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MACSOG DOCUMENTATION STUDY (U)
ANNEX R

TO

APPENDIX B

ILLUSTRATIVE INDIGENOUS CIVILIAN PERSONNEL REGULATIONS

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HEADQUARTERS
UNITED STATES MILITARY ASSISTANCE COMMAND, VIETNAM
STUDIES AND OBSERVATIONS GROUP
APO San Francisco 96222

DIRECTIVE
NUMBER 690-2

20 July 1969
(MACSOG-10)

CIVILIAN PERSONNEL

RECRUITMENT AND MANAGEMENT OF LOCAL NATIONAL PERSONNEL

1. PURPOSE. To provide guidance and specific procedures for recruitment and management of local national personnel.

2. APPLICABILITY. This directive is applicable to all MACSOG staff elements and activities.

3. RESPONSIBILITIES. The following responsibilities are assigned as indicated:

a. SOG Civilian Personnel Officer: Individual responsible to monitor, direct and inspect the civilian personnel program for this command

b. Unit Civilian Personnel Officer: Individual responsible for the recruitment and management of local national employees in compliance with this directive within his area of responsibility.

4. PROCEDURES. Procedures listed in ANNEXES A through C will be followed in the recruitment and management of local national personnel.

5. REFERENCES.

a. MACV Local National Personnel Policy Manual, Serial Number 3905.

b. MACV Directive 690-6.

This directive supersedes all portions of MACSOG Civilian Personnel Manual, Part I, dated 1 May 1967.

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MACSOG DAP 690-2

FOR THE CHIEF, SOG.

E. D. DURAN
Major, USA
Chief, Pers & Admin Div

Annexes.
A. Policies and Procedures For Hiring Local National Personnel
B. Personnel Actions
C Pay and Leave Administration

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POLICIES AND PROCEDURES FOR HIRING LOCAL NATIONAL PERSONNEL

1. APPOINTMENT AUTHORITY Local nationals will be appointed to fill authorized Civilian Table of Distribution (CTD) positions by Unit Civilian Personnel Officers.

2. APPOINTMENTS.

a. New appointments will be made at the first step of the appropriate grade. Exceptions to this policy may be made by Local CPO only when either of the following conditions exist:

(1) A position has been declared hard to fill by the head of the employing agency. This declaration may be made only when a position has been vacant for a prolonged period because personnel who possess the required skills will not accept employment afforded by the first step in the appropriate grade.

(2) An applicant has had prior satisfactory service with US Forces or US Government agencies.

b Appointments will be made from among the best qualified applicants for the position. Preference for hiring will be given to individuals in the order stated below:

(1) Employees who are being affected by reduction in force action.

(2) Former employees who have applied for reemployment after separation from service with US Forces. Period between separation from service with US Forces and application for position should not exceed one month. Exceptions to this policy may be made by the employing agency.

(3) Former employees who have been separated by reduction in force action.

(4) Former employees applying for reemployment.

(5) New applicants.

3. POLICIES. The following is a list of the different types of employment authorized and basic requirements that must be met before a local national employee may begin work

a. Daily hire. Those individuals that are hired on a day to day basis

ANNEX A

to perform tasks which do not require a full time work force. Requirements for hiring are:

(1) Individual must have a valid GVN Identification Card in his possession.

(2) Individuals must be under constant observation and supervision.

(3) Initiation of security checks on these individuals is not required.

(4) Records on these individuals need not be maintained.

b. Private hire. Those local nationals that are hired by a private individual or group of individuals to perform specific permanent tasks. Examples of private hire employees are waitresses, bartenders and cooks in NCO clubs and personal maids. Requirements for hiring are:

(1) Individual must have local police check and GVN Identification Card to begin work.

(2) When it appears that the individual can perform the required duties, the Unit CPO will submit documents listed in paragraph 4d for initiation of final security check. In no case will initiation of final security check be delayed for more than thirty (30) days from the date of hire.

(3) Initiation and maintenance of all records other than local police checks and final security checks is left to the discretion of the Unit CPO. However, it is recommended that all documents listed in paragraph 4a be required of all private hire employees.

(4) All records for private hire employees will be retained in unit CPO files. SOG CPO will not maintain records on private hire personnel.

c. Temporary hire. Temporary hire is defined as employment not exceeding thirty (30) days duration to fill vacant authorized CTD positions. All new appointments and appointments of former employees that have been separated from service with US Forces for more than thirty (30) days will be considered temporary.

(1) Individual must have all documents listed in paragraph 4a to begin work.

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(2) Individuals hired under this paragraph must be converted to permanent hire or terminated within thirty (30) days from the date he/she began work (see paragraph 4c).

d. Overhire Local nationals hired under the provisions of this paragraph must meet the same requirements as temporary hire personnel except that the individual is applied against a projected CTD vacancy

e. Extensions of temporary hire. Requests for extension of temporary hire must be submitted through the Comptroller and SOG CPO to Chief, SOG for approval. All requests for extension must be fully justified and state the anticipated length of time the extension will be required.

f. Permanent hire. Permanent hire is defined as employment in which an individual is occupying a valid CTD position and on whom a final security check has been initiated.

(1) Requests for final security checks on new hire personnel and personnel that have been separated from service with US Forces for over thirty (30) days must be submitted to SOG CPO prior to permanent appointment (see paragraph 4c for details).

(2) Requests for security check need not be submitted for individuals that are changing jobs and on whom final security checks have been initiated or completed.

g. Specific hiring policies. The following specific policies will be followed in the hiring of local national personnel:

(1) Draft evaders and deserters. Draft evaders and deserters from RVNAF will not be employed by US Forces, and any individual in such a category who is employed in error will immediately be dismissed and reported to the National Police for apprehension.

(2) Temporary draft deferments. Male personnel who hold a temporary draft deferment, or who will become of draft age within one year, will not be employed in a position which would lead to a request for deferment.

(3) Security checks. The term security check is used to indicate that the individual employee's background has been checked, and if cleared, no derogatory information or record of subversive activity has been found. These "security checks" do not authorize local national personnel access to classified information.

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(4) Employment in sensitive positions. All unit CPO will exercise extreme caution when employing personnel in a sensitive area if final security check has not been completed.

(5) Relatives. Appointment or assignment to a position which will establish a supervisor - employee relationship between an employee and an immediate relative should be avoided.

(6) Medical examinations. Applicants for food handlers positions must pass an appropriate medical examination which will be given at no expense to the individual. Medical examination requirements for other than food handlers will be determined by Unit CPO. Medical examinations can be accomplished by coordinating with local dispensaries.

4. PROCEDURES

a. Documents required for temporary hire and overhire employees. The following documents are required of all temporary hire and overhire employees and will be submitted to Unit CPO prior to on the job status:

(1) One (1) copy of local police check. This check can normally be obtained by submitting one (1) Personal Record Questionnaire (MACSOG Form 690-4), with attached photographs, and one (1) Fingerprint Card (Form TCSQG/477), with attached photograph, to the local police.

(2) Valid GVN Civilian Identification Card or Birth Certificate or other proof of age (individuals fifteen (15) years of age and older must have GVN Civilian Identification Card).

(3) Two (2) To Bao Dam (Statement of Guarantee). These must be completed by different reputable and responsible individuals. (See Appendix 1)

(4) Proof of draft status. All male applicants sixteen (16) years of age and older must present:

(a) Certified copy of individual Draft Census Receipt. (See Appendix 2.) or

(b) Unexpired Draft Deferment Certificate (QD772). (See Appendix 3.) or

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(c) Unexpired Medical Deferment Certificate (QD-771). (See Appendix 4.) or

(d) Discharge Certificate (QD-14). (See Appendix 5.)

(5) One (1) Certificate of Residence.

(6) One (1) Pay and Leave Record (MACSOG Form 690-11). (See Appendix 6.)

(7) One (1) Certificate of Release. Only required of former employee of US Government agencies, contractors or GVN.

(8) One (1) Beneficiary Designation (MACSOG Form 690-13). (See Appendix 7.)

(9) One (1) Statement of Verification (MACSOG Form 690-5). (See Appendix 8.)

(10) Two (2) Personnel Status Record (MACSOG Form 690-9). (See Appendix 9.)

b. Disposition of documents. The above documents, with the exception of the GVN Civilian Identification Card, will remain in the individual's personnel record jacket at place of employment and will not be forwarded to SOG CPO. Upon termination of employment all personal documents will be returned to the individual concerned.

c. Documents forwarded by Unit CPO to SOG CPO. Following is a list of documents that must be submitted to SOG CPO prior to permanent appointment of local nationals. These documents initiate a final security check and should be forwarded as soon as it is determined that an individual will be placed on permanent hire status.

(1) Two (2) Personal Record Questionnaire (MACSOG Form 690-4), with photographs of applicant and spouse (if applicable) attached. (See Appendix 10.)

(2) One (1) Personnel Status Record (MACSOG Form 690-9), with photographs of applicant attached. (See Appendix 9.)

(3) Three (3) Fingerprint Cards (Form TCSOG/477), with photographs of applicant attached. (See Appendix 11.)

(4) Two (2) SCHRECK (MACSOG Form 690-3) This form must be typed or printed legibly in English (See Appendix 12.)

