

Chief Advisor and Division Heads

March 19, 1960

Administrative Services Division

Regulations pertaining to the acquisition, sale, or disposition of personal property, motor vehicles, and currency

Attached you will find the following:

1. USOM order number 46-7 (Rev.) effective March 11, 1960 and its attachments.
2. An "Acknowledgment" for each staff member of your Division to be signed after the USOM order and its attachments have been read.

It will be appreciated if you will make the material available to your personnel as soon as possible, and return their signed acknowledgment to Robert S. Hanes who has been designated as the Personal Property Control Officer for MSUG.

All forms mentioned in this material are available in the Finance Office.

USOM TO VIETNAM

SAIGON-VIETNAM

SUBJECT:

USOM ORDER No 46-7 (Rev.)

Regulations Pertaining to Personnel
Property, Motor Vehicles and Currency

DATE DATE
ISSUED 3/11/60 EFFECTIVE 3/11/60

SUPERSEDES...USOM Order No. 46-7
dated 7/6/59

AUTHORITY:

PAGE 1 OF 1 PAGES

I. Purpose: To inform USOM American Personnel of conditions prescribed by the Ambassador on personal property, motor vehicles and currency.

II. Policy: The policies set forth by Embassy Administrative Notice No.21 (Rev), March 1, 1960 will be the USOM policies. All USOM American employees will comply.

III. Procedures: All requests for sales of property and conversion of piasters will be submitted in compliance with attached Embassy Administrative Notice to the USOM Personnel Officer who is designated the Property Control Officer for USOM.

This order supersedes USOM Order 46-7, subject: Regulations Pertaining to Personal Property, Motor Vehicles and Currency in its entirety.

Attachment: Embassy Administrative Notice 21 (Rev.)
dated March 1, 1960

Distribution: D

ADMINISTRATIVE MEMORANDUM
AMERICAN EMBASSY
SAIGON

UNCLASSIFIED

March 1, 1960

TO: All American Personnel, All U.S. Government Agencies in Vietnam

SUBJECT: Regulations Pertaining to the acquisition, sale, or disposition of personal property, motor vehicles and currency as required by the Operations Coordinating Board established by the President to formulate a code of conduct for all U.S. Government employees stationed abroad.

Administrative Memorandum No. 21, May 18, 1959, is hereby rescinded in its entirety.

Attached you will find a newly revised set of regulations pertaining to personal property, motor vehicles and currency. This revision was prompted by the need to include certain additional provisions which were omitted from the May 18, 1959 Administrative Memorandum. These regulations, which are applicable to all official American personnel and their dependents in Vietnam, were developed by a committee representing U.S. Government agencies in Vietnam. They are designed to permit closer control over personal property, motor vehicles and currency than has been exercised in the past, and to consolidate in one source pertinent instructions in this regard.

Although these regulations are being issued as an Embassy instruction, they apply equally to all U.S. Government agencies. I have delegated responsibility for ensuring compliance with these regulations to the Chief of each agency. I will expect them to provide all necessary supervision within their own organization and to take whatever additional steps they deem necessary to make certain that our relationships with the Vietnamese Government and its citizens will continue to be maintained with mutual respect.

Each agency will continue to designate a Personal Property Control Officer who will be charged with the responsibilities outlined in the

.

UNCLASSIFIED

UNCLASSIFIED

- 2 -

enclosures to this memorandum. The name of the officer designated as the Personal Property Control Officer should be transmitted to the Embassy Administrative Officer.

s/Elbridge Durbrow
Ambassador

Enclosures:

Regulations on Personal Property
Regulations on Motor Vehicles
Regulations on Currency
Attachments A, B and C

TO: Personnel Officer

This will acknowledge receipt of Administrative Instruction No. 21 dated March 1, 1960, the contents of which will be strictly adhered to during my tour of duty in Saigon.

