

MICHIGAN STATE UNIVERSITY

VIETNAM PROJECT

BRIEFING INFORMATION

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PURPOSE

The purpose of this booklet is to provide you, who are coming to Vietnam, with some of the most recent information available.

Because conditions change rapidly, information you might receive about the Vietnam Project should be checked for the date of its writing. Anything which is dated prior to this booklet should be looked at with questions as the conditions at the time of the writing possibly no longer exist.

We know that we will not have answered all of your questions concerning the Vietnam Project, and what you should and should not bring along with you. However, where we have felt that certain bits of information were important, we have underlined them, we also suggest that you check personally with the Coordinator's Office if you have any further questions.

You can save yourself a lot of trouble and in many cases a lot of money by finding out about things before you leave the United States.

Note: Please see the page of changes at the end of this booklet.

TRAVEL TO POST

A. PREPARATIONS FOR TRAVEL

1. Innoculations and Medical Examination.

As soon as you have made your decision to accept the position with the Michigan State University Group in Vietnam, and are beginning to arrange your affairs with the Coordinator's Office, you should get started on your inoculations and medical examination.

See attachment A - Travel Information for the list of inoculations which are required for persons traveling to Vietnam. Start taking the required shots as soon as possible. Some of these inoculations are given in a series and so sufficient time must be allowed to complete the required series. Bear also in mind that even when all the shots have been completed, the Vaccination Certificate is not valid until it has been stamped by the City or State Department of Health.

Along with the inoculations, you are required to have a medical examination which includes a chest X-Ray. If you are having this work done at the University Hospital in East Lansing, there will be no charge for the service. However, if you are having the inoculations and/or medical examination performed by your family doctor, be certain that you obtain receipts for all fees paid for this service. It is only upon presentation of these receipts that you will be reimbursed by the Vietnam Project.

Keep in mind also that a medical examination is not required for the family, but that all the inoculations are required by the family.

2. Passeports and Visas. (See attachment A)

There is little that you can do about getting your passport and visas: except to check with the travel agent who has been assigned to handle your travel to Vietnam. You should do this as soon as you have definitely accepted the assignment.

He will ask you to have the necessary photos made for your passport and visa applications. We would suggest that you bring with you at least a dozen extra copies of your passport photos. You will need them soon after your arrival.

3. Tickets and Hotel Reservations (See attachment A)

You are authorized first class transportation by air, via the most expeditious route, from your home to Saigon. Staff members are furnished transportation to and from their homes to East Lansing for briefing, and to any other place that the project may direct.

In the matter of Hotel Reservations, we are suggesting a few of the reasonably priced hotels which you might want to patronize on the trip to Saigon by way of the Pacific. We do not list any hotels by way of Europe because few of our staff members have come to Saigon by this route.

The hotels listed below are just suggestions, but they have been found to be reasonable and comfortable.

<u>CITY</u>	<u>HOTEL RECOMMENDED</u>
Honolulu	Moana Edgewater
Tokyo	Imperial Nikkatsu
Hong-Kong	Peninsula Miramar Carlton (the Carlton is located on the outskirts of the city and is very peaceful, but it is a little out of the way)

Your travel agent will be able to recommend hotels which are reasonable if you should decide to come by way of Europe. Again, we cannot stress strongly enough that you should ascertain the rates before you accept any reservations.

4. Money.

a. Travel Advance.

In order to assist you in meeting the expenses which you will incur on your trip to Saigon, the Comptroller's Office at Michigan State University will give you a travel loan. This loan is given for a period of 60 days and is without interest. Single persons are allowed a travel loan of \$500.00, and married persons are allowed \$1000.00. This is repayable 60 days from date of the loan.

All money which is due you from the University, such as reimbursement for medical examinations, inoculations, and other expenses for which a reimbursement claim has been submitted to the University, will be applied to the repayment of this loan. Also, any per diem which you earn on your trip to Saigon will be kept in part payment of this loan. After you arrive in Saigon, you will be asked to fill out a travel voucher showing all the expenses you have incurred on your trip, and also the amount of per diem which you have earned.

Because the amount claimed on your travel voucher will be applied to the travel advance you have taken, if any, you will be required to have on hand certain information in order to properly fill out the travel voucher. The information you should have on hand is listed in the paragraphs below.

i. The total amount of travel advance loaned you by Michigan State University, and the date of that loan.

ii. For those not residing at home during the briefing, the period of time that briefing was attended including dates and hours from leaving home and arriving in East Lansing, and up to the point of returning home or taking a plane to Saigon. Be sure to note exact dates and hours as per diem is paid on a quarter of a day basis.

iii. The exact travel itinerary including dates, hours and flight numbers. Include also, the arrival and departure time for every stopover or change of planes. Travel costs from the airport to the hotel and back to the airport are reimburseable for staff members and dependants. Reimbursement for baggage handling is limited to official bags only, such as your briefcase.

iv. Record that portion of your trip which is to be considered vacation granted you in advance of your arrival in Saigon. All extra time in route must be considered vacation time unless delays were caused by lack of passports, lack of visas, cancellations of planes, or lack of available reservations on a more expeditious route. If sickness occurs during travel, it will be charged against sick leave and this should also be noted as to dates. A written statement briefly outlining the cause of the delay should be submitted with the expense voucher.

It would be very helpful to you if you would keep a record of all claims you make for reimbursement while you are in East Lansing. These claims can be added along with the amount of your travel voucher and then this total subtracted from the amount of the travel advance you have taken. This will show you the balance you owe to the University on your travel advance. You can then add your personal check to this amount and send it to East Lansing along with your travel voucher. Wherever possible obtain receipts to support your claim for reimbursement.

b. Traveler's Checks.

We feel sure that you will find that travelers checks are a source of convenience and well worth the one percent charge which is the cost of obtaining them. With traveler's checks, you are protected against loss, theft, etc.

You will also find that traveler's checks are very hard to purchase in Saigon. Here, there is not only the one percent rate which is normally charged, but another rate is added to this as well. In addition to this, there is a limit on the amount you can purchase, and a waiting period for their purchase.

For these reasons, we suggest that you bring traveler's checks along with you. Many of our staff members arriving in Saigon with extra traveler's checks prefer to hold them in case they decide at some time after their arrival to take trips to such places as Bangkok, Singapore, or Hongkong. It has been found that they are very

convenient and more readily acceptable in these cities than would be a personal check. Dollars of course are acceptable anywhere, but there is a limit upon the amount of dollars which can be obtained by a staff member while he is in Saigon.

c. Personal Checks.

Upon your arrival in Saigon, you will incur expenses immediately in setting up your household, in providing food from the commissary and local market, and in converting personal checks into piastres. You will find that most of the money you spend in Saigon will be either in check form or converted from your checks.

As the personal checking account is so important here, be sure you know your balance before you leave for Saigon. Personal checks are usable at the commissary, post exchange, and at the Embassy for currency conversion.

While you are still at the University, you should make the necessary arrangements to have your pay sent directly to your bank and deposited in your personal checking account.

Be sure you have sufficient money for traveling and for your first month in Saigon. If the University loan is too small, make a commercial loan at your local bank. One should not arrive in Saigon with less than \$500 if married with one child. Two hundred dollars should be added for each additional school age child.

5. Air Freight. (See also attachment B)

Each staff member coming to Saigon for a two year contract is allowed 200 pounds of air freight, gross, and each dependent is allowed 100 pounds, gross. This means that a staff member and his wife, coming on a two year contract, are allowed a total of 300 pounds, which includes the weight of the packing and crating material.

Because this is gross weight rather than net weight, you should check with the shipping company to make certain that you are not exceeding your allowable limit. Excess air freight is expensive. Of course, if you wish to exceed the limit in order to have certain items in Saigon sooner than would be the case if they were shipped by surface freight, you are free to do so.

We recommend that in cases where it is possible, you go personally to the shipping company which will air freight your goods to Saigon, and check with them as to the weight allowance, and date of departure of the goods. We might suggest here that if you are shipping any weapons to Saigon, they be included in your air freight rather than in your surface freight.

This completes Part II - A., Travel to Post section of this booklet. All the items mentioned in this part, Medical, Passports, Tickets, Money, and Air Freight, have been mentioned here because we feel that these matters should be taken care of at the soonest possible

date after you have definitely accepted the assignment with the Vietnam Project. These are the items which we have found through experience to involve time and attention to details.

As you move along in your preparations, you will find that time runs out very rapidly. It is very unpleasant, as has happened to some of the authors of this booklet, to find yourself taking four or five inoculations on one day, and beginning your travel a day or two later with very sore arms.

If you have attended to all the items mentioned in this part, you will find that you will have many less worries and that your trip will be much more enjoyable.

B. TRAVEL REGULATIONS AND INFORMATION

1. Time Allowed

You are allowed when coming directly to the post, 5 days of travel time for yourself and for your family. We suggest in connection with this that you refer back to section II-A-3, Tickets and Hotel Reservations.

In other cases, where a staff member has been authorized specifically to make stopovers in cities or countries for the purpose of official business as determined by the Coordinator, extra time has been allowed.

These, however, are exceptional cases. The normal time allowed is 5 days. Deviations from the 5 days are discussed below.

2. Delays Enroute.

a. Official.

There have been times, when it has been to the interests of the project, that stopovers of an official nature have been specifically authorized by the Coordinator. Such official stopovers will be determined by the Coordinator, they will be of an official nature, and leave time will not be charge for these stopovers. Per diem will be paid for any such official delays enroute.

b. Unavoidable.

In a case where a staff member is unavoidably delayed while enroute to the post, per diem for that delay will usually be paid by the agency which has caused the delay. For example, some of our staff members have been unavoidably delayed because of a fault of the airlines. In that case the extra expenses incurred because of this delay were paid by the airlines.

In other cases, delays have been caused because travel agents had scheduled persons on flights which no longer existed or had failed in some way to have the proper visas required for travel. These delays have been claimed by the traveler and per diem has been paid by the University.

In either case, no leave time has been charged to the staff member. When a person becomes incapacitated through illness or injury after his travel has started, per diem, if approved by the University in such cases, can be paid for a period not to exceed 14 calendar days. Sick leave will be charged for the period covered by the illness or incapacitation.

c. Unofficial.

Unofficial stopovers or delays enroute fall under the category of Leave Without Pay or Advanced Annual Leave. In these cases, the staff member should make his arrangements to be charged for the type of leave he wishes to take, either LWOP or Advanced Annual Leave. This leave is given when it is felt that allowing the staff member to spend several days delay along his route to Saigon would not be detrimental to the needs of the Vietnam Project. In both cases, per diem will not be paid in excess of the authorized travel time, and leave time will be charged. The type of leave to be charged will depend upon the previous arrangements which have been made with the Coordinator in East Lansing.

3. Per Diem Payment.

Per diem will be paid for authorized travel time only. Official and unavoidable delays are considered to fall under authorized travel time and per diem will be paid for these also. (See 2b above)

In order that you might have all the information which is necessary to fill out your travel voucher upon arrival, we suggest that you refer back to section II-A-4-a-(i., ii., iii., and iv).

PROJECT REGULATIONS

A. Leave Policy.

1. Annual Leave.

Below is the policy under which we credit and charge annual leave at the present time.

Two and one half calendar days of annual leave will be recorded to your credit each month. Annual leave may be accumulated up to 30 days per year for all personnel on one year contracts, and up to 60 days by personnel on two year contracts. However, personnel on two year contracts are allowed to have only 45 days of unused leave at the time they return to the United States.

Annual leave will be charged against personnel in the following manner:

- a. If a Wednesday afternoon, a weekend* or a holiday falls within a period of leave, the Wednesday afternoon, the weekend, or the holiday will be counted as days of leave.

If a Wednesday afternoon, a weekend, or a holiday falls at the beginning or end of a period of leave, then these days will not be charged as leave.

- b. If a Wednesday or Saturday is the staff member's only day of leave then he will be charged only 1/2 day.
- * A weekend is from Saturday noon until the beginning of the next work day.

The information in a and b above is quoted from the present leave policy. The information in quotation marks below is quoted from the same policy.

2. Sick Leave.

"Two and one half days of sick leave will be recorded to a staff members credit each month.

Sick leave is accrued for the total time a staff member is with the project.

Sick leave will be charged in periods of no less than 1/2 day.

No cash payment will be made for unused sick leave upon your separation from the project."

3. Compensatory Time.

"Compensatory time will be allowed to American personnel whose base salary is \$5,000.00 per year or less.

The maximum accumulation of compensatory time shall be 6 days.

The accumulation and use of compensatory time must be approved in advance by the immediate supervisor of the employee."

4. Home Leave.

Though there is no written policy as such on home leave, the Chief Advisor has made it a matter of policy that no staff member can save more than 45 days of his accrued annual leave over a two year period to add to his home leave.

Home leave is a period of time not to exceed 30 working days. This means that Saturdays and Sundays and any holidays which happen to fall within the period of the 30 working days are not chargeable as home leave.

Home leave is granted only to personnel who have served two years with the Vietnam Project and who are returning to the project for another period of not less than one year.

The 45 days of annual leave which a staff member may accrue and add to his home leave are not used up on a working day basis, but are

used up as calendar days. This means that 45 days of annual leave would be used up in 45 calendar days.

B. Housing Policy.

Below is the housing policy which is followed as the availability of housing permits. Because houses are not readily available in Saigon, it should be borne in mind that there will be deviations from the policy.

A family arriving in Saigon with no children will be assigned to a one bedroom apartment.

A family arriving with one child will be assigned to a two bedroom apartment or home.

A family arriving with 2 youngsters, of the same sex, will be assigned a two bedroom home or apartment.

In cases where a family arrives with children of the opposite sex who are of the age of 14 or older, every effort will be made to find a home with enough rooms so that the children of opposite sexes can be separated. However, it is not unlikely that two boys or two girls will be asked to share a room.

1. Type of Housing.

Most MSU homes are located within 2 miles of the office building and are usually in the European section of the city. This means that the streets are paved, are lined with trees, and that the home is of brick or block construction, covered over with plaster and painted.

Homes in Saigon are closed off by shutters because glass is not used in the windows. Screens take place of glass, and are used to keep out insects etc. Glass is not necessary and would hamper ventilation considerably thereby making the home unbearably hot. One room in each home is equipped with air conditioning and most other rooms are equipped with ceiling fans. Floors, generally, are of tile and this helps to keep the home cool.

Unlike American homes, you will find that the ceilings here are usually quite high, 10 to 14 feet and in some apartments, they are much higher than that. Also, you will find a shortage of electrical outlets in most of the homes. In fact, there are usually no more than two outlets to a room, and in many cases, the kitchen has only one. You would be well advised at this point to bring along with you any extension cords you might have in your home at the time. We feel sure that you would find good use for them. However, it is not necessary to purchase cords to bring to Saigon as both the wire and the French type connections are readily available here.

2. What is Furnished.

At the present time, it is the policy of the Michigan State University Group to furnish the items listed below. Again, it cannot be guaranteed that these items will be furnished in all cases at all times, but they will be furnished when they are available.

One air conditioned room (as rapidly as air conditioners become available and installation can be made).

One bathroom with running hot and cold water.

One Butane gas stove, 2 or 3 burners, with oven (usually measuring about 14" x 10" deep).

Such beds and furniture as to basically equip the house for the number of persons in the family occupying the house. MSU does not ordinarily provide beds or other furniture for the occasional guests that a staff member may have.

The following kitchen utensils are furnished.