(5) Two (2) Civilian Employee Personnel Action forms (MACSOG Form 690-1). (See Appendix 13.)

(6) One (1) Request for Security Check (MACSOG Form 690-6). (See Appendix 14.)

d. Security check requirements for private hire employees. The above list is modified for private hire employees as follows:

(1) One (1) Personal Record Questionnaire (MACSOG Form 690-4)

(2) Personnel Status Record (MACSOG Form 690-9), not required

(3) Two (2) Fingerprint Cards (Form TCSQG/477).

(4) One (1) SCHRECK (MACSOG Form 690-3).

(5) One (1) Civilian Employee Personnel Action form (MACSOG Form 690-1).

(6) One (1) Request for Security Check (MACSOG Form 690-6).

e. Security passes Security (compound access) passes will be furnished to all private hire, temporary hire, overhire, and permanent hire employees. These passes should be changed in color and/or design periodically.

f Family allowance. Family allowance is authorized for male and female temporary hire, overhire, and permanent hire employees. Employees desiring this allowance must submit the following documents for inclusion in Unit CPO files: (See ANNEX C for eligibility criteria.)

(1) Marriage Certificate.

(2) Birth Certificate(s) of child (children). If not available, an appropriate statement from local administrative authority will suffice.

g. Derogatory information. Derogatory information discovered during a final security check, together with a recommendation of action to

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be taken from SOG Security, will be forwarded by safe hands to the Unit CPO. The envelope containing the derogatory information will not be opened by local nationals.

ANNEX A

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PERSONNEL ACTIONS

1 GENERAL. The provisions of this annex will be applied when initiating personnel actions for local national personnel hired in accordance with ANNEX A

2 POLICIES.

a. Personnel actions may be initiated by either the individual employee or the Unit CPO However, all requests for personnel action must be signed by the Unit CPO and forwarded as prescribed in paragraph 3 (PROCEDURES)

b. Promotions. The following are general policies concerning step increases and promotions of local national employees:

(1) An employee will be advanced to the next higher step, in the rate appropriate for his grade, upon completion of fifty-two (52) weeks of creditable service in his present grade and step. Step increases are comparable to military longevity increases and are not promotions. Step increases may be witheld if the Unit CPO feels that the employee's performance or behavior does not warrant the increase. Requests for step increases submitted prior to the fifty-two (52) week minimum time in step requirement will not be favorably considered.

(2) Promotion of VGS employees will be made in accordance with the following:

(a) Employees below grade VGS-5 must serve a minimum of three (3) months at the next lower grade level or six (6) months for a two (2) grade promotion.

(b) Employees serving at grade VGS-5 or above must serve a minimum of six (6) months at the next lower grade level before promotion. This includes promotions classified as two (2) grade increases.

(3) There are no time in grade requirements for employees serving in other than VGS positions. Unit CPO may request promotion of these individuals when he considers the individual qualified and capable of performing satisfactorily at the higher grade.

(4) When an employee is promoted from one basic pay level to a higher basic pay level, he will receive no less a pay increase

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than combined in two (2) full steps of the grade from which he is being promoted. If this increase falls between two steps of the higher grade, he will receive the higher step.

c. Transfers. Unit CPO may transfer an employee, voluntarily or involuntarily, from one position to another in the same grade and step. Transfer actions will not be used to avoid an employee a step increase within his/her grade. Transfers may be made only when:

(1) The individual being transferred is qualified to fill the new position.

(2) A valid CTD vacancy exists.

d. Separation for cause. Separations for cause are those dismissals which are effected as a result of derogatory or subversive information being uncovered during a security check or on employees that commit a serious offense. A serious offense is any offense listed in the Table of Offenses and Penalties (Appendix 15) for which removal action may be taken for a first offense.

(1) Normal notice of separation is not required.

(2) Separation pay and bonuses will not be paid. (See Appendix 21 for entitlements.)

(3) Individuals will not be given the opportunity to resign in lieu of disciplinary action.

(4) This provision will not be utilized to expedite separation action or to deprive an individual of authorized bonuses and/or allowances (see paragraph 2e).

e. Involuntary separation. Involuntary separations are those separations effected under the Table of Offenses and Penalties or those caused by the employee's unsatisfactory performance or physical or mental incapacity.

(1) Employees may be separated involuntarily for the following reasons:

(a) Repeated minor infractions listed under the Table of Offenses and Penalties.

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(b) When physically or mentally incapable of performing required duties. Every effort should be made to place these employees in a position in which they are capable of performing the required duties before separation action is taken (see paragraph 2c Transfers).

(2) Permanent employees whose performance/conduct is determined unsatisfactory will be given:

(a) Written notice of unsatisfactory performance/conduct delineating what the supervisor expects in the way of satisfactory performance/conduct.

(b) If, at the end of thirty (30) days from the date notice of unsatisfactory performance/conduct was given, the employee's performance/conduct has not improved the employee will be given fourteen (14) days notice of termination (or payment in lieu of notice).

(c) Employees terminated for inefficiency/misconduct will be given all pay and allowances due the day of release (see Appendix 21).

(d) Permanent employees may resign in lieu of disciplinary action. Permanent employees given fourteen (14) days notice of termination will be given three (3) full working days off, with pay, for the purpose of obtaining other employment.

f. Voluntary separation. Voluntary separations are those separations effected by the employee.

(1) An employee may resign at any time, for any reason, however, fourteen (14) days notice of termination must be given. Notice of termination may be given orally or in writing.

(2) An employee may not be denied his right to resign, nor may he be required to delay termination beyond the limits in f(1) above.

(3) Request for voluntary separation may not be retroactive.

(4) Employees who do not comply with paragraph f(1) will forfeit separation pay and accrued bonuses (see Appendix 21).

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(5) Any employee that abandons his/her position will be separated under the provisions of this paragraph. Positions will be considered abandoned when the employee that holds the position absents himself from duty for ten (10) or more consecutive days without permission.

g. Disciplinary actions Disciplinary actions are designed to maintain employee morale and efficiency, promote work production, and assure employees of equitable treatment When disciplinary action must be taken, it is intended to correct the employee and not to punish him. If an employee does not respond to corrective action, or if he commits a particularly serious offense his employment must be terminated.

(1) Disciplinary action will be taken only when there is clearly established cause for the action.

(2) Supervisors will consider the following factors before assessing a penalty:

(a) Gravity of the offense.

(b) Employee's previous record.

(c) Type of position the employee holds.

(d) Effect of action on other employees.

(3) Types of disciplinary actions. When misconduct warranting disciplinary action occurs, one of the following penalties may be imposed (see Appendix 15 for appropriate application):

(a) Oral reprimand. This is the mildest form of disciplinary action and consists of an interview between supervisor and subordinate aimed at correcting or improving attitudes, habits, or conduct.

(b) Written reprimand. This is a written notice of misconduct or inefficiency and is used for repeated minor infractions.

(c) Suspension. A suspension is a temporary enforced absence from duty in a non-pay status. Suspension action is normally taken where the intent is to constructively discipline the employee looking toward further utilization within the agency, However, it may be used to place an employee

in a non-duty status during a notice period when his retention would be detrimental to the interests of US Forces, or injurious to the employee, his fellow workers, or the general public.

(d) Removal (dismissal) This is the severest penalty Normally, a progression of lesser disciplinary measures will be utilized before removal action is instigated However, certain infractions may be so serious as to warrant removal for a first or second offense. Employing agencies will insure that a thorough review is made of proposed removal actions to preclude unjust or capricious acts and that the proposed removal is fully warranted

h. Reduction in force The following policies will be followed in determining which employees will be terminated when reduction in force (RIF) action becomes necessary.

(1) General

(a) Reduction in force will be minimized to the extent practicable by controlling recruitment, anticipating normal attrition, and reassigning surplus personnel to vacancies

(b) Employees will be informed at the earliest possible date of any plans for reduction in force which will affect them.

(c) A reduction in force will not be effected to separate deficient employees (see paragraph 2f).

(d) A reduction in force will be effected on the basis of cancellation of a position which is determined to be excess to the needs of the organization, due to lack of funds or lack of work.

(2) Order of reduction. Employees will be separated by reduction in force as follows:

(a) Competitive areas, competitive levels, and creditable service will be established and determined as appropriate by employing agencies.

(b) Employees will be retatined on the basis of length of service and merit.

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(c) Employees will be given a minimum of two (2) weeks written notice or compensation in lieu of notice prior to separation by reduction in force

(d) Employing agencies may establish appeals procedures for employees affected by reduction in force

1. Certificates of Release The purpose of a Certificate of Release is to prevent civilian "job-hopping" and to prevent other US Forces, agencies, contractors and GVN from hiring a local national away from his present employment without prior mutual agreement

(1) Certificates of Release will be provided employees separated as a result of:

(a) Reduction in force action.

(b) Voluntary terminations, except personnel seeking employment with other US Forces, government agencies, contractors or GVN without prior mutual agreement.

(c) Involuntary terminations.

(2) Certificates of Release will not be provided employees separated under the following conditions:

(a) Employees separated for cause.

(b) Voluntary terminations for the purpose of seeking employment with other US Forces, agencies, contractors or GVN without prior mutual agreement between the employing agencies concerned.