Date: _____

(Signature)

UNCLASSIFIED

Regulations Pertaining to the Importation, Sale and Exportation of Personally-Owned Property, Other Than Motor Vehicles

I. This regulation, which supersedes all other regulatory issuances by official American agencies on this subject (with the exception of MAAG Memorandum No. 9 dated January 20, 1959) is designed to control the importation, sale and exportation of personally-owned property, other than motor vehicles, by personnel of American agencies and their dependents in Vietnam.

II. Importation: All U.S. Government personnel serving in Vietnam are accorded duty free privileges for the importation of personal baggage, household and personal effects. This privilege covers not only the shipment of personal effects from the employee's last post but subsequent shipments which reach Vietnam during the employee's tour of duty. In addition, official Americans permitted to use the facilities of the MAAG-operated Air Force Post Office may import personal packages and use the Navy Exchange for local purchase of useful merchandise. Also, official Americans may take advantage of business and pleasure trips to nearby countries to purchase and bring into Vietnam personal items intended for their own use here or as gifts to friends in the United States or in other countries. The Vietnamese Government has been extremely generous in permitting official Americans to utilize these several sources of supply and it is incumbent upon everyone to acknowledge this generosity by ensuring that importations and purchases be limited to actual needs of the recipient. None of this material can be released in any manner, whether through sale, gift, barter or loan, to persons not enjoying duty free privileges in this country, other than in the manner explained in Paragraph III of this section. Under no circumstances will official American personnel import into this country items forbidden by Vietnamese law.

Each agency is responsible for establishing such controls as may be necessary to insure that the importation of highly salable commodities is limited to those items which are legitimately required for the personal use of the importer. Various controls are available to agencies as follows: (1) The Embassy receives incoming surface diplomatic pouch shipments and, to control these pouches, has designated a Pouch Control Officer; (2) The MAAG sponsors Rest and Recreation trips to Hong Kong and, on occasion, military aircraft under the control of MAAG/Vietnam, travel to other countries in this geographic area. Crews and passengers on these trips are directed by MAAG Memorandum No. 9 of January 20, 1959 to comply with regulations established by that command with regard to the importance of merchandise and currency into Vietnam; (3) The Air Attache plane occasionally makes trips outside of Vietnam and crews and passengers traveling on this plane are subject to strict controls established by the Air Attache; (4) Control

UNCLASSIFIED

- 2 -

over merchandise that may be mailed to individuals authorized to use the local Air Force Post Office is found in United States postal regulations.

It would be impracticable to establish lists of items which may be shipped to users of the APO or imported through other means. However, it should be clearly understood that it is expected that all official Americans in Vietnam will limit their importations via any means to actual needs. Violations of this instruction will result in strict disciplinary action being taken against individuals concerned.

III. Sale: To avoid the possibility of abuses occurring in connection with the sale and disposal of personal property, to give official American personnel remaining in this country an opportunity to acquire items needed for their comfort and welfare while assigned to Vietnam, and to comply with local laws and regulations, the following procedures will be followed:

1. All sales of personal property which are expected to yield a total return in excess of \$100 U.S., or the piastre equivalent, must be approved in advance by the control officer of the agency concerned;
2. All sales of personal property must be handled in a discreet manner. Auctions, "fire sale" type advertising, newspaper advertising, etc. will not be permitted.
3. Personally-owned property may be sold at any time to other Americans or foreign nationals enjoying duty-free privileges after approval of the sale has been obtained from the Agency Property Control Officer. Such property may not be sold to Americans or foreign nationals not enjoying duty-free privileges prior to three months in advance of the seller's departure date on permanent change of post orders. All personal property for sale, barter or exchange must first be offered to other official Americans at fair prices. If no American offers to purchase this material for a fair price, it may then be offered for sale, barter or exchange to other than official Americans.
4. Sale of personal property usable on a world-wide basis such as photographic equipment, wrist watches, silverware, etc., to individuals not authorized duty-free privileges will be strictly controlled.
5. In instances where personal property is sold to Vietnamese, other foreign nationals or Americans citizens who do not have duty-free privileges, these persons must be informed by the seller that this merchandise was brought into Vietnam duty-free and that it is the responsibility of the purchaser to comply with the local laws concerning customs duties, taxes or levies of any kind that might be assessed against such property.
6. A sample form for requesting approval to sell property is attached. (Attachment A). This form must be submitted in duplicate to the Agency Control