Egg beater	Bread knife
Chopping board	Kitchen knife (2)
Garbage can	Kitchen ladle
Baking pan, 3"x8"x12"	Can opener
Colander	Ice pail with tongs
Funnel 4"	Water pail
Cheese and vegetable grater	Cooking pan with lid
Meat grinder	Dish pan
Water kettle	Frying pan
Baking pans	Laundry pan
Sauce pans	Angle nose pliers
Skimmer	Potato whip
Coffee pot 6-8 cups	

Most of these items are of local or French manufacture and many are not of the quality normally found in the American home. They prove adequate, however, for use by the servants employed by the staff members.

China - a 95 piece set for 12 (8 place settings for single people). At the present time, some of the sets are not complete, however, adequate china will be placed in each house as soon as possible. New china has been ordered from Japan.

Glassware - 12 piece set of cocktail glasses.
1 or 2 different sizes of 12 wine glasses
12 water tumblers

Steamware is not presently available, however, it too has been ordered from Japan but it should be kept in mind that the quality is inferior to that normally found in the US.

Stainless steel flatware (53 piece set) as follows:

12 table knives	(8 for single people)
12 table forks	"
12 dessert forks	"
12 butter knives	"
12 teaspoons	"
1 soup ladle	
4 serving spoons	

3. What is not Furnished.

It is not the policy of MSU to furnish such items as draperies, curtains, pillows, bedspreads, sheets, towels, and pillow cases. It is expected that householders will provide these for themselves and where possible, have them shipped prior to their departure so that these items will be waiting upon their arrival.

Contour sheets are not recommended since the beds are not usually of standard American size.

Occasionally, such items as draperies, bedspreads, and curtains are furnished by the landlords of the homes we lease, but this is rare and staff members should take this into consideration when planning their move to Saigon. Most people have found that it is best not to bring these items but to order them from Sears Roebuck after their arrival. Goods ordered from Sears usually take 20 to 40 days to reach Saigon. More information as to what is not available in Saigon is given later on in this booklet.

C. Schooling

The American Community School was established in 1954 by the parents of American children in Saigon to meet the educational needs of these young people. The school is not officially connected with the American Government, however, the American agencies in Saigon have generously contributed to the school in time, labor, and material.

The tuition for the 1957-58 school year is \$314.00 for grades 1 through 8 and \$414.00 for grades 9 through 12. The tuition is paid in three installments with the first installment due before the pupil is permitted to attend his classes. The second payment approximately October 1 and the third payment approximately January 1.

It is planned that the school will open Monday, July 7, 1958 for the 1958-59 school year. The reason for the early date as compared to Stateside schools is to reduced the number of days the school is in session during the hot months of March, April, May, and June.

A portion of the tuition is reimbursed by the University through its contract with ICA. In this school year (1957-58) \$290.00 of the \$314.00 for grades 1 through 8 was reimbursed while \$400.00 of the \$414.00 for grades 9 through 12 was reimbursed. The Calvert system of instruction is used for grades 1 through 8 and the University of California extension courses are used for grades 9 through 12.

It is recommended by the American Community School Board that parents of high school students (grades 9 to 12) talk with their Stateside school principal regarding the acceptance of the University of California extension courses toward graduation. It is further suggested that a detailed curriculum be worked out with the high school principal and counsellor before leaving the U.S. in order that the student will know in advance what courses he should enroll in to satisfactorily complete his high school requirements for graduation.

D. Medical Facilities.

1. Official.

Michigan State University personnel in Vietnam are entitled to all the free medical facilities provided for other official American groups such as the military, the Embassy, and the ICA staff members and dependents.

This means that you have at your disposal a Dispensary which is quite well equipped to take care of the majority of illnesses and minor injuries. There are two doctors on duty at the dispensary, one of whom can be reached at any time of the day or night if an injury or illness is considered serious.

Beyond the regular medical care, the doctors dispense vitamins and other prepared medications.

In the same building as the dispensary there is a dental clinic which is equipped to do extractions and fillings. They are not equipped to do bridgework.

If you require certain special prescriptions, you should either take them with you or write to the Personnel Office of the Project giving details. Their availability can be checked with the dispensary.

Information about the local food will be given you on your arrival.

2. Unofficial.

When we speak of unofficial medical facilities, we mean only to give you an idea of the availability of doctors in Saigon, even though the ones listed here are private practitioners and not officially recognized by the American Agencies. We feel sure that it would ease your minds to know that there are several very capable, well trained doctors practicing in Saigon, and that many of our people as well as Americans of other agencies have used them and found them very much to their liking. Below are the ones who have been used very often.

Dr. Philip Nguyen Van Tho, a dentist, trained at Northwestern School of Dental Medicine in the U.S.

Dr. Tran Dinh De, obstetrician, trained in France and interned at Johns Hopkins Medical School in the U.S. He uses the hospital facilities of the St. Paul Clinic which is a French hospital.

Dr. Edwin Winton, an American Missionary Doctor who uses the facilities of the Seventh Day Adventist Hospital.

Dr. Vinh Dan, ophthalmologist, trained at the University of Pennsylvania School of Ophthalmology.

Women who are pregnant should not hesitate to come to Vietnam because of their pregnancy. Several of the MSU wives have had their babies delivered in Saigon and have found the facilities to be adequate.

Other factors are listed below:

1. There are several well trained doctors in Saigon who are capable of handling both prenatal care and delivery.
2. Because most women here have servants who do the housework, the woman is relieved from having to do strenuous work.
3. The St. Paul Clinic, though not an American Hospital, is considered quite pleasant and clean.
4. Baby clothes and supplies are generally available in Saigon, but can either be brought along or ordered from the United States if so desired.

E. Other Facilities.

1. Commissary and Post Exchange.

The military group, MAAG, maintains a Commissary and Post Exchange in Saigon which the personnel of MSUG are authorized to use. Though both the Post Exchange and the Commissary are rather small and limited in their stocks, most food items are readily available.

In the Commissary, you can obtain such items as fresh frozen meats, groceries, and staple goods. There is a very good selection of canned items and a large variety of beverages, both hard and soft. Most people however, prefer to do the most of their food shopping on the local market where fresh vegetables and meats are readily available, and usually at lower prices than at the Commissary.

In the Post Exchange, such items as films, records, electrical appliances and many other items are available. There is no particular need to furnish you a complete list of the items available; suffice it to say that both the Commissary and Post Exchange with an assist from Sears Roebuck should be able to handle most of your every day needs.

2. American Theater.

An air-conditioned Theater is maintained for Americans of the U.S. Government agencies in Saigon. Admission is \$25 per adult and \$15 for children between the ages of 5 and 12.

Besides the American Theater, there is one which is maintained by the British Information Services and this also has very excellent pictures.

3. Automobiles in Viet-Nam

a. Provided by the Project.

The Project maintains a fleet of automobiles. These are used for official travel during duty hours and can be rented for recreational purposes after duty hours and on weekends.

Each car is driven by a chauffeur and the rental is 15 piastres per half hour.

Dependents are authorized to use the vehicles unofficially after * duty hours. Because the number of cars maintained by the project is limited, unofficial use of them has to be limited to after duty hours, and then they are available on a first come basis.

b. Personal Transportation.

Because the office cars are not always available for unofficial use when desired and also because some staff members like the convenience of having a private automobile in Saigon, special mention is given here to the bringing of private automobiles to Saigon.

(*During duty hours for medical needs)

In general, our staff members have found that it is not necessary to have a private automobile in Saigon, because the project cars can be rented for recreational purposes after duty hours and on weekends.

Another reason is that taxis are easily obtainable, are reasonably priced, and provide good transportation throughout the city.

On the other hand, our staff members who have brought their cars have found them convenient, especially for making trips outside of the city such as to Dalat (200 miles) and to Cap St. Jacques (90 miles).

Some other factors a staff member should consider before having his car shipped to Saigon are outlined below.

Shipping (See also attachment B)

Arrangements can be made with the Fireproof Storage Company in Lansing, or other storage and shipping companies for those staff members not living near Lansing, to have your automobile shipped from your home. Fireproof Storage Company in Lansing will insure your automobile while in transit at a very reasonable rate. Exact information can be obtained by calling Mr. Zacharis at Fireproof Storage, or for those persons not using Fireproof Storage, by calling the office of the shipping company which is used.

From the time the automobile is turned over to the company for shipment to Saigon, the owner should expect that it will take at least ten weeks before it arrives. After arrival, the car will remain on the docks for about another week pending clearance from the Vietnamese Government which is obtained through the American Embassy.

Another week should be allowed for licensing. This brings the total time elapsed from the time of shipping to the time of delivery in Saigon to about three months. In some cases, this has been shorter, but the owner should not expect less time than this.

Insurance

It is not necessary to obtain stateside insurance which will cover the automobile while it is in Vietnam. Either before or after the car has arrived, insurance for both Civil Responsibility (PL and PD) and collision can be purchased locally at reasonable rates.

For example, one of our staff members has recently purchased the coverage described below:

200,000 piastres coverage for fire, theft, and col- lision (about \$1500)	10,935 piastres premium per year (about \$151.00)
400,000 piastres PL and PD	2,040 piastres premium per year (about \$28.00)

12,975 piastres per
year premium, total
(\$179.00)

Another of our staff members purchased the following coverage:

200,000 piastres PL and PD
42,000 piastres fire
42,000 piastres theft

2,873 piastres total yearly
premium (\$39.85)

Though the premium for collision insurance seems a bit expensive, one should keep in mind that this coverage is not of the deductible type. Any damage, no matter how slight, is paid for by the insurance firm.

Licensing

The staff member who has shipped an automobile to Saigon should, upon his arrival, make an application with the Personnel Office for a Vietnamese Driver's License. American Drivers Licenses are not valid in Vietnam, however, they are handy to have when applying for a Vietnamese License. If a person applying for a V.N. driver's license has no U.S. license, he can still obtain a V.N. license by taking a road test.

As soon as the car arrives at the port, the owner is notified, and at that time asked by the Embassy to make application for license plates for the car. A number is assigned to the automobile and then it is the responsibility of the owner to take this number to one of the local garages and have his own plates made. The cost of having these made usually runs from 180 to 200 piastres for both plates. About three weeks are required for obtaining a drivers license and about one week for obtaining the license plates.

Oil-Gasoline

After the owner of the car has obtained his Vietnamese plates, the Embassy will issue him a coupon book which is good for the purchase of both oil and gasoline.

With the use of the coupon book, gasoline can be purchased at the rate of 2 piastres per litre (1.0567 U.S. liquid quarts). This means that a person can fill his tank for about 120 piastres, or \$1.80.

Repairs

Repairs on most makes of cars are available in Saigon. The Kim Long garage which handles Ford Products is as modern as most garages in the States and will give good, fast, and reasonably priced service.

As an example of the service provided, and the price of this service, one of our staff members recently had the following repairs done on his automobile.

The muffler, tail pipe, and manifold exhaust pipe, were replaced. This was done overnight and at a total cost of 1,578 piastres or \$21.90.

Other maintenance of the automobile such as oil changes, grease and wash jobs, painting, etc., are readily available and cost about the same as they do in the States.

Resale

When a staff member brings his car to Saigon, he should be well aware of the fact that resale here is for all practical purposes limited to selling the car to other Americans. It can be sold to a Vietnamese person; however, the Government of Vietnam has imposed a tax of just about 100 percent of the cost of the car on the Vietnamese buyer.

This means that if an American sells a car to a Vietnamese for \$2,000.00, the Vietnamese who buys the car will have to pay an additional \$2,000.00 to the Vietnamese Government in taxes. In this sense then, resale is limited to Americans.

However, it might be mentioned that there is a large American Community in Saigon and the possibility of selling a car on departing is fair.

General

As a matter of general information, it should be kept in mind that roads here are not what they are in the United States. For the most part, they are made of blacktop and in many places in the countryside, they are made of gravel. It must be said, however, that they are kept in good repair except in some of the most out of the way places.

In general the Project neither discourages nor recommends a staff member's bringing his automobile to Vietnam.

4. FPO Facilities.

Personnel of the Michigan State University Group are authorized to use the facilities of the FPO in Saigon. Correspondence should be addressed as follows:

Name
MSUG - Bow 34
Navy 150, c/o FPO
San Francisco, California

You will find that you pay the same rates for postage here as you do in the United States. The service, though not quite as fast as it is at home is very good and air mail comes from Michigan to Saigon in about 5 to 7 days.

At the present time, mail is sent out of Saigon on Sunday, Wednesday and Friday, and is delivered to the staff members desk in his office on Tuesday, Thursday, and Saturday.

Parcel Post is quite slow because packages of any size are sent by boat mail rather than by air mail in most cases. Delivery in Saigon for large packages takes from 3 to 6 weeks at best.

You would be well advised before leaving the US to leave your cable address with a friend or relative at home. It is as shown below:

NAME
MICHGOVBUR
Saigon, Vietnam.

5. Recreational Facilities.

You will find a section of this booklet further along which is devoted to informing you about the various clubs and activities which take place in Saigon.

In brief, we would suggest that you bring along the equipment for any of the sports which you now practice. For example, if you are a tennis fan then by all means bring your rackets and balls along with you. You will find ample opportunity to use them here. The same applies to golf clubs, badminton, swimming and any other sports equipment you might have. We have found that fishing is not good, especially in fresh water as most water here is polluted, but then, the possibilities for salt water fishing have not been thoroughly explored as yet.

Hunting near Saigon is quite good but from talking to persons who have been out hunting, we understand that it is a rather rugged sport. Also, the Vietnamese government has imposed some rather strict regulations pertaining to the registering of weapons brought into Vietnam. No person is allowed to register more than two weapons. One rifle or shotgun and one pistol or revolver. The lending or transferring to another person of guns for which permits have been obtained is forbidden. Guns may be transferred to the ownership of another person provided that person has obtained proper permits for these weapons. If you plan to bring any weapons, please send them by air freight rather than surface freight.

6. Sports and Outdoor Life

There are four clubs in Saigon which most Americans may join. They are the Cercle Sportif Saigonnais, the Golf Club, the Cercle Hippique, and the Club Nautique. All four are primarily French, but membership includes other nationalities and members of the local population.

As almost no sports equipment is available in Saigon, you should be sure to bring all the necessary equipment for the sports in which you expect to participate. It should be kept in mind that the heat makes it advisable to purchase only very light-weight garments. Shorts may be worn on the golf course by both men and women.

PERSONAL PREPARATIONS

A. Shipping and Storage. (See attachment B)

In the matter of shipping and storage, the material in Attachment B is from a bulletin put out by the College Travel Agency in East Lansing. However, we suggest that you check with your travel agency in person as to the amount of luggage you can carry, as to what you can send as baggage, and unaccompanied baggage.

For shipping by surface freight and air freight, you should check personally with the company who will do your shipping for you. Also, you should check with them about storage while you are away. In every case, make certain you understand completely what the cost to you will be. It is something you should determine before you leave for the post.

B. Insurance.

1. Shipping Insurance.

You would be well advised to discuss with your storage and shipping agent the matter of insurance on the goods which you will ship to Saigon. As different companies charge different rates, we just mention it here as a matter you may wish to look into before leaving. The cost of insurance for goods in transit or storage are not covered by the Project.

2. Effects Insurance.

Insurance which covers your personnel effects while you are abroad is another matter you will definitely want to look into before completing your preparations for moving to Saigon. Theft insurance is not available in Saigon, and the rate of petty thievery is rather high.

Such things as jewelry, silverware, and other valued possessions might very well be insured.