(c) Personnel that abandon their position.

3. PROCEDURES. The following administrative procedures will be followed when initiating civilian personnel actions:

a. CPO initiated personnel actions. Unit CPO initiated personnel actions will be prepared on MACSOG Form 690-1 in two (2) copies and forwarded to Chief, SOG, ATTN: CPO One (1) copy of the Civilian Personnel Action form will be retained by SOG CPO The second copy will be returned to the Unit CPO Receipt of the comeback copy indicates that the action has been completed by SOG CPO.

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b. Employee initiated personnel actions Procedure for submission of request for personnel action is the same as 3a above, except that the individual employee requests action Employee initiated requests will be processed through the appropriate Unit CPO. Unit CPO will check request for administrative correctness, make recommendation, and forward to SOG CPO for final action.

c. Promotions The following procedures will be followed when initiating all step increase and promotion actions:

(1) Complete two (2) copies of Civilian Employee Personnel Action (MACSOG Form 690-1)

(a) Check "Promotion" block in item 4

(b) Indicate effective date of proposed action in the space provided in item 4.

(c) Enter "STEP INCREASE, (date individual became eligible)", if appropriate.

(d) Enter "PROMOTION, (date individual became eligible)", if appropriate.

(2) Upon receipt of the comeback copy of Civilian Employee Personnel Action (MACSOG Form 690-1), post appropriate entry to the employee's Personnel Status Record (MACSOG Form 690-9)

(3) File comeback copy of MACSOG Form 690-1 in employee's personnel records jacket.

d. Transfers. The following procedures will be followed when initiating all transfer actions:

(1) Complete two (2) copies of Civilian Employee Personnel Action (MACSOG Form 690-1).

(a) Check "Transfer" block in item 4.

(b) Indicate effective date of proposed action in the space provided in item 4

(c) Complete items 11, 12, and 13.

(d) Enter short explanation for proposed action; i.e "NEW QUALIFICATION", "OLD POSITION DELETED", etc.

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e. [illegible] The following procedures will be used [illegible] employees to be separated for cause. All actions outlined in this [illegible] except [illegible] paragraph 8, should be accomplished on the same day [illegible] the action is taken.

(1) Complete two (2) copies of MACSOG Form 690-1

(a) Check "Separation for Cause" block in item 4.

(b) Indicate effective date of action in the space provided in item [illegible]

(c) Indicate reasons for the action in item 14. Reasons need not be written out fully. Item numbers listed on the Table of Offenses and Penalties will suffice; i.e., "VIOLATION OF ITEM(S) 12 & 13, TABLE OF OFFENSES AND PENALTIES"

(2) Immediately note "SEPARATED FOR CAUSE____(DATE)____" on the first blank line on MACSOG Form 690-9.

(3) Return all documents indicated on MACSOG Form 690-5 to the individual.

(4) Complete comment 2 on MACSOG Form 690-5.

(5) Compute pay and tell the individual when it may be picked up (see ANNEX C).

(6) Certificate of Release will not be issued.

(7) Withdraw security or compound access pass.

(8) File comeback copy of MACSOG Form 690-1 in individual's personnel records jacket.

f. Involuntary separation. The following procedures will be used to process all involuntary separations:

(1) Complete two (2) copies of MACSOG Form 690-1.

(a) Check "Termination" block in item 4.

(b) Indicate effective date of proposed action in the space provided in item 4 (see paragraph 2f).

(c) Indicate reason(s) for the action; i.e., "DEATH", "PHYSICAL

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INCAPACITY", "[illegible] (indicate item number(s)) TABLE OF OFFENSES AND PENALTIES"

(d) Indicate "RESIGNED IN LIEU OF DISCIPLINARY ACTION", if applicable, in item 14

(e) Indicate "PAYMENT IN LIEU OF NOTICE", if applicable,

(2) Return all documents indicated on MACSOG Form 690-5 to the individual.

(3) Complete comment 2 on MACSOG Form 690 5

(4) Prepare a Certificate of Release in three (3) copies (see Appendix 1[illegible])

(a) Original and first carbon copy to the individual

(b) Second carbon copy to be filed in the employee's personnel records jacket.

(5) Compute pay and tell the individual when it may be picked up (see ANNEX C).

(6) Withdraw security or compound access pass.

(7) Upon receipt of comeback copy of MACSOG Form 690-1 enter "INVOLUNTARY SEPARATION" and effective date on the first blank line on MACSOG Form 690-9.

(8) File comeback copy of MACSOG Form 690-1 in individual's personnel records jacket

g. Voluntary separation. The following procedures will be used to process all voluntary separations

(1) Complete two (2) copies of MACSOG Form 690-1.

(a) Check "Resignation" block in item 4.

(b) Indicate effective date of action in the space provided in item 4.

(c) Indicate "NO NOTICE" in item 14, if applicable.

(d) Indicate reason given by employee for termination, i.e., "POOR HEALTH", "ABANDONED POSITION", etc.

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(e) Indicate whether or not a certificate of release is provided in item 14.

(2) Return all documents indicated on MACSOG Form 690-5 to the individual.

(3) Complete comment 2 on MACSOG Form 690-5

(4) Prepare Certificate of Release in three (3) copies (see paragraph 2i for criteria and Appendix 16 for sample format)

(5) Compute pay and tell the individual when it may be picked up (see ANNEX C).

(6) Withdraw security or compound access pass

(7) Upon receipt of comeback copy of MACSOG Form 690-1 enter "VOLUNTARY SEPARATION" and effective date on the first blank line of MACSOG Form 690-9.

(8) File comeback copy of MACSOG Form 690-1 in individual's personnel records jacket.

h. Reduction in force. The following procedures will be followed when separating employees by reduction in force action

(1) Employees that are to be separated by reduction in force action will be notified of such action in writing at least two (2) weeks prior to the effective date of the action. As a minimum, the notice will consist of the purpose of the letter, reason for the action, and the effective date of the action.

(2) Complete two (2) copies of MACSOG Form 690-1.

(a) Check "Termination" in block in item 4.

(b) Indicate effective date of action in the space provided in item 4.

(c) Enter "Reduction in Force" in conjunction with a short explanation of the action; i.e., "POSITION ELIMINATED FROM THE CTD", "LACK OF FUNDS", etc., in item 14.

(d) Enter "PAYMENT IN LIEU OF NOTICE", if appropriate.

(3) Return all documents indicated on MACSOG Form 690-5 to the individual.

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(4) Complete component 2 on MACSOG Form 690-5

(5) Prepare Certificate of Release in three (3) copies (see Appendix 16 for sample format)

(a) Original and first carbon copy to the individual.

(b) Second carbon copy to be filed in the employee's personnel records jacket.

(6) Compute pay and inform the individual when it may be picked up (see ANNEX C)

(7) Upon receipt of comeback copy of MACSOG Form 690-1 enter "Reduction in Force" and effective date on the first blank line on MACSOG Form 690-9.

(8) Withdraw security or compound access pass.

(9) File comeback copy of MACSOG Form 690-1 in the individual's personnel records jacket.

1. Disciplinary actions. The following are minimum requirements for written notice of disciplinary action to local national employees:

(1) Written reprimand. As a minimum, the written notice of reprimand will include a statement of the offense, the corrective action required, and that further infractions will be the basis for more serious disciplinary action.

(2) Suspension. As a minimum, employing agency procedures for processing of suspension actions will include a written statement delineating the specific charges, proposed suspension dates, and the employee's right to have the suspension reviewed by the head of the employing agency or his designated representative.

(3) Removal (dismissal). Written notice of removal will be furnished employees that are being removed as a result of disciplinary action. As a minimum, notice of removal will include a statement indicating the purpose of the notice, charges upon which the removal action is based, effective date of the action, and a statement of the employee's right to have the action reviewed by the head of the employing agency or his designated representative.

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[illegible]

[illegible]

1 GENERAL. The provisions of this annex will be applied when [illegible], discontinuing, or computing pay and allowances or leave for local national employees hired under the provisions of ARUS [illegible].

2 PAY AND ALLOWANCES

a Work period.

(1) The basic work day and work week will be set by each activity on the basis of operational requirements

(2) The beginning and ending hours will be set by each activity on the basis of operational requirements

(3) The lunch period will be exclusive of the work day and shall not be compensated.

(4) Where operational needs dictate a change of work hours, affected employees will be notified as far in advance as possible.

(5) There shall be at least one full day of rest scheduled within the calendar week.

b. Overtime.

(1) Overtime is payable for work in excess of 8 hours a day.

(2) Overtime is payable for work in excess of 48 hours per week, except that no employee will be compensated more than once for overtime hours

(3) Overtime premium is payable at 150% of the total of base pay plus language differential, if any

(4) Overtime pay is not authorized where daily work time sheets are not maintained for recording both regular and overtime work hours.

