1. See Cir by Gen. Gen. v x to promiss
   p. to Prep. Chief.

   1. Min. Ed-
   2. Wash V. team to S. V.

   Who is responsible?

   Min. Reconciliation Needs? what are they?

   Evans -
   Other project formation etc. should be
   just at Nov. level.

   ? rep. of dep. of Ref. Comm. - can it be abstract?

   dues
   1. delegation

   Wurk
   pay scale of Reg. Dep. of C.C.
3 types of Service

1. Admin Staff  5%
2. Contract Staff
   usually 6 mo
   some 1 yr,
   experts + tech.
   exp. eng.,
   interpreters
   over 90%
   are temp,
   etc.

Less than 10%

Problems:

1. Too many people on staff so
   some do not have work to do
2. No training —
Interview with Mr. Trieu

Position: Dir. of Reimplantation

Date: Aug. 3, 1955
Place: Refugee Commission

I. Function

Is to handle reimplantation including a Census of Refugees, Medical Services, and Plan of Execution. There are also technicians and field agents or officers. 295 persons are actually working in camps and responsible to the Medical office in the Central office. 82 persons are assigned to Provincial Chief offices to work on refugee problem. 37 field men are assigned to camps and agent to the Central office.

II. Background

This office was created in the first organization chart and has remained in its same form ever since. Mr. Sao, the Chief has been with in this position for some time according to Mr. Trieu.
III. Size

30 Census
410 Medical
30 Plan (all temporary)
116 Field
586

Medical Services:
1 Chief doctor
10 other doctors
5 Student
115 in hospital dispensaries
73 Secomists (trained 15 days in 1st aid)

There are 295 Medical Personnel assigned to camps, i.e., who actually work and live in the refugee camps but are not the Central Office payroll. They have no dispensaries, 7 hospitals, 27 maternity,

IV. Administrative Relationships
6 Medical teams

A. With Personnel Office: The hiring is done from the Ministry of Interior. Only 1% of the employees are from South Vietnam, the other 99% are from the North -- refugees, and at present time no additional personnel is being hired.

B. With other Ministries: Didn't believe there was any formal meetings as such, but there were day to day contacts especially through the Commissioners Office.

1. Health -- meeting of heads of section -- doctors -- no written notes of conference -- all oral.

2. Land Reform -- no meeting -- got information about land available for refugee camps from the Provincial Chiefs.

3. With Catholic Welfare Conference: had frequent contacts with Mr. Hartnett and others re special gifts -- relief etc.
D. Operation Brotherhood -- medical teams had constant contact.

E. Menorits: -- an especially in 1975 -- they seem to take care of themselves.

\[ \text{Random data} \]

\[ \text{Some random data points} \]

\[ \text{More random data} \]

\[ \text{Random data tables} \]

\[ \text{Random data graphs} \]

\[ \text{Random data analysis} \]
V. Administrative Problems

Enough personnel
Not enough transport
4 sectors should have team sent for inspection once or twice a week
but cannot
need other physical equipment - seeds, tools, buffaloes, fertilizer
need handicraft tool and can't supply them
same for fishermen.

VI. Administrative Procedures

(A) No plan as yet - Waiting for survey teams to report

Field Service (100) & is stationed permanently in camp.

Reporting function - no authority
34 in camp - about 82 in Prov. Chief Officer.

B. Field Agents responsibility:

VII. Rehabilitation Organization

1. To see that houses are built, clean, dry, etc.
   plans for expansion of camps but no authority to act - just reports back to Saigon.

2. Cultural - plans language classes (reading and writing also)

3. Sanitation - reports conditions

4. Information and Propaganda - is responsible for dissemination of information

5. Political News - collects as well as distributes

Has written report each month.
Field Agent -

1. House built, when, how etc.
2. Cultural -- class on language (read and write) etc.
3. Sanitary
4. Info & Propaganda
5. Political News

Reporting -- Consul held report every month.
Field men may have ideas re: proposed project.

Plans for resettlement --
34 - field men in camp -
57 - at bus in Chief of prov. office who work on refuge problems.

Problems -
1. plenty fur
2. no trans fur. -
   esp. for inspection
3. Water buff. -
   Seeds
   Tools, fertilizers
   etc.