3. Personal Insurance. (See attachment C)

The following personal insurance is available to you through the Coordinator's Office in East Lansing.

a. Lincoln Life (Mandatory)

Coverage

\$10,000 to age 45

7,500 from age 46 to 65

1,000 over age 65

Costs

\$3.00 per month per staff member
deducted from pay check.

- b. Blue Cross, Blue Shield, or American Medical Benefit. These three are optional and the cost is borne entirely by the individual.
- c. Royal Indemnity
Coverage: health and accident costs not covered by Blue Shield - Blue Cross.
Cost: borne entirely by the Project
Dependents of staff members not eligible

4. Emergency Insurance.

An Emergency Insurance is obtainable which will cover your travel home in case of the death or serious illness of any relative named in the policy. This can be purchased after your arrival in Saigon.

C. Clothing.

1. General.

Now that you have reached the point in your preparations where you are considering your clothing needs for Saigon, you should keep in mind the following information.

a. Saigon has tropical weather the year round, with a six months rainy season and a six months dry season. During the rainy season, you can depend on rain during some portion of almost every day.

b. Because the washing of the clothes is done by hand, because the rainy season presents a drying problem, and because the climate is tropical, you should consider bringing with you a larger summer wardrobe than you would normally have at home.

c. Most clothing which you bring to Saigon should be washable. Dry cleaning is available, but limited.

d. In general, we find that there are few functions which we cannot attend in such dress as a wash suit for men, or a washable cocktail dress for women. Dress here is very much the same as you would wear at home in the summer. Of course, in planning his wardrobe, the staff member should keep in mind the position for which he has been hired.

Below, we are suggesting items and quantities of clothing that we have found to be right for Saigon. However, we must suggest that you use your own discretion based on all the information which is contained in this booklet. By this we mean that this booklet should give you a rough idea of what life in Saigon is like. Figure your clothing needs accordingly. You should keep in mind that if you are coming out as a section chief or division chief, of course, your needs

for suits and ties will be greater than some of the other positions at which some staff members come out. As best as you can, you should judge your clothing needs by what you normally wear in the summer at home, and by what you feel you will need in Saigon.

2. Clothing for Men.

3 lightweight washable summer suits (1 white or very light colored for dress occasions).

6 to 8 extra pair of slacks, all washable.

At least 8 short sleeved dress shirts, white, and several white long sleeved dress shirts.

1 fall wear outfit, wool suit or wool sport coat and slacks. You will need this if you make winter time trips to some of the cooler countries, or if you begin your travel home in the winter months.

At least 12 pair of underwear, with undershirts if you wear them.

Many many socks, light weight, hankies and ties. Many of our members wear the clip on type bow ties because they are readily removable and are not really necessary in the office.

You would do well to bring one pair of white shoes and a couple pair of light weight, light colored semi-dress shoes, according to your preferences.

Do bring your light weight sport clothes and other such sport clothing as required for the various sports you practice such as swimming, golf, or tennis. (White is required for tennis)

You would do well to bring along a large umbrella, or to purchase one somewhere on your trip to Saigon, because it rains often and rain-coats are usually quite warm.

Many of our staff members who have come to Saigon by way of HongKong have made many purchases of clothing (particularly suits and slacks) there. They have found the prices reasonable, usually lower than could be obtained in the United States, and the clothes can be made to order within 3 days. However, we urge you not to put off buying everything in the States until you get to Hongkong. When having clothing made, you should allow sufficient time to have at least two fittings.

3. Clothing for Women.

We have found that the following items of clothing can be well recommended for women to bring along to Saigon.

Two or three pair of nylon hose, used especially for traveling as they are seldom worn in Saigon.

Washable dresses, skirts, and blouses for every day wear.

Several simple cocktail dresses, washable.

One very dressy cocktail dress or summer formal.

12 bras, 12 pants, 6 or more slips, full or half length depending upon your taste. The reason we recommend many of these items is that the rubber in them deteriorates quite rapidly.

One fall outfit for traveling, and something such as a light sweater or other item of this kind as some days are cool in Saigon.

Here again, as we do for the men, we recommend that you bring along the clothes you use for sports wear.

In the matter of shoes, there are some which are readily available in Saigon, but the quality is definitely inferior to those made in the States, especially those shoes which have high heels.

Hats and gloves are not really necessary as they are not worn, even to church.

4. Clothing for Children and Babies.

We recommend that you bring a lot of warm weather clothing and a couple pair of childrens shoes as these also are not of good quality. A sweater for the children would be worn occasionally.

We might suggest that if you have a favorite store at which you shop for your clothing needs, you might leave your sizes with that store and then you can order from them.

5. Hongkong Tailors.

Harilelas in the Miramar Hotel Annex, Fenwick in the Gloster House, and Hallmarks next to the International Hotel, are some of the many HongKong tailors which some members of our group have found to be satisfactory. However, other members of our group have not found them to be satisfactory. We offer their names merely as suggestions.
(See Changes)

6. Formal Clothing.

Unless you are coming to Saigon as a Division or Section Head, you will have few occasions on which formal wear will be required. There are several formal balls held in Saigon each year. Other than this, you will find that most functions can be attended in a white suit.

D. Household Items.

On the following page is a chart showing miscellaneous household items and showing also the availability of such items. We have tried to limit our chart to some of the more important items which you would want to have or will need in Saigon.

	<u>Available</u>		<u>Locally</u>	<u>Unavailable</u>	<u>Bring if you wish</u>
	<u>PX</u> <u>Reg.</u>	<u>Irreg.</u>			
Aluminum cooking utensils	x		x		
Gallon water jug (thermos)		x			x
Scotch cooler type jug		x			x
Table linens (including plastic or bamboo place mats)					If you don't already have, nice buys can be had in Hongkong
Bed linen - single sheets or double (not contour) should be air freighted		x			x
Cotton blanket (one per bed)		x	x		x
Pillows			x - foam rubber		x
Eye glasses (a US trained ophthalmologist practices locally)					
Medical thermometer				x	x
Fahrenheit thermometer				x	x
Iron		x	x - irregularly		x
Electrical appliances (mixer-toaster-waffle iron-etc.)		x	x - irregularly		If you don't have, wait and buy at better price in PX
Towels all kinds		x			Bring more than usual
Toys and games for children			x - poor quality		x
Phonograph		x	x - expensive		Good buys in HK
Records		x - often scratched		x	x
Typewriter			x - good buy on Italian make		
Special prescription medicine					x
Electric razor		x	x		x
Ice cream mixer				x	
Plastic ice cube trays			x - expensive		Handy to have
Ironing board cover		x	x - poor quality		x
Cosmetics	x				Not necessary to bring along would come in very handy
Extension cords			x - irregularly		x
Fly swatters				x	
Gallon thermos jug					Bring
Bed linens					Bring

E. Miscellaneous.

1. Employment for Dependents.

Dependents should not expect to be employed in Vietnam. Opportunities for employment are very limited.

2. Hi Fi Equipment.

Saigon is not the place in which to buy Hi Fi Equipment. There is some available on the market but the shops usually will not sell component parts. The shops usually require that you purchase a complete outfit. HongKong, however, is a very good place in which to buy excellent Hi Fi Equipment. British, American, German, and Dutch components can be had there at very reasonable prices. We might suggest that if you are interested in Hi Fi Equipment and if you are passing through HongKong on your way to Saigon, you look over the supply and either purchase then or obtain catalogs and mailing address of some of the HongKong Hi Fi Shops.

3. Cameras.

Saigon and Vietnam in general is a wonderful place in which to make interesting pictures, especially for the person who is interested in making color slides. A drive through the city of Saigon will provide enough material to use up several roles of color film, and the countryside provides enough interesting scenes to shoot up film for the complete length of time you will be here.

Very few people come to Saigon without going home with many color pictures of Vietnam. It is possible to take trips throughout the countryside on weekends and holidays and there you will find a host of interesting things to photograph.

In spite of all the fantastic stories you will hear about how mold gets on everything in Vietnam, do not hesitate to bring your camera along with you. After it is here, the simple precaution you must take to keep your equipment in good working order and to keep the lens from getting moldy is to keep your camera and film in your air conditioned room. No more than that. You would be well advised to bring along several rolls of color film as the supply in the Post Exchange is very irregular. It can be had locally but it is expensive.

4. Nearby Places of Interest.

For rest, vacation, or leave, there are several places fairly accessible to Saigon. Hongkong, Singapore, Bangkok and Manila are around a thousand mile radius and offer a change of scene worth exploring. Tokyo is about four thousand miles distant but is well worth the effort if time allows.

Smaller cities and points of special interest nearer Saigon are Phnom Penh, Cambodia; Siem Reap, Cambodia; and Penang. Siem Reap is near the site of the magnificent Khmer ruins dating from the 11th and 12th

centuries, the best known of which are Angkor Wat and Angkor Thom. These ruins are the greatest tourist attraction in all of Southeast Asia.

In Vietnam the most desirable places of interest are quite easily reached. Dalat is a mountain resort and may be reached by car. Nha-Trang may be reached by air or car. It possesses architectural ruins of the Kingdom of Champa and has one of the best beaches in the Far East. The cities of Hue, Ban Me Thuot and Tourane are also reached by air or car and offer opportunities for sightseeing and relaxation.

The following places are available on one-day excursions from Saigon:

Bien Hoa: Known for its handicrafts school which makes ceramics and bronze statues and statuettes of good quality.

Thu Dau Mot: Known for its lacquer products.

Tay Ninh: It is the seat of the Cao Dai sect which has erected a fantastic temple on the edge of the city.

Cap St. Jacques and Long Hai: Beach towns located within ten miles of each other on the South China Sea.

GENERAL INFORMATION

A. General Description of Geography and Climate

Viet-Nam; Cambodia and Laos are the three new nations making up the territory that was formerly French Indo-China: Viet-Nam's history as a sovereign state began at the Geneva Conference in 1954 when all of the former French protectorate of Tonkin and part of the protectorate of Annam, in northern Indo-China; fell under Viet-Minh (Communist) control and the rest of Annam and all of Cochin China, a former French colony, became what is now the Republic of Vietnam.

Vietnam is located on a peninsula to the east and south of which lies the South China Sea and to the west, the Gulf of Thailand. Vietnam shares a border of about 515 miles with Cambodia on the west and of about 275 miles with Laos on the northwest. Its common boundary with Communist-controlled North Vietnam was established by the Geneva Agreements at the 17th parallel.

The interior of northern and central Vietnam is almost entirely mountainous, much of it jungle-covered, sparsely inhabited, and in some areas as yet unexplored. Tigers, elephants and other big game abound in these regions. The inhabitants are aboriginal tribal peoples not related by race or culture to the Vietnamese.

The terrain of the coastal areas and most of southern Vietnam is almost entirely flat and intersected by numerous waterways. This land is used primarily for the cultivation of rice and, in the fertile "terre rouge" lands, of rubber. Lying in the center of Vietnam

is a desolate marshy region known as the Plaine des Jongs or Plain of Reeds.

The inhabitants of coastal Vietnam are principally Vietnamese, but there are also ethnic minorities of Cambodians, Chinese and "Chams" as well as the mountain tribes referred to above. There is a large Chinese community in the city of Saigon, and also, a small number of Indian, Pakistani and Malay inhabitants.

The Saigon climate is typical of the monsoon belt, hot and humid, with a year round temperature ranging from 74 to 97. There are, however, distinct seasonal variations. The dry season begins late in November and during that month and through January the weather is pleasant with sunny days and cool evenings. It grows steadily warmer during February and March and becomes really hot in April and May. These months are the most unpleasant of the year, especially since the humidity remains high despite the lack of rain. Relief comes with the advent of the rainy season in late May and June. The rain usually falls in short torrential showers and seldom lasts more than two hours. The annual rainfall is about 80 inches. Severe storms and typhons are rare.

During the dry season dust is a household problem because most windows in Saigon dwellings are without glass. Mildew forms the year around, but attains its most luxuriant growth during the rainy season. Although light bulbs burning in closets control mildew, all garments should be aired frequently. Books, records, electrical appliances, and leather goods mildew quickly, but the mildew is not a serious problem if these items are inspected regularly.

Mosquitoes and cockroaches abound throughout the year. Other insects in great variety are also common. The small lizards which live on the walls of houses and apartments are sometimes alarming to persons who have never lived in warm climates, but are actually useful because of the large quantities of insects which they consume.

B. History

Because most Americans know comparatively little about this part of Asia, a brief summary of its history is essential to any adequate description of Viet-Nam. The history of Vietnam corresponds roughly to that of the Kingdom of Annam. This kingdom was founded in 939 following a successful revolt against the Chinese who had occupied the area since 181 B.C. The Chinese made two attempts to reoccupy Annam, first in 1076 under the Sung dynasty and again in 1280 under Kubla Khan. Both attempts failed.

During the 13th and 14th centuries the ascendancy of Annam was challenged by the powerful kingdom of Champa which occupied part of southern Annam and northeastern Cochin China. Champa was finally reduced to insignificance in the 15th century following invasions by the Annamites, the Cambodians (Khmers) and the Chinese. Today all that remains of Champa are a few ruins and a number of enclaves inhabited by the Chams, as they are now called.

The Chinese reoccupied Annam from 1407 until 1428 when they were expelled by Le loi; the founder of the Le dynasty and one of the powerful figures in Vietnamese history.

Europeans, French, Spanish, Dutch and Portuguese first entered Indo-China in the 16th century, however, it was not until the late 18th century that permanent French influence was established with the arrival of the first French missionaries. The principal figure among them was Pigneau de Behaine who became the advisor on civil and military affairs to the powerful Emperor Gia Long who in 1802 conquered the entire area as far north as Hanoi in Tonkin. After the death of Gia Long, his successors persecuted the missionaries and in the 1840's they appealed to France for protection. As a result of such an appeal, a French naval expedition seized Cochin China in 1859. By 1893 the French had consolidated their control of Indo-China, and a French Governor General ruled the area although the kings of Cambodia and Laos and the Emperor of Annam held nominal power.

Japanese pressure, first applied in 1940, increased in 1941 and the French Government of Indo-China, which adhered to the Vichy faction, found itself only nominally in control of the country. In March 1945 the Japanese abandoned the pretense of French rule and set up their own puppet Government.

At the end of World War II the French attempt to recapture control of Indo-China met with armed resistance which became a long, confusing, and bloody struggle for power. Ho Chi Minh, now the head of the "Democratic Republic of Vietnam" (Communist North Vietnam), was the principal leader of the resistance to the French although he had at first collaborated with them. Fighting stopped in 1954 with the Geneva cease-fire agreement, which is still in effect. The problem of peacefully reuniting the entire country is one of the most difficult faced by the Government of Vietnam. In October 1955, following a general election, the Emperor Bao Dai was deposed, and a republic was proclaimed with Ngo Dinh Diem as its first president. In 1956 Vietnam's first constitution was promulgated.

C. Description of Saigon.

Saigon is not only the capital of Vietnam but its principal seaport and commercial and industrial center. The city consists of three distinct areas, the first of which might be called the European area, although a large percentage of its inhabitants are Vietnamese. This section has straight streets shaded by beautiful tall trees and many of its houses have small gardens.

A second section of Saigon is inhabited by Vietnamese, Chinese, and minorities of Asiatic origin. Here are streets with small shops, sidewalk merchants, and rows of small houses. In some areas "paillette" (thatched) houses in traditional Vietnamese style may be found.

The third area, Cholon, was until January 1957 a separate city. Its inhabitants are almost entirely Chinese and Cholon's physical appearance closely resembles that of the Chinese sections in other Asiatic cities. In contrast to Saigon, where the streets are nearly deserted

after 7:30 at night, Cholon is full of life and movement, streets are crowded and shops remain open until very late.