(5) Total overtime for Expenditure Cost Code (ECC) x 13 and x 14 should not exceed 15% of the total base pay for those categories. Overtime in excess of 15% of the total base pay for each category requires prior approval of this headquarters. Requests for excess overtime should cite the reason why excess overtime work is necessary

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[illegible]

(6) Procedure for [illegible] in MACSOG Dir [illegible]

[illegible]

(1) Employees [illegible] work [illegible] regular, scheduled work [illegible] 10% of their regular hourly base, plus language differential, if any, for all hours worked between the hours of 2200 and 0500, in addition to their regular hourly rate

(2) Night shift differential pay is not authorized for day shift employees who are working overtime.

(3) Time and one half for overtime work (150%) or double time for holiday work (200%) does not apply for night shift differential Night shift differential is paid at the straight rate for all hours between 2200 and 0500

(4) Procedure for paying night shift differential pay is found in MACSOG Dir 37-2.

3. Holiday pay

(1) An employee working on a US holiday is compensated at straight time for the first 8 hours

(2) An employee working on an authorized Vietnamese holiday (Appendix 17) will be compensated at 200% of the total of his base pay plus language differential, if any, for each of the normal holiday hours, i.e., 8 hours for a full holiday, 4 hours for a half holiday

(3) Employees who do not work on these holidays will receive regular wages for that day or portion thereof

(4) Time in excess of 8 hours on an authorized Vietnamese holiday is payable at 150% of the total of base pay plus language differential, if any.

(5) Procedure for paying holiday pay is contained in MACSOG Dir 37-2.

4. English language differential

(1) Payment of an English language differential is authorized when local command determines that the use of the English language

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[illegible]

[illegible] (See Appendices 23, 24, 25, 26, 27, and 28.)

(2) Interpreters and translators are not authorized language differential.

(3) Overtime pay, holiday pay and night shift differential pay apply to English language differential pay as well as to base pay.

f. Holiday allowance.

(1) Each activity is authorized an allowance of 40 $VN per VN holiday (Appendix 17) per individual employee. This allowance may not be paid to individuals, nor may it be given as cash. It should be spent on decorations, parties, gifts, etc.

(2) An allowance of 40 $VN per child for whom family allowance is being paid is authorized for the annual Children's Festival during the eighth lunar month. This allowance should be spent on a party, gifts, etc.

(3) Holiday allowances should be charged to ECC x 18.

(4) If it is not desired to spend the holiday allowance on a specific holiday, the allowance may be accumulated and spent on a subsequent holiday.

g. Tet bonus.

(1) Tet bonus will be computed as follows:

(a) For employment of one year or more:

1. 1/12th of scheduled annual salary.

2. 1/12th of the annual value of all family allowances.

3. 1/12th of the annual value of language differential, if any.

(b) [illegible] value for each month of [illegible] of [illegible] month of [illegible] days. Fractional part of a month of [illegible] days, shall be disregarded. For example, if Tet falls on February 17, and an employee is hired on March 17 [illegible] year, then that employee would be entitled to 11/12 [illegible] of a month's pay, family allowances, and [illegible] differential, if any

(2) Tet bonus shall be paid on the last pay day preceding the beginning of the lunar New Year

(3) Procedures are contained in MACSOG Dir 37-2

h. Monthly family allowance.

(1) A family allowance is authorized employees who are heads of a family The family allowance consists of an allowance for the legal first wife and for all recognized children under the age of sixteen (16) years (this includes children of other than the first wife).

(2) A female employee is authorized a family allowance only if she presents satisfactory proof which indicates that she is unmarried, a widow, her husband is disabled and cannot support her, or her husband is not employed by the US Government. A female employee who meets these requirements will be paid for children only

(3) See Appendix 18 for rate table.

i. Ration allowance.

(1) SG rated employees are the only civilian employees authorized a ration allowance. The current rate is 100 $VN per day and will be paid in accordance with MACSOG Dir 37-2, para 31(d)

(2) When civilian employees are required by the installation commander to reside within an installation and the local market does not provide an opportunity for the employee to procure his food, rations in kind may be provided by computing a ration allowance at a rate to be established by this headquarters. A written request from the US installation commander citing full justification for the allowance must be submitted and approved by this headquarters prior to payment of this allowance.

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[illegible]

j [illegible] will be paid [illegible] separate column headed "HGL"

k Special laundry allowance

(1) Personnel serving as guards under ECC [illegible] and special [illegible] personnel who require special uniforms will be granted a laundry allowance of 200 $VN per month to properly maintain these uniforms

(2) Determination of personnel eligible to receive this allowance will be made by the local commander.

(3) The laundry allowance will be paid on the regular monthly payroll on a separate column The column will be headed "L/A".

l. Prisoner of war pay

(1) Full pay and allowances (including inducement bonuses, if applicable, if a six month anniversary of his employment occurs while a POW) of personnel in a POW status will be paid to his wife, other next of kin if not married, or designated beneficiary. Full pay and allowances will be paid for ninety (90) days, unless earlier returned to duty or confirmed as dead. After 90 days in POW status, death will be presumed and a death gratuity will be paid.

(2) If an individual returns to duty from POW status before he is presumed dead, he will not be entitled to back pay for any payments paid to his beneficiaries If a death gratuity has been paid, recoupment will not be required but he will not be entitled to any back pay.

m Travel and per diem.

(1) Per diem will be paid to all employees, regardless of position, during the time they are on extended or temporary duty trips requiring them to be absent overnight away from their normal place of duty.

(2) The amounts claimed must be supported by a statement of availability/non-availability of government quarters/mess signed by the local commander Commanders should make every

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[illegible] to [illegible] to TDY [illegible].

(3) Per diem is not authorized while personnel are engaged in field training or field operations.

(4) See Appendix 19 for daily per diem rates

n Separation allowance

(1) Employees are entitled to separation allowance when separated under honorable conditions (includes death)

(2) Computation for over 3 years of service:

(a) Determine total number of months of creditable service.

(b) Deduct 36 months

(c) Divide remainder by 6.

(d) Use quotient in c above as number of 6 month periods unless remainder exceeds 3. In this case add 1 to the quotient.

(3) Employees are entitled to separation allowance except for the following:

(a) Employed less than 6 months.

(b) Separated for cause.

(c) The employee does not give a notice of resignation 14 days in advance.

(4) See Appendix 20 for computation table.

o Disability gratuity.

(1) Disability gratuity, is a one-time payment for individuals injured in the line of duty.

(2) Payment of disability gratuity will not prevent the individual from further employment in another position which is compatible with his physical status

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(3) [illegible]

(4) See Appendix 2 for compensation table

p. Death gratuity.

(1) In the event an employee is killed in the line of duty, or dies of an illness or injury suffered in connection with his service, his beneficiary will receive a death gratuity. If the employee has not designated a beneficiary, the death gratuity will be paid to one of the following, in this order. (1) wife, (2) children, (3) parents or legal guardians, (4) brothers or sisters, (5) grand parents

(2) Amounts to be paid: The following amounts will be paid to beneficiaries or next-of-kin of those members whose death results from service with SOG.

(a) Civilian personnel: One year's pay to include any authorized allowances he was receiving at the time of death.

(b) Vietnamese military: 50,000 $VN. This includes VNAF, and ARVN Operating Base personnel.

(3) Procedures for paying death gratuity are contained in MACSOG Dir 37-2.

(4) Death gratuities should be paid as soon after death as possible.

q. Funeral gratuity.

(1) A funeral gratuity is authorized for funeral and burial expenses of any employee who is killed or dies in the line of duty

(2) The following rates of funeral gratuity apply:

(a) If the body has been delivered to the beneficiary or next-of-kin, 10,000 $VN will be paid to the person receiving the body at the time the body is delivered. A receipt will be obtained for the money from the person to whom it is paid.

(b) If the body has not been recovered and delivered to the next-

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[illegible]

[illegible] 5,000 $VN [illegible] of kin or [illegible] will be [illegible] money [illegible] paid

(c) If the body is recovered but cannot be delivered to the [illegible] of-kin or beneficiary, local purchase of a casket not to cost more than 10,000 $VN is authorized

(d) If the body is delivered to the next-of-kin or beneficiary in a casket purchased by SOG, or if other costs are incurred by SOG (e g , a VN flag on the casket), these costs will be subtracted from the 10,000 $VN funeral gratuity and only the remainder paid as a funeral gratuity

(3) Funeral gratuities should be accounted for with death gratuities. Like death gratuities, funeral gratuities should be paid as soon as possible.

3 LEAVE.

a Annual leave

(1) Annual leave will be accrued from the date of appointment as follows:

Years of Service	Hours Accrued Per Bi-Weekly Period	Total Work Days Per Year
0-less than 3	4	13
3 or more	6	20

(2) Newly appointed employees with no previous employment with any US agency will not be eligible to use annual leave until after ninety (90) continuous days of employment

(3) A maximum of thirty (30) days leave may be accumulated and carried forward into a new calendar year.

(4) Upon separation, a lump sum payment of annual leave (not to exceed thirty (30) days) will be made to the separated employee or to his survivor in the event his separation is due to death.

(5) The minimum charge to annual leave is one (1) hour Additional leave will be charged in multiples of one (1) hour

ANNEX C

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b. Sick leave. [illegible] they are physically [illegible] or [illegible] [illegible] sickness [illegible] or job-related [illegible]

(1) Sick leave will be accrued at the rate of four (4) hours [illegible] weekly period for a total of thirteen (13) days per year irrespective of years of service.

