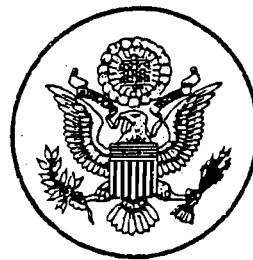


TAGS TAGS TAGS TAGS TAGS

TRAFFIC
ANALYSIS
by **G**EOGRAPHY
and **S**UBJECT



JANUARY 1976

DEPARTMENT OF STATE

TRAFFIC ANALYSIS BY GEOGRAPHY
AND SUBJECT
DEPARTMENT OF STATE
WASHINGTON, D.C. 20520

TRANSMITTAL LETTER: TAGS-1
DATE: JANUARY 16, 1976

REVISION OF TAGS BOOKLET

This edition represents a major revision of the Traffic Analysis by Geography and Subject booklet and supersedes the June 1974 edition.

Action Required

Every drafting officer must become familiar with and follow the contents of this booklet when preparing Department of State telegrams, airgrams, and operations memoranda.

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/DA), 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.

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.

* * * * *

Subject TAGS changes effective for this edition:

TAGS deleted: AAUD, ALIB, ALTR, ASAF, BBPC, ELEC, EMAE, EMES.

TAGS added: ASIG, ACMM, AGAO, AODE, BAGB, BENC, EQIP, ETRN, PPDC, PSDC.

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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	_____

BACKGROUND AND INSTRUCTIONS

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. TAGS information is to be supplied by drafting officers to all telegrams and airgrams transmitted in the State series, except those bearing AIDAC, USIAC, or TOPEC communications captions.

The TAGS line in airgrams and telegrams always begins with the word TAGS, followed by a colon (TAGS:). (TAGS are placed on the Subject line in operations memoranda). After the colon, enter one or more subject TAGS which best describe the subject matter of the message. The entries on the TAGS line may be separated by blank spaces or commas, or both commas and spaces.

GEOGRAPHIC/ORGANIZATION TAGS

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 and enter them on the TAGS line after the subject TAGS. If an organization is the subject of a message, consult the ORGANIZATIONAL TAGS section 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.

SUBJECT TAGS

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. See the PERSONAL NAMES section for details. 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. 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. See the Table of Contents, SUBJECT TAGS section, for the complete listing by fields.

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.

TAGS in the Economic, Military and Defense, Political, Social, and Technology and Science fields are broad in scope and may not always be precise 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 accurate retrieval.

Proper selection and application of the TAGS codes permits drafting officers to exercise control over how the documents they originate will be stored and retrieved in the Automated Document System.

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

Previous editions of this Booklet have contained condensed material describing other message formatting rules, e.g. Subject line and E.O. 11652 rules. Those materials are properly the concern of the Correspondence Handbook and other appropriate sections of 5 FAM, hence are no longer included in this Booklet.

TAGS AND THE CENTRAL FOREIGN POLICY FILES

The Traffic Analysis by Geography and Subject system is the key to indexing, storage, and retrieval for all documents placed in the Central Foreign Policy Files since July of 1973 for telegrams, and since January 1974 for airgrams, diplomatic notes, congressional and general correspondence. The overall system used by the Foreign Affairs Document and Reference Center (FADRC) for managing the Central Files since those dates is the Automated Document System (ADS). At this writing (January 1976) there are 1,358,109 documents under ADS management and new documents are added at the rate of 2,000 each working day.

The ADS stores all documents on microfilm; paper originals, except those having intrinsic value, are destroyed. The index to the microfilmed documents is stored in electronic form in the Department's central computing system, operated by the Information Systems Office (O/ISO). Access to documents is gained using a Cathode Ray Tube (CRT) terminal that is connected with the system. Document references are located in the electronic index primarily by use of TAGS, hence the very real importance of understanding the system and of being sure that the most appropriate TAGS are assigned to documents by the drafter.

In addition to TAGS, the Indexers in the Document Analysis Division of FADRC use a Thesaurus of (about 3,700) terms to index every substantive document entering the Central Foreign Policy Files; the average substantive document has five index terms in addition to the drafter-chosen TAGS. The terms in the Thesaurus were chosen from Departmental documents because they reflect the general subject content found in those documents. The index to this Booklet consists of about 1,100 terms from the Thesaurus. Each term in the index is keyed to one or more TAGS so that a drafter may look up the terms that are most relevant to the message content and find the most relevant TAGS for that document. When two or more TAGS are found keyed to a term, the drafter may resolve ambiguous reference by reading the definitions for the given TAGS.

The TAGS system is designed to support indexing and retrieval of documents. It provides for the categorization of documents according to subject content and geographic and personalities factors. As a system, it is not designed to provide definitive guidance for the distribution/dissemination of documents.

And, no part of the system should be regarded as applicable to only one bureau/office/post of the Department. All functional/regional/administrative offices should use TAGS as appropriate to a given documents' needs and should base distribution/dissemination of the document on other factors.

At least one SUBJECT TAG must be used on each message and several TAGS from different subject fields may be used as needed; TAGS may appear in any order on the TAGS line. When desirable, TAGS for geographic, world region and organizations may be shown on the TAG line, formatting information will be found in the Organizations TAGS and Geographic TAGS sections of this Booklet.

The final indexing device that may be shown in the TAGS line is the name of a person. When the name of an American citizen is placed in the TAGS line the drafter must be sure that the message content is substantially about that person. The use of the name of an American citizen in the TAGS line automatically places that message in the position of being a "name retrievable" message and provisions of the Privacy Act of 1974 then apply to that message. The initial distribution and further dissemination of name retrievable documents is sharply restricted and willful violations of this rule can result in severe penalties for the individuals involved. (It is incumbent upon drafting officers to be aware of the provisions of the Privacy Act of 1974 and of Departmental implementing regulations and policies). The distribution/dissemination restriction on name retrievable messages dictates that such reporting should not be a part of otherwise non-personally oriented messages -- the distribution/dissemination restriction applies to the whole message. See the Personal Names section of this Booklet for formatting information.