UNCLASSIFIED

- 3 -

Officer whose approval must be obtained in advance of any sale yielding the equivalent of \$100 U.S. or more. The original copy will be returned to the owner of the property either approved in toto, or approved in part, but with an indication that some of the items are too highly priced, or that they cannot be sold. The copy should be transmitted to the Embassy Budget and Fiscal Officer for file.

All personnel are cautioned against importing personal property in quantities which exceed reasonably anticipated personal needs. Also, it shall be considered unethical to import items of personal property in anticipation of change of post orders or under other foreseeable circumstances which would result in resale after only a brief period of ownership.

IV. Exportation: To avoid problems in the clearances of effects through Vietnamese customs upon departure, all personnel are urged to familiarize themselves with current instructions in this respect. Special conditions apply to the exportation of firearms (see Embassy Administrative Memorandum No. 15 dated April 20, 1959), and to certain items imported into Vietnam under the American aid program (see Memorandum from Deputy Director, USOM, to Trade and Finance Divisions, USOM dated July 17, 1957, Subject: "Importation of Lambrettas and Vespas under commercial aid program," copies of which are available at the Embassy and MAAG).

The United States Customs Service also imposes import restrictions on certain items of merchandise. Information pertaining to these restrictions is available in the Embassy Consular Section.

UNCLASSIFIED

Regulations Pertaining to the Importation, Use, Sale or Exportation of
Automobiles and Scooters by Official American Personnel in Vietnam

I. This regulation, which supersedes all other regulatory issuances by official American Government Agencies on this subject (with the exception of MAAG Memorandum No. 44 dated October 9, 1958 and paragraphs 22, 23 and 24 section V, MAAG HQS, procedures guides dated January 31, 1958) is designed to control the importation, use, sale and exportation of personal automobiles and scooters by personnel of American Agencies and their dependents in Vietnam.

II. Importation: All U.S. Government personnel serving in Vietnam are accorded duty free privileges for the importation of only one automobile per staff member. All automobiles, scooters and other vehicles (excluding bicycles) must be registered with the Department of Foreign Affairs which issues license numbers in the CD and NT series gratis. After receipt of this number, it is then the responsibility of the owner to obtain license plates for his vehicle. The kind of plate, i.e., whether CD or NT, is determined on the basis of a person's diplomatic status or position. All members of the official American community are required to carry at least 100,000\$VN of third-person liability insurance on their vehicles and this insurance must be effective prior to issuance of vehicle registration documents and prior to use of the vehicles anywhere in Vietnam.

Each agency is responsible for insuring that both official and personal vehicles of Americans in Vietnam are appropriately inconspicuous and unostentatious. Flashy color combinations and excessive use of accessories and ornamentation on vehicles are to be avoided. U.S. official vehicles will be inconspicuously painted and identified. With the exception of internationally accepted plaques used for country identification of the car owner or other internationally recognized identification such as that used by members of medical associations, etc., special markings on U.S. privately-owned vehicles will not be permitted.

III. Motor Vehicle Inspection: In the absence of a Vietnamese Government motor vehicle inspection program, there has been established by the Embassy and other U.S. Agencies a mandatory vehicle inspection program, both for official and personally-owned automobiles, trucks, busses and scooters. This program is conducted under the supervision of the Embassy General Services Officer through the facilities of the SIT Garage, Saigon, and is based upon standards of vehicle inspection programs in the United States. Every official and personally-owned vehicle must be inspected when it first comes into the possession of agencies of official Americans in Vietnam, whether by reason of shipment from another post, the United States, or purchased locally in Vietnam. Thereafter, it must be inspected at least once annually for road-worthiness. Details of the inspection procedure

UNCLASSIFIED

-2-

will be outlined in a separate Embassy Administrative Instruction. The Embassy will maintain a record of the date of inspection of vehicles as well as a tickler file for use in following up on subsequent annual inspections.

