Republic of Viet-Nam
Department of Information and Psychological Welfare
Secretary of State

COMMUNIQUE

-Receipt of mail.
-Distribution of mail.
-Setting up files and documents for examination and signature.
-Dispatching of mail.

CHAPTER I

In-coming mail

Article I.
-All in-coming mail must be received by the Chief of Mail Service. In the absence of the Chief of Mail Service, another high-ranking Civil-Servant will be designated by the Secretary of State to take charge of the Mail.

Article II.
-Classification of mail
The Chief of Mail Service must classify himself all in-coming mail, which is divided into 5 categories:

1-Special letters sent to Messrs the Secretary of State, the Chief of Cabinet, the Secretary General, the Directors, and Chiefs of Services.

2-Mail coming from:
The President.
Secretaries of State.
Ambassadors.

3-Mail coming from other services:
All Departments.
All Directions, Services of the Government.
Private individuals, political organizations (in short all mail having a political character)

4-Mail coming from services mentioned in 3 (administration, Finances):
All regional directions of Information, services, agencies directly relating to the Department of Information.
Directions, services at the central office directly relating to the Department of Information, personnel, and cadres.

5-Secret and confidential mail.

Article III.

Inspection and distribution of mail.

First Category:
All personal mail sent to the Secretary of State, the Chief of Cabinet, the Secretary General, directors, chiefs of service must be given directly to the interested party without being opened.

Second Category:
The Chief of Mail Service must open himself all incoming mail and see if something is left in the envelope. Then he entrusts it to a responsible person for registering; the latter gives it back to the Chief of Mail Service to be numbered:

-What kind of mail? number? 
-from what directions, services? 

For instance:

-Files of Information cadres, number 3
  from cadres training service.

If this document requires a new file, the Chief of Mail Service should mention as follows:

To propose to set up a new file...number...
Name...
Number...
Bill No....

In order to speed up the transmittal of files documents, only the files kept by the Mail Service is needed to be attached to the mail to be transmitted. Whereas the file kept at the directions, and services is only attached whenever the Secretary of State required. All submitted mail should be numbered by the number of the related files.

All incoming mail must be kept in hard folders, and be indexed: "The Secretary of State" - "Incoming mail" (see art. 18), then submitted at once to the Secretary of State (in the absence of the Secretary of State it must be submitted to the Chief of Cabinet)

The Secretary of State keeps a part of the mail for examination and approval.

After approval by the Secretary of State, this mail must be sent
..to the Secretary General. After the signature of the latter, this will be distributed immediately to the concerned directions or services.

Third Category:
- This category of mail must follow the same procedures as above, i.e. to submit the mail immediately to the Chief of Cabinet, placed in hard folders, and indexed.

The Chief of Cabinet.

In-coming mail.
After requirement, the Chief of Cabinet will distribute this category of mail as follows:
- keeps part of the mail for examination himself, and submits some mail to the Secretary of State.

Fourth Category.
The Chief of Mail Service or a person designated by the Secretary of State must take charge of distributing all secret mail and confidential mail to the Secretary of State.

Private Secretary. designated
The Secretary of State or a person will open this mail.
In case the Private Secretary receives top-secret mail or personal mail, he must submit this mail to the Secretary of State for the opening. Secret mail must never be given to the messenger or put on the desk of the Secretary of State when the latter is out.
According to the Secretary of State, all secret mail will be placed in a particular file (secret or confidential files) or in a special drawer of the ordinary files, then submitted to the Private Secretary for special registration.

Article 4.

Submitting of mail
All ordinary mail must be submitted daily to line personnel each day at 9:00 am and at 4:00 pm.
All urgent mail must be submitted immediately.
All official telegrams must be numbered and submitted immediately.

CHAPTER II
Establishment of files for submitted mail

Article 6.

Submitting of proposed projects.
1/ All submitted mail must include:
- a/ Initial documents.
-b/Complete documents (or at least the essential documents relating to this affair)
-c/Report.
-d/Proposed projects.

All proposed mail concerning answers, communique, reports must be signed by a director, or a chief of service. All proposed projects will only cover 2/3 of the page; the remainder will be reserved for the approval and comments of the Secretary of State.

II- All ordinary mail submitted to the Secretary of State, Chief of Cabinet, or Secretary General for signature can be typed directly without submitting the proposed project. But before submitting for signature all directors and chiefs of services have to sign the file copy (never sign the original copy). Naturally all mail submitted for signature must be attached to the necessary documents, as mentioned in Chapter I.

III- All mail submitted for signature must be kept in folders.