SUBJECT TAGS DEFINITION

ADMINISTRATION

The Administration field covers all aspects of the administration of the Department of State, Foreign Service posts, and international organizations.

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.

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.

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) special foreign currency programs, (f) 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 ASIG.

ACLM: CLAIMS AGAINST THE USG

Use for all claims, suits, etc. brought against the U.S. Government by foreign nationals or U.S. citizens, including government employees. For claims against foreign nationals or governments use CPRS.

ACMM: COMMITTEES

Use for matters pertaining to the establishment, operation, administration and duration of advisory, interdepartmental and department committees. The term committee applies to any board, commission, council, conference, panel, task force, or other similar group, or subcommittee or other subgroups thereof. This function includes liaison with the Office of Management and Budget, the Congress, the Library of Congress, Federal agencies of the Executive Branch, and the general public. Action: M/MO.

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 airgrams, telegrams, etc. 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: ORR/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, foreign exchange rates, 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 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 ALLOW); (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 (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). Also use AFSP for accident presentation program, including driver and vehicle safety. Action: OPR/ESC.

AGAO: GENERAL ACCOUNTING OFFICE

Use for all matters related to U.S. General Accounting Office (GAO) survey, investigations, audits, reviews, and reports concerning the Department's domestic and overseas programs. This includes both administrative and operational (substantive) messages. Other TAGS appropriate to the subject content of each message should also be used (e.g. AMGT for evaluation of administrative management programs; ECON for evaluation of general economic programs; MASS for evaluation of military assistance programs). Action: A/BF/OAG. (*)

AINF: RECORDS AND DATA PROCESSING SERVICES

Use for messages concerning (1) airgram format, procedures, and numbering; (2) corrections to be made on omitted or incorrect security classifications and/or declassification schedules; (3) request for information copies of telegrams, airgrams, memoranda of conversation, etc; (4) records management: creation, organization maintenance, and disposition of post records; (5) request for reference service on retired post files; notification and shipment of post records, for all local employee personnel folders use APER; (6) matters pertaining to the Traffic Analysis by Geography and Subject (TAGS) system; (7) requests from the public for records under the Freedom of Information Act and the Privacy Act. Action: O/FADRC. Use AINF for transmittal of documents requested by other Federal Agencies (whether requests be ad hoc or standing) e.g. International Wheat Council documents to USDA; and Colombo Plan documents to AID.

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

AINR: INR PROGRAM ADMINISTRATION

To be used on messages concerning the administrative and procedural aspects of INR programs. (1) Biographic reporting of 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, or to amend or expand reports previously submitted in airgram form. (2) Procurement and transmittal of information concerning any foreign maps and related materials which may be obtained by a post for the Department or for other Federal mapping agencies. (3) Procurement, discontinuance, change in quantities, or information concerning foreign publications which may be obtained by a post. (4) Matters concerning foreign photographs. (5) Administrative aspects of the Critical Intelligence Reporting Program. (6) Matters concerning the

Foreign Agents Registration Act. (7) Requests to the Department to furnish maps, Intelligence Reports, etc. Action: INR.

For CERP publications use ECRP. See also PINR.

ALOW: 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.

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 ASIG; for personnel management matters, use APER; for matters pertaining to the management of Foreign Service posts, see AFSP. (*)

AODE: U.S. OVERSEAS DIRECT EMPLOYMENT PROGRAM

For matters relating to the establishment or disestablishment of full-time permanent positions by any U.S. Government Agency

operating in a foreign country under the authority and responsibility of the U.S. Ambassador or other Chief of Mission; for matters relating to the numbers and locations of other types of U.S. official presence in foreign countries (part-time, temporary or contract workers, non-appropriated funds employees, personnel detailed to work with international organizations or with a foreign government, personnel on work-study assignments, dependents of USG personnel, etc.)
Action: M/MO.

AORG: INTERNATIONAL ORGANIZATION ADMINISTRATION

Use for messages involving administrative and financial matters of international organizations: (1) recruitment of U.S. citizens for employment; background investigations of U.S. citizens employed or seeking employment; (2) payment of U.S. contributions and authorizations to expend; (3) candidates proposed by other countries for positions in international organizations. Action: IO/EX. (*)

For policy relations with international organizations, see PORG.

Where possible, AORG should be combined with other more specific TAGS to identify the particular aspect of administration being discussed (e.g. personnel matters should also have APER). Always use the appropriate organization TAGS in conjunction with AORG or PORG.

APER: PERSONNEL

Use for all matters concerning Foreign Service personnel except matters handled by the Regional Bureau Executive Office including restoration of forfeited leave (see AFSP), medical matters (see AMED), some training matters (see AFSP, AFSI), and transportation of baggage, household effects, and personally owned automobiles (see ATRN). Action: PER/MGT/PS. (*)

APUB: PUBLISHING, PRINTING, DISTRIBUTION AND LIBRARY SERVICES

Use for messages concerning printing and distribution of Departmental publications to posts, including requests for copies of manuals, 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. Also use for items concerning the Department's Newsletter. Action: DG/PA.

Use for messages concerning Departmental Library services available to posts for official staff 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.

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

EC: 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/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.

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.

ASIG: MANAGEMENT EVALUATIONS AND INSPECTIONS

Use for subject involving the Department's inspection activities (audits, overseas inspections, domestic evaluation); these cover Department functions, overseas posts, missions, other agency programs, contracts, and grants. Action: S/IG.

For management surveys or studies, see AMGT.

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 APUB; (3) requests relating to GSA supply support including requisition submission, status requests and requests for GSA publications; (4) suggestions for 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.

ATRN: TRANSPORTATION

Use for matters, including claims, 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; (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). For letters of commendation, use APER; (3) Requests for scrolls. Action: S/CPR; (4) Safediving 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. Messages sent by telegram or airgram bearing Business Services TAGS are for Action: COM.

Classified messages or messages concerning major trade opportunities or other matters of substantive interest to the Department of State should include appropriate TAGS from other sections of the TAGS schedule. Action: State.

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: BTRA JA US.

TAGS for organizations which are frequently the subject of communications are provided in the ORGANIZATION TAGS section - page 48. For organizations not shown in that listing, place the organization name in the Subject line.

