

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

Bulletin

No. 32

February 14, 1959 ¹⁰¹

TO: American Personnel

FROM: Administrative Services Division

SUBJECT: Fleet Post Office

With regard to the FPO privilege granted to MSUG, we wish to remind the staff that:

1. Neither the FPO nor MSUG can be held responsible for damage or loss of uninsured parcels. In order to protect against loss of valuable items, they should be insured.
2. All complaints against the FPO should be brought to the attention of the Administrative Services Division.
3. The rules and regulations governing the use of FPO facilities must be strictly adhered to at all times.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

File No.
50-14

March 11, 1959

To: American Staff Members

From: Administrative Services Division

Subject: Homeward Travel

The following policy change regarding homeward travel is effective immediately.

MSUG will allow dollar costs for the staff member and his dependents from Saigon to his home in the U.S. up to the cost of first-class air travel plus berth allowance via the Pacific. This means that there is no restriction as to route, mode of transportation nor direction of travel. It should be remembered, however, that family travel allowances cannot be lumped.

Since this is a major gain to our staff members, it is hoped that the privilege detailed above will not be abused.

xl.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

File No.
50-15

101
March 11, 1959

To: American Staff Members

From: Administrative Services Division

Subject: Transportation of Automobiles

Resultant from conferences with the Coordinator and the Chief Advisor, the following policy change with respect to the transportation of automobiles is effective on February 26:

1. MSUG will pay transportation charges for an automobile from Saigon to the U. S. or to Europe up to the minimum cost of transporting the automobile from Saigon to the staff member's home via the Pacific.
2. MSUG will not pay any future transportation charges for automobiles from Saigon unless the automobile is ordered within 6 months of the staff member's arrival in Saigon.
3. In the event an automobile is brought from the U.S. at Project expense and sold in Saigon and another automobile purchased prior to departure for the U.S., the Project will pay the transportation cost of sending the new automobile to any destination in accord with paragraph (1) above.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

File No.
30-3

HWS

101

To: American Staff Members

March 14, 1959

From: Ralph H. Smuckler, Chief, Advisor

Subject: Language Instruction

In accord with our intention to emphasize and encourage the improvement of the language ability of MSUG staff members and their dependents, the following policy will be effective immediately:

- 1.- MSUG will pay the cost of class instruction in Vietnamese or French at the Vietnamese-American Association or the French Cultural Mission or similar organizations where class instruction is available.
- 2.- MSUG will pay half of the cost of language instruction on a three hour per week basis for a group of 3 or more staff members. (In establishing the minimum size of an eligible group, we count two dependents as equal to one staff member. Thus, a class of two staff members and two dependents qualifies.)
- 3.- At the discretion of the Chief Advisor, MSUG will pay half of the cost of private tutoring in Vietnamese or French, provided that the staff member's tour is of 18 months' or more duration at the time of undertaking language instruction.

In any of the foregoing cases, classes or instruction should be arranged at times which will cause minimum interruption of the regular work days. Regular attendance is expected, and progress reports may be requested from the instructors from time to time.

The Administrative Services Division will make any necessary arrangements for these classes.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

Bulletin

No. 57

March 27, 1959

TO: MSUG American Staff

FROM: Administrative Services Division

SUBJECT: Medical Evacuation

The following information is designed to help you plan your departure to Clark Air Force Base Hospital and to assist both you and MSUG during your stay at Clark.

1. When you receive notice of medical evacuation, please:
 - (a) Bring your passport to Travel Section, Administrative Services Division.
 - (b) Include (3) three passport size photographs.
 - (c) Inform us of:
 1. date and time of departure, if known
 2. estimated length of hospitalization
 - (d) Fill out necessary MATS forms and give us the information necessary to prepare travel orders.
 1. In the case of dependents, the MATS charge is \$31.00 U.S. dollars each way. This should be paid by personal check.
 2. If MATS transportation is not available, commercial transportation is authorized for staff members at project expense.
 - (e) Be sure to take evacuation orders (from dispensary) with you.
2. Arrange to be at the airport one hour in advance of departure time. (MATS or Commercial).
3. Make sure you plan to keep your family and MSUG informed of your progress.

- a. Your address at Clark is:
Mr. Staff Member - Dependent
Clark AFB Hospital
6208 Hospital Sqd.,
Clark AFB
APO 74
 - b. There is a direct line, no cost telephone at Clark AFB to ICA/Manila. Cables can be sent via ICA teletype to USOM/Saigon at no charge.
 - c. RCA cable may be used. It is faster but may be less reliable. If you use RCA, MSUG cable address is MICHGOVBUR Saigon, Vietnam.
 - d. BE SURE TO CABLE MSUG YOUR DEPARTURE DATE, MATS or COMMERCIAL FLIGHT NUMBER, and SAIGON ETA.
4. If you travel MATS, be sure to keep copies of your travel orders with you at Clark after you are released from the hospital. The PX and others may want to check them.
 5. It is advisable to take some American money with you. Checks (personal) can be readily cashed, however. Military script is used at Clark and must be exchanged upon leaving.
 6. Your USOM identification may help in some instances; take it with you.
 7. There are transient quarters available for the family of person hospitalized. \$1.00 per night is the charge.
 8. Mail service to/from Clark Field is very slow. Best method is to have mail delivered to Dispensary/Saigon and carried by someone going on weekly flight.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

Bulletin

No. 66

April 8, 1959

TO: American Personnel

FROM: Administrative Services Division

SUBJECT: Emergency Travel Insurance

The following information is quoted from a USOM Bulletin which was published on March 31.

