or CONFIDENTIAL document is to render two reports as follows:

a. One direct, by the quickest means, to the originating authority through HQ 1 ATF.

b. One, through the usual channels, to HQ 1 ATF, showing what action has been taken to recover the document and what steps have been taken to prevent further losses. Details of any inquiry and disciplinary action taken should be included.

Compromise of Cipher

350. In the event of possible compromise of cipher, an immediate report by fastest secure means, must be made to the OC 104 Sig Sqn.

Loss of Keys or Combinations

351. The loss of keys or combinations to safes, and filing cabinets containing classified matter is to be reported at once to the USO and a thorough search made. Where a combination has been lost or left unattended in a position where compromise was possible, it is in every case to be changed without delay.

Security of Material

352. Security of Equipment.

a. Classified equipment is to be stored and protected so that unauthorized persons are denied access to it.

b. An individual to whom a weapon and/or ammunition is issued is personally responsible for the safe custody of that weapon and/or ammunition.

c. Individuals are not to deposit any arms or ammunition on personal issue at any cloak room, luggage office, etc. nor are they to be left unattended in any hotel, restaurant, club or similar place.

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d. Where practicable, arms and ammunition are to be stored separately.

353. Apart from classified equipment, arms and ammunition, many stores are of a readily saleable or otherwise attractive nature. It is necessary to safeguard them against theft, misappropriation or misuse.

Loss of, or Damage to, Classified Equipment

354. The loss of classified equipment is to be notified by the quickest means to HQ 1 ATF.

355. An investigation is always to be conducted and the advice of the G Int HQ 1 ATF staff, should be obtained before it is completed. The result of this investigation is to be passed to G Int HQ 1 ATF.

356. Damage to classified equipment is to be investigated and reported in the normal way but, where the investigation reveals the possibility of sabotage or other subversive action, G Int HQ 1 ATF is to be informed.

357. Enemy Equipment. Under the Defence Act, Section 79, enemy equipment, etc. is Commonwealth property, and unless a member has been duly authorized to retain it as a souvenier, its retention is an offence. This does not include the personal effects of captured personnel which remain the property of the individual enemy soldier and are to be handled in accordance with the current instructions for handling PW and/or effects of enemy dead. It is essential that personal equipment and personal effects are identified with the enemy soldier concerned and either accompany him through the PW handling chain until properly evaluated by the intelligence staff. This is particularly important in the case of maps and documents.

358. Security of Headquarters.

a. All traffic into, within and through a headquarters deployed on operations away from NUI DAT Base, is to be confined to a clearly marked traffic circuit at the entrance to which will be a check point.

b. All visitors (once cleared by the check point) are to be directed to the location of the headquarter's of the unit to be visited.

Security of Personnel

359. Security Register. Units are to maintain a security register in accordance with Military Security Instructions to collate all matters of security interest relating to the unit. It is to be maintained by the Security Officer, classified CONFIDENTIAL, and is to be available for inspection only by those officers specially designated by the respective commander and by G (Int) or counter-intelligence personnel.

360. Security of Members.

a. Commanders at all levels are to protect their troops against subversive and indirect influences. These may be exerted by cunning propaganda, rumours and alarmist reports, defeatist and pacifist views conveyed by undesirable soldiers and civilians, particularly women.

b. The best protection is good leadership. Troops with confidence in their leaders are difficult to subvert, but active protective measures should include:

- (1) The development of a high degree of security alertness.
- (2) Regular training aimed at ensuring that troops:
 - (a) Recognise enemy activities for what they are and promptly report them.
 - (b) Are familiar with security standing orders.
 - (c) Are aware of the law and punishment for breaches of security.
- (3) Keeping the troops fully and factually informed.
- (4) Treating careless talk or the spreading of rumours as a disciplinary offence.

Sabotage and Subversive Activity

361. Any act or suspected act of sabotage or subversive activity is to be reported to Task Force HQ immediately.

362. Identity Discs.

- a. Identity Discs are to be worn at all times and any loss is to be reported to unit HQ.
- b. An identity disc is not to be considered an official pass.

363. Local Civilians.

- a. Local civilians are to be treated in accordance with the "Geneva Conventions Relative to the Protection of Civilian Persons in Time of War" (1949).

b. If in the way, local inhabitants are to be treated as refugees.

c. Civilians are to be kept far away from units in the field.

d. Civilians are NOT to be employed or have access to any military area unless authorised by Task Force HQ.

e. When a decision is made to employ civilians they are to be subjected to security screening prior to engagement under arrangements made by G (Int) at Task Force HQ.

f. Any contract with civil labour should specifically state that an employee may be dismissed without redress.

g. NO contract is to be entered into with a civilian without the approval of Task Force HQ.

h. Approved contractors are NOT to have access to unit areas. Where necessary collection is to be by military transport.

364. Refugees.

a. Refugees will be considered to contain hostile elements unless determined otherwise.

b. The unit first meeting refugees is to:

(1) Move them to an area clear of the route and guard them using whatever minimum force is necessary.