BAGB: AGRIBUSINESS

Use for all reporting on agribusiness developments and the possible application of American Technology and products to these projects. Includes projects where there is a need for engineering design, consulting, U.S. investment, venture capital, or planning services as well as equipment and construction in the agriculture field. Action: COM.

For agricultural theories and practices, use EAGR.

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. (*)

BBSR: BUSINESS SERVICES REPORTS

Use for reports provided routinely as a service to the business community. Covers assessments of demand for products or services, market reports, trade directories, and other reports intended to help businessmen establish relations with foreign firms.

For publications for commercial libraries and for purchases of publications for the Department of Commerce, see BPUB; for follow-ups, use BFOL.

BDIS: TRADE COMPLAINTS AND DISPUTES

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

BENC: ENGINEERING AND CONSTRUCTION SERVICES

Early alert and follow-up information on planning, design, engineering, construction of major infrastructure and industrial systems projects with potential of \$5 million more in U.S. services fees and equipment exports.

opportunities for consulting contracts having follow-on major project engineering, construction potential. Activities of IBRD, UNDP, other IFIs and third-country financing possibilities related to major projects. National development plans and budgets encompassing major projects. USG supportive efforts for firms seeking major project contracts -- e.g., Embassy representations, task force visits overseas. Travel to U.S. by prospective foreign clients for U.S. engineering, construction services. See also ECRE. (*)

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, missions, centers, Trade Development Trade Information Offices (TDTIO's), Between Show Promotions (BSP's), Joint Establishment Promotions (JEEP's), Sample Display Service, etc. and business information centers, as well as material supplies by U.S. business to promote trade expansion.

For trade and investment opportunities, see BTIO. 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 (MADRAD), the U.S. Travel Service (USTS), or the National Oceanic and Atmospheric Administration (NOAA), see the organization TAGS list.

BFOL: FOLLOWUP REQUEST

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.

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 programming 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.

BPRO: BUSINESS PROPOSALS AND INQUIRIES

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

BPUB: BUSINESS-COMMERCIAL PUBLICATIONS AND LIBRARIES

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. Use also 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 APUB.

BTIO: TRADE AND INVESTMENT OPPORTUNITIES

Use for administrative or operational messages of a routine nature on trade and investment opportunities abroad. Covers construction opportunities, joint venture, patent licensing, franchises, and other business opportunities, as well as tenders-to-bid from the public or private sector which offer trade opportunities. For follow-ups, see BFOL.

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

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., as well as for communications regarding meetings for visiting foreign dignitaries with leading U.S. businessmen. Also use for communications between Washington headquarters (State, Commerce, AID, etc.) and posts abroad concerning consultations with business; includes information forwarded to the Department of Commerce on Business Invitation Form IA-244. (See 10 FAM 916.3-2) (*)

For travel by high level U.S. Government personnel, use OVIP; for travel of other U.S. Government personnel, use OTRA; for temporary duty assignments, use APER.

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. Normally geographic TAGS will not be 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. (*)

For narcotics arrests, use SNAR.

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. (*)

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, U.S. merchant vessel and

civilian aircraft services (entry and clearance at foreign posts), and matters related to consular services performed in connection with civil aircraft accidents. (*)

For military vessel and flight clearances, see OCLR.

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: PROPERTY PROTECTION SERVICES

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

For inheritance claims, see CDES.

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. (*)

ECONOMIC AFFAIRS

The Economic Affairs field covers all aspects of economic reporting.

EAGR: AGRICULTURE AND FORESTRY

Use for papers dealing with: (1) general agricultural programs and policies of the government; (2) theories and practices of agriculture, forestry and wildlife management; (3) land use, land reforms and soil conservation; (4) irrigation systems and desalination; (5) development, production and procurement of agricultural equipment and machinery.

For agricultural products and foods, use EPAP; for fishing and fish products use EFIN; for foreign agricultural assistance use EAID; for environmental matters, use 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, Public Law 480, food for peace, food for work; (7) fur; (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; (11) food assistance and disaster relief. For military assistance and sales see MASS.

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, includes 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.

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.

CEM: 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 and inorganic chemicals; (3) synthetics; (4) drugs, vaccines, and pharmaceuticals; (5) agricultural chemicals; (6) non-military pyrotechnics; and (7) miscellaneous chemical products, including paints, cosmetics, cleaning compounds, waxes, etc.

ECIN: ECONOMIC INTEGRATION AND COLLABORATION

Use for papers on economic integration or collaboration movements, including common markets and free trade associations, 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; and (3) specific programs of economic organizations.

For substantive aspects of economic integration organizations, use also appropriate subject TAGS (for example, for tariffs and customs duties arrangements use also ETRD); for the administrative, organizational aspects and budgetary problems of organizations, see AORG; for meetings and conferences of

economic organizations see also OCON. Always use the appropriate acronyms or initials of organizations.

ECON: ECONOMIC CONDITIONS, TRENDS, AND POTENTIAL

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

For strategic trade controls, COCOM, and EXCON, see ESTC; for normal export-import trade controls, see 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. See also BENC.

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. NOTE - Do not use ECRP for CASP or PARA.

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 analysis 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, COCOM 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 and products, see BBAK; for international corporations, see EINV; for industrial equipment and machinery, see EQIP.

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.

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.

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. 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; and (3) operating equipment, vehicles, components and parts, repair and maintenance facilities for operating equipment, procurement and sale of operating equipment.

EMIN: METALS AND MINERALS

Use for papers dealing with metallic and non-metallic minerals, metals, and processing facilities. Covers (1) mines, quarries, refineries, and beneficiation facilities; (2) ores; and (3) metal, non-metallic, and mineral products; including building stone, brick, and tile.

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) natural and synthetic petroleum and coal, refining methods, facilities and products; (4) solid fuels; (5) natural and manufactures gases; (6) electric power and energy conversion, nuclear-power generating plants; (7) electric power distribution systems; (8) power failures; (9) miscellaneous power sources, including wind, solar, thermal, and nuclear; (10) energy or fuel shortages, allocation, and rationing; and (11) import and export of fuel and energy.