"The American International Underwriters are cancelling the Emergency Travel Plan effective April, 1959. Certificates in force will be continued to expiration date of those certificates. No renewals will be accepted for existing policies after March 31, 1959.

Lloyd's of London have agreed to underwrite a new Emergency Travel Plan. Application forms will be distributed for the new plan in the near future.

The Lloyd's plan will be effective April 1, 1959. It will be a new policy and is not to be considered as a renewal of coverage under the former plan. All provisions of the new plan are identical to those of the plan which is being cancelled with the exceptions that the family plan is cancelled and the rates have been reduced.

You can apply under the new plan for named persons age sixty-nine, but coverage will not be accepted on persons who have already attained the age of seventy. Coverage will be renewed beyond the age of seventy for persons who are insured under the new plan prior to their seventieth birthday."

As soon as the new application forms become available, a supply will be kept in the MSU Personnel Office.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

Bulletin

No. 94

M June 1, 1959

To: All American Staff

From: Administrative Services Division

Subject: Staff Members' Allowances

It has recently come to the attention of this office and the Coordinator's office in East Lansing that there is a possibility that some staff members' goods are being shipped home under the shipping allowance of another staff member. This activity not only represents an abuse of the contract, but could expose those involved to governmental action.

It is, therefore, absolutely essential that no staff member use the allowance of another staff member for the shipment of their personal effects or household goods from Saigon to the United States.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

File No.
50-16

To: American Staff

June 15, 1959 ¹⁰¹

From: Administrative Services Division

Subject: Homeward Travel Regulation Changes

The purpose of this memo is to acquaint all American staff members with changes governing homeward travel which are effective immediately.

1. Overall Travel Allowance

Effective this date, the total berth allowance for return to the United States is two berths not exceeding a total of \$105.

2. Air Freight

Effective this date MSUG air freight allowance will be governed by these criteria:

- A. The major portion of travel (in miles) must be by AIR.
- B. The duration of the trip must be less than eight weeks.
(This means from Saigon to the individual's home).

3. Liquor Shipment

Effective this date, liquor shipment to the United States via air cannot be allowed. The reason for this change is a difference in the rate structure when the shipment includes liquor.

4. Infant Allowance

In all cases where an infant under two years of age is traveling, specific approval from the Administrative Services Division is required IF you wish to have a half-fare seat for the child. There are instances and routings which half-fare seats cannot be approved irrespective of the seniority of the infant (i.e. 22, 23, or 24 months).

June 15, 1959

5. Departure Procedure - Tan Son Nhut Airport

Effective this date the Administrative Services Division will clear customs and arrange check-out procedures for all staff members and dependents departing for home. We urge you to let us handle all details at the airport in your behalf, in order that there will be no inconvenience to you and to assure ourselves that all necessary procedures at the airport are followed. If you will merely give us your tickets, passports, customs forms, inoculation records and your luggage (both hand and baggage to be checked) we will make all arrangements in your behalf.

By way of explanation, there have been several instances where the staff member has been inconvenienced by non-compliance with certain regulations and/or failure to observe the proper procedures.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

Bulletin

No.103

June 15, 1959

101

To: American Staff
From: Administrative Services Division
Subject: Automobile Travel

In compliance with a recent cable from East Lansing the following regulations concerning automobile travel en route to the United States are effective immediately.

Reimbursement for automobile travel will be based upon 7¢ per mile over a direct route from point to point. It is no longer possible to reimburse on the basis of actual mileage. This means that, although you may travel from point A to point B via points C and D, reimbursement will be based upon direct mileage from A to B only.

Additionally, as was discussed at the Staff Meeting June 1, reimbursement for automobile travel must be from the staff member's allowance only. This is mentioned only by way of confirmation.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

File No.
70-10

101
July 17, 1959

To; All American Staff

From: Administrative Services Division

Subject: Regulations Pertaining to Personal Property
Motor Vehicles and Currency

The purpose of this memo is to inform MSUG American personnel of conditions prescribed by the Ambassador on Personal Property, Motor Vehicles and Currency. The policy set forth by Embassy Administration Notice 21, dated May 18, 1959, will be the MSUG policy. All MSUG American employees are requested to comply.

All requests for sales of property and conversion of piastres will be submitted in compliance with the attached notice to the MSUG Finance Officer who is designated the Property Control Officer for MSUG.