(2) There is no limit on the accumulation of sick leave.

(3) Accrued sick leave is not payable upon termination.

(4) A medical certificate is not required for sick leave of three (3) days or less. Sick leave of more than three (3) work days will be supported by a medical certificate or doctor's statement.

(5) Up to thirteen (13) days sick leave may be advanced to a permanent employee after all accrued sick leave and annual leave have been used.

(a) Advance sick leave is not authorized for temporary hire employees. Leave without pay may be authorized.

(b) Advance sick leave will be terminated when the original circumstances which warranted approval of advance sick leave are no longer valid.

c. Maternity leave.

(1) A total of eight (8) weeks maternity leave will be granted to pregnant employees. The maternity leave period will cover approximately two (2) weeks prior to and six (6) weeks after delivery.

(2) If after eight (8) weeks the employee is unable to return to work due to illness (medically certified by a physician of the employing agency) that has arisen from her pregnancy, sick leave or annual leave may be granted.

(3) Maternity leave is not interchangeable with sick leave or annual leave and shall be used exclusively to provide leave to pregnant employees who are scheduled for delivery.

(4) During maternity leave employees will be paid at the rate of

ANNEX C

[illegible]

[illegible]

d. Leave without pay. Leave without pay is a temporary period of absence in a non-pay status granted by the [illegible] the employee's request, usually as the result of [illegible] annual leave to the employee's credit to cover the period of absence. It may also be used to cover periods of illness when an employee does not have sufficient annual or sick leave to cover the absence. Leave without pay normally will not be granted any employee who has annual leave or sick leave to his credit. Leave without pay may not be converted to sick leave or annual leave subsequent to approval and use of leave without pay; i.e., after leave has been accrued.

e. Administratively excused leave. Employees may be granted administratively excused leave based on the following:

(1) Acts of God or natural disaster.

(2) Emergency conditions preclude employees from reporting for work or continuing on the job.

(a) These conditions are defined as follows:

1. When a base, installation, or activity is closed by competent authority, local national employees will not be charged annual leave for failure to report to work, and will receive normal pay for the period of closure.

2. When a base, installation, or activity is opened by competent authority, local national employees who do not report for work will receive fifty percent (50%) of their normal pay until the general situation is determined by competent authority to be sufficiently stable for them to return to work.

(b) Competent authority is defined as the base, installation, or activity commander of the organization to which the employee is assigned. Written notice will be provided the servicing civilian personnel office when conditions prescribed in subparagraph (a) above begin and end.

(c) Competent authority, as defined in subparagraph (b) above, may extend the provisions of full pay, on an individual case-by-case basis, providing the individual employee's

ANNEX C

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[illegible]

request [illegible] is provided the [illegible] office. Care will be exercised to assure uniformity in application of these provisions.

(3) Unusual environmental conditions, such as repair of office machinery, failure of electrical power, and similar conditions, which would make working impractical or hazardous

(4) American holidays, when not required to work

f. Absence without leave Absence without leave is absence for which an employee did not obtain advance approval, or for which his subsequent request for annual leave, sick leave, administratively excused leave, or leave without pay has been disapproved Local officers-in-charge may change absence without leave to absence with leave

ANNEX C

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[illegible]

[illegible]

Tôi _____ Cô [illegible]
I _____ *Mrs* _____

[illegible]
[illegible] _____

Sinh [illegible]
born on _____ *at* _____

con Ông _____ và Bà
son/daughter of Mr _____ *& Mrs* _____

Đồng lòng bảo đảm cho
agree to guarantee that
Ông, Bà, Cô
Mr. Mrs. Miss _____

Sinh ngày _____ tại
born on _____ *at* _____

con Ông _____ và Bà
Son/daughter of Mr _____ *& Mrs* _____

thẻ căn-cước số _____ cấp tại _____ ngày
ID card No _____ *issued by* _____ *on* _____

hiện cư-ngụ tại
presently residing at _____

đương-sự là _____ của tôi
Is my _____

Tôi xin chịu hoàn-toàn trách-nhiệm và hành-kiểm, hành-vi hoặc hành động trái với luật-lệ
I shall be responsible for his/her conduct and all acts against the current laws of the Government of
hiện-hành của Chính-Phủ Việt-Nam Cộng-Hòa của Ông
Republic of Việt-Nam

_____ _____

Chữ ký của người xin việc
Applicant's signature

Chữ ký của người bảo-đảm
Sponsor's signature

Chứng nhận chữ-ký trên đây của Ông _____
Chức-vụ _____ hiện tòng sự tại _____
Làm tại _____ ngày _____ tháng _____ năm 196 _____

GHI CHÚ: Người xin làm thợ hoặc nhân-công thường phải có hai Hạ-Sĩ-Quan hoặc hai Công-
REMARKS: Laborer or skilled worker should be certified by a N.C.O or a Government [illegible]
chức Cơ-quan Chính-Phủ bảo-đảm.

-Xin làm nhân-viên Văn-Phòng, Thông-dịch-viên phải có hai Sĩ-Quan hoặc hai Công
-Office Staff or Interpreter should be have a Officer or a Civil Servant to certify.
chức Cơ-quan Chính-phủ bảo-đảm.

MACSOG Form 670-10
November 1968
APPENDIX 1

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MORI DocID 570359

CÙI ĐỂ LẠI

Số _____

Nhà Chức-trách ký tên dưới đây chứng-nhận Ô _____
Thẻ căn-cước (hay giấy khai-sanh) số _____
ngày _____
Cấp tại _____
Sanh năm _____ tại _____
Con của _____
và của _____
Cư ngụ _____
có nạp giấy lược-giải cá-nhân về vụ kiểm-tra thương-lệ năm 196 __

_____, ngày _____

Nhà Chức-trách ký tên dưới đây chứng-nhận Ô _____
Thẻ căn-cước (hay giấy khai-sanh) số _____
ngày _____
Cấp tại _____
Sanh năm _____ tại _____
Con của _____
và của _____
Cư ngụ _____
có nạp giấy lược-giải cá-nhân về vụ kiểm-tra thương-lệ năm 196__

_____, ngày _____

Mẫu số

CÙI ĐỂ LẠI

Số _____

Nhà Chức-trách ký tên dưới đây chứng-nhận Ô _____
Thẻ căn-cước (hay giấy khai-sanh) số _____
ngày _____
Cấp tại _____
Sanh năm _____ tại _____
Con của _____
và của _____
Cư ngụ _____
có nạp giấy lược-giải cá-nhân về vụ kiểm-tra thương-lệ năm 196__

_____, ngày _____

Mẫu số 5

BIÊN-NHẬN SỐ _____

Nhà chức-trách ký tên dưới đây chứng nhận Ô _____
Thẻ căn-cước (hay giấy khai-sanh) số _____
ngày _____
Cấp tại _____
Sanh năm _____ tại _____
Con của _____
và của _____
Cư-ngụ _____
có nạp giấy lược-giải cá-nhân về vụ kiểm-tra thương-lệ năm 196__

_____, ngày _____

(Xin xem phía sau)

This is a two page form printed in six segments.

APPENDIX 2

UNCLASSIFIED

UNCLASSIFIED

APPENDIX 3

VIỆT NAM CỘNG HÒA
BỘ QUỐC PHÒNG
NGÀ [illegible] VỤ

PHÒNG _____

CHỨNG-CHỈ
HỢP-LỆ QUÂN-DỊCH

Họ, Tên _____ Số quân _____

Ngày và nơi _____

Cha _____ Mẹ _____

Thẻ căn cước số _____ cấp tại _____ ngày _____

Địa chỉ _____

Văn bằng _____ Tài nguyên _____

TÌNH TRẠNG QUÂN [illegible]

CHỨNG CHỈ NÀY CÓ HIỆU LỰC ĐẾN HẾT NGÀY

KBC _____ ngày _____

Số _____/

QĐ-772 (THAY THẾ MẪU QĐ 772 NGÀY 27 9 65 VÀ MẪU QĐ 726 NGÀY 20 6 65)