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, oil seeds 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, 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 and sea mammal products, use EFIS; for agricultural programs and policies use EAGR.

EQIP: EQUIPMENT AND MACHINERY

Use for papers dealing with equipment and machinery (with the exception of communications equipment, for which use ETEL), including facilities for the production of such equipment. Covers (1) electrical and electronic equipment; (2) machinery, equipment, and related accessories for use in industry; (3) machinery and equipment for use in agriculture and related fields; and (4) special purpose and precision instruments and equipment designed for the medical, dental, scientific, and engineering professions.

ESTC: STRATEGIC TRADE CONTROLS

Covers all matters related to the control of exports for economic warfare or economic defense purposes. Use also for EXCON and COCOM.

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, 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 EQIP.

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 East-West trade use EEWT; for common market trade see also BCIN; for strategic trade controls and economic warfare use ESTC. For major investment opportunities, use EINV.

For administrative and operational messages concerning trade promotion or trade and investment opportunities, use BEXP and BTIO, respectively.

ETRN: TRANSPORTATION POLICIES

Use for matters involving the overall transportation systems of a country or region and the regime's policies and programs toward the development of a coordinated transportation network. Also includes intermodal transportation and containerization. Covers (1) government controls and regulation of the entire transportation sector of the economy; (2) overall transportation policies and programs of the regime; (3) compilation of traffic data involving various forms of transportation; (4) intermodal transportation; (5) containerization.

For specific modes of transportation use appropriate TAG: See EAIR for air transportation; EWWT for water transportation and ELTN for land transportation.

EWWT: WATERBORNE TRANSPORTATION

Use for materials dealing with the movement of cargo and passengers by waterborne vehicles over maritime and inland waterways.

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, 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, cargo handling and storage, fueling facilities, 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.

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 material 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.

For assistance with international forces use MARR.

MMOL: MATERIAL, 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 material; 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 major 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, 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

ns 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.

Y Personal names are to be used in conjunction with TAGS whose
s 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: MILITARY VESSEL AND FLIGHT CLEARANCES AND VISITS

Includes clearances for overflight of military aircraft, landing clearances, and clearances and arrangements for military ship or fleet visits. When policy implications of visits or overflights are discussed, add the appropriate TAG from the Political or Military Affairs fields.

For merchant vessel and civilian flight clearances, see CGEN.

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

Use for administrative and operational aspects of educational and cultural exchange programs; includes funding, nominations, selection, travel, and other arrangements. (*)

For cultural policies, programs, presentations, etc., see SCUL.

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, a message concerning

an administrative matter related to the CERP program should have TAGS entries as follows: TAGS: ECRP, OGEN.

OREP: U.S. 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; includes hotel accommodations. (*)

OVIP: VIP TRAVEL ARRANGEMENTS

Use for notification of, and arrangements for, visits and travel of high-ranking U.S. Government and foreign officials, including legislators, and prominent U.S. and foreign private citizens; not for use on substantive messages.

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

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. Covers (1) claims and disputes involving boundaries, territory, airspace, and outer space, as well as their settlement; (2) commissions established to adjudicate the above-mentioned claims and disputes; (3) boundary surveys and demarcation; (4) reversion, cession, or internationalization of territory; and (5) 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.

For messages to or from the President, Secretary of State and other VIP's see PPDC or PSDC.

PDIP: DIPLOMATIC AND CONSULAR REPRESENTATION

Use for matters pertaining to the ceremonial and protocol aspects of foreign relations. Covers (1) accreditation, dual accreditation, agreement, 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) assessments of a country's foreign policy position, objectives, intentions, probable courses of action or outlook, such as peaceful coexistence, detente, neutralism, nonalignment; and (4) 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 area. 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 counterinsurgency organizations and their activities; (2) political repressive measures; (3) censorship and information control; (4) travel restrictions and controls; (5) loyalty and security programs; and (6) public demonstrations, domestic boycotts, civil disorders, riots, terrorism, coups, insurgence, etc.

For normal political activities, see PINT; for police protection, see PORS; for violations of human rights, see SHUM; for suppression of insurgency by the armed forces, use MOPS.

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 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 and sea limits, continental shelf, the seabed, and rights and interests of states pertaining to them. Covers (1) claims, disputes, and international agreements relating to territorial waters, the continental shelf, seabed, and ocean space; (2) peaceful use of ocean space; (3) technology pertinent to exploitation of ocean and seabed resources, other than fish and marine mammals; (4) rights of innocent passage; (5) transit through international straits; (6) archipelagos, islands, and enclosed areas.

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 including nomination of individuals, use AORG; for authorized TAGS identifying international organizations, see page 12.

PORS: PUBLIC ORDER AND SAFETY

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

For crimes, see SOCI; for political or secret police activities, see PINS.

PPDC: PRESIDENTS DIPLOMATIC CORRESPONDENCE

Use on all messages that transmit the texts of messages to or from the President or the Vice President of the United States. Generally these are congratulatory, ceremonial, or anniversary diplomatic messages. See PSDC for the Secretary of State's Diplomatic Correspondence.

PROP: PROPAGANDA AND PSYCHOLOGICAL OPERATIONS

Use for all aspects of propaganda operations, including policies, organizations, targets, and media usage, as well as antipropaganda measures.

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

PSDC: SECRETARY'S DIPLOMATIC CORRESPONDENCE

Use on all messages that transmit the text of diplomatic messages to or from the Secretary of State, Acting Secretary, or principal officers of the Department. See PDC for Presidential Diplomatic Correspondence.

SOCIAL AFFAIRS

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

SCUL: CULTURAL AFFAIRS

Use for papers of a substantive nature 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.

For administrative and operational messages concerning educational and cultural exchange programs, use OEXC; for education, use SEDU; 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) technical programs and developments for reducing pollution and improving environmental quality.

SGEN: SOCIAL AFFAIRS--GENERAL

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

SHUM: HUMAN RIGHTS

Use for documents concerning the rights attributable to human beings. Covers (1) organizations, programs, and policies concerned with human rights; and (2) violations of human rights on the basis of race, religion, color, sex or age (including discrimination, slavery, genocide, mass deportation, apartheid, etc.)

