

Dr. Wesley R. Fishel,
Chief Advisor

19 March 1958

Howard W. Hoyt, Chief, Police Administration Division.

Situation Re: Mr. Chamberlin.

Mr. Everett Chamberlin, who originally intended to stay for the two years, found out after several months in the field that his Agency at home would not grant him more than a year's leave of absence. Therefore, he must leave Saigon the latter part of July.

Since my return to the field, Mr. Chamberlin has been assigned as Advisor to the VRI, and has used his experience as an identification-fingerprint man to perfect the identification system started by Corey Dymond. Great progress has been made in this area; additional training has been accomplished and Mr. Chamberlin feels now that the Vietnamese are capable of carrying on in this particular field. His well-rounded experience in an organization similar to the VRI has made him very valuable in helping the Vietnamese in all their fields of reorganization, and in giving them advice on operational problems, in criminal investigation training, administrative procedures, investigative matters, personnel matters, etc.

When it became known that Chamberlin was to leave, we asked East Lansing to recruit a replacement for him, bearing in mind we wanted a man with similar qualifications. Since the original request was made, the status of the Civil Guard has become more questionable and the long-range problem faces me of possibly being overstaffed, in case the responsibility of advising the Civil Guard is turned over to our military advisors. Rather than be in a position of having to recommend that certain men be sent home in order to reduce the staff at some future date, I feel it administratively sound to ask East Lansing, for the present at least, to discontinue their search for Mr. Chamberlin's replacement.

We are giving serious consideration to reorganizing within our own Division and perhaps finding his replacement here in the field.

HWH/mmd

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

TO : H.W. Hoyt, Chief
Police Administration Division

DATE : April 8, 1958

FROM : J. D. Franklin, Traffic Engineer

SUBJECT : Request for Extension of Duty in Saigon

Last October I spoke to Mr. Sheinbaum about an extension of my working period here in Saigon.

At that time he requested that I hold off my formal application until this month.

I am now, therefore, requesting that my contract be extended to permit me to stay here until the beginning of April 1959.

I would appreciate your concurrence in this matter as soon as possible so that I can properly begin to plan my return passage to the States.

JDF/her

Jerome D. Franklin, Traffic Advisor

April 10, 1958

H.W. Hoyt, Chief, Police Administration Division

Request for Extension of Duty in Saigon

We have received your memorandum of April 8, 1958 requesting an extension of duty in Saigon up to the beginning of April 1959.

This is to advise that your request has been approved. Dr. Fishel verbally approved this extension before he left and Acting Chief Advisor John Dorsey has also concurred.

HWH/her

- cc: Coordinator
- Dr. Dorsey, Acting Chief Advisor
- Mr. Roberts, Personnel Officer

Dr. Robert Scigliano,
Assistant to Chief Advisor

17 April 1958

Howard W. Hoyt, Chief, Police Administration Division.

Replacement for Everett Chamberlin.

Relative to the cable received from East Lansing asking for job description on Chamberlin, I would suggest we refer East Lansing to the cable and a letter which followed sent by Dr. Fishel about two weeks ago in which we advised them that we were not asking for a replacement for Chamberlin at the present time.

We have men currently on our staff who can continue the advisory work to the VBI. The technicians of the VBI are at such a point now that it is not felt necessary to have their advisor technically trained in fingerprint identification.

If and when it is felt replacements are necessary for Chamberlin, Gollings and Clowers, we will prepare job descriptions and forward them to East Lansing.

The outcome of the present Civil Guard hassle will determine pretty much the qualifications of these replacements, when and if they are made.

HWH/mmd

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MICHIGAN STATE UNIVERSITY
VIETNAM ADVISORY GROUP

MAILING ADDRESS : MSU-USOM
AMERICAN EMBASSY
SAIGON - VIETNAM

CABLE ADDRESS : MICHGOVBUR

30 April 1958

GENERAL OFFICE :
137, DUONG PASTEUR

TELEPH. NUMBER : 22.022 - 21.528
SAIGON : 3 8 3 - 3 8 4

H.W.H.
Mr. Howard W. Hoyt, Chief
Police Administration Division,
Michigan State University
Viet-Nam Advisory Group

Dear Mr. Hoyt:

My husband and I shall be leaving Viet-Nam the end of June for home leave in the United States and reassignment. Therefore, I am submitting herewith my resignation to become effective 31 May 1958.

I should like to take this opportunity to tell you that I have thoroughly enjoyed working for you and for the University. My twenty-two months of employment in the Police Administration Division of MSU have been interesting and beneficial, and I feel I have been fortunate in working under your direction and supervision.

Thanking you for all your many kindnesses, I am,

Sincerely,

Mary M. Downs

Mary Margaret Downs

cc: Mr. Roberts,
MSU Personnel Officer

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John Griffin, Administrative Services

12 June 1958

H.W. Hoyt, Chief, Police Administration Division

Application of Audrey Barbara Ross

We have reviewed the Form 57 on the above applicant. We do not feel she would be suitable for the position open in this Division for several reasons:

She is young and inexperienced and would, therefore, lack the maturity which is necessary for an overseas assignment of this type. If she filled out her own application, her typing is unacceptable. By her own admission her shorthand speed is not up to what would be necessary for the type of work in this office.

I would suggest that East Lansing be so notified and be encouraged to hurry with recruitment of another secretary for this Division.

HWH/her

Attachment - Application

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June 16, 1958

TO WHOM IT MAY CONCERN:

This is to certify that Mrs. Hunton (Mary Margaret) Downs has been employed as my secretary from August 1956 on the project of police advisory consultants to the Government of Vietnam.