(2) Advise Task Force HQ immediately of the location, numbers and condition.

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(3) Segregate obvious ringleaders. Search all for arms, ammunition and documents of military value.

(4) Provide minimum essential administrative facilities particularly for the sick and the young. Prior approval of Task Force HQ is to be obtained before unit stores are used for this purpose.

c. Task Force HQ will arrange for provost to take control of refugees from "capturing" units as soon as possible and will coordinate provision of interrogators, guards and administrative resources.

d. Provost are to move refugees in the approximate direction they wish to move, at time convenient to operational movement as instructed by the staff.

e. Refugees are NOT to be permitted in or near unit areas.

PR Delegations by Task Force Commander

365. Release of information by the PR service by way of prepared statements and interviews to the press, radio and television agencies must firstly be approved by the Comd 1 ATF or an officer delegated by him.

Restrictions on Dissemination of Information

366. The following matters are NOT to be the subject of public dissemination:

a. Pending military movements. (These may be released after the fact and the clearance from Comd 1 ATF is obtained.

b. Operational plans.

c. Names of known casualties, until NOK informed.

d. Numbers of casualties, prisoners, or persons missing in action except in the terms "LIGHT, MEDIUM or HEAVY" as determined by the Force Commander.

e. Matters of prime military interest to any participating country until cleared by II Field Force Vietnam.

f. The introduction or removal of major items or types of military weapons, equipment of special forces.

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- g. The evacuation of non-combatants from any area within the scope of operations until released by the Task Force Commander.
- h. Names of units participating until officially released.
- i. Pictures of identifiable dead or casualties.
- j. Pictures of classified weapons.
- k. Any information on tactical ruses, cover, deceptions and successful escapes and evasions until officially released.
- l. Any operation by special forces, until released by the Task Force Commander.
- m. Any intelligence operations, until released by the Task Force Commander.

Restrictions on Troops Making Statements

367. A member of 1 ATF who has not been specifically authorized to do so by the appropriate Minister or by an officer delegated by him for this purpose, is not to provide information or comment to the press or other news media, or make public statement, or enter into any discussions, irrespective of whether the information, comment, statement or discussion relates to a classified subject or not, on:

- a. Any matter of Government policy and any matter which is subject to public or political controversy, or which is likely to affect Australia's relations with another Government.
- b. Any Defence or Service matter related to policy, administration, plans, conditions of service or equipment.
- c. Any matter which might affect operational security or affect the conduct of current or future operations.
- d. Impressions deriving from their service activities related to any matter mentioned in sub-paras a, b, and c above.

Accredited Correspondents

368. Before any representative of the press or other news media is admitted on a visit to a headquarters, unit or establishment of 1 ATF, the Task Force Public Relations Officer is:

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- a. To obtain approval from the commander of the unit whom the press representative wishes to visit.
- b. To arrange for the representative to be accompanied by a public relations officer.
- c. To make the necessary travel arrangements and ensure the representative is properly equipped.

369. The Task Force public relations officer is not to clear any story which contains information, comment, statement or discussion derived from a member of the Task Force on matters specified in paragraph 366 of these orders, unless that member has been specifically authorized to give such information, etc, as provided for in that paragraph.

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ANNEX A TO
CHAPTER 3

CAPTURED DOCUMENT/MATERIAL CARD

(TO BE USED WITH ALL CAPTURED DOCUMENTS AND EQUIPMENT)

DOCUMENT CARD

MATERIAL

GR OF CAPTURE: _____

DATE/TIME OF CAPTURE: _____

CAPTURING UNIT: _____

RANK AND NAME OF PERSON
COMPLETING FORM:

RANK: _____

NAME: _____

FRONT

TICK APPROPRIATE SQUARE.

WHEN CAPTURED THE
DOCUMENTS/MATERIEL WERE:

ON A BODY
ON A CAPTIVE
IN A DISUSED CAMP
IN A RECENTLY USED CAMP
HIDDEN
WELL LOOKED AFTER
WET
DRY

OTHER DETAILS:

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ANNEX B TO
CHAPTER 3

AERIAL RECONNAISSANCE REQUEST

AIR RECCE REQUEST: (Always at the start of message).

- ALFA . UNIT REQUEST NUMBER.
- BRAVO . UNIT AND PHONE NUMBER.
- CHARLIE . DATE NO LONGER OF VALUE.
- DELTA . (For Air, Int use).
- ECHO . TYPE OF COVERAGE REQUIRED.
(REDHAZE/SLAR/VERTICAL PHOTO)
- FOXTROT . SCALE.
- GOLF . UTM - CO-ORDS (UPPER LEFT)
 (UPPER RIGHT)
 (LOWER RIGHT)
 (LOWER LEFT)
- HOTEL . TIME ON TARGET.
- INDIA . ESSENTIAL ELEMENTS OF INFORMATION REQUIRED.
- JULIETT . (For Air, Int use).
- KILO . (For Air, Int use).
- LIMA . NUMBER OF PRINTS REQUIRED.
- MIKE . ADDITIONAL INFORMATION AND/OR REMARKS.

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