For political repression and censorship, as well as other such measures instituted by a regime to insure internal security, use PINS.

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. Covers (1) general policies and programs; (2) activities of information agencies; (3) public reaction and public opinion surveys; and (4) use of the media to disseminate information.

For propaganda and psychological operations, use PROP; 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 matters.

SREF: REFUGEES

Use for all aspects of the refugee situation. Covers policies and programs, organizations, international cooperation and agreements, resettlement and the social welfare of the 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) public and private health services, quality and availability of medical facilities, personnel, equipment and supplies; (3) disease incidence and control; (4) sanitation methods and procedures; (5) public and private welfare organizations and services; (6) social insurance, social security; (7) health insurance programs; (8) disasters and disaster relief, and international cooperation and agreements.

TECHNOLOGY AND SCIENCE

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

TBIO: 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.

TPHY: 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 explorations; (2) spacecraft; (3) astronauts; (4) space agreements; (5) space flights; and (6) space stations.

TGEN: 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.

PERSONAL NAMES

The TAGS system also provides for the use of personal names. Names should be used only with SUBJECT TAGS designated by an asterisk (*) following the definitions given in the subject TAGS definitions.

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: (INGERSOLL, ROBERT S). 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 files names together only when they are identical in every respect. The computer thus builds up separate files for (INGERSOLL), for (INGERSOLL, ROBERT), and for (INGERSOLL, ROBERT S). It would establish a separate file if any misspellings occurred, such as (INGERSOLL, ROVERT), or (INGEROLL, ROBERT S).

N.B. *When using the name of an American citizen on the TAGS line remember that both original distribution and subsequent dissemination of the whole message are severely restricted under provisions of the Privacy Act of 1974. When the drafting officer finds it mandatory to create a name retrievable report, the content of the report must be strictly limited to data concerning the person named and the drafting officer must be convinced of the need to create such a report.*

1. APPLYING PERSONAL NAMES

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

- a. Include the full name of the person, if possible, even if that person's name is well-known or familiar.
- b. Only personal names should be used. Do not attempt to fit group names (for example, "The Bolshoi Ballet," or "The Spanish Delegation") into the TAGS line. Similarly, do not put names of vessels or social security numbers in the TAGS line.

- c. If multiple names are used, each must be enclosed in separate sets of parentheses.
- d. 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.
- e. 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.
- f. Follow the rules in the next section for writing non-Western names.

2. 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. Example:

(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., Senor, Herr, Doctor, Professor, Dean, Lieutenant, etc.) are omitted.

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

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

(CHARLES, PRINCE)

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)

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

(MARY LOYOLA, MOTHER)
(CLEMENT, BROTHER)

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) Portugese 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-SAYAD, 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.

ORGANIZATION TAGS

This section provides codes for certain organizations that are frequently the subject of messages. These organizations are either international or U.S. Government agencies. Most of the codes consist of the initials of organizations as used in traffic. Because of computer processing of TAGS data, several codes are artificial e.g. EEC is used for the European common market rather than EC, because EC in TAGS represents ECUADOR; or to distinguish the International Whaling Commission (IWC-1) from the International Wheat Council (IWC-2) numbers are added to the initials. The codes for international organizations can be considered to represent the member countries as well as the organizations themselves.

Drafters may use only codes from the prescribed list on the TAGS line. Other organizations may appear on the SUBJECT line or in the text. These will be indexed by analysts in FADRC. Changes to the list will be made periodically.

ORGANIZATION TAGS

ADB	- Asian Development Bank
AFCAC	- African Civil Aviation Commission
AFDB	- African Development Bank
AIFLD	- American Institute for Free Labor Development
ANTARCTICA	- Antarctic Treaty, including Consultative Meetings
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
CCC-3	- Customs Cooperation Council
CCD	- Conference of the Committee on Disarmament
CCMS	- Committee on the Challenges of Modern Society
CENTO	- Central Treaty Organization
CHMC	- Caribbean Health Ministers Conference
CIAP	- Inter-American Committee on the Alliance for Progress
CINTERFOR	- Inter-American Research and Documentation Center on Vocational Training
CITEL	- Inter-American Telecommunications Commission
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

ORG-TAGS

ECAC - European Committee on Civil Aviation
ECE - UN Economic Commission for Europe
ECG - Energy Coordinating Group
ECLA - UN Economic Commission for Latin America
ECOSOC - UN Economic and Social Council
ECWA - Economic Commission for Western Asia
EEC - European Common Market (European Communities)
EFTA - European Free Trade Association
EPA - Environmental Protection Agency
ERDA - Energy Research and Development Administration
ESCAP - UN Economic and Social Commission for Asia and the Pacific (formerly ecafe)
FAO - Food and Agriculture Organization (UN)
G-10 - Group of Ten
GATT - General Agreement on Tariffs and Trade
HCOFIL - Hague Conference on Private International Law
IA-ECOSOC - Inter-American Economic and Social Council (not part of UN ECOSOC)
IACI - Inter-American Children's Institute
IACW - Inter-American Commission of Women
IAEA - International Atomic Energy Agency
IARC - International Agency for Research on Cancer
IATA - International Air Transport Association
IATTC - Inter-American Tropical Tuna Commission
IBRD - International Bank for Reconstruction and Development
ICAC - International Cotton Advisory Committee
ICAO - International Civil Aviation Organization
ICEM - Intergovernmental Committee for European Migration
ICES - International Council for the Exploration of the Seas
ICFTU - International Confederation of Free Trade Unions
ICJ - International Court of Justice
ICJU - International Commission of Jurists
ICNAF - International Commission for the Northwest Atlantic Fisheries
ICO - International Coffee Organization
ICRC - International Committee of the Red Cross
IDB - Inter-American Development Bank
IHB - International Hydrographic Organization
IIAS - International Institute of Administrative Sciences
ILC - International Law Commission
ILO - International Labor Organization
IMCD - Intergovernmental Maritime Consultative Organization
IMF - International Monetary Fund
INF - Intergovernmental Bureau for Informatics
INPFC - International North Pacific Fisheries Commission
INTELSAT - International Telecommunications Satellite Consortium
INTERPOL - International Criminal Police Organization