IV. Use: All official American personnel, including dependents, who plan to drive motor vehicles of any type (excluding bicycles) in Vietnam must pass the driving test established by the Embassy. The only exceptions to this requirement are: (1) MMAG personnel who have in their possession a valid military driving permit which is issued by military authorities only after passing a stringent driving test and (2) other personnel who, while obtaining a Vietnamese driver's license, have passed the driving test established by the Vietnamese Office of Public Works. Details of the Embassy driving test will be announced shortly in a separate Embassy Administrative Instruction. In addition to passing the Embassy driving test, all persons who operate automobiles, scooters or other vehicles (excluding bicycles) in Vietnam, must also obtain a Vietnamese driver's license which can be obtained by producing a United States or International Driver's License.

Although official Americans are granted the privilege of purchasing tax-free gasoline, this should not be construed as a right for using an excessive amount. Even though the supply of petroleum products is completely adequate for the total needs of Vietnam, it is, nevertheless, incumbent upon all Americans to use this privilege judiciously to preclude incurring resentment among the local population which does not have access to this privilege. Reports of misuse of this privilege will be thoroughly investigated and if found to be true, appropriate disciplinary action will be taken.

Any accident or other type claims involving U.S. vehicles are to be handled promptly. It will be the responsibility of the agency concerned (in accidents involving official vehicles) and individuals concerned (in accidents involving personally-owned vehicles) to follow up settlements of such claims and to notify the claims officer of their agency in the event delays occur beyond their control.

Consideration will be given to the suspension or withdrawal of driving permits of U.S. operators for reckless or drunken driving or negligence which causes death, bodily injury or substantial property damage. Sponsors will be held responsible for insuring that their dependents (including minors), who are permitted to operate motor vehicles, do so judiciously and comply with all traffic regulations in effect in Vietnam.

V. Sale: As the motor vehicles of official Americans are imported into this country free from customs duty, care must be exercised in the sale of these vehicles to insure that compliance with Vietnamese law is observed. The Administrative Officer of the Embassy will have full responsibility for controlling the sale of automobiles, scooters and other vehicles by official American personnel and his approval must be obtained for all sales except those between persons enjoying duty-free privileges.

Current Vietnamese customs laws state that a personally-owned vehicle which has been imported into this country duty-free cannot be sold

UNCLASSIFIED

-3-

to a person not enjoying duty-free privileges until the vehicle has been in the country for eighteen months. An employee who has been transferred to an American agency in Vietnam from the United States or from another post, and who remains in Vietnam less than eighteen months, will not be permitted to sell his automobile to a buyer without duty-free privileges unless this requirement of law can be met. An employee who spends eighteen months or more in Vietnam, may, with the approval of the Embassy Administrative Officer, sell his automobile and, if he is being returned to Vietnam for a second tour of duty, may import another automobile duty-free which he may also sell at the end of his second tour of duty, or upon direct transfer providing he remains in Vietnam at least eighteen full months on his second tour of duty.

The specific conditions under which the Administrative Officer will approve the sale of vehicles are as follows:

1. To Vietnamese, or Americans not entitled to duty-free privileges, after the owner has received his travel orders for transfer or home leave, or if the owner's tour of duty expires within three months.
2. Under unusual circumstances, such as demolition of a vehicle in an accident, inability to obtain adequate repair work for old cars, etc., and provided the eighteen months period required by law has been met, or special approval to sell has been obtained from Vietnamese authorities.

Procedure for Sale to Another Official American

As all official Americans have duty-free privileges, it is required only that the interested parties comply with the following:

1. Complete the forms on which the signature of the buyer and seller must be authenticated by the Embassy Consular Section. The forms may be obtained in the Embassy Travel and Shipping Section.
2. Request the Embassy Travel and Shipping Section to send the completed forms together with the vehicle registration card to the Department of Foreign Affairs and the Office of Public Works for approval of the sales transaction, cancellation or transfer of the CD or NT number, and registration of the vehicle in the name of the new owner.