Prior to the seizure of the area by the French in 1859 Saigon was a small town surrounding the citadel built under the Emperor Gia-Long. The citadel was destroyed by French troops when they occupied the city and no trace now remains of the town as it existed prior to French occupation.

Saigon's population, which is estimated at around 2,000,000 has doubled since 1946 and continues to rise. There are nearly a million each of Vietnamese and Chinese, and several thousand Indians and Pakistani. There are also smaller groups of Asiatic origin including Malays and Arabs.

The principal European minority is composed of French citizens of whom there are about 22,000 in Vietnam, two-thirds of whom are Eurasian. There are about six hundred British subjects, of whom more than five hundred are Chinese by race, and about 2,000 Americans. The latter are mostly government employees and their dependents. There are also a handful of businessmen from other European countries. Twenty-three countries including the United States now maintain diplomatic, quasi-diplomatic, or consular establishments in Saigon.

French remains the most useful language in Vietnam and at present is indispensable for anyone in the performance of official duties. Since most servants speak a smattering of French, a limited knowledge is highly desirable in managing a household. More and more Vietnamese are studying English, but knowledge of the language is still not widespread.

Apart from its functions as the capital of Vietnam, Saigon is mainly a commercial city. It has a fairly large port area which is accessible to ocean-going ships. Most of Vietnam's imports and exports are handled from the port. Rice and rubber are the principal exports, with several minor exports such as cassia bark (cinnamon), duck feathers, beer, fish and tea. Most manufacturing is limited to small handicraft establishments making furniture, rattan products, clothing and cloth. There are a small number of larger establishments engaged in ship-building, rice milling, cigarette production, watch assembly, and manufacture of ice, beer and soft drinks. Progress in the industrial sector of the economy is likely to be more rapid in the future owing to U.S. assistance for an Industrial Development Center and increased interest on the part of Vietnamese in proposals to diversify the economy and reduce the country's dependence on imports.

CONCLUSION

As a conclusion, we can only repeat again that you should check carefully all your preparations and know exactly what certain things such as hotel rates, storage charges, and excess baggage charges will be before you accept such charges.

For example, when a travel agent makes reservations for you at hotels along the way, remember that it is you, not he, who is paying the bill for that hotel. Ask what the price will be.

The same applies for storage rates on household and other furnishings. Remember that the University will pay certain charges, but there may be some which the University will not pay. It is your responsibility to check into the matter.

This booklet has been prepared for you by the Personnel Office and staff members of the Vietnam Project, in Vietnam. All of us have been through the same experiences you are about to go through. We feel it is our duty to you to suggest that you check carefully into the things mentioned in this booklet.

If you have any questions which are not answered by this booklet, feel free to write to the Personnel Office in Saigon for further information.

Have a nice trip. We will look forward to meeting* you at the Airport on your arrival.

*We suggest that you cable the Chief Advisor from your last stop before Saigon confirming your exact time of arrival. In the event that there is no one at the airport to meet you, have one of the airport personnel call 22.022 and ask that a car be sent to the airport.

Ask the driver to take you to the MSU offices. From there you can contact either the Personnel or Administrative Services Officer.

Attachment A - Travel Information

In this attachment all aspects of travel including visas, immunizations required, and passport information are covered. Mr. James Miller of the College Travel Office, East Lansing, is the contact on all travel matters.

COLLEGE TRAVEL OFFICE

East Lansing, Michigan

130 West Grand River Avenue
James Miller, Representative

Phone EDgewood 2-8667

TO PROSPECTIVE MEMBERS OF THE VIETNAM PROJECT:

We have been advised by Michigan State University Vietnam Project that you will probably be proceeding to Saigon, Vietnam, within the near future. Our office is charged with supplying you all needed transportation and documentation, and we would now like to receive your thinking with regard to a travel route, and prospective dates for your proposed trip. We do not need this information in detail other than your desired departure date, a.m. or p.m., stops required or desired over the most expeditious route, and the amount of time at these various stop-over points. From your suggestions on these points we will prepare a detailed itinerary for your approval, and we will reserve the necessary accommodations and provide the travel tickets.

Enclosed is a list of the materials necessary for the usual visa requirements, and a list of the health requirements and recommendations for travel to this Far East area. By separate mail we are forwarding a copy of Pan American's book, NEW HORIZONS, with our compliments, for study of the areas you will be traveling through and to.

Also enclosed is an instruction sheet on the requirements for U.S. passports, and the passport applications for you and other members of your family who will accompany you. If applicable, we suggest an individual passport for your wife, and children over 12. A group passport is suggested for children under 12.

After we have definitely established your expected flight schedule to Saigon, our office will provide all necessary visa applications for your completion and return to our office. We will intercept your passport at the Passport Division Office in Washington, and have the necessary visas entered in your passport prior to its return to East Lansing. The completed passport will be delivered to you with your final travel tickets.

Enclosed is an insurance brochure for the coverage of travel and passenger baggage. You will, no doubt, wish to consider your own personal insurance policies, and should additional coverage of the type described in this brochure be wanted, we will write such coverage at our office. This particular insurance is not included in allowable expenses and premiums would be for your own personal account.

Please advise with regard to a suggested schedule at your earliest convenience. Please also advise the first names and ages of each member of your family.

Samples of the necessary forms are attached.

COLLEGE TRAVEL OFFICE

130 West Grand River Avenue

Telephone EDgewood
2-8667

MICHIGAN STATE UNIVERSITY

VIETNAM PROJECT

Visa and Health Requirements and Recommendations

Visas: (Checked where required for your itinerary)

1. Japan - One completed visa application form and attachment. MSU letter of identity. No photos.
2. Hong Kong - Completed British visa applications in duplicate. MSU identity letter in triplicate.
3. Philippines - Completed visa applications in triplicate. Three signed photographs, passport size. Police certificate for presentation on arrival. MSU identity letter in triplicate. Please have your signature notarized on all copies.
4. Vietnam - Completed visa applications in duplicate. Two photographs, passport size. MSU identity letter in triplicate. Visa will be good for 3 months, and will be renewed in Vietnam. On arrival all persons are required to secure a police identification card.

NOTE: MSU identity letters will be prepared by College Travel Office on return of completed visa forms to this office.

It is recommended that you allow sufficient time for the necessary immunizations as indicated below. These should be entered on your "International Certificates of Vaccination". The vaccinations must be authenticated by an approved stamp from one of the following sources:

- a. Stamp or seal of state or local health department
- b. Seal of Public Health Service
- c. Stamp approved by Public Health Service
- d. Stamp of Department of Defense

REQUIRED IMMUNIZATIONS

1. Yellow fever 1 inoculation
2. Smallpox vaccination - reading 2-3 days later
3. Cholera Series of 2 injections 7 - 10 day interval
4. Typhoid and Para-typhoid A&B Series of 3 injections 7 - 28 day intervals
5. Tetanus Series of 2 to 3 doses, 3 - 6 week intervals
6. Typhus Series of 2 inoculations, 7 - 10 day intervals

REQUIREMENTS FOR U.S. PASSPORT

Official form for application may be secured from this office or from Court having jurisdiction (in this area Ingham County Circuit Court located on third floor of the City Hall). For the completion of this form, you will require the following:

1. Proof of Citizenship: (One of the following)
 - a. An old U.S. Passport if issued after 1925.
 - b. Birth certificate with seal and signature of issuing office.
 - c. Notarized affidavit from parent, older member of your family or an acquaintance of long standing who has personal knowledge of the date and place of your birth. (Special form on request).
 - d. If naturalized citizen, naturalization Certificate must be submitted.

2. Photographs:

Three or four copies not more than 3" x 3" nor smaller than 2½" x 2½" light background, not retouched, not glossy and on thin paper. If visas are required, additional copies should be secured.

3. Identifying witnesses:

Unless you are submitting an old U.S. Passport as evidence of your citizenship, you will be required to have in addition to the other items mentioned above, a witness who must be an American Citizen, at least 21 years of age and who has known you at least two years - preferably not a relative. Witness should carry identification.

4. Fees:

The Clerk of the Court who prepares your application normally collects a fee of \$2.00 in addition to the \$9.00 which you are to send in the form of a Postal money order with the application to the Passport Division, Dept. of State, Washington, D. C. The money order is to be made to the Secretary of State.

5. husband and wife or parent and child under 21 years of age, may be included in the same passport in which a group photograph is to be submitted.

Passport is valid for two years and may be renewed for an additional two years upon written application plus an additional fee of \$5.00 payable to the Secretary of State.

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For Mish State Univ. ADDRESS: DATE:
Vietnam Project TELEPHONE:
Sample Five Day Ininerary

DATE	CITY	TIME	VIA	HOTEL
Mon.	LV Lansing	LV 7:34AM		
	AR Chicago	AR 8:52AM		
	LV Chicago	LV 11:10AM		
	AR Seattle	AR 2:35PM		
	LV Seattle	LV 10:00AM		(With Berth)
Wed.	AR Tokyo	AR 10:40 AM		Hotel Nikkatsu
Thurs.	LV Tokyo	LV 11:59PM		(With Berth)
Fri.	AR Hong Kong	AR 8:15AM		Hotel
				Penninsula
Sat.	LV Hong Kong	LV 1:00PM		
	AR Saigon	AR 2:50PM		
	AR			
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*NOTE	LV CROSS INTERNATIONAL	LV		
	AR DATE LINE BETWEEN	AR		
	LV SEATTLE AND TOKYO	LV		
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Attachment B - Shipping and Storing

In this attachment you will find all the details concerning the storage and shipment of your goods. Mr. Tom Zacharias of the Fireproof Storage Company, Lansing, Michigan, is the responsible individual.

FIREPROOF STORAGE COMPANY
728 E. Shiawassee
Lansing, Michigan
IVanhoe 4-4479

Dear Sir:

I understand that you are joining the Vietnam Project. Michigan State University has arranged with the Fireproof Storage Company to work with you on the shipping and storage of your goods. If you do not live in the Michigan area another shipper designated by myself will contact you in about 2 weeks and will ask for the information requested below.

I. UNACCOMPANIED ALLOWANCES FOR 2 YEAR CONTRACTS:

AIR FREIGHT:	Staff members	200 lbs gross
	Dependents, each	100 lbs gross

Plus:

SURFACE FREIGHT:	Staff members	200 lbs gross
	Dependents, each	200 lbs gross

Plus:

SURFACE FREIGHT, Household Effects, which may include up to 500 lbs of foodstuffs. 3000 lbs net

Plus:

One private automobile per staff member. (None shipment of automobile does not increase allowances indicated elsewhere.)

II. ACCOMPANIED BAGGAGE:

Individual Air Baggage allowance will be 66 lbs. This allowance applies to half fare passengers, but not to infants. An excess baggage allowance of 50 lbs. for infants is authorized.

III. STORAGE:

The Project will pay for storage portion equal to that portion of the 3000 lbs net shipping allowance not used. The Staff Member pays for any excess over this allowed amount on a prorated percentage basis of total storage charges.

IV. INSURANCE:

All insurance charges are paid for by the staff member. If you live in the Michigan area and your goods are handled by Fireproof, then Fireproof will arrange for both air freight and surface freight insurance. If, however, you live away from Michigan areas the local shipper designated by Fireproof will arrange for air freight insurance, but Fireproof will handle surface freight insurance.

A. AIR FREIGHT INSURANCE:

The staff member should advise Fireproof Storage or the local agent the valuation of air freight goods in lump sum. The shipping agent then indicates on air freight waybill that insurance is desired and noting the amount therein. Cost: 33 cents per \$100.00 valuation (from Lansing, Michigan).

B. SURFACE FREIGHT INSURANCE:

On the attached, an "Application for Quotation", the staff member should indicate under section "A" the valuations of goods shipped under separate categories marked "A" thru "O" and insert total where indicated. Section "B" is not used as it does not provide the coverage desired. Section "C" is optional, however it should be marked "Yes" as the cost is nominal.

Costs: Section "A" \$1.25 per \$100.00 valuation.
 Section "B" .10 per \$100.00 valuation.

Note: This is a \$25.00 deductible policy which means that owner of goods damaged or lost pays for first \$25.00 of claim.

Please return this form to Fireproof Storage as soon as possible.

V. CUSTOMS DECLARATION:

Each Staff Member should advise the shipping agent of lump sum value of each air freight and surface shipment so shipping agent can show this amount as personal value on customs declaration which accompanies shipping papers. Shipping agent also shows notation "No commercial value" on customs declaration.

VI. AIR FREIGHT GENERAL INFORMATION:

To conserve weight in shipping air freight is generally packed in strong cardboard containers with plywood steel banded to top and bottom. To stay within the weight limits allowed, the staff member can usually weigh items on bathroom scales, allowing 7 to 10 lbs for ultimate container.

Staff member should number temporary containers or items as to priority and designate alternate carton or items which can be changed to surface freight when weight allowance is reached.

Presurized or bomb type containers of insecticides, sprays, and cosmetics should not be shipped by air as contents will be subject to altitude pressure during passage. Transit time to Saigon is generally 10 days to two weeks.

VII. SURFACE FREIGHT GENERAL INFORMATION:

Surface freight is packed in heavy wooden cases which are lined with water proof paper and packed to stand the rigors

of ocean passage by vessel. The weight of the container is usually about one third of the total gross weight of shipment. Shipments are packed as per specifications of U.S. Army in respect to shipping of household goods. Transit time from the port of New York is about 6 to 8 weeks, and from the port of San Francisco about 4 weeks.

Shipments originating in the Midwest, South and East will be shipped from the port of New York as the overall shipping costs are less thru the East coast. Shipments originating in the Far West will be shipped thru San Francisco or Los Angeles.

VIII. BOOKS:

Books needed for your work may be sent to Fireproof Storage Company with the indication that these are for official use. Their shipment to Saigon will be in addition to your allowance for household goods.

IX. AUTOMOBILES:

It is important that the Staff member taking an automobile furnish the shipping agent with valuation for customs purposes. Certificate of Title should also be given shipping agent as this document must accompany shipping papers.

For the reason that automobiles are shipped as is, uncrated, and moved out of freight cars and boats under own power, leave only 1 to 3 gallons of gasoline in the tank. More than this creates a fire hazard.

Pilferage has been experienced on automobiles in Far East ports, therefore the shipping agent should remove all removable parts and ship in separate export case. Example of parts to be removed: chrome emblems and decorations where possible, spare tire, tools, floor mats, windshield wiper blades, hub caps, mirrors, cigarette lighters, ash trays, etc.

Shipping regulations do not allow shipping of other articles not belonging to the car in the car itself.

I hope that the Fireproof Storage Company, or the shipper we designate to act in its stead serves you in a manner that will minimize these problems for you. Do not hesitate to contact us.

Very truly yours,

/S/ Tom Zacharias

Attachment C - Insurance

In this attachment you will find the necessary forms to be filled out concerning the various required and optional insurance policies which are carried by members of the Vietnam Project.

Also included are other forms such as Employment Form and Bank Deposit Form.

The following forms are to be completed and returned:

1. Form No. CO-pa-3 Bank Deposit Form
2. Form No. CO-pa-4 Employment Form
3. Lincoln Life Insurance Co. (MSU Group Insurance)
 (See Attachment A)
4. Letter from Coordinator re: Royal Indemnity Co.
 Health and Accident Insurance.
5. Employee's Withholding Exemption Certificate

In addition these are optional:

1. Blue Cross - Blue Shield
2. War Agencies Employees Protective Association
3. Medical Examination Form (to be used as a guide.)