ORG-TAGS

IOOC	- International Olive Oil Council
ISSA	- International Social Security Association
ISTA	- International Seed Testing Association
ISVS	- International Secretariat for Volunteer Services
ITU	- International Telecommunications Union
IWC-1	- International Whaling Commission
IWC-2	- International Wheat Council
IWY	- International Women's Year
JCC	- Joint Commercial Commissions
LAFTA	- Latin American Free Trade Association
LOS	- UN Law of the Sea Conference
MARAD	- U.S. Maritime Administration
MBFR	- Mutual and Balanced Force Reduction Talks
MTN	- Multilateral Trade Negotiations
NAC	- North Atlantic Council (NATO)
NASA	- National Aeronautics and Space Council
NATO	- North Atlantic Treaty Organization
NOAA	- National Oceanographic and Atmospheric Agency
NPG	- Nuclear Planning Group (NATO)
NRC	- Nuclear Regulatory Commission
NSF	- National Science Foundation
OAPEC	- Organization of Arab Petroleum Exporting Countries
OAS	- Organization of American States
OAU	- Organization of African Unity
OECD	- Organization for Economic Cooperation and Development
OPEC	- Organization of Petroleum Exporting Countries
OPIC	- Overseas Private Investment Corporation
PAHC	- Pan-American Highway Congresses
PAHO	- Pan-American Health Organization
PAIGH	- Pan-American Institute of Geography and History
PBOS	- Planning Board on Ocean Shipping in NATO
PIANC	- Permanent International Association of Navigation Congresses
PLO	- Palestine Liberation Organization
SEATO	- Southeast Asia Treaty
ROMCEN	- International Center for the Preservation and Restoration of Cultural Property (Rome Center)
SALT TALKS	- US Delegation to the Strategic Arms Limitation Talks
UNCITRAL	- UN Commission on International Trade Law
UNCND	- UN Commission on Narcotic Drugs
UNCSW	- UN Commission on Status of Women
UNDC	- UN Disarmament Commission
UNCTAD	- UN Conference on Trade and Development
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

ORG-TAGS

UNHBP	- UNECOSOC Committee on Housing, Building and Planning
UNHCR	- UN High Commissioner for Refugees
UNHRC	- UN Human Rights Commission
UNICEF	- UN Children's Fund
UNIDO	- UN Industrial Development Organization
UNIDROIT	- International Institute for the Unification of Private Law
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
USEGJC	- US-Egypt Joint Cooperation Commission
USINJC	- US-India Joint Commission on Economic, Scientific, Educational, and Cultural Cooperation
SIRJC	- US-Iran Joint Commission on Economic Cooperation
JSISJC	- US-Israel Joint Committee for Investment and Trade
USJOJC	- US-Jordan Joint Commission
USSAEC	- US-Saudi Arabia Economic Commission
USSASC	- US-Saudi Arabia Security Commission
WARC	- World Administrative Radio Conference
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

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: beginning on page #54 countries and world regions are listed alphabetically followed by the country or world region TAG; and beginning on page #57 geographic TAGS are listed alphabetically by world regions.

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.

Country TAGS changed since the last edition of this Booklet include:

1. Portuguese Guinea has become Guinea Bissau, TAG PU remains unchanged.
2. Dahomey has become The Peoples' Republic of Benin, TAG DM remains as is.
3. Ellice Islands has become Tuvalu, TAG TV (new).
4. Gilbert Islands retains the TAG GN.

List of Geographic TAGS Alphabetically
by Country or World Regions

Afghanistan	AF	Chile	CI
Albania	AL	China (Mainland)	CH
Algeria	AG	China (Taiwan)	TW
American Samoa	AQ	Christmas Island	KT
Andorra	AN	Cocos Island	CK
Angola	AO	Colombia	CO
Anguilla	AV	Comoro Islands	CN
Antigua	AC	Congo (Brazzaville)	CF
Argentina	AR	Cook Islands	CW
Ashmore and Cartier Islands	AT	Coral Sea Islands Territory	CR
Australia	AS	Costa Rica	CS
Austria	AU	Cuba	CU
		Cyprus	CY
		Czechoslovakia	CZ
Bahamas	BF		
Bahrain	BA	Denmark	DA
Bangladesh	BG	Dominica	DO
Barbados	BB	Dominican Republic	DR
Belgium	BE		
Belize	BH	Ecuador	EC
Benin (People's Republic of)	DM	Egypt	EG
Bermuda	BD	El Salvador	ES
Bhutan	BT	Equatorial Guinea	EK
Bolivia	BL	Ethiopia	ET
Botswana	BC		
Bouvet Island	BV	Faeroe Islands	FO
Brazil	BR	Falkland Islands	FA
British Indian Ocean Territory	IO	Fiji	FJ
British Solomon Islands	BP	Finland	FI
British Virgin Islands	VI	France	FR
British West Indies	BW	French Guiana	FG
Brunei	BX	French Polynesia	FP
Bulgaria	BU	French Territory of Afars and Issas	FT
Burma	BM	French West Indies	FW
Burundi	BY		
		Gabon	GB
Cambodia (Khmer Republic)	CB	Gambia	GA
Cameroon	CM	Gaza Strip	GZ
Canada	CA	Germany (West)	GW
Canal Zone	PQ	Germany (East)	GE
Canton and Enderbury Islands	EQ	Ghana	GH
Cape Verde Islands	CV	Gibraltar	GI
Cayman Islands	CJ	Gilbert Islands	GN
Central African Republic	CT	Greece	GR
Ceylon (Sri Lanka)	CE	Greenland	GL
Chad	CD	Grenada	GJ
		Guadeloupe	GP

Guam	GQ	Maldives	MV
Guatemala	GT	Mali	ML
Guinea-Bissau	PU	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 Timor	PT
Luxembourg	LU	Puerto Rico	RQ
Macao	MC	Qatar	QA
Madagascar (Malagasy Republic)	MA		
Malawi	MI		
Malaysia	MY		