Procedure for Sale to Non-Official Americans or Foreign Nationals Who Have Duty-Free Privileges

Sales in the category require the following formalities:

UNCLASSIFIED

-4-

1. Interested parties complete the forms which must be signed and certified by the Embassy Consular Section, obtainable in the Embassy Travel and Shipping Section.

2. The Travel and Shipping Section will then send letters to: (a) The Ministry of Finance, to inform it of the sale; (b) the Office of Public Works, to cancel the vehicle license number; and (c) the Customs Office (at the dock), to cancel the temporary admission permit.

3. It is the responsibility of the buyer to contact the following offices: (a) the Ministry of Finance, to obtain the duty-free authorization; (b) the Customs Office (at the dock), to obtain the temporary admission permit, and (c) the Office of Public Works, to obtain the new registration card and vehicle license number.

Procedure for Sale to Vietnamese, Other Foreign Nationals, or to Americans Who Do Not Have Duty-Free Privileges

1. The owner must first obtain approval to sell from the Embassy Administrative Officer. (A sample letter requesting this approval is attached as Attachment B.)

2. Upon receipt of the written authorization and the blue registration card for the vehicle, the Embassy Travel and Shipping Section will send letters to: (a) the Customs Office (at the dock), and (b) the Registration Office of the Ministry of Finance where the value will be assigned and the amount of duty to be paid will be determined.

3. The Travel and Shipping Section will prepare the necessary papers for obtaining an import license from the Economic Ministry and an authorization of sale for the vehicle from the Finance Ministry in order that the Customs duty may be paid. Upon return of these documents to the Embassy, the owner will then be requested to pay the duty directly to the Customs Office.

4. After payment of the duty, the buyer and seller must complete a set of forms in the Travel and Shipping Section which are to be signed and certified by the Embassy Consular Section and then forwarded to the Department of Foreign Affairs and the Office of Public Works for the approval of the sales transaction and cancellation of the CD or NT license number. The vehicle can then be registered by the new owner in his name.

VI. Exportation:

1. All official American personnel are authorized to export their personal automobile, scooter or other vehicle without payment of customs duty, if this vehicle was imported by the person concerned or was purchased from another individual who had imported the vehicle duty free.

UNCLASSIFIED

-5-

2. Lambrettas and Vespas, imported into Vietnam under the American Aid Program which have been purchased with piastres, may not be exported. This regulation applies regardless of whether the vehicle is new or used. If purchased with U.S. dollars they may be exported as personal effects.

For category (1) vehicles, it is necessary that at the time these vehicles are ready for shipment the owner remove the CD or NT plates from the vehicle and turn them into the Embassy Travel and Shipping Section.

For category (2) vehicles, disposal should be made in one of the several ways described earlier in this section. The Embassy Travel and Shipping Section will advise the owner concerning retention or removal of painted license numbers.

UNCLASSIFIED

Regulations Pertaining to the Acquisition and Conversion of U.S. and Local Currency

I. This memorandum supersedes previous memoranda on this subject and restate the policy governing the acquisition of U.S. currency and the acquisition and conversion of local currency.

II. Policy. All official Americans and their dependents are expected to comply fully with Vietnamese laws which prohibit purchase of piastres except at officially authorized exchange offices and which limit the importation of piastres into Vietnam to the amount of 400 piastres.

III. Approved sources for acquisition of piastres

1. Official disbursing offices of American agencies

2. Local banking facilities. Receipts are furnished by the bank including its branch facilities at certain hotels. These should be retained in the event the source of piastres presented at a later date for conversion to U.S. dollars is questioned.

3. Salary earned by local outside employment (such as teaching at Vietnamese-American Association) of an American employee or a dependent. Such local outside employment shall be consistent with the regulations of the American agency by which the sponsor is employed.