Attachment D

VIETNAM PROJECT IN BRIEF

Composition of Group

The Michigan State University Group today is composed of 54 Americans plus 116 local staff. Work of the Group in Vietnam began in May of 1955, and by late Fall, MSUG was at approximately full strength. Its activities are carried on predominately in the areas of public and police administration.

General Objectives

To contribute toward bringing internal security and a stable government to Vietnam and to help make the government effective at the village level. Three projects are consultant in nature and emphasize reorganization and on-the-job training (police, consulting, Presidency). The other two (Institute and participant) are more long-range and emphasize long-range training and research. Currently Dr. Wesley R. Fishel is Chief Advisor for MSU.

POLICE PROGRAM DIVISION (Howard W. Hoyt, Chief)

The Police Division includes 25 police specialists who have been drawn from Michigan State University in East Lansing and from police agencies throughout the United States. The program has centered on police training, equipment and reorganization.

Major accomplishments in these three areas include: the establishment of a National Police Academy which has now graduated over 900 police officers from virtually all provinces of Vietnam; a Civil Guard training program, located at Quang-Trung, in which over 13,000 men have been trained; and a series of specialized courses for police officers in such fields as identification, riot control, traffic management, equipment and weapon maintenance and radio repair and maintenance, and special investigation training. Leadership schools have been organized both at Quang-Trung and at the National Police Academy, with consequences which are being felt throughout Vietnam. Another police accomplishment has been the thorough study and proposed reorganization of the police forces of Vietnam. This reorganization is now being implemented. The most recent development has been the establishment of the large former military camps, Camp des Mares, as the central police headquarters for the entire country, thus facilitating communications and coordination of police efforts. In the equipment field needs were determined after detailed surveys, lists were prepared, and orders were placed through USOM.

The major problems that have been faced by the Police Division are related to the rather slow process for obtaining police equipment and the amount of effort that has been devoted to a contract amend-

ment which has yet to be concluded. The police equipment problem is severe in Vietnam, and in spite of our continuous efforts, equipment is just now beginning to arrive in quantity.

The Police Division has developed firm contacts at all levels of the Vietnam police forces, and one of the most encouraging signs for the future is the excellent rapport existing between the Police Division of MSUG and the police forces of Vietnam.

PUBLIC ADMINISTRATION DIVISION (John T. Dorsey, Jr., Chief)

The public administration activities of MSUG are now centered in the Public Administration Division and include the areas described below. The major challenge is to develop programs whose objectives and work are so generally accepted and shared that they will continue in their basic orientation after MSUG leave Vietnam. To develop such self-sustaining and permanent programs will require major efforts in the years ahead, but the generally solid foundation of the first two years leaves room for optimism.

a. Field Administration Program Division

The Consulting Section consists of eight Americans and a staff of well trained Vietnamese. The objectives of Field Administration lie in getting the services of the central government to the people throughout the country. In order to meet these objectives, Field Administration has engaged in research leading to recommendations, reorganization, and consultation with Vietnamese Government agencies.

In the Refugee Commission, a noteworthy decentralization has occurred as a result of a cooperative effort by MSUG and Resettlement Division of USOM. In the Department of Interior, lengthy research has been concluded, recommendations have been submitted, and implementation is in process. Field Administration has urged upon the Interior Department the elimination of the regional administrations and the realignment of existing provinces. Reports and recommendations have also been made to the Departments of Agrarian Reform, Agriculture, Education, Information and Youth, and National Economy. Implementation is proceeding in each case.

The main problems of Field Administration lie in attempting to effect major administrative reorganization without unnecessarily disturbing everyday program operations. These have not been insurmountable in our brief experience in Vietnam, but the challenge of implementing recommendations in Interior and the other Departments requires increased emphasis on consultation and implementation.

b. National Institute of Administration

The major accomplishments during the past year have been the revision of the Institute curriculum to include a managerial

emphasis, the establishment of a night school program for functionaries, the reorganization of the Institute to include an in-service training program and a research division, the establishment of 4,000 volume library, the general though gradual reorientation of the faculty to a new approach to public administration, and the beginning of a National Public Administration Association.

c. In-Service Training Section

The In-Service Training Section, which has recently started to develop into a major MSUG activity, offers the hope of a long range, permanent contribution to Vietnamese administration, although in the emergency of the first year it was not heavily emphasized. Courses in secretarial work, office management, accounting, and economics have been completed, and a general program of leadership training and middle management training are projected by the Government, which is moving quickly to expand training among Government employees. This Section is also coordinated with the Police Division.

d. The Presidency Study

The Michigan State University Group has also been active in improving the administration of the Presidency. In this program, implementation of the Presidency reorganization report is underway, and a Special Report to the President, dated October 31, supplemented the earlier recommendations and proposed still further reorganization in the Presidency. Certain of these recommendations, including the appointment of three Assistants to the Secretary of State at the Presidency, have been accepted by the Government and the appointments made.

e. Research Section

Within the Vietnam Project contracts are clauses reflecting two research needs:

- 1) for developing a stronger research arm in the Government of Vietnam.

If a governmental agency is to operate smoothly it must be in possession of the basic information and data necessary to its program development. Not only is such information important for day to day operations but it is absolutely essential to the planning of agency activities over a short or long period. It is the function of this Section to assist the Government in strengthening its research operations.

- 2) This Section supplies the research needs of the immediate programs of the other Sections of MSUG. The planning of the Research Section is therefore coordinated to the schedules of the various projects and studies under way by the Group.

f. Participant Program

This program involves sending Vietnamese governmental personnel to MSU for further training. Nineteen junior government employees have just completed 7 to 9 months of class work at MSU and observation of American government administration. This was the second such group. In addition, staff members of the National Institute of Administration (Saigon) will spend 6 to 9 months observing teaching and other methods at MSU. The assistant director of the Institute was one of two staff members at MSU in 1956. 30 man-years of these types of study in the U.S. is programmed for 1957-1958.

EXECUTIVE OFFICE

MSUG handles nearly all its own administrative work (except for obligating and disbursing funds) in Vietnam. This includes renting, buying, furnishing, and maintaining living quarters for all staff, rental of office space, buying all office equipment and supplies, managing a carpool, control over transportation of staff within and outside Vietnam, personnel recruitment and records, etc.

ATTACHMENT E

Background reading material on Vietnam and the Vietnam Project is included to give you an opportunity to become more familiar with the area and the Project.

The U.S.A., the Cold War, and the American Citizen Living Overseas

Every American who goes abroad today automatically assumes the role of a "national representative" to an important degree. The American who goes abroad in an official capacity has a very special responsibility thrust upon him. If he is going to a post in Asia, Africa or the Middle East he is in fact going to the front lines in the Cold War.

Communist leaders everywhere are making a determined attempt to discredit the American technical aid program, to create mistrust and fear of economic support programs sponsored by the United States, and to fix upon our actions the outdated label "colonial imperialism".

The "colonialism" issue is being used in direct propaganda in countries and territories which are still under European control, but moving toward autonomy or independence (Malaya is a good example). It is being used with especial skill and only slightly different emphasis in countries which have recently achieved political independence, such as Indonesia, India, and Burma. Here freedom was won only after many years of hard struggle and great personal sacrifice on the part of the local political leaders. To win a following these men often made glowing promises of economic well-being and national advancement which would come with independence. But Utopia did not come overnight. Great difficulties of economic reorganization, and of post-war recovery from wartime crises have beset the new governments. In some instances it is fair to say that the men who were skilled and fiery revolutionary leaders in the independence struggle have not proved themselves equally skilled in handling tedious problems of peacetime government and reconstruction. Diverse political elements which were united in fighting for freedom, now find it impossible to become reconciled among themselves in domestic politics. There is bitter disappointment that independence has not brought prosperity and political stability. Some one or something must be blamed for this. It is easy to blame the sad state of affairs on the pre-war administration of the colonial powers. But it is not enough to say - as most of them do - that the fault lies with the old colonial administrators, who may sometimes have done too little to educate local leaders and too little to develop the local economies.

In some areas propaganda is put about leading people to believe that the old colonial governments deliberately destroyed local good government and high degrees of prosperity alleged to have existed long ago. This is nonsense, for it is historical fact that in the first instance the colonial powers were enabled to penetrate and take over these territories because of disunity, impoverishment and the weakness of local governments under princes and sultans and rajahs. Such organized strength as they now have they inherited in large measure from the European administrators. Thanks to the old

"imperialist" powers the newly independent countries now have railroads and roads and airfields, factories and harbor works and fiscal systems, local administrative offices, police organizations and defense forces.

Most of the former colonial powers are contributing heavily to international organizations dedicated to the promotion of economic well-being in the underdeveloped areas of the world including their former possessions. Three outstanding examples of international economic cooperation are to be found in the work of the United Nations subsidiary organizations, in associations such as that sponsored by the British Commonwealth through the Colombo Plan, and in the work of the International Cooperation Administration which is underwritten by the United States government.

In countries in which the ICA programs are being carried out, communist propaganda seeks to plant suspicion among ardent nationalists and to foster non-cooperation with the U.S.A. by asserting that our technical aid programs are but a disguised form of colonialism, that we are attempting to assume the place of the old colonial powers in economic exploitation. The propagandists know that political independence can mean very little unless there is economic stability as well. They fear stability and strength among the free nations, and their propaganda thrives on confusion and uncertainty.

Communist propaganda is attempting to undermine our prestige and influence in a third group of countries which have not been colonial territories, but which are in great need to economic development and technical aid. These include Siam, Ethiopia and Liberia, for example. Here the attempt is being made to stir apprehension and mistrust among national leaders, and to encourage them to adopt a "neutralist" policy. Again we are said to be extending a new form of colonialism, a brand of "economic imperialism" disguised as technical aid, and of "military imperialism" disguised by mutual security treaties and defense pacts.

You are going overseas to take up work in areas in which these propaganda attacks are "live fire". You will be on the front lines in the Cold War. Your own personal behaviour and attitudes toward the host country, its people, its customs and its standards of social and moral behaviour will have much to do with the success or failure of your work.

In the paragraphs which follow here, let us review three subjects, which may be useful to recognize as you attempt to make a place for yourself and your family in the overseas community. The first has to do with the tradition, character and importance of the foreign community as a special phenomenon in international relations. We can then turn to a brief consideration of your own position in the particular foreign community to which you are being posted.

The "Foreign Community" and International Relations

You are about to take up life in one of these "foreign communities". Your hosts and colleagues will undoubtedly do the best they can to

make you feel at home and comfortable. They will do all that custom, personal finances and social opportunity permit them to undertake in making you welcome. Nevertheless, you will have moments of homesickness, and there will be times when you will be conscious of a sense of isolation. There will be times when you will feel that you are "fed up with it", and long for a holiday interval away from your post, preferably at home in the States. This is a common experience.

You will turn first of all to your American colleagues in your own program. These Americans are part of a larger American community which includes the diplomatic and consular people, American businessmen, teachers, tourists and missionaries, if there are any stationed within a reasonable distance. The Americans, in their turn, are likely to be only a part of the larger community of foreigners resident in the country. You will hear many references to the "foreign community" as such, and will hear its interests discussed as if it were a highly organized unit, having an existence quite distinct from that of the host country.

Why is this so? And why is it of importance to review the nature of the foreign community life before you arrive at your post?

There are two reasons. This first one is simply stated. Physical characteristics will set you apart in the countries of Asia, Africa and the Middle East. You will soon lose self-consciousness of this, but it is obvious that race, speech and dress make you prominent wherever you go, and at all times. Your behaviour becomes noteworthy whenever it does not conform closely to local custom. Before World War II Caucasians were rare curiosities in some parts of Asia and Africa, just as the Asian is a rare sight in many isolated rural communities in the United States even today. In the larger countries, and larger diplomatic and commercial centers, foreigners were wellknown, but to a very large degree kept to themselves, and it is this fact which gives continuing significance to the second reason to review the "foreign community" life as such.

The circumstance which sets the "foreign community" apart has its roots in history. Do not forget that for centuries the foreign settlements in Asia have by and large been identified with "white European imperialism". With the rise of nationalist sentiment and ambition in the nineteenth and twentieth centuries, the privileged foreign communities became the symbol of social, political and economic inequalities which nationalist leaders vowed to redress.

You are becoming a member of a foreign community at a time when the old-style, pre-war foreign settlement pattern is undergoing profoundly significant change on three levels:

- a. Political equality on the government level has been achieved for most territories, and is reflected in post-war independent status, membership and active participation in the United Nations organization, and the abolition of special legal privileges and protection for foreigners resident in the country concerned. Foreigners no longer

have the right to maintain special courts, militia and similar services for their exclusive benefit. You will accept the law of the land in the host country. If conflicts arise, your legitimate interests will be represented by consular or diplomatic action.

- b. Equality of economic opportunity before the law and in open competition is only gradually being achieved. On the official level it is reflected in the opportunities which newly independent governments have now to control import-export activity and to enforce tax laws. The best that can be said at the moment is that although exploitation of natural and human resources may still be found in many places, nationals of the host country at least have a large share in the profit derived from them.

A higher percentage of foreign firms operating overseas now recognize the need to plough back some of the profits into the country of origin, to improve public health and educational systems, and generally to raise the standard of living (and hence the per capita output potential) of the individual workers at all levels of operation.

Technical aid programs have introduced a new element into the foreign community; the resident foreigner - yourself, perhaps - is there to help share some of the technical knowledge which makes general economic improvement possible. The "training technologist" is contributing something to the local economy and to the general welfare. This is a new note in foreign community life.

- c. Foreign communities everywhere in Asia and Africa are being challenged to shift their traditional attitudes toward social equality. Lip-service is paid to theory; practice is hard.

The exclusive foreign club which bars its doors to "natives" except as servants, or admits high local officials only on special formal occasions is becoming a less popular institution. Individuals and families no longer risk "foreign community" displeasure if they invite their local "native" friends in to dinner, although strangely enough, this sometimes took place in pre-war days. (It was not so bad as "going native" but it was severely frowned upon by the proper people who set the social standards of the old settlement.)

We have already noted that World War II and its aftermath stimulated nationalism throughout Asia and Africa. As freedom neared, the position and privileges of the foreign communities became an acute political issue. The British withdrew from India and Burma with good grace, when the decision was at last made to give up these territories. They have now withdrawn from the Sudan in Africa. The Dutch and the Indonesians quarrelled bitterly over the terms of Dutch withdrawal, and serious problems remain outstanding in their

relationship today. French claims and privileges have been a fundamental source of trouble in the Indo-China situation.

Leaders in all the newly independent nations are extremely sensitive to any hint or fancied suggestion that members of the old foreign communities enjoy special privileges or influence. On the other hand, having been masters for so long a time, it is inherently difficult for the old-time resident foreigner on his part to adapt himself to the new role of "tolerated guest".

Nationalist leaders feel that so long as they are economically and militarily weak they must jealously guard every element of their newly-won independence. For this reason every privilege and right accorded members of a foreign community is kept under constant public scrutiny. Ambitious local politicians who need cheap and exploitable issues, are always ready to seize on little incidents and minor concessions made to foreigners. These they blow up to undue proportions. They are delighted to find - or to make - issues with which to embarrass the government party in power. It is a good thing on our part, therefore, to avoid requesting preferential treatment under terms of your contract. Each time you do you pose severe problems for your official hosts, and these problems may have political implications far beyond your own personal activities and needs.

