1. See Cir by Com. Ft. Jan. vs the promoting
   p. to Prog. Chiefs.

   a. Edoc - 1. Min. of Edoc.
   b. North V. teams to S.V.
   c. Com. Genl.

   Who is responsible?

   Min. Rendiment Needs? What are they?

   Evans -

   Higher project formation etc. should be just at Prov. Level.

   ? resp. of Del. of Ref. Comm. - can it be abolished?

   Fales

   1. Delegation

   Bunku

   pay scale of Reg. Del. or C.G.
3 types of Services

1. Admin Staff
   5%

2. Contract Staff
   Usually 6 mo
   sometimes 1 yr
   experts + tech
  prod, dir, 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

7-28-75
flow of refugees from North

1. Told off with women
2. Police
3. Port auth.
4. Reception areas
5. Transitory camps
6. More permanent camps
7. Comm in each camp

veloc. by Rig (paid)
price (not paid)

believable
REFUGEE COMMISSION

Interview with Mr. Trân (Deputy to Mr. Sao who is Dir. of Reimplantation)

Position: Dir. of Reimplantation

Date: Aug. 3, 1955

Place: Refugee Commissioner

Telephone: cont'd from original interview

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 problems. 34 field men are assigned to camps and agents 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. Trân.
III. Size

30 Census
410 Medical
30 Plan (all temporary)
116 field (57 Provincial Chiefs offices 34 field men report to Central office)

586

IV. Administrative Relationships

A. With Personnel Office: the hiring is done by the Ministry of Interior, only 1% of the employees are from South Vietnam, the other 99% are from the North -- refugees, 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, example:

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

2. Land Reform -- no meeting -- get 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 Birthhood -- medical teams had constant contact

E. Memonites -- an especially in PM5 -- they seem to take care of themselves.

\[ \begin{align*}
\text{Trend: } & 0.14 \\
\text{Actual: } & 0.16
\end{align*} \]

\[ \begin{align*}
\text{Analysis: } & \text{mismatched parameters} \\
& \text{estimated parameters in text}
\end{align*} \]
V. Administrative Problems

1. Enough personnel
2. Not enough transport
3. Should have team sent for inspection once or twice a month
4. But cannot
5. Need other physical equip. - seeds, tools, buffalo, fertilizers
6. Need handicraft tool and can't supply them
7. Same for fishermen.

VI. Administrative Procedures

A. No plan as yet - Waiting for survey team to report.

Field device is stationed permanently in camp.

Reporting function - no authority

34 in camps - about 82 in Prov. Chief Office.

B. Field Agents responsibility:

VII. Rehabilitation Organization

1. To see that houses are built, clean, smoke, etc.

2. Cultural - plans language classes (reading + 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. plan.
2. Cultural -- class or language (read & write) etc.
3. Sanitary
4. Info & Propaganda
5. Political News -

Reporting - Composite report every month.
Field men may have idea re: proposed project

Plans for resettlement -
34 - field men in camps -
85 - all us in Chief Prov office who work on refugee problems.

PROBLEMS -
1. plenty fur
2. no trans fur -
   esp. for inspection
3. water buffalo
   seeds
   tools, fertilizers
   etc.

4. handicrafts. same without tools &
   we can't supply

same for fishermen.
1. Relationship

2. Function

3. Background

4. Size
   a. Contri.
   b. Non Contri. - temp.
      Specialties

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

Aug 4/66

Mr. Chron

Cal -
{1. Fin  
2. Reimpl  
3. Krept  
4. Info + Prep  
5. Admin Serv.}

Staff meetings - every 2 weeks
written memo for discussion
every mmo. - a report -
reports go back to chiefs with
commit for conus.

1. set up agenda
2. meet
3. wrap
4.
Interview with Bat.

Position:

Date:
Place:
Telephone:

I. Function

- spec. orders - see that the orders are done systematically, inspection & special inventories

II. Background

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

IV. Administrative Relationships
V. Administrative Problems

VI. Administrative Procedures

VII. Rehabilitation Organization
Finance

Replantation

F/d. Ser

Resp. for executing projects

Technical Aid

Generality/Law/Works/Industry/Salaries/Health

Resp. of project

Dept. thru the F/d Ser
Do Basis for allocation to Prov. Chief?

* How to get off under new age?

2. 800$ - 200$ - 200$

- 3.

- Pret

- in Saigon

- 6 windows

- pay 50 jan.

- pay 200

- Price for Refuge

- Ship

- in Saigon red card - get 100$.

700 in temp camp

Now - get 800$ when Rig got off boat.

Also 500 for death.

* Look at Census Card in Depot for!!
Inq. Agent

[Diagram of a flowchart with two branches: 'Secy' and 'Planning Unit']

1 Rep. (not yet)

1 Controller (not offering)

16 persons

now but is
regretting
more pro.

Text should be
Interview with Mr. Trém - (Deputy to Mr. Sao)

Position: Dir. de la Réimplantation

Date: 
Place: Refugee Office
Telephone:

I. Function

- Réimplantation
  - In process
  - Field Agent or office
    - over 100
    - 3 in each camp is proposed

- 82 persons assigned to Provi. Chiefs to handle refugee problems
  - 34 field men in camps who report to S. Office

II. Background

Created in 1st org. chart
Mr. Trém has been with org. 1 month

- 6 teams
  - 1 doctor
  - 1 nurse
  - 27 matrons
  - 10 doctors
  - 5 students

- 30 operations
- 410 patients
- 115 in hosp. ship
- 105 in camps
  - Actually working
  - Living in camps

73 SECREURISTE trained 15 days
and no drug parassite
- 2 heads
- 27 maturons
III. Size

see above

IV. Administrative Relationships

A. with PPS off. Office. from Min of Int. from North. women gen. very tired.
   0 fishing - too hectic min of interior.

B. other Ministries & Health? meeting of heads - oral
   0 land reform - one meeting but got info from Chief on land to settle refugees.
   0 and me. then Chief of PPS.

C. Cth. Welfare Corp - special gifts - relief etc.
D. Opm. Brotherhood - med. teams especially.
E. Mormons -
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 the 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?

How long do you think refugees will be integrated into Vietnamese life?
1. Survey Questions - Ralph
2. Org. + Amits - Wayne
3. Model Operandas -
   a. use of flow charts
   b. work plans
   c. job sheets
   d. org. chart for large units
   e. procedural manual
4. All plans covered in are we reviewing all
   on the chart
5. Reporting
6. Are all admin. plans covered -
   are goals set out?
7. Scheduling