4. Sale of personal effects, excluding motor vehicles. All sales must be documented and must include description of the items sold and the selling prices. (See Attachment C). The sale authorization signed by the Agency Personal Property Control Officer must be presented to the Embassy Disbursing Officer, upon request.

5. Sale of motor vehicles. Sales of motor vehicles must be documented by listing the name and address of purchaser, description of vehicle sold, original date and place of purchase, cost price and selling price. (See Attachment C)

6. Purchase from another official American employee. Such purchases must be made at the official free market rate and a record of each transaction filed with the Embassy Disbursing Officer. The report of each transaction must include the following: Names of seller and buyer; source of piastres; date of transaction; amount of piastres purchased and the rate of acquisition. The purchaser of the piastres is responsible for the submission of this report. Exception - Immediately prior to departure, personnel may dispose of small residues of piastres, totaling not more than 3,500 without reporting such transactions to the Embassy Disbursing Officer.

IV. Conversion of Piastres. Personnel of all U.S. Agencies are to arrange their affairs to avoid last-minute conversion of large amounts of piastres into U.S. dollar instruments. Persons desiring such conversion must demonstrate the source of acquisition of such currency and explain why this conversion could not have been reasonably avoided in the last few weeks prior to departure.

As a general rule, personnel will be authorized to convert piastres, not in excess of the employee's total salary and allowances paid at the post for two biweekly pay periods. Under these circumstances a written request to convert funds is not required.

Conversions within these limits can be made by direct request to the Embassy Disbursing Officer. Conversion in excess of this amount must bear the endorsement of the Executive or Administrative Officer of the civilian agency in which the person has been employed, or the appropriate staff officer of MAAG. (See Attachment C). Personnel are reminded that such conversion is not a right and the Embassy will deny request where a person cannot show that he has acquired piastres through approved channels. Persons contemplating conversion of large amounts of piastres must make arrangements with the Disbursing Officer one week to ten days in advance of the date the conversion will be required to insure availability of funds.

V. Acquisition of U.S. Currency. The only purposes for which U.S. currency is made available to American personnel stationed in Vietnam are for use at the Air Force Post Office, Navy Commissary and Exchange, U.S. Officer and Enlisted Clubs and Messes, the Alhambra Theater, and, to a limited extent, on departure from the post and for travel outside of Vietnam. On the other hand, should any person have a bona fide need for currency in excess of these amounts, arrangements may be made through the Administrative Officer of the Embassy or the Chief of Staff, MAAG, for the acquisition of additional amounts.

The following maxima for the acquisition of U.S. currency are allowed:

Personnel with family at post	\$100 per month
Personnel without family at post	\$ 75 per month

Personnel traveling outside of Vietnam may receive additional amounts for the following:

1. R&R trips - not to exceed \$50 per adult
2. Evacuees to Clark Field - not to exceed \$50
3. Approved leave outside Vietnam - not to exceed \$50 per adult
4. Home leave and/or transfer orders:
 - a. Travel advance to cover all anticipated per diem for direct travel plus incidental expenses)
 - b. Exchange for a personal check (will be approved up to amount of \$150 if travel advance is not requested or is less than this amount).

UNCLASSIFIED

-3-

Station allowances are paid to MAAG and TERM personnel by separate U.S. Treasury dollar checks which can be cashed in Vietnam for local currency. These checks may also be cashed for U.S. dollars but only to the extent that the monthly maximum quota of dollars allowable will not be exceeded.

VI. Illegal Currency Transactions. All American personnel are reminded that "black market" transactions covering the acquisition of foreign currency with dollar instruments, including importation of piastres into Vietnam in violation of local laws, are strictly prohibited. All personnel are cautioned against taking advantage of official or personal trips to cities in nearby countries, such as Hong Kong, Bangkok, Singapore and Manila to purchase large amounts of Vietnamese piastres and U.S. dollars for importation into Vietnam. Under present Vietnamese Government regulations, not more than 400 piastres may be brought into Vietnam by each traveler. While there are no restrictions on the amount of U.S. dollars which may be brought in, these funds must be entered on the customs declaration upon arrival. All persons engaging in such travel are hereby administratively prohibited from importing U.S. currency in excess of the maximum amount which they may obtain for one month's use through the Embassy or MAAG Disbursing Office.