4. Handcraft - cam without tools & we can't supply
   cam. for fishermen.
1. Relationship -

2. Function -

3. Background -
   a. 
   b. 
   c. 

4. Size
   a. Cost
   b. Non Cost-temp

   Special Uses

5. Admin problems -
   a. what are they
   b. what wrong - or what's best

Staff Meetings - every 2 weeks
written memo for discussion
every mon. - a report -
reports go back to chiefs with
comment per concern.

1. set up agenda
2. minutes
3. reps.
4. 
EXPENSE COMMISSION

Interview with

Position:

Date:
Place:
Telephone:

I. Function

Spec. order - see that the orders are done
systematic inspection & special inventory

II. Background

1 mo. m. Bat on job.
III. Size

IV. Administrative Relationships
V. Administrative Problems

VI. Administrative Procedures

VII. Rehabilitation Organization
Do Basis for allocation to Prov. Chief.? 

Is there to try off under new eye.

3. $800

put

in

Saigon

6 windows
pay $50 fam.
per day.

Price for Refuge
in Saigon
ge. card
in Saigon red card - get 100 P.

700 in temp camp.

NOW - get 800* when try. got off boat. - also 500 for wife & death.

* Look at Census Card in Depot for!!
1 Insp. (not yet)
1 Comptroller (not yet, text should be in)

16 persons
now but is requiring more now-
Interview with Mr. Tiem - (Deputy to Mr. Sao)

Position: Dire de la Reimplantation

Date: 
Place: Refugee Office
Telephone:

I. Function

- Reimplantation
- In process

1. Chief

[Map]

- Census
  - 300
  - 1 chief

- Medical
  - 40
  - 10 doctors
  - 5 student

- Plan
  - 30

- Technical

II. Background

- Created in 1st org chart
- Tiem has been with org. 7 months

- 73 Secouriste trained in 15 days and 10 days
- 27 matriculated

- 6 teams
  - 1 doctor
  - 1 nurse
  - 1 student

- 3+ persons assigned to Prov. Chiefs to handle refugee problem

- 37 field men in camps who report to S. office
see above

IV. Administrative Relationships

A. With Per of Origins from Min of Int from North, women per. very tired.
   - fixing - turn back Min of Origins.

B. other Ministries & Health?
   - meeting of heads - oral
   - Land Reform - no meeting but got info from Brown Chief re land to settle refugees.
   - land me thru Chief of PBO.

C. Cath. Welfare Cong - special gifts - relief etc.
D. Open Brotherhood - med. teams especially.
E. Mission...
V. Administrative Problems

VI. Administrative Procedures

Waiting for Survey team

VII. Rehabilitation Organization
Interview Guide

This guide is intended for use in interviewing personnel in the Refugee Commission. If we gather the same types of information we can maximize our effectiveness in a short period of time. Consider this statement as a guide rather than a limitation on the types of information you collect. Don't hesitate to explore any relevant subject as it develops during the interview.

I. Function.

What is the specific function of your bureau (or office, etc.)? (What do you do legally and actually?)

II. Background.

A. Was this office created when the commission was set up last year?

B. Were you appointed at the time the office was created?

III. Size.

A. How many employees do you have in your agency (office, etc.)? (Civil service, contract, or non-contract.)
B. What types of work do they do?

IV. Administrative Relationships

A. What is the relationship of your office to other sections (above, below, coordinate) of the commission?

B. What is the relationship of your office to other agencies in the Vietnamese government (if any)?

C. What is the relationship of your office to agencies or officials outside of Saigon?

D. What is the relationship of your office to officials outside Vietnamese Government?
V. Administrative Problems

A. What are the things your agency has been most successful in doing over the past year? (And the Commission as a whole?)

B. What are the major administrative problems for your office as you see it in day-to-day operation? (And the Commission?)

VI. Administrative Procedures

A. Does your office use a work schedule as part of your administrative procedure?
B. Is someone in your office concerned with goals of the agency—policy and planning?

C. Interviewer’s evaluation of line-staff functions.

VII. Rehabilitation Organization

What role should your office (or agency) have in the commission during this next year when the emphasis will be on rehabilitation and resettlement?
1. Survey Questions - Ralph
2. Org. + Amths - Wayne
3. Modus Operandi -
   a. use of flow charts ✓
   b. work plans ✓
   c. job sheets ✓
   d. org chart for large units ✓
   e. procedural manual ✓

4. All phones connected are we reviewing all on the chart

5. Reporting ✓

6. Are all admin. phones covered - are goals set out?

7. Scheduling -