Checklist for Study of Délégué  
October, 1955

This checklist should be used to help organize material as it is collected and to assist in the writing of the report. All subjects mentioned in the checklist should be covered by the end of the regional study. However, do not consider this checklist limiting in any way; gather additional useful material wherever possible.

I. Organization (on paper and in practice)

A. Chart or charts of organization of Délégué’s office, region.  
B. Explanation of function of various offices, divisions.  
C. Allocation of responsibilities—who is responsible to whom?  
D. Is there a planning section?
II. Relationships (includes lines of responsibility, working contacts, communications, coordination techniques, etc.)

A. Relationship of Délégué's office to:

1. Ministry of Interior
2. Other Ministries in Saigon
3. Various services in region maintained by Ministries
4. Province government and officials
5. District and village leaders

B. Relationship between provincial services and those maintained by region.
III. Personnel

A. Total number of people under various types of control of Délegué.
B. Number of people occupied in various activities under Délegué.
C. Recruiting procedure people in regional administration—who hires them?
D. Pay scales, per diem rates, other benefits.
IV. Budget

A. Do they have their own budget, and if so, what is the procedure for compiling it?
B. What are their sources of funds? What are the main expenditures?
C. How are the services of the central ministries related to the regional budget?
D. Who pays salaries of various members of regional administration?
V. Reports, communications and procedures

A. What reporting is done by the Délégué's office and by other offices within his jurisdiction, and to whom are the reports submitted?
B. Is there any one person responsible for procedural matters?
C. How does the Délégué keep in touch with activities within his region?
D. Are there conferences of province officials?
VI. Law Enforcement

A. What security and law enforcement problems now exist within the region?
B. What law enforcement and security agencies are active within the region? What are their respective jurisdictions and functions? (Army, Garde Civile, gendarmerie, village or municipal police)
C. What is the number of police personnel within the various agencies?
D. What is the relationship of the Délégué to the law enforcement agencies?
VII. Historical and Legal Background

A. What was the role of the Délégué's office under the French and in the past five years? Note any changes that have occurred recently.
B. Are there any legal problems pertaining to operation of Délégué?
C. What are the key arrêté or decree provisions regulating the office of the Délégué?
VIII. Problems and Suggestions

A. What are the major political, administrative or legal problems which disturb present operations?

B. What suggestions for change or improvement are currently being made or considered?
INTERVIEW GUIDE  
MINISTRY OF THE INTERIOR  
Central Office Study  
October, 1955

name of interviewee : 

interviewed by : 

date of interview : 

<table>
<thead>
<tr>
<th>1. Organization in general</th>
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<tbody>
<tr>
<td>(After briefly showing organization chart and arrange provisions to interviewee)</td>
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<tr>
<td>What are the activities of this office? (Probing questions so as to get clear understanding of specific functions of office)</td>
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| 2. As the director or head of this office, what are your responsibilities and activities? To whom are you responsible, and who is responsible to you? (Probing questions to determine how much delegation of responsibility and authority is taking place within the bureau) |
I. **Relationship to Field services**

1. Do you have any relationships (contacts, etc.) with the Delegates or with regional administration?

2. Do you have any direct relationships (or contacts, communications, etc.) with provincial government people working outside of Saigon?
3. Does this office have any direct relationships with other Ministries in Saigon. (Explain)
III. General Administration

1. Have you encountered any major organizational or legal problems which keep you and your office from operating as effectively as you would like?

2. Do you have any suggestions for improvement?
IV. Background

1. How long have you been the ________________, Mr. __________? (Personal Data questions)

2. Have this office and the function it performs always been a part of the Ministry of the Interior? (Questions on historical background)
Preliminary Interview Guide
Ministry of the Interior
Central Office

I. Organization in General

1. What are the activities and responsibilities of this office (or division, etc.)? (Get specific listing and clear understanding of each function.)

2. As the director (or chief, etc.) of this office, what are your responsibilities and activities? To whom are you responsible, and who is responsible to you?

II. Relationship to Field Services

1. Do you have any direct relationships (or contacts, communications, etc.) with any of the central government or provincial government people outside of Saigon?
2. Do you have any relationships (contacts, etc.) with Regional Délégué or government? Explain.

3. Are any of the people working outside of the city of Saigon responsible to you?

4. Does this office, or you as its director (chief, etc.), have any direct contacts (relations, communications, etc.) with other ministries?

III. General Administration

1. Have you encountered any major organizational or legal problems which keep you and your office from operating as effectively as you would like to? Any suggestion for improvement?
2. In connection with the annual budget, do you submit a request for funds for the operation of your office? Do you and your office have any other function besides requests when it comes to preparing the budget?

3. Do you know of any problems in the budget procedure? Do you have any suggestions for improving it?

IV. Background

1. How long have you been the (position title), Mr. ___________? (Personal data questions)

2. Have this office and the function it performs always been a part of the Ministry of Interior, Mr. ___________? (Questions on historical background)
Interview Guide
Province Interviews
Interior Study
October, 1955

This guide is intended to assist and not limit the interviewer in talking to top province officials. Be sure to collect information within each of the designated categories, but do not hesitate to expand into other related subjects should the situation permit it.

Interview with: Position:
Place: Date:
Interviewer: Interpreter:

I. What are the major functions performed by this provincial government? What services does it maintain? What are most of the provincial personnel engaged in doing?

II. How is the province organized to carry out this work? (Organization-chart type of material)
III. What portions of the provincial budget are allocated to these various functions? How is this budget compiled—i.e., what procedure is followed? (Who controls the budget and makes final decisions?)

IV. What are the major sources of funds for this province?
V. In carrying out these various activities and in operating this provincial organization, what contacts and relationships do province officials have with other levels of administration? (Cooperation, responsibility, communication, informal contact, etc.)

Saigon Ministries (including Interior)

Délégué and regional administration

District officials

Village leaders
VI. Do you have a serious law enforcement or security problem in this province? If so, how is it being met?

VII. What police agencies operate in the province? (Identify them by name: Army, Garde Civile, gendarmerie, village militia.)

Their relative numbers:

Their relationship to province authorities:

Their respective functions:

VIII. Have these police organizations themselves caused any trouble to you or the general population of the province? Would you suggest any way of improving the security and law enforcement situation in this province?
IX. Economic, sociological, historical information about province. Lead questions: How do most of the people in this province earn a living? Has there been much economic hardship in this province? When did the provincial government take on its present organization and activities?
IX. We've been talking about a variety of things related to your provincial government. From your viewpoint as Province Chief, can you suggest any way of improving the overall organization of government and administration outside of Saigon?

(If not answered, suggesting each of the categories in the interview might be a good means of probing—improvement in allocation of functions, organization, "intergovernmental" relations, budgetary procedures, law enforcement, etc.)