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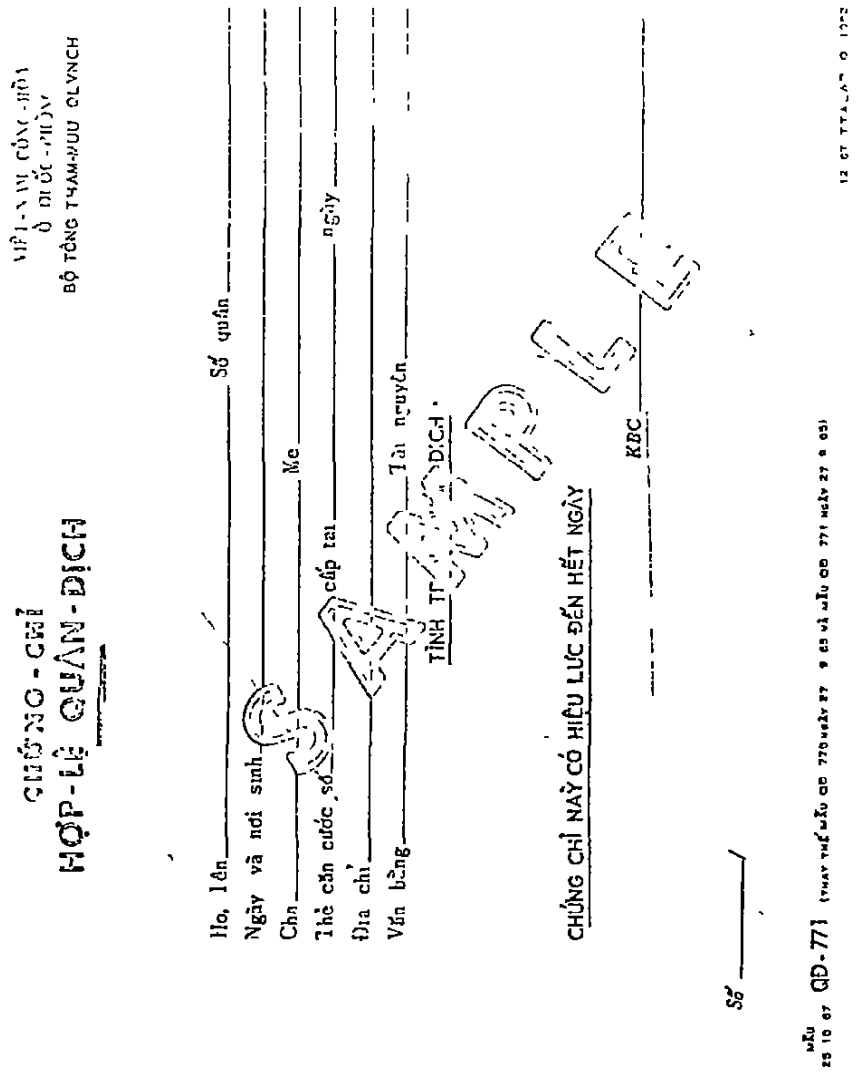
MORI DocID 570359

MORI DocID. 570359



APPENDIX 4

APPENDIX 5

Tham-chiếu _____

_____

VIỆT-NAM CỘNG-HÒA

_____

_____

_____

CHỨNG-CHỈ GIẢI-NGŨ

S. _____

_____

chứng nhận :

_____ sổ quân _____ sanh ngày _____

tại _____

và bà _____

Nhập ngũ vào QUÂN-LỰC VIỆT-NAM CỘNG-HÒA ngày _____

đã được giải-ngũ ngày _____

Lý do : _____

Đương-sự khai về cư-ngụ tại _____

K.B.C. _____, ngày _____

_____

_____

SAMPLE

MORI DocID 570359

MACSOG Form 690-11 May 1969

APPENDIX 6

MORI DocID: 570359

UNCLASSIFIED

[illegible]

[illegible]

NAME:
Ho va ten:

ALIAS:
Bi-danh

PRESENT POSITION:
Chuong-vi hien tai:

DATE OF BIRTH:
Ngay sanh.

PRESENT RESIDENCE.
Dia-chi hien tai:

MARITAL STATUS:
Gia-canh:

ID CARD NO:
The can-cuoc so:

_____
DATE
Ngay

I_____do hereby designate_____
Name of Employee — Full Name — ID Card No.
Toi ky ten duoi: (Ho va ten nhan-vien) uy-quyen cho (Ho va ten, so the

_____beneficiary who is my_____
Address — la nguoi thua-ke cua toi — Relationship
can-cuoc, dia-chi hien tai) — Lien-he gia-dinh

to receive all pay and allowances due me in the event of my death while employed
nhan lanh tat ca luong va phu-cap ma toi co quyen duoc huong, trong truong-hop toi [illegible]

by_____
tran trong khi phuc-vu cho

_____
Signature
Chu ky nguoi xin viec

MACSOG Form 690-13
April 1969

APPENDIX 7

UNCLASSIFIED

UNCLASSIFIED

[illegible]

[illegible]

_____ (DATE)

[illegible] _____ has presented the documents listed below for inclusion in [illegible] (NAME) [illegible] personnel file at this office.

Check Only Applicable Blocks

_____ GVN Civilian Identification Card (return to applicant, do not file)
Card Number _____

_____ Birth Certificate of Applicant

_____ Other Identification (specify) _____

_____ Local Police Check

_____ To Bao Dam (Statement of Guarantee)

_____ Certified Draft Census Receipt

_____ Draft Deferment Certificate (QD-772)

_____ Medical Deferment Certificate (QD-771)

_____ Discharge Certificate (QD-14)

_____ Certificate of Residence

_____ Certificate of Release from last US/GVN employment

_____ Marriage Certificate

_____ Birth Certificate(s) of child (children)

2. I have reviewed the above documents and found them to be administratively correct.

_____ (DATE)

3. The above named individual has terminated employment this date. All documents listed in paragraph 1 have been returned to the individual.

MACSOG Form 690-5 (Revised)
April 1969
APPENDIX 8

UNCLASSIFIED

UNCLASSIFIED

Ảnh Photo	[illegible]	[illegible]
	[illegible]	[illegible]
	[illegible]	[illegible]
	[illegible]	[illegible]

TÌNH TRẠNG NHÂN CHÍNH (PERSONNEL STATUS RECORD)

[illegible]	CHỨC VỤ	[illegible]	[illegible]	[illegible]	PHỤ CẤP	[illegible]	[illegible]	[illegible]
[illegible]	Job Title	[illegible]	[illegible]	[illegible] Pay	Allowances	[illegible] Pay	Date	[illegible]

MACSOG Form 690-9 May 1969

APPENDIX 9

UNCLASSIFIED

[illegible]

Chú [illegible]

Instructions [illegible]

I — [illegible]

II — [illegible]

11/ [illegible]

11/ Subject's [illegible]

Ảnh 4 × 6 của đương sự
Picture 4 × 6

Họ và tên _____ bí danh _____
Full name — Alias

Cấp bậc _____ số quân _____
Rank — Serial Number

Tình trạng quân ngũ (hiện tại, [illegible] hóa) _____
Military status (active, [illegible], assimilated)

Chức vụ hiện tại hay [illegible] đảm nhiệm _____
Present position or position applied for

Ngày và nơi sinh _____
Date and place of birth

Chánh quán _____
Original place (Place where subject was originally from)

Trú quán (địa chỉ hiện tại) _____
Present residence

Quốc tịch _____ Quốc tịch gốc _____
Present citizenship — Nationality at birth

Tôn giáo (ghi rõ gốc hay [illegible] tù năm nào) _____
Religion (original or converted, date of conversion)

Học lực bằng cấp _____
Education, degree

Thành phần [illegible] _____
Social component

Gia cảnh (độc thân hay có vợ) _____
Marital status (single or married)

Căn cước số _____ Cấp tại _____ ngày _____
Identity Card No. — Issued by — Date

12/ LÝ-LỊCH VỢ hay CHỒNG:

12/ Subject's wife or husband biographical information:

Ảnh 4 × 6 của đương sự
Picture 4 × 6

Họ và tên _____ bí danh _____
Full name — Alias

Ngày và nơi sinh _____
Date and place of birth

Họ và tên Cha, Mẹ _____
Names of father and mother

Nghề nghiệp hiện tại _____
Present occupation

Địa chỉ hiện tại _____ 41
Present residence

Căn cước số _____ Cấp tại _____ ngày _____
Identity Card No. — Issued by — Date

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MACSOG Form 690-4
October 1968

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[illegible]

[illegible]

22/ [illegible]

23/ [illegible]

[illegible]		[illegible]	[illegible]

24/ GIAO THIỆP LÂN HỮU

Kể ra ít nhất là 3 người (ngoại trừ những người ghi ở mục 21, 22 và 23 nói trên) mà đương sự hay liên lạc, giao thiệp thường ngày (thân thích).

24/ FRIENDSHIP

List at least 3 persons (not including those listed in items 21, 22 and 23 above) with whom subject has close relationship or association.

Họ và tên Full name	Tuổi Age	Nghề-nghiệp Occupation	Địa chỉ hiện tại Present address

25/ TIỀN TÍCH HỆN QUAN ĐẾN VẤN ĐỀ AN NINH

Từ trước đến nay đương sự có bị cơ quan an-ninh (Hiến-binh, Cảnh-sát, Công an v.v...) bắt giữ để điều tra lần nào không, nếu có khai rõ chi tiết như sau :

25/ INFORMATION CONCERNING THE SECURITY PROBLEM

Has subject ever been detained by the security authorities (Military police, Police, Security Service etc ...), if the answer is positive state all details as follows :

Ngày, tháng, năm bị bắt Dates of arrestation	Lý do Reasons	Tên và địa chỉ hiện tại của nhân chứng am hiểu nội vụ Names and present addresses of those who know the circumstances	Biện pháp của cơ quan an ninh đã áp dụng Measures applied by the security authorities

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[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]

[illegible]

31/ [illegible]

[illegible]

31/ [illegible] as father and mother, brothers [illegible])

Ngôi thứ Family member	Họ và tên Full name	Tuổi Age	Nghề nghiệp Occupation	Địa chỉ hiện tại Present address

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[illegible]

32/ [illegible]

[illegible]	Họ và tên Full name	Tuổi Age	[illegible]	Địa chỉ hiện tại Present address

33/ THÂN QUYẾN THUỘC VỀ QUÂN LỰC HAY CƠ QUAN HÀNH CHÁNH :

Kể tất cả thân quyến (cha mẹ, bà con ngoại, bà vợ, hiện đang phục vụ trong Quân Đội VNCH, Bảo An, Dân Vệ hoặc cơ-quan hành chánh.