This is as true in the Philippines as it is elsewhere among the new nations. In 1953 for instance, charges and counter-charges of tolerating "undue American influence" were made a major issue in the presidential election campaigns. The Indonesians are extremely sensitive to continued Dutch interest in their economy, and Dutch claims in New Guinea; the President of the Indonesian Republic (in 1955) charges that Holland is plotting to retake Indonesia as a colony. He has virtually paralyzed the Indonesian Premier who is attempting to arrive at a settlement of outstanding issues. India maintains a determined attitude of neutrality in the present Far Eastern crisis, largely because the Indian government fears that extensive cooperation with the West may be interpreted locally to be a sign of weakness, and of retrogression. Burma has gone even farther in refusing technical and economic aid from the West.

These things must be kept in mind as you take up life in foreign community, for throughout the world the Communists are making a determined effort to undermine American prestige, to foment disorder, to keep alive or to revive old resentments toward the West. Under these circumstances "foreign communities" as such became a very special element in international relations. In most countries they form the operating level of relations between governments and between peoples. Your personal actions as a member of one of these communities can exercise a very definite influence upon the quality and character of such relations.

Who Makes Up the Foreign Community?

We may say that many pre-war foreign communities were divided roughly as follows:

1. Official representation - Diplomatic and consular representatives and their families.
2. Business representation - Agents for international concerns and proprietors of smaller local enterprises. Importers and distributors of foreign products (e.g. petroleum products, machines, etc.); and exporters and shippers.
3. Religious and educational representation - Missionaries and laymen representing varied religious groups, medical services and schools.
4. Resident expatriates and their families - Foreigners who have settled in the country, sometimes taking local citizenship.
5. Transients and drifters - Tourists and occasional scholars doing research over a period of time; "drifters", including soldiers-of-fortune, beach-combers and remittance men.

Residents in small foreign communities before World War II tended to maintain rather rigid lines of social demarcation among these several groups. The tourist and the scholar could move in and out among them according to the quality of the introductions he brought with him. These distinctions were maintained by mutual unspoken consent and practice.

A special problem rises with relation to persons of mixed blood. It is a delicate one, with subtle differences of treatment according to local situations and traditions. In the Philippines discrimination is moderated by the fact that persons of mixed Spanish and native stock form to a large degree the upper class, the ruling elite, living at relatively high income levels. An admixture of Chinese blood is prevalent. In the spectrum of social distinctions in the Philippines persons of pure Spanish descent enjoy the greatest prestige, which then shades off toward the hill tribesman without Caucasian or Chinese blood. In Indonesia the offspring of Dutch and Indonesian parentage forms an important group which has suffered considerably during the years of conflict preceding independence. Much the same can be said of discrimination affecting Anglo-Burmans or Anglo-Indians in their respective homelands.

In the old days racial prejudice condemned them to a social world half way between the men and women of the parent groups. Since by accident of birth and training, a high percentage of the men and women of mixed parentage are bilingual, many are to be found working in the technical aid missions, government offices and schools with which the American government and private enterprise are now associated.

Before World War II social intercourse between members of the foreign community and citizens of the host country was by tradition often limited and formal. Since 1941, however, the character of the community abroad - especially of the American community abroad - has undergone marked change. This reflects the new position of American leadership in international affairs. It is a change for the better, for it makes possible a more cordial and understanding relationship between our national representation and citizens of the host country in which Americans are taking up residence. It must be admitted that some of the traditional attitudes of exclusivism and discrimination are fading too slowly. Newcomers to a foreign community tend quite naturally to conform to its dominant social traditions, but as the proportion of newcomers rapidly increases, new standards for friendly and cooperative social intercourse are being established.

Today official representation has been broadened everywhere. Large military aid missions and technical aid missions have been added to the enlarged diplomatic and consular bodies. There are fewer leisured expatriates, and many more American students and teachers living abroad now than ever before. There appears to be a more solid and friendly basis of social intercourse and mutual appreciation upon which to build and strengthen our international relations at the working level. We are in an improved position to refute, with personal deeds, rather than official words, the vicious propaganda which seeks to undermine our usefulness abroad.

Your Own Place in the Foreign Community

If you are going abroad on an ICA-sponsored contract, your professional work is well-defined for you, but you must make your own way into the social life of the foreign community and of the host country. You will be reminded often that the ICA Mission is a technical assistance operation working under directives from Washington and dedicated to the task of helping our friends and allies to help themselves in the rehabilitation and development of a healthy, well-balanced modern economy.

Remember that you have responsibilities toward the ICA Mission just as it has obligations to you. Individual members of the Mission may, by their actions, or attitudes, draw down serious criticism adversely affecting the interests of the whole group. This may read as rather presumptuous or gratuitous advice, but it is surprising, in practice, to discover that rugged individualism, while it may be an admirable quality in itself, sometimes disrupts the efficiency and prestige of the working team.

You are engaged in this task on the basis of your technical qualifications in a special field - engineering, education, business administration - but the effectiveness of your social relations with the local people must be given equal attention with your effectiveness as an ICA team member.

There will be occasions when you must choose between dates with your fellow Americans and other foreigners in your community (cocktail parties, bridge, dinners), and engagements with your local colleagues who are natives of the country in which you are a guest. You will be delighted to discover how much reward will come from the cultivation of your association with people in the host country. Seize every opportunity to join them in the celebration of local holidays and observance of local festivals. Choose a local English-language newspaper (or subscribe to one published in the national capital) and keep abreast of local events as best you can. A demonstration of interest will earn dividends; to be conversant with local issues and informed of the local outlook on world affairs will be a welcome indication that the old "exclusivism" of the pre-war foreign community is giving way to a new attitude of mutual respect for one another's problems.

This does not mean that you should cut yourself off from the foreign community and "go native". There are other members of the community who will enjoy sharing your experiences with you. Some of these will be found in another new and rather special category of Americans abroad today, the Fulbright scholar and the International Exchange student.

The foreign student abroad in Asia today is as commonly found now as he was rare to find in pre-war days. Hundreds of men and women are overseas on Foundation grants, UNESCO grants and Fulbright scholarships. Because of their specialized interests and serious application to the study of local problems they may be in a position to open doors to you which are usually closed to the casual resident or possibly quite unknown to the more conventional and conservative members of the business or diplomatic community.

Fulbright Fellows and UNESCO Fellows, like yourselves, occupy a rather special position in relation to the local community. On the one hand they share the quasi-official status which endows your position with a noteworthy character. On the other hand they are usually free to develop their own programs and schedules of work, unfettered by directives from Washington. These scholars (and members of the ICA/university contract teams) are associated with local university life or academic undertakings rather more than they are associated (in local eyes) with the business or diplomatic representatives in the country. Inequalities of income from salary or stipend or scholarship grant may be (and usually are) quite marked. ICA employees enjoy many more privileges and higher salaries than Fulbright or UNESCO scholars, and this may create internal "American community" problems at times. But this circumstance of unequal income may also create opportunities for tactful demonstrations of goodwill on your part. It is altogether possible that members of the academic group have greater opportunities to

create lasting good-will than any other subdivision of the foreign community.

Living Conditions and Human Relations

If you have never taken your family overseas, you may expect some pleasant surprises - and some occasional rude shocks.

You will enjoy new friendships and acquaintances. You will live in fairly close association with American colleagues who have been selected for posts overseas on the basis of professional competence. Your new friends who are nationals of the host country will be - for the most part - men and women of exceptional personal achievement, and of great local importance because they are the leaders in this changing post-war world. Remember that they, too, all have their problems and professional aspirations.

You will enjoy new sights and experiences in a life which can be full of rewarding adventures. With little effort you will find opportunities to join in colorful local activities - feasts and dances, ceremonial and informal social occasions. You will have an opportunity to sample new foods, to hear new music, and to surround yourselves in your new home with objects of interesting local craftsmanship and color. There will probably be servants in your kitchen to lighten your everyday household tasks. There will be schools for your children and medical services for your protection.

The books and brochures which you have read in preparation for this trip indicate the opportunities you will have to study at close range the history, customs, arts and literature of the country. You will find that at most ICA posts the local culture has its roots far back in the past; you will find it worthy of the most serious effort to understand and appreciate local social and spiritual values. The varied publications which are made available to you during your Orientation courses at the Hoover Institute are intended to introduce you to the challenge of this new experience.

This is all fine, as far as it goes, but you must recognize as well some of the difficulties, discomforts and problems which lie ahead. If your post is to be in a tropical lowland you will have to endure high temperatures and great humidity, heavy rains and hot sticky nights. There will be a share of sweat and termites as well as of flowers, feasts and cultural history.

The organization with which you are to work will do its best to provide comfortable living quarters. You will miss some of the luxuries which Americans have come to accept without question as part of the normal equipment for everyday life at home. You will soon learn of necessity to make adjustments and substitutions. You may have to use considerable ingenuity in overcoming discomforts from time to time, but it is almost certain that you will not be called upon to endure actual hardship or peril.

At home here in the United States it is possible to maintain a fairly sharp distinction between your professional life - in the laboratory, the classroom, the mine or the office - and your private life as an American citizen free to act and live as you please. The next-door neighbors may keep an eye on you, but no one else maintains close watch over your personal behaviour.

Taking the family abroad on a mission in the public interest creates a new set of living conditions for every member, twenty-four hours of the day, and every day of the month. If you are going to hold a position on a University staff you may be sure that your local colleagues, their wives, your students, and your off-campus associates will look upon you as representative of an entire professional class in the United States. Your children at school will be judged to be "typical" of all American boys and girls of school age. Your wife's techniques in handling her household and guiding her family will be watched not only by her new friends, your colleagues, but by her servants as well. By the very nature of your assignment you will lead much more public lives than you have ever known before. You should be well aware that the most casual details of your family life at home will be noted, talked about, and compared with the lives of other members of the foreign community in which you live. What you say and what you do in your leisure time can have - in the long run - a considerable influence on your success in this present undertaking.

Some of your Adjustment Problems

Upon going abroad to live, each member of the family must adjust to a new set of living conditions. The husband faces new professional problems. The wife must create a new household routine. The school-age children must make new friends and study under new systems. Children of pre-school age probably encounter the fewest difficulties.

Some families adjust at once to the changed environment, and the fortunate husband and father, free from worry, can give his best to his job. Some families find that it takes time to "feel at home abroad", but in two or three months its members settle into a routine which permits a maximum of satisfaction in the job being done, and in the pleasures of life with local friends and colleagues.

A few families and a few individuals never quite make the change successfully, spend a miserable year overseas, create difficulties for their colleagues, and come home disgruntled and prejudiced. Fortunately these last are the rare misfits.

As noted already, the old days of colonialism are at an end. We can only persuade by friendly example, and assist through good human relationships. These depend on the activities of the well-adjusted family in the foreign community.

We may summarize here some of the general observations, warnings and advice set forth in an article published by the Chief of Administrative and Management Testing, United States Civil Service Com-

mission (Milton M. Mandell) and by his Assistant (Sally H. Greenberg), together with some of our own observations drawn from years* of experience as residents in foreign communities in the Far East.*

1. Domestic Calm and Professional Success

It has been observed, in all part of the world, that men of high technical qualifications sometimes make a dismal failure and fall into major difficulties because (a) wives cannot cope with problems of setting up a new household routine in a foreign land, or (b) wives with too little to absorb their energies on the domestic front, venture to meddle in public affairs or in professional affairs involving their husband's work.

On this first point (a) Mandell and Greenberg have this to say: "It is probably more difficult for wives to adjust to the overseas situation than it is for husband, primarily because the wives are more totally involved in the new environment. The employed husband spends eight hours or so of his day in a job that is often similar to the one he held in the United States. The wife, on the other hand, has to cope with many new problems -- shopping (for unfamiliar items, with a new currency, in strange stores) maintaining family health, arranging for medical care, learning to do without equipment regarded as a necessity at home, working with servants who have different standards and who speak an unfamiliar language, and providing education for the children. The wife who can deal with such matters smoothly in great part relieves her husband of the necessity of making a major adjustment."

On the second point it has been observed that some wives move into the new situation easily, and with fine dispatch set their new houses in order, establish an efficient routine, and then find themselves with time on their hands. There are many things which can be done in the foreign community, but in all this a fine distinction must be made between helping, where help is welcome, and crusading, where interference becomes meddling, and is resented. Some specific suggestions will be mentioned in later paragraphs.

2. The Strain of "Life in a Goldfish Bowl"

The problem of adjustment to the public character of your new position has been mentioned on Page 8. Mandell and Greenberg observe that "Overseas, to a much greater extent than in the United States, a person cannot dissociate his

* See Mandell and Greenberg: "Selecting Americans for Overseas Employment" in Personnel, Volume 30, Number 5 (March 1954) pp. 357-367.

working existence from his private life. The people he associates with on the job are likely to be his social companions as well. Social inadequacies tend to be transferred to the working environment and vice versa." The semi-official nature of your mission is not a 9 to 5 affair, but persists around the clock, every day of the week. You will be exposed to public gaze and discussion on two levels; every small foreign community indulges in a lively and perpetual discussion of its member families. Beware of cliques and local jealousies. In the first weeks of life at your new post, avoid commitment to any single camp or faction. Some small foreign communities operate on the social level not unlike the fraternity and sorority sets at home; there is a rush for new pledges. Don't be swept off your feet. It is possible to accept helpful advice and assistance in a friendly way without being drawn into an exclusive local alliance in social activities.

Your new-found local friends will observe every detail of your domestic life and household arrangements with curiosity and interest. You must be aware that your servants - as with servants everywhere in the world - are prone to exchange stories and comments among themselves. In the Far East this is sometimes called the "bamboo telegraph" instead of the "grapevine". The folklore and literature of servants' tales, you will discover, is a source of endless conversation in American communities overseas. To be on the safe side, NEVER criticize your host country and its people or their customs in the presence of your servants.

Americans are noted individualists. Sometimes they are irked by the conventions and restraints of older or more formal societies within which the foreign community resides. Occasionally the sense of being under constant observation, coupled with an almost missionary zeal in advocating the "American way of life", leads to a strong reaction. Individuals and families have been known, not infrequently, to set out deliberately to violate local customs, traditions or taboos, or at least to defy local conventions. Wives wear the shortest shorts, for instance, when they know that short shorts are frowned upon, or husbands habitually break minor traffic laws which they deem "silly". In doing so they appear to believe that they are demonstrating a desirable degree of individual freedom. Usually, in these circumstances, they demean themselves and "lose face".

3. Flexibility

Mandell and Greenberg continue:

"Diet is one of the major environmental factors in which flexibility is required. Individuals with rigid attitudes toward food are bound to be subject to many tribulations overseas. Most people on foreign assignment also have to

reorganize the way they spend their leisure hours and must suspend long-established friendships. While apparently most people are adaptable enough to fill the ensuing gaps, the recreation problem looms large to everyone in some posts and to some people in every post. In some posts recreational facilities are confined to a deck of cards, a bottle of whiskey, and decrepit movies; other posts, though endowed with extensive facilities, may still afford particular individuals no opportunity to pursue a cherished hobby. In either case, an adjustment must be made."

Danger Signals

The series of "DON'Ts" listed above might be extended. It is sufficient to indicate the wide range of adjustment problems which must be faced when moving with your family into your new environment.

In every foreign community you will observe here and there an individual, a couple or an entire family which has not succeeded in making the necessary transition. Some of the signs of maladjustment are standard, the world over. Basic frustrations reveal themselves in a number of ways. Alcoholism is a major symptom. Irresponsibility in money matters is another. In the article which has been cited Mandell and Greenberg observe that "defaulting on debts or engaging in black market or other dubious or illegal transactions" are frequent problems, and that "such practices back home would generally not have serious consequence beyond those affecting the individual; overseas they debase the reputation of the United States".