Mrs. Downs is a very capable and efficient secretary and office manager. She has an excellent personality, gets along with the entire staff, supervises subordinates well, and has the ability of keeping everything running smoothly. She accepts responsibility and follows through in an excellent manner.

I would not hesitate to recommend her for any position for which she is qualified.

Very truly yours,

HOWARD W. HOYT, Chief
Police Administration Division

HWH/her

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June 30, 1958

Commissioner Bernard R. Caldwell
Director, California Highway Patrol
Sacramento, California

Dear Commissioner Caldwell:

Mr. Robert L. Gollings served us in Vietnam for the past ten months and departed for the States on May 24.

I would like to take this opportunity to thank you for his time. We regret that it was impossible that arrangements could not have been made for him to remain for the full two year period.

Mr. Gollings contributed well during his stay. He showed excellent ability in developing paper work. He was head of the Research and Training Section, which now has a staff of six Americans who have had experience in many of the law enforcement agencies of the United States, including New York State Police, Michigan State Police, Detroit Police Department, and several police departments on the West Coast.

Mr. Gollings also acted as consultant to the Vietnamese Department of Public Works in developing a modern motor vehicle code. He stimulated them into requesting advice in establishing a department of motor vehicle registration. He had the ability to grasp quickly and adapt himself to the conditions and background of this country.

I thought you might be interested in a resume of his experiences and contributions while in Vietnam with this project.

If at any time in the future we can be of service to you, please do not hesitate to call upon us.

Sincerely yours,

HOWARD W. HOYT, Chief
Police Administration Division
MSUG

HWH/her

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MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

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TO : H. W. Hoyt, Chief *H. W. Hoyt* DATE : 17 July 1958
Police Administration Division

FROM : F. M. Fabian *F. M. Fabian*

SUBJECT : Request for Extension of Tour of Duty

Pursuant to our recent conversation, I hereby make formal request that my tour of duty in Saigon be extended for a period of ninety (90) days.

I make this request so that I shall be able to avoid financial hardship at the end of my tour and my return to the United States. Under present arrangements my tour here would end in early May 1959. I will not return to my former position until September 15, 1959, as a leave of absence has been granted until that date. Under this arrangement I would be "within the ranks of the unemployed" from June 1959, at which time my contract ends, until September 1959 when I return to my former position. If this request is granted, my departure date from Saigon would be changed from early May to approximately 1 August 1959.

I trust that your consideration of this matter will be favorable.

FMF/her

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

TO: HOWARD W. HOYT, Chief
Police Administration Division

DATE: July 31, 1958

FROM: Verne C. Dagen, Civil Guard Section

SUBJECT: Request for extension of tour of duty in Vietnam

Subsequent to our personal conversation I am submitting herewith a request for a three months extension of my tour of duty here in Vietnam. The extension would include the months of April, May and June 1959.

Several reasons for seeking the extension are set forth herewith.

1. My present tour of duty will conclude on April 1. Therefor deducting expected accumulated vacation time I would ordinarily be leaving Saigon about the middle of February 1959.
2. I have one daughter attending the American Community school. This present school term closes about the first of May. To leave in February would definitely disrupt her schooling for the year and would present a hardship upon re-entry to a school in the States during the last semester of their school year.
3. Departing Saigon in February would make out return to Michigan during the month of March with its cold and unpredictable weather. Considering the health factor involved in the sudden change from tropical to zero weather it would be beneficial to return to Michigan during the more agreeable and clement weather.

This request is also made after consideration of the added projects the mission is certain to be called upon to participate in and promulgate in the future of the mission.

Mr. Howard W. Hoyt

continued, page 2.

I will appreciate your consideration of this request
for a three months extension of my tour of duty.

Thanking you again, I am

Verne C. Dagen
Verne C. Dagen
Civil Guard section

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Police Div File

Mr. Verne C. Dagen
Civil Guard Section
Howard W. Hoyt, Chief
Police Administration Division
Your Request for Extension of Contract

August 14, 1958

Your written request of July 31, 1958 following our personal conversation on the above subject has been reviewed in light of the study of staffing of the MSUG Police Division during the coming months and years. As I indicated in our verbal conversation, we find it impossible to grant your request for extension of your contract for three more months following the expiration of your present contract on April 1, 1959. As I mentioned then, we are reducing our personnel in a systematic plan procedure. The expiration of current contracts were taken into consideration when making these plans. These plans are well formalized by now and are being reviewed by the local government and East Lansing and will be formalized together with the ICA/Washington authorities.

HWH:co

Memo for the Record
2 copies Chief Advisor
1 copy Personnel Officer
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MICHIGAN STATE UNIVERSITY
VIETNAM TECHNICAL ASSISTANCE PROJECT

OFFICE MEMORANDUM

TO : Mr. Howard Hoyt

DATE : 4 September 1958

FROM : Ray Babineau

SUBJECT : Extension of tour of duty.

1. Confirming our conversation of a few days ago I am hereby requesting an extension of my present tour of duty in Vietnam until on or about 1 June 1959. My departure date will be determined by the availability of suitable transportation.
2. This will also serve to advise you that ^{Mr} Doug Beed will be extending until approximately 27 July 1959. Again the departure date will depend upon the availability of suitable transportation.
3. I have also advised John Griffin of the approximate departure dates of the other members of my staff and these will be confirmed later.

Signed:

Ray Babineau

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[Handwritten initials]

Mr. Herbert Roberts
Personnel Officer, MSUG
Mary Claire Osborn
Police Administration Division
Resignation

December 1, 1958

It is with deep regret that I find it necessary to resign my position with Michigan State University on or about March 3, 1959. The reason for this resignation is caused by the receipt of official Department of the Army permanent change of station orders of my husband, and in order to accompany him, I am forced to submit this resignation.

cc:

✓ Chief, Police Admin. Div.