33/ *Relatives in the Armed Forces or Government services :*

List all relatives (paternal, maternal, in-law) serving the ARVN, Civil Guard, Militia or Administrative Services

Ngôi thân Family member	Họ và tên Full name	Tuổi Age	Chức vụ (Occupation) Position held	Địa chỉ hiện tại Present address

34/ THÂN QUYẾN Ở BẮC VĨ TUYẾN HAY BỊ MẤT TÍCH :

Kể tất cả thân quyến (bà con, bà ngoại, bà vợ) đã tập kết ra Bắc, không di-cư vào Nam, hoặc bị mất tích.

34/ *Relatives living north of the parallel (17th) or missing :*

List all relatives (paternal, maternal, in-law) now living in the north or missing

Ngôi thân Family member	Họ và tên Full name	Tuổi Age	Nghề nghiệp và địa chỉ hiện tại Occupation and present address	Lý do hiện kết, không di cư hoặc mất tích Reason why living in the north or missing

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[illegible]

Ghi thêm những dữ kiện [illegible] (nếu có).
Other [illegible] data and comments (if any)

[illegible]

I hereby certify that the above declarations are true and complete to the best of my knowledge and I have been [illegible] free [illegible] to physical or mental [illegible]. So I fully take the responsibility of these declarations made by me.

Làm tại ______ ngày ______
at *date*

Đương sự (ký tên)
Subject's signature

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MORI DocID 570359

TCSQG/477

APPENDIX 11

UNCLASSIFIED

MACSOG Form 690-

SC

1. TO:

2. D

3. NAME OF ACTION

4. REGISTRATION ACTION:

Request a file check be conducted concerning the following personality:

5. NAME:

6. AGE:

7. SEX:

8. DOB:

9. NAME OF FATHER:

10. NAME OF MOTHER:

11. CITIZENSHIP:

12. MARITAL STATUS:

13. RELIGION:

14. POLITICAL AFFILIATIONS:

15. OCCUPATION:

FROM	TO	

16. ADDRESS:

17. NAME OF SPOUSE:

18. ID CARD #_____ issued on _____ at _____

19. PAST ACTIVITIES & OCCUPATIONS (INCLUDING MILITARY)

FROM	TO	

REMARKS:

20. OTHER COMMENTS:

FROM: DATE:

A file check reveals the following (on above personality) (a person with the same name): _____ NO record. _____ No derogatory information. _____ No prior operational interest and your operational interest duly registered as of _____ _____ as follows.

MACSOG Form 690-3
September 1968
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[illegible]	1. [illegible]	2. C
3. To: CHIEF, SOG, [illegible]	[illegible]	

4. Following Personnel Action Processed (Check appropriate block)
APPOINTMENT [ ] PROMOTION [ ] [illegible] [ ] TRANSFER [ ]
RESIGNATION [ ] SEPARATION FOR CAUSE [ ] EFFECTIVE DATE ____

5. Employee's Name	6. Para/Line No.	7. Pass No.
8. Present Position	9. Pay Grade	10. Hourly/Monthly Wage
11. (If Appl) Transfer to Fol Position	12. Para/Line No.	13. Pay Grade

14. Reason for Action

15. Supervisor Initiating Action	16. Reviewed by (Local CPO)
17. TO:	18. FROM: CHIEF, SOG (MACSOG-PA)
19. Personnel Action above is APPROVED [ ] DISAPPROVED [ ]	20. Signature of Approving Authority

21. REMARKS

MACSOG Form 690-1
October 1968
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[illegible]

SUBJECT: Request Security Check

DATE _____

TO MACSOG-PA (CIO)
APO 96222

Request a security check be completed for the following named individual. Person is being considered for the position indicated.

NAME	CID PARA/LINE NO

Signature of Civilian Pers Officer

_____

INCL

1 - Personal Record Questionaire (MACSOG Form 690-4)...2

2 - Personnel Status Card w/photo (MACSOG Form 690-9)..1

3 - Schreck Forms (MACSOG Form 690-3).....2

4 - Fingerprint Cards (Form TCSOG/477).....3

5 - Photographs of Individual..... 6

6 - Photographs of Spouse (if appl).....2

7 - Civilian Personnel Action Form (MACSOG Form 690-1).2

MACSOG Form 690-6 (Revised)
May 1969

APPENDIX 14

UNCLASSIFIED

MORI DocID: 570359

[illegible]

TABLE OF OFFENSES AND ACTIONS

WR - Written Reprimand
S - Suspension
R - Removal

OFFENSE	ACTIONS 1st Offense	2d Offense	3d Offense	EXPLANATION
1 Insubordination				
a Minor	WR	S	R	Deliberate delay or failure to carry out assigned work or instructions in a reasonable amount of time
b Major	S/R	R		Refusal to obey legitimate orders, disrespect, insolence and like behavior
2. Absence without leave				
a Minor	WR	S	R	Unauthorized absence of eight hours or less, includes repeated tardiness and leaving the job without permission
b Major	S/R	R		Unauthorized absence of more than eight hours and less than ten work days
3 Loafing or sleeping on duty.				
a Minor	WR	S	R	Idleness unauthorized participation in activities during duty hours which are outside regularly assigned duties. Danger to safety of persons or property minor or non-existent
b Major	S/R	R		When damage to safety of persons or property is accomplished

APPENDIX 15

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[illegible] [illegible]

OFFENSE	ACTION 1st Offense	2nd Offense	3rd Offense	EXPLANATION
4 Complete workmanship or negligence				
a Minor	WR	S	R	When spoilage or waste of materials or delay in production is small
b Major	S	R		When spoilage or waste of materials or delay in production is significant; covering up or attempting to conceal defective work; removing or destroying defective work without permission
5 Violation of safety practices or regulations				
a Minor	WR	S	R	Failure to observe safety practices and regulations but damage to safety of persons or property is minor or non-existent
b. Major	S/R	R		Failure to observe safety practices and regulations and danger to safety of persons or property is acute.
Loss of, damage to, unauthorized use of, or willful destruction of Govt property records or information				
a. Minor	S	R		When loss or damage is of small value and no willfulness or intent was involved
b Major	S/R	R		When willfulness or intent was involved, or loss or damage is significant, or unauthorized use of Govt property is involved

APPENDIX 15

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OFFENSE	ACTION 1st Offense	2d Offense	3d Offense	EXPLANATION
7 False statements, misrepresentations	S/R	R		Deliberate misrepresentation, fraud, falsification, omission, or concealment of material fact in connection with any official document, or withholding of material facts in connection with matters under official investigation
8 Disorderly conduct a Minor	S	R		Rude, boisterous play which adversely affects production, discipline or morale, use of disrespectful, abusive or offensive language, quarreling or inciting to quarrel Fighting, threatening or inflicting bodily harm to another, physical resistance to competent authority; any violent act or language which adversely affects morale, production or maintenance of discipline; indecent or immoral conduct.
b. Major	S/R	R		
9. Gambling	S/R	R		Promotion of, or assisting in operation of organized gambling or participation in organized gambling during working hours
10 Use of intoxicants	S/R	R		Drinking or selling intoxicants on duty Reporting for duty drunk or impaired by intoxicants
11 Misconduct of duty.	S/R	R		Misconduct which adversely affects the reputation of the employee or reflects unfavorable on the organization.

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MAXIMUM [illegible]

OFFENSE	CODE 1st Offense	CODE 2d Offense	CODE 3d Offense	EXPLANATION
12. Defamation	S/R	R		Knowingly making false or malicious statements, or unauthorized disclosure against other employees, supervisors or officials with the intent to harm or destroy the reputation, authority or official standing of those concerned
13. Violation of security regulation	S/R	R		When the violation is intentional or results in unauthorized release or compromise of security information
14. Giving or accepting bribes.	S/R	R		
Accepting gifts or favors from subordinates or contractors or giving gifts to supervisors or those in a higher position	S/R	R		
16 Violation of other administrative rules or regulations not specifically mentioned above.				
a Minor	WR	S	R	Consider the employee's obligation to be aware of pertinent rules or regulations, the significance or frequency of violations and the degree of adverse effect on production, morale, maintenance of discipline, external relationships or reputation of the agency
b Major	S/R	R		
17. Possession, sale, purchase or use of marijuana or illegal narcotics.	R			

APPENDIX 15

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PAGE [illegible]

OFFENSE	ACTIONS 1st Offense	2d Offense	3d Offense	EXPLANATION
Theft, actual or attempted, or actual taking and carrying away government property or property of others	VR-R	R		Penalty will be determined primarily by the value of the property and mitigating circumstances
9. Conflict of interest.	S/R	R		An association with an individual(s) outside civilian firm(s) or government agency(ies) that might lead to the use of one's official position for personal gain.