Another symptom is a marked tendency to develop rivalries - real or imagined - within the local foreign community. Husbands who otherwise are performing an excellent professional job sometimes suffer the extreme pressures of an unhappy, maladjusted and nagging wife, who finally goads them into public action which destroys their effectiveness with the organization to which they are assigned.

Sometimes a sense of frustration induces arrogance and boastfulness about "the American Way" of doing things. Again quoting Mandell and Greenberg:

"Ethnocentrism of this sort centers around the attitude that one's group or nation is better than any other, so that all other groups or nations are evaluated in terms of how similar they are to the ethnocentric individual's background. A person of this type conveys a feeling of contempt for other cultures, saying, in effect, 'Our ways of doing things are right, your ways are different from ours, and are, therefore, wrong'.

"Americans are justly proud of their country's contributions to culture, to science and technology, and to the philosophy of government. This pride, which in a well-adjusted personality is manifested in a quiet confidence in the merit of the United

States may be distorted by a poorly adjusted personality or by an individual of limited experience into boastful arrogance.

"Ethnocentrism among Americans working overseas takes a variety of forms, most of them offensive to the people of other nations. Common transgressions are boastfulness about the United States and criticism of the host country. Behavior of this nature, which is not tolerated in social or business dealings at home, is certainly equally unacceptable in contacts between Americans and people of foreign nations."

TALK GIVEN AT THE WOMEN'S CLUB OF RIO DE JANEIRO

By Dr. Kalervo Oberg, Anthropologist Health, Welfare and Housing Division, United States Operations Mission to Brazil

August 3, 1954

CULTURE SHOCK
AND THE PROBLEM OF ADJUSTMENT TO
NEW CULTURAL ENVIRONMENTS

I would like to make a few remarks about culture shock, a malady which I am sure has afflicted most of us here in varying degree. We might almost call culture shock an occupational disease of people who have been suddenly transplanted abroad. Like most ailments it has its own etiology, symptoms, and cure.

Culture shock is precipitated by the anxiety that results from losing all our familiar signs and symbols of social intercourse. These signs or cues include the thousand and one ways in which we orient ourselves to the situations of daily life: when to shake hands and what to say when we meet people, when and how to give tips, how to give orders to servants, how to make purchases, when to accept and when to refuse invitations, when to take statements seriously and when not. Now these cues which may be words, gestures, facial expressions, customs, or norms are acquired by all of us in the course of growing up and are as much a part of our culture as the language we speak or the beliefs we accept. All of us depend for our peace of mind and our efficiency on hundreds of these cues, most of which we do not carry on the level of conscious awareness.

Now when an individual enters a strange culture, all or most of these familiar cues are removed. He or she is like a fish out of water. No matter how broadminded or full of good will you may be, a series of props have been knocked from under you, followed by a feeling of frustration and anxiety. People react to the frustration in much the same way. First they reject the environment which causes the discomfort: "the ways of the host country are bad because they make us feel bad". When Americans or other foreigners in a strange land get together to grouse about the host country and its people - you can be sure they are suffering from culture shock. Another phase of culture shock is regression. The home environment suddenly assumes a tremendous importance. To an American everything American becomes irrationally glorified. All the difficulties and problems are forgotten and only the good things back home are remembered. It usually takes a trip home to bring one back to reality.

Some of the symptoms of culture shock are: excessive washing of the hands; excessive concern over drinking water, food, dishes, and

bedding; fear of physical contact with attendants or servants; the absent-minded, far-away stare (sometimes called the tropical stare); a feeling of helplessness and a desire for dependence on long-term residents of one's own nationality; fits of anger over delays and other minor frustrations; delay and outright refusal to learn the language of the host country; excessive fear of being cheated, robbed, or injured; great concern over minor pains and irruptions of the skin; and finally, that terrible longing to be back home, to be able to have a good cup of coffee and a piece of apple pie, to walk into that corner drugstore, to visit one's relatives, and, in general, to talk to people who really make sense.

Individuals differ greatly in the degree in which culture shock affects them. Although not common, there are individuals who cannot live in foreign countries. Those who have seen people go through culture shock and on to a satisfactory adjustment can discern steps in the process. During the first few weeks most individuals are fascinated by the new. They stay in hotels and associate with nationals who speak their language and are polite and gracious to foreigners. This honeymoon stage may last from a few days or weeks to six months depending on circumstances. If one is a very important person he or she will be shown the show places, will be pampered and petted, and in a press interview will speak glowingly about progress, goodwill, and international amity, and if he returns home may well write a book about his pleasant if superficial experience abroad.

But this Cook's tour type of mentality does not normally last if the foreign visitor remains abroad and has seriously to cope with the real conditions of life. It is then that the second stage begins, characterized by a hostile and aggressive attitude towards the host country. This hostility evidently grows out of the genuine difficulty which the visitor experiences in the process of adjustment. There is maid trouble, school trouble, language trouble, house trouble, transportation trouble, shopping trouble, and the fact that people in the host country are largely indifferent to all these troubles. They help but they just don't understand your great concern over these difficulties. Therefore, they must be insensible and unsympathetic to you and your worries. The result, "I just don't like them". You become aggressive, you ban together with your fellow countrymen and criticize the host country, its ways, and its people. But this criticism is not an objective appraisal but a derogatory one. Instead of trying to account for conditions as they are through an honest analysis of the actual conditions and the historical circumstances which have created them, you talk as if the difficulties you experience are more or less created by the people of the host country for your special discomfort. You take refuge in the colony of your countrymen and its cocktail circuit which often becomes the fountain-head of emotionally charged labels known as stereotypes. This is a peculiar kind of invidious shorthand which caricatures the host country and its people in a negative manner. The "dollar grasping American" and the "indolent Latin American" are samples of mild forms of stereotypes. The use of stereotypes may salve the ego of someone with a severe case of culture shock but it certainly does not lead to any genuine understanding of the host

country and its people. This second stage of culture shock is in a sense a crisis in the disease. If you overcome it you stay, if not, you leave before you reach the stage of a nervous breakdown.

If the visitor succeeds in getting some knowledge of the language and begins to get around by himself, he is beginning to open the way into the new cultural environment. The visitor still has difficulties but he takes a "this is my cross and I have to bear it" attitude. Usually in this stage the visitor takes a superior attitude to people of the host country. His sense of humor begins to exert itself. Instead of criticizing he jokes about the people and even cracks jokes about his or her own difficulties. He or she is now on the way to recovery. And there is also the poor devil who is worse off than yourself whom you can help, which in turn gives you confidence in your ability to speak and get around.

In the fourth stage your adjustment is about as complete as it can be. The visitor now accepts the customs of the country as just another way of living. You operate within the new milieu without a feeling of anxiety although there are moments of strain. Only with a complete grasp of all the cues of social intercourse will this strain disappear. For a long time the individual will understand what the national is saying but he is not always sure what the national means. With a complete adjustment you not only accept the foods, drinks, habits, and customs but actually begin to enjoy them. When you go on home leave you may even take things back with you and if you leave for good you generally miss the country and the people to whom you have become accustomed.

Now before going on to consider the nature of culture shock, it might be well to point out that the difficulties which the newcomer experiences are real. If individuals come to a tropical area from a temperate one they quite often suffer from intestinal disturbances. Strange food sometimes upsets people. In Rio, for instances, water and power shortages are very real. When these physical difficulties are added to those arising from not knowing how to communicate and the uncertainties presented by strange customs the consequent frustrations and anxieties are understandable. In the course of time, however, an individual makes his adjustment, you do what is essential about water, food, and the other minutiae of daily life. You adapt yourself to water and power shortages and to traffic problems. In short the environment does not change. What has changed is your attitude towards it. Somehow it no longer troubles you, you no longer project your discomforts onto the people of the host country and their ways. In short, you get along under a new set of living conditions.

Another important point worth considering is the attitude of others to a person suffering from culture shock. If you are frustrated and have an aggressive attitude to the people of the host country, they will sense this hostility and in many cases respond in either a hostile manner or try to avoid you. In other words, their response moves from a preliminary phase of ingratiation to aggressive ridicule and onto avoidance. To your own countrymen who are well adjusted you become somewhat of a problem. As you weaken in the face

of the host country people you tend to wish to increase your dependence on your fellow countrymen much more than is normal. Some will try to help you, others will try to avoid you. The better your fellow countryman understands your conditions the better he is able to help you. But the difficulty is that culture shock has not been studied carefully enough for people to help you in an organized manner and you continue to be considered a bit queer -- until you adjust yourself to the new situation. In general, we might say that until an individual has achieved a satisfactory adjustment he is not able to fully play his part on the job or as a member of the community. In a sense he is a sick person with a mild or severe case of culture shock as the case may be. Although I am not certain, I think culture shock affects wives more than husbands. The husband has his professional duties to occupy him and his activities may not differ too much from what he has been accustomed to. The wife, on the other hand, has to operate in an environment which differs much more from the milieu in which she grew up. Consequently the strain on her is greater.

In an effort to get over culture shock, I think there is some value in knowing something about the nature of culture and its relationship to the individual. In addition to living in a physical environment, an individual lives in a cultural environment consisting of man-made physical objects, social institutions, and ideas and beliefs. An individual is not born with culture but only with the capacity to learn it and use it. There is nothing in a new born child which dictates that it should eventually speak Portuguese, English, or French, nor that he eat with a fork in his left hand rather than in the right, or use chop sticks. All these things the child has to learn. Nor are the parents responsible for the culture which they transmit to their young. The culture of any people is the product of history and is built up over time largely through processes which are, as far as the individual is concerned, beyond his awareness. It is by means of culture that the young learn to adapt themselves to the physical environment and to the people with whom they associate. And as we know, children and adolescents often experience difficulties in this process of learning and adjustment. But once learned, culture becomes a way of life, the sure, familiar, largely automatic way of getting what you want from your environment and as such it also becomes a value. People have a way of accepting their culture as both the best and the only way of doing things. This is perfectly normal and understandable. To this attitude we give the name ethnocentrism, a belief that not only the culture but the race and nation form the center of the world. Individuals identify themselves with their own group and its ways to the extent that any critical comment is taken as an affront to the individual as well as to the group. If you criticize my country you are criticizing me. If you criticize me you are criticizing my country. Along with this attitude goes the tendency to attribute all individual peculiarities as national characteristics. For instances, if an American does something odd or anti-social in a foreign country which back home would be considered a purely individual act, this is now considered a national trait. He acts that way not because he is Joe Doaks but because he is an American. Instead of being censured as an individual, his country is censured. It is thus best to recognize that

ethnocentrism is a permanent characteristic of national groups. Even if a national criticizes some aspect of his own culture the foreigner should listen but not enter into the criticism.

I mentioned a moment ago that specific culture are the products of historical development and can be understood not by referring to the biological or psychological peculiarities of its human carriers but to an understanding of the antecedent and concomitant elements of the culture themselves. Brazil and the United States, for instance, have different cultural origins and different culture histories, the differences are not great, both cultures being parts of Western civilization. It might be useful to recognize here that the study of culture per se is not the study of individuals. Psychology is the study of individual personality. Sociology is the study of groups and group behaviour. The student of culture studies not human individuals but the inter-relationships of cultural forms like technologies, institutions, idea and belief systems. In this talk we are interested not so much in the study of culture as such, but its impact upon the individual under special conditions.

Now any modern nation is a complex society with corresponding variations in culture. In composition it is made up of different ethnic groups, it is stratified into classes, it is differentiated into regions, it is separated into rural and urban settlements, each having its distinctive cultural characteristics. Yet superimposed upon these differences are the common elements of official language, institutions, and customs which knit it together to form a nation.

These facts indicate that it is not a simple matter to acquaint oneself with the culture of a nation. Similarly the culture of one's own nation is complex. It, too, differs by region and class. Americans, for instance, who go abroad in various governmental and business capacities, are usually members of the middle class and carry the values and aspirations of this class, some of which are an accent on the practical or utilitarian, work as a means to personal success, and suspicion of personal authority. Accustomed to working in large hierarchical institutions like business corporations, governmental agencies, or scientific foundations which have a life of their own and persist in time, Americans tend to become impersonal. Individuals no matter how able are replaceable parts in these large institutions. To Americans, personalism which emphasizes a special individual, like a political leader or a business leader or religious leader, as solely responsible for the existence and success of an institution is somewhat strange. To the American it is the organization that counts and individual beings judged according to their ability to fit into the mechanism. This difference in interpersonal relationships often becomes at least a minor shock. A new pattern has to be established which has to take into consideration class society, the symbols on individual status, the importance of family relationships, and the different importance given work, leisure, and the values people strive for.

The rather sketchy remarks I have made here about culture and its elements is for the purpose of showing how important an objective

treatment of your cultural background and that of your new environment is for the understanding of culture shock. There is a great difference in knowing what is the cause of your disturbance and not knowing. Once you realize that your trouble is due to your own lack of understanding of other peoples cultural background and your own lack of the means of communication rather than the hostility of an alien environment, you also realize that you yourself can gain this understanding and these means of communication. And the sooner culture shock will disappear.

The question now arises, what can you do to get over culture shock as quickly as possible? The answer is get to know the people of the host country. But this you cannot do with any success without knowing the language, for language is the principal symbol system of communication. Now we all know that learning a new language is difficult, particularly to adults. This task alone is quite enough to cause frustration and anxiety, no matter how skillful language teachers are in making it easy for you. But once you begin to be able to carry on a friendly conversation with your maid, your neighbor, or to go on shopping trips alone you not only gain confidence and a feeling of power but a whole new world of cultural meanings opens up for you.

You begin to find out not only what and how people do things but also what their interests are. These interests, people usually express by what they habitually talk about and how they allocate their time and money. Once you know this value or interest pattern, it will be quite easy to get people to talk and to be interested in you. When we say people have no interests we usually admit the fact that we have not bothered to find out.

At times it is helpful to be a participant observer by joining the activities of the people, to try to share in their responses. Whether this be a carnival, a religious rite, or some economic activity.

Yet the visitor should never forget that he or she is an outsider and will be treated as such. He or she should view this participation as a role playing. Understanding the ways of people is essential but this does not mean that you have to give up your own. What happens is that you have developed two patterns of behaviour.

Finally a word on what your fellow countrymen can do to help you get over culture shock. It is well to recognize that persons suffering from culture shock feel weak in the face of conditions which appear insuperable, it is natural for them to try to lean heavily on their compatriots. This may be irritating to the long-term resident but he should be patient, sympathetic, and understanding. Although talking does not remove pain I think a great deal is gained by having the source of pain explained, some of the steps towards a cure indicated, and the assurance given that time, the great healer, will soon set things right.

HISTORY OF VIETNAM

LECTURE FOR MICHIGAN STATE UNIVERSITY STAFF
June 17, 1957

Presented by Nguyen Phu Duc

It is a great pleasure for me to be here today, and present to you a sketch of the history of Viet Nam.

During the past years, your University has been associated with our Republic, in its efforts to solve the numerous problems, following a long war and eight decades of colonialism. It is my understanding that you are preparing to go to Viet Nam in the near future. It is therefore a special gratification for me to introduce my country to you, since very seldom could history be of such direct utility as in the present case.

Exactly four years ago, I was myself in a similar position to yours today. Preparing to go to the United States by an U.S.I.A. official. Today, the roles are reversed, and destiny has decided that I take my revenge on you.