UNCLASSIFIED

Attachment A

(Date)

TO : Personal Property Control Officer - _____

FROM : _____
(Agency)

SUBJECT: Request for Authorization to sell personally-owned property
as required by Administrative Instruction No. 21 (Revised)

I have read the Embassy's Administrative Instruction No. 21 dated March 1, 1960 and understand its provisions in connection with this request.

I hereby request approval for the sale of the following listed personally owned property for which I expect to receive in excess of \$100 U.S. or the equivalent in piastres. This property will be advertised on or about _____ at the prices shown herein in the following places and will be offered first to official American personnel:

Agency bulletin board/s _____
Embassy Weekly Information Bulletin _____

<u>Quantity</u>	<u>Description of Item/s</u> <u>Being Sold</u>	<u>Approximate</u> <u>Date of</u> <u>Purchase</u>	<u>Original</u> <u>Purchase</u> <u>Price</u>	<u>Planned</u> <u>Sale</u> <u>Price</u>
-----------------	---	---	--	---

(Not) Approved _____
(Signature of Agency Control Officer)

Approved with exceptions
shown on reverse of this form _____
(Signature of Agency Control Officer)

(Original returned to employee; copy to Embassy Budget & Fiscal Office)

UNCLASSIFIED

UNCLASSIFIED

Attachment B

(Date)

TO: Administrative Officer, U. S. Embassy

THROUGH: Personal Property Control Officer - _____
(Agency)

FROM: _____

SUBJECT: Request for Authorization to Sell a Personally-Owned
Vehicle as Required by Administrative Instruction No. 21
(Revised)

Because of my forthcoming departure from Saigon on _____
authority is hereby requested to sell my personal vehicle. (Date)

I understand that I have the right to make a sale of an automobile to a person who does not have free entry privileges only once during a tour of duty in Viet-Nam and that the sale of this automobile forfeits my right to sell another automobile.

I certify that I have not previously sold an automobile to anyone who did not have free entry privileges.

Date of arrival at post _____

Date of import of vehicle _____

Date of purchase, if purchased in Viet-Nam _____

License No. _____

In view of the departure of the requesting officer authorization is granted to dispose of his personal vehicle by sale.

Administrative Officer

(Date)

UNCLASSIFIED

UNCLASSIFIED

Attachment C

(Date)

TO: 1. Personal Property Control Officer - _____
(Agency)
2. Administrative Officer, U.S. Embassy
3. U. S. Disbursing Officer, U.S. Embassy

FROM: _____

SUBJECT: Request for authorization to convert local currency into
U.S. dollars as required by Administrative Instruction
No. 21 (Revised)

Application is hereby made for approval to purchase from the
U.S. Disbursing Officer, United States dollars in an amount equiva-
lent to _____ Vietnamese piastres which I have on hand for
disposal. I anticipate departure from Saigon on _____
on _____ Home leave/transfer
(Date)

I certify that none of the Vietnamese piastres covered by this
application were acquired in a manner contrary to Department of
State policy.

The foreign currency for which dollar exchange is requested
was acquired through the sale of personal property, as follows:

<u>Description</u>	<u>Date, price & place of purchase</u>	<u>Selling Price</u>	<u>Name & Address of Purchaser</u>
--------------------	--	--------------------------	--

Agency approval: _____
Executive or Administrative Officer or
Appropriate Staff Officer of MAAG

The local currency offered above may be purchased without exceed-
ing the normal 30-day requirements of this office for such local currency.

Approved: _____
Embassy Administrative Officer U. S. Disbursing Officer

(Date)

UNCLASSIFIED