Reunion	RE	Uganda	UG
Rhodesia	RH	United Arab Emirates (UAE)	TC
Romania	RO	United Kingdom	UK
Rwanda	RW	United States	US
Ryukyu Islands (North)	JA	Upper Volta	UV
Ryukyu Islands (South)	YQ	Uruguay	UY
St. Christopher-Nevis	SC	Vatican City	VT
St. Helena	SH	Venezuela	VE
St. Lucia	ST	Viet-Nam (North)	VN
St. Pierre and Miquelon	SB	Viet-Nam (South)	VS
St. Vincent	VC	Virgin Islands	VQ
San Marino	SM	Wake Island	WQ
Sao Tome and Principe	TP	West Berlin	WB
Saudi Arabia	SA	Western Samoa	WS
Senegal	SG	Yemen (San'a)	YE
Seychelles	SE	Yemen (Aden)	YS
Sierra Leone	SL	Yugoslavia	YO
Sikkim	SK	Zaire	CG
Singapore	SN	Zambia	ZA
Somalia	SO		
South Africa	SF	<u>World Regions</u>	
South-West Africa	WA	Africa	XA
Soviet Union	UR	Africa South of the Sahara	XJ
Spain	SP	Antarctica	XV
Spanish Sahara	SS	Arctic Ocean Area	XQ
Spratly Island	PG	Asia	XB
Sri Lanka (Ceylon)	CE	Atlantic Ocean Area	XN
Sudan	SU	Australasia	XU
Surinam	NS	Caribbean	XL
Svalbard	SV	Central America	XK
Swan Islands	SQ	East Africa	XW
Swaziland	WZ	Eastern Europe	XH
Sweden	SW	Europe	XG
Switzerland	SZ	Far East	XE
Syria	SY	Indian Ocean Area	XO
Tanzania	TZ	Latin America	XM
Thailand	TH	Middle East	XF
Togo	TO		
Tonga	TN		
Trinidad and Tobago	TD		
Trust Territory of the Pacific	TQ		
Tunisia	TS		
Turkey	TU		
Tuvalu (Ellice Islands)	TV		

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

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.

NG	Niger
NI	Nigeria
PU	Guinea Bissau
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

XA Africa

AO	Angola
BC	Botswana
BY	Burundi
CD	Chad
CF	Congo (Brazzaville)
CG	Zaire
CM	Cameroon
CT	Central African Republic
DM	Benin
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	IC	Iceland
		IT	Italy
XE	Far East	JN	Jan Mayen
CH	China (Mainland)	LS	Liechtenstein
HK	Hong Kong	LU	Luxembourg
JA	Japan	MN	Monaco
KN	Korea (North)	MT	Malta
KS	Korea (South)	NL	Netherlands
MC	Macao	NO	Norway
MG	Mongolia	PL	Poland
TW	China (Taiwan)	PO	Portugal
		RO	Romania

SM	San Marino	GB	Gabon
SP	Spain	GH	Ghana
SV	Svalbard	IV	Ivory Coast
SW	Sweden	KE	Kenya
SZ	Switzerland	LI	Liberia
TU	Turkey	LT	Lesotho
UK	United Kingdom	MA	Madagascar
UR	Soviet Union	MI	Malawi
AG	Algeria	ML	Mali
MO	Morocco	MZ	Mozambique
TS	Tunisia	NG	Niger
LY	Libya	PU	Guinea Bissau
VT	Vatican City	RH	Rhodesia
WB	West Berlin	RW	Rwanda
XH	Eastern Europe	SF	South Africa
XT	Western Europe	SG	Senegal
XZ	Scandinavia	SL	Sierra Leone
YO	Yugoslavia	SO	Somali
		TO	Togo
XH	Eastern Europe	TP	Sao Tome and Principe
AL	Albania	TZ	Tanzania
BU	Bulgaria	UG	Uganda
CZ	Czechoslovakia	UV	Upper Volta
GE	Germany (East)	WA	South-West Africa
HU	Hungary	WZ	Swaziland
PL	Poland	ZA	Zambia
RO	Romania		
UR	Soviet Union		
YO	Yugoslavia		
		XK	Central America
XI	North Africa	BH	Belize
AG	Algeria	CS	Costa Rica
LY	Libya	ES	El Salvador
MO	Morocco	GT	Guatemala
MR	Mauritania	HO	Honduras
SS	Spanish Sahara	NU	Nicaragua
SU	Sudan	PN	Panama
TS	Tunisia	PQ	Canal Zone
		XL	Caribbean
XJ	Africa South of the Sahara	AC	Antigua
AO	Angola	AV	Anguilla
BC	Botswana	BB	Barbados
BY	Burundi	BF	Bahamas
CD	Chad	BW	British West Indies
CF	Congo (Brazzaville)	CJ	Cayman Islands
CG	Zaire	CU	Cuba
CM	Cameroon	DO	Dominica
CT	Central African Republic	DR	Dominican Republic
DM	Benin	FW	French West Indies
EK	Equatorial Guinea	GJ	Grenada
ET	Ethiopia	GP	Guadeloupe
GA	Gambia	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.)

TD	Trinidad and Tobago
TK	Turks and Caicos Islands
UY	Uruguay
VC	St. Vincent
VE	Venezuela
VI	British Virgin Islands
VQ	Virgin Islands (U.S.)
XK	Central America
XL	Caribbean
XR	South America

XN Atlantic Ocean Area

BD	Bermuda
BV	Bouvet Island
CV	Cape Verde Islands
FA	Falkland Islands
SH	St. Helena

XO Indian Ocean Area

CK	Cocos Islands
CN	Comoro Islands
HM	Heard and McDonald Islands
KT	Christmas Island
MP	Mauritius
MV	Maldives
RE	Reunion
SE	Seychelles

XP Pacific Ocean Area

AQ	American Samoa
BP	British Solomon Islands
CL	Line Island
CW	Cook Islands
EQ	Canton and Enderbury Islands
FJ	Fiji
FP	French Polynesia
GN	Gilbert and Ellice Islands
GQ	Guam
JQ	Johnston Atoll
MQ	Midway Islands
NC	New Caledonia
NE	Niue
NH	New Hebrides
NR	Nauru
PC	Pitcairn Islands
TL	Tokelau Islands
TN	Tonga