History, undoubtedly, forms the necessary background for the understanding of peoples. In the view of a Vietnamese historian, there should be only one History, the History of the World, because of the interrelations in the development of human civilization.

The history of Viet Nam goes back to the misty legendary period, some 29 centuries before Christ.

Like the ancient Romans who believed that the founder of their nation, Romulus, was nurtured by a wolf, the ancient Vietnamese believed that they descended from dragons and fairies. That explains why the dragon has been for a long time the national emblem of Viet Nam.

In the historical annals of Viet Nam, the first dynasty to reign over the country was the dynasty of Hong Bang, who ruled from 2879 to 258 B.C., through 18 Kings having the name of Hung Vuong.

From that time up to the present day, the history of Viet Nam could be practically divided into 5 eras:

- 1/ The early establishment of Vietnamese nation:
2879 B.C. - 111 B.C.
- 2/ The Chinese domination: 111 B.C. - 938 A.D.
- 3/ The Era of the great national dynasties: 939-1823
- 4/ The French colonialist era: 1883-1945
- 5/ Viet Nam after World War II.

I will not attempt to go much into detail for the first four eras. They will rather serve as the background for the examination of the contemporary period.

I. The early establishment of the Vietnamese nation.

According to the prevailing opinion among many historians, the Vietnamese nation was established in the first millenium B.C., by the Viets who emigrated from Tcho-Kiang, in Central China. The country was called Van Lang, then Au-Lac, with the capital at Phong Khe, in North Viet Nam. In 207 B.C., it became known as the Kingdom of Nam Viet, with the capital at Phien Ngung.

That period was particularly rich in legends, which are the inspiring source for many poets and writers, as well as for the folklore still in favor today.

II. The Chinese domination: 111 B.C. - 938 A.D.

Viet Nam fell under the domination of its huge Chinese neighbor in the year 111 B.C., after the Chinese General Lo Bac Duc destroyed the Kingdom of Nam Viet.

That domination lasted until the year 938 A.D., interrupted by two short-lived successful rebellions:

- 1/ The first one was the rebellion led from 40 to 43 A.D. by two national heriones, the sisters Trung Trac, and Trung Nhi. They restored the independence of Viet Nam for only three years, then collapsed under the overwhelming Chinese forces.
- 2/ The second successful rebellion was that of Ly Nam De who reigned over the liberated country from 544 to 602.

Under the Chinese administration, Chinese culture has been popularized by two well-known Governors Tich Quang and Si Nhiep.

III. Era of the great national dynasties: 939 - 1883

This era extends from the final liberation of Viet Nam from Chinese domination, until the establishment of French colonialism.

The man who established this turning point in our history is Ngo Quyen: he defeated the Chinese forces in the battle on the river Bach Dang in 938, and became Emperor over the liberated country in 939.

Ngo Quyen was succeeded by different royal dynasties: The Dinh Dynasty (967-8), The Le Dynasty (980-1009), The Ly Dynasty (1010-1224), The Tran Dynasty (1225-1400), The Ho Dynasty (1400-1407), The Posterior Le Dynasty (1428-1789), and finally the Nguyen Dynasty (1802-1945) of which ex-Emperor Bao Dai was the last reigning descendant.

I will spare you details on that long period, and attempt only to present certain outstanding facts and events.

Since the 11th century, under the Ly Dynasty, great progress was achieved in different fields. The country was unified; the economic, administrative, and military organizations were efficient. That was also the period of cultural development and great success of Buddhism in Viet Nam.

The famous Temple of Literature was built in Hanoi in 1070. The first literary examinations were organized in 1075. In the following year, 1076, the National University (Quoc Tu Giam) was created.

The first irrigation dam in Viet Nam was built at CoXa, in 1109.

In the military field, Viet Nam annexed in 1069 the Provinces of Quang Binh and Quang Tri from the Kingdom of Champa, in the South, and Vietnamese Armed Forces under General Ly Thuong Kiet, thwarted in 1075 the Chinese invasion, organized by the Chinese Sung Emperor.

Under the succeeding Tran Dynasty, Vietnamese Armed Forces, under Marshal Tran Hung Dao, defeated the Mongolian Armies of Kublai Khan successively, in 1257, 1285, and particularly in 1288, by the great victory of Bach Dang Giang. By vanquishing those conquerors, considered as invincible in other parts of the world at the time, Viet Nam saved South East Asia from Mongol invasion and domination.

In the cultural field, the development received a great impetus with the organization of academic examination for doctorate degrees in literature, in 1232, and the National Institute of Higher Learning (Quoc Hoc Vien) was established in 1253. That is the period where cultural achievements flourished with the publication of the well-known historical work, the "Annals of Great Viet Nam" (Dai Viet Su Ky) by Le Van Huu, and the delightful poems of Han Thuyen, in the national writing (chu nom), different from the Chinese characters.

The national development was interrupted by a short return of Chinese domination, from 1407 to 1427, due to internal strife in Viet Nam. The independence, however, was shortly restored by Le Loi, who founded the Le Dynasty.

Under the Le Dynasty, Viet Nam knew, in the 15th century, what is often called the "Great Century", comparable to the period of great development in France under Louis XIV.

During that period, the national legal Code, the famous Code Hong Duc, was promulgated in 1470. The taxation system was reorganized. Agrarian reforms were put into effect. In the same time, literature and philosophy were greatly encouraged by the establishment of a National Library, and the formation of literary clubs, such as the group of the so-called "Twenty-Eight Literary Stars" (Tao Dan Nhi Thap Bat Tu).

In the 17th century, however, Viet Nam knew a de facto political partition, due to the rivalry between the Princes Trinh in the North, and the Princes Nguyen in the South. That partition, along the Danh River, at approximately the 19th parallel, lasted from 1674, when

the truce was established between the two Princes, until 1802, when Gia Long, of the Nguyen family, became Emperor of a unified Viet Nam.

IV. The French colonialist era.

Under the Nguyen Dynasty, Viet Nam came into contact with the West, in particular with France, following the large Western expansion in that area, in the 19th century.

That contact was not a peaceful one. After many battles, the Vietnamese, overwhelmed by the gun power of French troops, had to yield to France the southern provinces of Viet Nam, by a treaty of 1867. In 1883, the Vietnamese Government had to sign with France a treaty recognizing French protectorate over Viet Nam.

The French have built in Viet Nam some good schools, including one University for the whole Indochina, and some hospitals in the main cities. The Vietnamese, however, feel that their development, especially their economic development, was much handicapped by French colonialism.

Under French rule, many rebellions for national independence were repressed, in particular the rebellion organized by the Nationalist Party of Viet Nam (Viet Nam Quoc Dan Dang) in 1930.

The events, however, took a rapid turn, after the out-break of World War II.

V. Viet Nam after World War II.

During World War II, after the defeat of France in Europe, the Japanese Forces moved to establish a military occupation of Indochina in September 1940 while leaving the Internal Administration to the French. On March 9, 1945, they overthrew the French Administration, and supported a nationalist government of Viet Nam, headed by Premier Tran Trong Kim, under Emperor Bao Dai. The events moved quickly. After Hiroshima and Nagasaki, Japan surrendered to the Allies on August 7, immediately after the Japanese capitulation, the "Viet Minh" Front succeeded in taking the power in Viet Nam. Viet-Minh is the abbreviation for "Viet Nam Doc Lap Dong Minh Hoi", which means League for Independence of Viet Nam, headed by Ho Chi Minh, who had been better known under the name of Nguyen Ai Quoc, the organizer of the Indochinese Communist Party. For having fought against the Japanese Forces of occupation, the Viet Minh stood as defenders of Vietnamese independence, and seized power in Hanoi on August 19, 1945, during a mass demonstration. After the abdication of Emperor Bao Dai on August 25, the Viet Minh Government proclaimed the Independence of Viet Nam and the establishment of the "Democratic Republic". Negotiations with France for the new status of Viet Nam vis-a-vis France, at the Conference of Dalat, in Central Viet Nam, in April-May 1946, and at the Conference of Fontainebleau, in July-August 1946, failed to bring a formula acceptable to both parties, and all-out war broke out in Viet Nam on December 19, 1946

On June 5, 1948, Ex-Emperor Bao Dai, considered as the Leader of the nationalist parties, signed with France the Treaty of Ha Long Bay, whereby France recognized the unity and the independence of Viet-Nam within the framework of the French Union.

Under successive nationalist governments, a formula for an independence compatible both with the Vietnamese concept of national sovereignty, and membership in the French Union, was not yet found when the fall of Dien Bien Phu on May 7, 1954 brought the collapse of the French Expeditionary Corps, and an end to the war in Indochina.

The war was terminated by the Geneva cease-fire agreement of July 21, 1954, between the two principal parties: The Viet Minh High Command and the French High Command, but given the importance of the event and its repercussions on world peace, the Conference was attended by the representatives of Cambodia, the Democratic Republic of Viet Nam (the Viet Minh), France, Laos, the People's Republic of China (Communist China), the State of Viet Nam (Non-communist Viet Nam), the U.S.S.R., the United Kingdom, and the U.S.A.

In the Geneva Agreement, the independence of Viet Nam was stated in unequivocal terms (in the articles 10, 11, and 12 of the final declaration), but Viet Nam was partitioned and about half of it, all of the territory north of the 17th parallel, was abandoned to the Viet Minh Government "pending the general election which will bring about the unification of Viet Nam."

The delegation of the State of Viet Nam refused to sign the Geneva Agreement, protesting against the partition of the country, and proposed that the whole territory and population be placed instead under the control of the United Nations until the reestablishment of peace and security would permit the holding of really free general elections.

The American delegation, also, did not adhere to this truce agreement. It made only a separate declaration promising that the U.S. would refrain from the threat or the use of force to disturb the truce and would view with grave concern any violent breach of it.

Therefore, out of an exceptionally long war, Viet Nam emerged again as a sovereign independent nation, but devastated, and divided. Out of that troubled period, emerged President Ngo Dinh Diem, whose task it is to rebuild his war-torn country, and to prove to his fellow-countrymen as well as to the world, that social justice and economic prosperity can be best achieved under a free democratic system of government.

Mr. Ngo Dinh Diem was called upon by Ex-Emperor Bao Dai, Chief of State, to head the Government of Viet Nam on June 15, 1954, during the last days which preceded the fall of Dien Bien Phu.

President Ngo Dinh Diem was not an unknown political figure in Viet Nam. At 32, he was made Minister of the Interior of Viet Nam, and resigned when his demands for reforms aiming at the modernization of

the country and a real participation of the people in public affairs, were not accepted.

On October 23, 1955, in a referendum for the choice of the Chief of State and the form of Government, Mr. Ngo Dinh Diem was elected by an overwhelming majority.

The Republic was proclaimed by President Ngo Dinh Diem on October 26. On March 4, general elections were held in South Viet Nam for a National Constituent Assembly, which convened on March 15, for its inaugural session. The National Constitution was adopted, and promulgated on October 26, 1956.

CONCLUSION

In conclusion, I would think that by covering very rapidly the five thousands years of history of Viet Nam, we may perceive some main features of the Vietnamese nation:

1/ It is perhaps a miracle of history that Viet Nam has succeed in safeguarding its independence, and national personality, so to speak, next to its immense Chinese neighbor, 11 times larger and 24 times more populous. This fact, in my opinion, is the more remarkable in view of the dynamic Chinese expansion in the past centuries, which permitted China to absorb the surrounding territories such as Tibet, Mongolia, Manchuria.....

Viet Nam, however, in spite of racial and cultural affinities, has resisted successfully Chinese absorption.

During the 13th century, as you have seen, Viet Nam even was the only country to defeat the Mongols at that time masters of China and different parts of the World. That fact helps to understand why nationalism is so strong in Viet Nam, and why Viet Nam was perhaps the only country to defeat colonialism militarily, in spite of strong political divergences among Vietnamese themselves.

2/ The establishment of the Vietnamese nation, and its progressive extension from the South China Sea to the Gulf of Siam, evidence, in my view, the dynamism of the Vietnamese people.

At the present time when our national independence has been recovered, the efforts and aspirations of the Vietnamese people are to catch up with the technologically more advanced nations. Rightly or wrongly, most Vietnamese believe that Viet Nam could have realized approximately the same industrial achievements as Japan, had she not been frustrated by colonialism. Therefore, against this historical and psychological background, it could be presumed that economic achievements would be one of the most important factors in the test between different political regimes in Viet Nam.

3/ In the perspective of its long history, 80 years of French administration would appear only like a short moment in our national life.

Nevertheless, in spite of its shortcomings, the French administration has brought Viet Nam to a closer contact with Western civilization. Although opportunities for education were not so widespread as we would like them to be, however, the eagerness of the Vietnamese people for knowledge, and their old traditional respect for learning, have enabled them to welcome French culture into their own cultural heritage. Therefore, the Vietnamese are among the Asian peoples, those who have perhaps the most sympathetic approach to Western ideas.

Actually, the Vietnamese aptitude to integrate outside ideas and culture into their own original patrimony was much on evidence before Viet Nam fell under French domination. Indeed, as early as 1627, Viet Nam had adopted the Roman alphabet, under the suggestion of the Portuguese missionary, the Reverend Alexandre de Rhodes, which made Viet Nam the only Far Eastern country having an alphabet similar to yours. The Vietnamese romanized alphabet has become also an exceptionally efficient instrument for the popularization of education. Since it is basically a phonetic transcription, it takes less than one year to learn how to write and to read, for someone who already speaks Vietnamese. This means, as you realize, that illiteracy could be entirely suppressed in a short time.

In this general examination of the history of Viet Nam, I would think that, in spite of time and space, there are similar features in the history of Viet Nam and the United States: both have had a colonial past, both have restored their independence after hard struggles, and both are receptive to foreign currents of ideas and concepts while at the same time maintaining their own originality.

Those similarities confirm once more, in my mind, the conviction of a long lasting friendship and cooperation between our countries. If an evidence of this is needed, your kind interest in the history of my faraway country, constitutes a convincing indication, for which I am most grateful.

Attachment H

BIBLIOGRAPHY

The following books are recommended as introductory reading for persons going to Vietnam. The TIME article at the bottom of the list is a reasonably accurate and conservative treatment of President Ngo Dinh Diem of Vietnam. The New York Times coverage is recommended for those wishing to follow current developments.

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TIME - April 4, 1955, pages 22-25

CHANGES

Page 3, paragraph 5, line 7 - should read "all the reimburseable expenses"

Page 12, paragraph 2, line 2 - should read "(9 through 12)"

Page 20, paragraph C, Coverage - should read "health and accident costs not covered by Blue Shield - Blue Cross - American Medical"

Page 20, 4. Emergency Travel - There is no provision made for insuring persons who have passed their 69 birthday. Additional information concerning this insurance can be obtained by writing American International Underwriters Corporation, 910 - 17th Street N.W., Washington, D.C.

Horilelas is located at 1 - 4 Middle Road, Kowloon.

Page 25 - Because there is no road directly between Cap St. Jacques and Long Hai, the driving distance between them is about 20 miles.

ADDITIONS

Mention should be made to take toys and games for the children with you. Reading material should be brought **for** those who like reading.

Please save your ticket stubs, and any receipts you may have for excess baggage or berth charges.



MSUG Office Building



Exterior: Typical 2 bedroom House



Typical office



Office Snack Bar



One bedroom apartment in the office building



Duy Tan Apartments



Courtyard, Duy Tan Apartments



2 bedroom Duy Tan Interior - Apartment



2 bedroom Duy Tan Interior - Apartment



Children's bedroom



Living-Dining Room, 2 bedroom house