**Article 7.**

**Typewritten mail**

All proposed mail which has been approved by the Secretary of State must be sent back to the concerned directions or services for typing. The Mail Service will type all proposed projects written or dictated by the Secretary of State, the Chief of Cabinet, or by the Secretary General.

The typing will be divided as follows:

a) Urgent mail.............. To be typed immediately.

b) Ordinary mail............ Within 24 hours.

c) Special documents........ Time will be fixed by the concerned directors themselves.

All drafts given to be typed must be signed, and the time indicated by the chiefs of concerned bureaus. All these drafts must be kept in a "File of drafts". All typed mail must be checked first by the Chiefs of concerned bureaus and the second time by the Chief of Mail Service.

**CHAPTER**

• III •
CHAPTER III
Out-going mail

Article 8.
- Submitting for signature.
After having been typed and checked, the mail must be put in folder and indexed "Out-going mail submitted for signature!"
All secret mail must be typed by a particular typist, and must be submitted for signature by the director, the chief of bureau or given back to the Private Secretary; secret mail must never be confided to the messenger to bring it for signature.

Article 9.
- Signature.
I) The Secretary of State has to sign all mail sent to:
   - The President.
   - All Secretary of State.
   - Ambassadors.

The following mail is also signed by the Secretary of State:
   - Important documents.
   - All mission orders, decrees concerning recruitment, transfer and dismissal of personnel, and cadres.

The following mail is signed by the Chief of Cabinet or the Secretary General:
   - The Chief of Cabinet signs all mail having a diplomatic and political character, or mail entrusted to him by the Secretary of State.
   - The Secretary General will sign all mail concerning administrative and financial matters.

2) All approval for expenditure and order bills under 60,000$ will be signed by the Chief of Cabinet.
   All approval for expenditure and order bills above 60,000$ will be signed by the Secretary of State.
   The report of receipt of material is done by a committee designated by the Secretary of State, the chairman of which is the Secretary General.

3) In security or urgent cases, the directors, chiefs of services can bring this mail directly to the Secretary for signature.
   After the Secretary of State has signed the mail, a copy must be submitted to the Chief of Cabinet, or Secretary General; the original copy must be sent to the Chief of Mail Service (for urgent mail), or to the Private Secretary (for confidential mail).
These two men are in charge of numbering and sending out this mail.

**Article I.**

**Numbering all out-going mail.**

All official notes, reports sent out must pass through the Mail Service. All mail must be typed in several copies; to be sent to the following addresses:

- To send necessary copies to the destined services.
- To send copies to all directions and services relating to that affair.
- To keep one copy in the file at the Mail Bureau.

All these copies must be signed by the Secretary of State. If the latter signs only one copy, the remainder must be signed by the concerned directors and chiefs of bureau.

**Article II.**

**Urgent and confidential mail.**

Like in-coming mail, all out-going mail must be numbered and registered by the Private Secretary.

**Article III.**

All in-coming telegrams as well as out-going telegrams must be numbered, registered and kept by the Chief of Mail Service.

**Article IV.**

**In-coming and out-going mail of the directions and services.**

A copy of all mail sent out by the directions and services directly related to the Department of Information, to private individuals, as well as the mail sent by other directions or services to this Department must be submitted to the Chief of Cabinet or the Secretary General.

After examining this mail the Chief of Cabinet, and the Secretary of State must give this copy back to the concerned directions and services. In short all mail of the directions and services directly related to the Department of Information must pass through the office of the Secretary of State to be signed by the Secretary of State, the Chief of Cabinet, or the Secretary General. The personnel of directions and services will be responsible for sending out the mail without having it signed by the Secretary of State, the Chief of Cabinet, and the Secretary General.

**Article V.**

**To follow up the mail.**

All directions and services are responsible for their mail
The transfer of mail must be carried out with the following time period:

**Ordinary affairs** ........... 4 days after having been received.

**Urgent affairs** .......... 48 hours.

**Top-secret affairs** .......... 24 hours, or, often this duration of time is fixed by the Secretary of State.

**Article 15.**

**Transmittal of original mail.**

When they examine a document, the Secretary of State, the Director of Cabinet, or the Secretary General, usually give their opinions or directives by writing them down on the document itself, then send them to the concerned directions and services. In this way, the mail bureau will not have the original document. The officials cannot wait for the typing of a duplicate copy; therefore, it is necessary to have a transmittal-slip attached to the documents.

In order to facilitate the work of the Mail Service, the Secretary of State, the Chief of Cabinet, and the Secretary General in their following up of current affairs, the following procedures should be applied:

1) The original copy with the approval of the Secretary of State must be sent immediately to the concerned directions and services with transmittal-slips attached to 3 copies.