TQ	Trust Territory of the Pacific Islands
WQ	Wake Island
WS	Western Samoa

XQ Arctic Ocean Area

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

XR	South America	TU	Turkey
XM	Latin America	UK	United Kingdom
AR	Argentina	VT	Vatican City
BL	Bolivia	WB	West Berlin
BR	Brazil	XZ	Scandinavia
CL	Chile		
CO	Colombia	XU	Australasia
EC	Ecuador	AS	Australia
FG	French Guiana	AT	Ashmore and Cartier Islands
GY	Guyana	CR	Coral Sea Islands Territory
NS	Surinam	FP	French Polynesia
PA	Paraguay	GN	Gilbert Islands
PE	Peru	MY	Malaysia
UY	Uruguay	NC	New Caledonia
VE	Venezuela	NF	Norfolk Island
		NH	New Hebrides
XS	North America	NZ	New Zealand
CA	Canada	PP	Papua New Guinea
GL	Greenland	TQ	Trust Territory of the Pacific Islands
MX	Mexico	TV	Tuvalu (Ellice Islands)
SB	St. Pierre and Miquelon		
US	United States		
		XV	Antarctica
XT	Western Europe	XW	East Africa
AN	Andorra	FT	French Territory of the Afars and Issas
AU	Austria	KE	Kenya
BE	Belgium	TZ	Tanzania
CY	Cyprus	UG	Uganda
DA	Denmark		
EI	Ireland	XX	Worldwide
FI	Finland	XY	West Africa
FO	Faeroe Islands	GA	Gambia
FR	France	GH	Ghana
GI	Gibraltar	GV	Guinea
GR	Greece	IV	Ivory Coast
GW	Germany (West)	ML	Mali
IC	Iceland	NG	Niger
IT	Italy	NI	Nigeria
JN	Jan Mayen	PU	Portuguese Guinea
LS	Liechtenstein	SL	Sierra Leone
LU	Luxembourg	TO	Togo
MN	Monaco		
MT	Malta	XZ	Scandinavia
NL	Netherlands	DA	Denmark
NO	Norway	FI	Finland
PO	Portugal	IC	Iceland
SM	San Marino	NO	Norway
SP	Spain	SW	Sweden
SV	Svalbard		
SW	Sweden		
SZ	Switzerland		

INDEX

(ABBREVIATED THESAURUS)

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AART: Art-in-Embassies Program
ABLD: Buildings
ABUD: Budget Services and Financial Systems
ACLM: Claims Against the USG
ACMM: Committees
ACOM: Departmental Communications
AEMR: Emergency and Evacuation
AFIN: Financial Services
AFSI: Foreign Service Institute
AFSP: Post Administration
AGAO: General Accounting Office
AINF: Records and Data Processing Services
AINR: INR Program Administration
ALOW: Allowances
AMED: Medical Services
AMGT: Management and Organization
AODE: U.S. Overseas Direct Employment Program
AORG: International Organization Administration
APER: Personnel
APUB: Publishing, Printing, Distribution, and Library Services
AREC: Commissary and Recreation
AREG: Regulations and Directives
ASCH: Overseas Schools
ASEC: Security
ASIG: Management Evaluations and Inspections
ASUP: Supplies and Equipment
ATRN: Transportation
AWRD: Awards
BAGB: Agribusiness
BBAK: Background on Firms, Products, and Individuals
BBSR: Business Services Reports
BDIS: Trade Complaints and Disputes
BENC: Engineering and Construction Services
BEXP: Trade Expansion and Promotion
BFOL: Followup Request
BGEN: Business Services--General
BPRO: Business Proposals and Inquiries
BPUB: Business-Commercial Publications and Libraries
BTIO: Trade and Investment Opportunities
BTRA: Travel by U.S. and Foreign Businessmen
CASC: Assistance to Citizens
CDES: Deaths and Estates
CFED: Federal Agency Services
CGEN: Consular Affairs--General
CPAS: Passports and Citizenship
CPRS: Property Protection Services
CVIS: Visas
EAGR: Agriculture and Forestry
EAID: Foreign Assistance
EAIR: Aeronautics and Aviation
EALR: Economic Alert List Reporting
ECEN: 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: Economics--General
EIND: Commerce, Industry, and Industrial Products
EINV: Investments
ELAB: Labor and Manpower
ELTN: Land Transportation
EMIN: Metals and Minerals
ENRG: Energy
EPAP: Plant, Animal, and Wood Products
EQIP: Equipment and Machinery
ESTC: Strategic Trade Controls
ETEL: Telecommunications and Postal Systems and Equipment
ETRD: Foreign Trade
ETRN: Transportation Policies
EWWT: Waterborne Transportation
MARR: Military and Defense Arrangements
MASS: Military Assistance and Sales
MMOL: Material, Ordnance, and Logistics
MNUC: Military Nuclear Applications
MOPS: Military Operations
MORG: Military Organization and Structure
MPOL: Military Policy and Planning
MILI: Military--General
OCLR: Military Vessel and Flight Clearances and Visits
OCON: Conferences and Meetings
OEXC: Educational and Cultural Exchange Operations
OGEN: Operations--General
OREP: U.S. Congressional Travel
OSCI: Science Grants
OTRA: Travel and Visits
OVIP: VIP Travel Arrangements
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 Sea Affairs
PORG: Policy Relations with International Organizations
PORS: Public Order and Safety
PPDC: Presidents Diplomatic Correspondence
PROP: Propaganda and Psychological Operations
PSDC: Secretary's Diplomatic Correspondence
SCUL: Cultural Affairs
SEDU: Education
SENV: Environment
SGEN: Social Affairs--General
SHUM: Human Rights
SNAR: Narcotics
SOCI: Social Conditions
SOPN: Public Opinion and Information
SPOP: Population
SREF: Refugees
SWEL: Public Welfare
TBIO: Biological and Medical Science
TECH: Technology
TPHY: Physical Sciences
TSPA: Space Activities
TGEN: Technology and Science--General