

Revised Time-Table and Procedure for Selection
and Processing of MSU Participants
from Viet-Nam for 1956

This is a revision of the time-table and procedure proposed in a memo of 17 January 1956 (Dorsey to Snuckler, Killingsworth, and Starr). It takes into account comments and suggestions by Starr (USOM), Sheinbaum (MSU), and Sa (Direction Générale du Plan, VN Gov't).

Starting was delayed until March 1 for several reasons, the most important of which were delegation of coordination of VN foreign study and training to Plan, and latter's wish to shorten time between nomination, selection, and departure of participants. In Mr. Sa's opinion, this is important factor in problem of withdrawals.

1 Mar. (1) Begin discussions with Direction Générale du Plan (DGP) on selection. Provide them with forms for biographical and educational background data, including statements in English covering.

- (a) Description of present work
- (b) Reasons for wanting to study in U.S.
- (c) Study interests.

(2) Submit list of names to DGP of civil servants whom we have located and decided would be good prospects, as well as those proposed either by Gov't. or MSU last year but who had to be dropped for reasons not related to their fitness for selection.

2 Apr. (1) DGP gives us a list of about 40 names, with completed vitae and statements mentioned above. Inclusion in this list will indicate the agreement of the civil servant's supervisor that he can go if selected.

2-9

Apr. (1) We study, make tentative evaluations of persons proposed.

(2) Get supply of forms listed below from Dr. Starr, USOM.

9-21

Apr. (1) We have the nominees called in in groups of 15 or 20, asking

then to bring 8 identity photos.

- (2) We interview to assess English ability, aptitude as students, strength of motivation, and plans upon return if selected.
- (3) Each person interviewed:
 - (a) Fills in 1 draft (mimeo.) FOA-582 (Bio-Data form).
 - (b) Signs page 2 of printed FOA-582 (all 5 copies).
 - (c) Fills in and signs 1 "Demande Préliminaire de Visa..."
 - (d) Signs, but does not fill in, 2 more copies of same.
 - (e) Fills in 1 "Demande de Renseignements."
 - (f) Signs 3 copies of ICA-13-2 (insurance request).
 - (g) Writes short but precise statement of plans for use of knowledge and skills upon return.
 - (h) Provides 8 Identity photos (1 for our files).
- (4) We send all this to Dr. J.R. Starr, USOM, who processes.

- 1 May (1) We send to DGP a list of 30 approved participants, divided into the 3 fields of study. At the same time, we transmit list of at least 4 alternates in each field.
- (2) We send copies of same to Dr. Starr, who can forward to Embassy visa applications for participants and alternates.
- (3) We send letters (2 per participant) to Consular Section, U.S. Embassy, certifying approval.
- (4) We send letter to each participant, informing him of provisional acceptance (and of status as primary or alternate) pending approval by U.S. and V.N. government agencies.

- 21 May (1) Presidency (or DGP) issues arrêté naming 30 participants. At same time, Presidency prepares, but does not yet issue, individual arrêté for each alternate.
- (2) We send information letter to participants, ~~with~~ with medical examination forms.
- (3) Send copy of arrêté to Dr. Starr, so that he can add the names to the PIO/P.

- (4) Notify MSU comptroller in East Lansing of names, asking that advance per diem checks of \$100 be prepared for each participant to be sent here before departure of participants. An alternative procedure would be to have comptroller issue check or currency for whole group to Chief Advisor who could then make the individual advances. Advantage here would be that withdrawals and substitutions in late stages of processing would not complicate the check situation.

21 May

- 30 June
- (1) Participants, on receipt of arrêté.
 - (a) Apply for Vietnamese passports.
 - (b) On receipt of passports, apply for exit visa.
 - (2) We begin planning Saigon orientation with USIS.
 - (3) We send to East Lansing
 - (a) Copy of MSU Participant Program application forms (including their statements of reasons for wanting to study in U.S., study interests, present work, and plans for future.)
 - (b) ~~MSU Participant Program application forms~~
 - (c) Any other pertinent information on participants.
- 1 July
- (1) We request plane reservations (Dollar portion to be paid from dollar budget by using credit card, piastre portion from local budget).
 - (2) When travel plans are set, we write to East Lansing giving details.
 - (3) We begin replacing participants who withdraw.
- 1 Aug
- (1) Participants arrive in Saigon for orientation.
 - (a) We inform about exchange, distribute USOM -- prepared exchange requests.
 - (b) We distribute air tickets, needed for exchange.
 - (c) We check documents, including chest X-Ray and inoculations.
 - (d) We send participants to U.S. Embassy for visa.

- (e) We distribute:
 - Letter to immigration officer (from USOM)
 - General introduction letter (from USOM)
- (f) We arrange for PR coverage by USOM, Vietnam Presse.

- (2) Points not to be overlooked in orientations:
 - (a) First few weeks in East Lansing will require particularly hard work in orientation program.
 - (b) The work at MSU will not lead to a degree.
 - (c) The advance on their per diem to be made at time of departure must be repaid from per diem received after arrival.

- (3) We wire final travel plans to East Lansing.

15-

20 Aug.

- (1) We take participants to airport, and distribute:
 - (a) Final information on travel arrangements
 - (b) Advance per diem checks.
- (2) We designate group spokesman for each plane group, giving him information on who and when to cable if difficulties arise or schedule changes, etc. (Selection of spokesman should take into account relative status of members of group. Should make it clear to all that this role is only for duration of trip to East Lansing.)
- (3) After departure, we wire ETA to East Lansing.