The transmittal-slips include:

a) Mail coming from?number, date, summary.

b) Sending to which directions? Which services? date of registration in which files.

c) Copy of the Secretary of State's approval notes.

A copy will be kept by the Secretary of State (he can give it to a designated person in order to follow up the affair)

- One copy will be kept by the Chief of Mail Service.

- One copy will be attached to the original document sent to the concerned directions and services.

After examining the document, the director or the chief of service can:

a) Send the original document back to the Mail Bureau in order to be kept in the internal affair files.

b) Send the transmittal-slip back to the Mail Bureau after
After signing it, if they want the original document to be kept in the file copy of their directions or services. After reception of the original document or transmittal-slip with observations, the Chief of Mail Service will note its reception on the slip he keeps, and transmit it to the Secretary of State with reference document if necessary. After being examined by the Secretary of State, the documents and transmittal-sips will be kept in the files.

Article 16. Observations of all services and directions.
All mail to the concerned directions or services, before being classified in the files at the Mail Service, must be examined and signed by the concerned directors and Chief of services. A stamp must be put on the left side of the envelope.

There are 3 kinds of notations:
Notation: ... Seen (urgent) K.
Notation: ... Seen and no suggestions. K.K.D.N.
Notation: ... Seen and suggestions attached. K.C.D.N.

a) The initials (K) is stamped on the correspondence which is considered by the director and chief of service as having only an informational nature.
b) The initials (K.K.D.N.) prove that they have examined the correspondence and that they have no suggestions whatsoever.
c) The initials (K.C.D.N.) prove that after examination of the correspondence they have suggestions to present. The remark should be presented on a separate sheet attached to the correspondence, its size being half of the size of the original correspondence.

The director and chief of service never write down on their remarks on the original copy.
They should leave a wide enough margin on their remark sheet so that the Secretary of State may give his opinion or extra-directives.

Article 17. Period of holding the mail for examination.
The mail sent to the directions, and services for examination should be returned to the Mail Service within a period fixed by article 14.

Ordinary affairs ............... 4 days
Urgent affairs ............... 48 hours
Top-urgent affairs........... 24 hours
If for any reason, the mail is not returned or examined, it should be kept for another period for examination; however the directors and chiefs of services should inform the Secretary of State in the weekly meeting.

The Chief of Mail Service follows up the transmitted mail and the problems to be solved by the slips mentioned in article 18. If at the end of the stated period the mail has not been returned he should urge the concerned directions or services to return it as soon as possible.

Every Saturday afternoon, the Chief of Mail Service should note all delayed letters, so that on Monday morning he may transmit 2 lists to the Director of Cabinet and the Secretary General.

**Article 18.**

**Folders and Cardboard Boxes.**

The mail transmitted for examination and signature is kept in special folders following the attached model: It is composed of separate compartments:

- Report
- Project
- Reference file
- Original copy
- Copy

These folders are kept in cardboard boxes:

- In-coming mail: White label
- Mail transmitted for examination: Blue label
- Mail transmitted for signature: Pink label

There will be special cardboard boxes for each kind of the above mentioned mail to be transmitted to:

- The Secretary of State
- The Chief of Cabinet
- The Secretary General

In order to facilitate the work of the mail room each cardboard box should be noted:

- Upper left hand corner: Name of the concerned directions and services.
- Upper right hand corner: date, time of the transmission (note by pencil so it may be evaded for further use)
All urgent documents are also kept in cardboard boxes, like the above mentioned ones, but the label has diagonal red stripes:
- 1 stripe: Urgent
- 2 stripes: Top-urgent.

In this way, it will facilitate the work of:
- The messenger who should classify the cardboard boxes belonging to the same category in a pile; the urgent card-boxes are put on the top.

The cardboard box of mail transmitted for signature is put on the left hand side of the Secretary of State's desk.
The cardboard box of mail transmitted for examination is put on the left hand side of the Secretary of State's desk.
The cardboard box(es) of mail put on the right hand side are examined and signed mail.

b) The Mail Service will distribute mail rapidly

c) The Secretary of State has only to look at the outside of the file or cardboard box to know which mail needs to be examined and signed immediately.

Article 19.

The Administrative Service should forward immediately the specifications of the files and cardboard boxes following the above-mentioned model and send them to the concerned directions and services.

This circular should be applied in toto from the 1st of December 1955

Saigon, November 19th, 1955

The Secretary of State for Information and Psychological Warfare,

Tran-Chanh-Thanh