APPENDIX 15

[illegible]

[illegible]

[illegible]

(USE ONLY THE LOCAL [illegible])

_____ (Name)

_____ (ID#, date and place of [illegible])

The above named individual was employed by this organization from _____ to _____ as a _____ at a monthly salary of _____. He performed his duties in a satisfactory manner His/her separation was due to _____

_____

_____ (Signature)

_____ (Name and Grade)

_____ (Title)

APPENDIX 16

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MORI DocID 570359

MACSOG [illegible]

LIST OF [illegible] HOLIDAYS FOR CIVILIAN EMPLOYEES

1969

DATE	HOLIDAY	HOLIDAY PAY HOURS
01 Jan 69 Wednesday	New Year's Day	8
16 Feb 69 Sunday	TET NGUYEN-DAN (VN New Year)	4
17 Feb 69 Monday	TET NGUYEN-DAN	8
18 Feb 69 Tuesday	TET NGUYEN-DAN	8
19 Feb 69 Wednesday	TET NGUYEN-DAN	8
26 Apr 69 Saturday	Anniversary of HUNG-VUONG	8
01 May 69 Thursday	Vietnamese Labor Day	8
23 May 69 Friday (Morning only)	Ascension	4
30 May 69 Friday	Buddha's Birthday	8
15 Aug 69 Friday (Morning only)	Assumption	4
01 Nov 69 Saturday	VN NATIONAL DAY	8
25 Dec 69	CHRISTMAS DAY	8

NOTE Holidays falling on Sunday will be celebrated on Monday
Holidays falling on Saturday will be celebrated on Friday.

APPENDIX 17

MORI DocID: 570359

MONTHLY FAMILY ALLOWANCE TABLE

RATES IN VIETNAMESE PIASTERS

Pay Level	Wife	Each child, 1st five children	Each additional child
All V Scales	270$VN	110$VN	55$VN
All U Scales	270$VN	110$VN	55$VN
All L Scales	270$VN	110$VN	55$VN
All Q Scales	540$VN	200$VN	100$VN
VGS 1 - 9	270$VN	110$VN	55$VN
VGS 10 - 13	540$VN	200$VN	100$VN
All SG Scales	400$VN	250$VN	250$VN

APPENDIX 18

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[illegible]

DAILY PER DIEM RATE TABLE

RATES IN VIETNAMESE PIASTERS

WITHIN SOUTH VIETNAM	OUT OF SAIGON	IN SAIGON
Quarters and Messing not available	720	800
Mess Available, Quarters not available	610	680
Mess not Available, Quarters available	470	520
Mess and Quarters available	360	400

APPENDIX 19

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SEPARATION PAY [illegible]

AMOUNT OF SERVICE	BASE PAY	FAMILY ALLOWANCE	LANGUAGE DIFFERENTIAL	[illegible] EQ[illegible]
(1) 6 months but less than 2 years	1/2 of 1 month's pay	1/2 of 1 month's pay	1/2 of 1 month's pay	Proportionate share of [illegible] Bonus earned since the beginning of the calendar year to be computed in accordance with MACSOG Dir 37-2, para 35 c
(2) 2 full years but less than 3 years	1 month	1 month	1 month	
(3) 3 full years	2 months	2 months	2 months	
(4) Over 3 years	2 months plus 5 days for each additional 6 months of service	2 months plus 5 days for each additional 6 months service	2 months plus 5 days for each additional 6 months of service	

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[illegible]

[illegible]

	BASIC PAY DUE TO DATE	LANGUAGE DIFFERENTIAL*	FAMILY ALLOWANCE	ACCRUED ANNUAL LEAVE	TET BONUS	NIGHT SHIFT DIFFERENTIAL	HOLIDAY PAY*	DEATH GRATUITY	FUNERAL GRATUITY	PAYMENT IN LIEU OF NOTICE	OVERTIME*	SEPARATION ALLOWANCE
1. SEPARATION FOR CAUSE	X	X	X	X		X	X				X	
2 INVOLUNTARY SEPARATION												
a. NOTICE GIVEN	X	X	X	X	X	X	X				X	X
b NO NOTICE GIVEN	X	X	X	X	X	X	X			X	X	X
3. REDUCTION IN FORCE												
a. NOTICE GIVEN	X	X	X	X	X	X	X				X	X
b. NO NOTICE GIVEN	X	X	X	X	X	X	X			X	X	X
4. VOLUNTARY SEPARATION												
a. NOTICE GIVEN	X	X	X	X	X	X	X				X	X
b. NO NOTICE GIVEN	X	X	X	X	X	X	X				X	
5 DEATH	X	X	X	X	X	X	X	X	X		X	X

*To be paid only if the employee is normally authorized and drawing pay and/ or allowances noted.

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[illegible]

[illegible]

DISABILITY	GRATUITY
Loss of one limb (or loss of use)	50% of annual pay and allowances
Loss of two limbs (or loss of use)	100% of annual pay and allowances
Loss of sight in one eye	25% of annual pay and allowances
Loss of sight of both eyes	100% of annual pay and allowances
Loss of hearing in one ear	25% of annual pay and allowances
Total loss of hearing	100% of annual pay and allowances

APPENDIX 22

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BASIC PAY RATE TABLE FOR VGS [illegible] EMPLOYEES

HOURLY RATES IN VIETNAMESE PIASTERS

Pay level	1	2	3	4	5	6	7	Language Differential
VGS-1	28	29	30	31	32	33	34	3
VGS-2	38	39	41	43	45	47	49	4
VGS-3	49	51	53	55	57	59	61	6
VGS-4	59	61	63	66	69	72	75	7
VGS-5	70	73	76	79	82	85	88	8
VGS-6	82	85	88	91	95	99	103	9
VGS-7	91	95	99	103	107	111	115	10
VGS-8	102	106	110	114	119	124	129	11
VGS-9	119	124	129	134	139	145	151	13
VGS-10	135	140	146	152	158	164	171	15
VGS-11	151	157	163	170	177	184	191	17
VGS-12	168	175	182	189	197	205	213	19
VGS-13	185	192	200	208	216	225	234	21

Effective Date: 1 Jul 69

APPENDIX 23

MORI DocID: 570359

BASIC [illegible]

HOURLY RATES IN VIETNAMESE PIASTERS

Pay Level	1	2	3	4	5	6	7	Language Differential
Q-1	71	74	77	80	83	86	89	8
Q-2	78	81	84	87	90	94	98	9
Q-3	85	88	91	95	99	103	107	10
Q-4	91	95	99	103	107	111	115	10
Q-5	98	102	106	110	114	119	124	11
Q-6	108	112	116	121	126	131	136	12
Q-7	114	119	124	129	134	139	145	13
Q-8	125	130	135	140	146	152	158	14

Effective Date: 1 Jul 69

APPENDIX 24

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[illegible]

[illegible]

HOURLY RATES IN [illegible] DOLLARS

Pay Level	1	2	3	4	5	6	7	Language Differential
H-1	41	43	45	47	49	51	53	5
H-2	46	48	50	52	54	56	58	5
H-3	52	54	56	58	60	62	64	6
H-4	58	60	62	64	67	70	73	6
H-5	61	63	66	69	72	75	78	7
H-6	67	70	73	76	79	82	85	8
H-7	73	76	79	82	85	88	92	8
H-8	80	83	86	89	93	97	101	9

Effective Date. 1 Jul 69

APPENDIX 25

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MORI DocID. 570359

BASIC PAY RATE TABLES FOR FULL RANGE EMPLOYEES

HOURLY RATES IN VIETNAMESE PIASTERS

Pay Level	1	2	3	4	5	6	7	Language Differential
L-1	54	56	58	60	62	64	67	6
L-2	60	62	64	67	70	73	76	7
L-3	65	68	71	74	77	80	83	7
L-4	72	75	78	81	84	87	90	8
L-5	79	82	85	88	92	96	100	9
L-6	86	89	93	97	101	105	109	10
L-7	92	96	100	104	108	112	116	10
L-8	102	106	110	114	119	124	129	11

Effective Date: 1 Jul 69

APPENDIX 26

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BASIC PAY [illegible]

HOURLY RATES IN VIETNAMESE PIASTERS

Pay Level	1	2	3	4	5	6	7	Language Differential
V-1	23	24	25	26	27	28	29	3
V-2	28	29	30	31	32	33	34	3
V-3	33	34	35	36	37	38	40	4
V-4	37	38	40	42	44	46	48	4
V-5	41	43	45	47	49	51	53	5
V-6	46	48	50	52	54	56	58	5
V-7	51	53	55	57	59	61	63	6
V-8	56	58	60	62	64	67	70	6

Effective Date: 1 Jul 69

APPENDIX 27

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MORI DocID. 570359

APPENDIX 28

BASIC PAY RATE TABLE FOR "SG" RATED EMPLOYEES

MONTHLY RATES IN VIETNAMESE PIASTERS

Pay Level	Basic	1	2	3	4	5	6	7	8	9	10
SG 1	2,425	2,670	2,910	3,155	3,395	3,640	3,885	4,125	4,370	4,615	4,855
SG 2	2,580	2,835	3,090	3,345	3,610	3,865	4,120	4,380	4,640	4,895	5,150
SG 3	2,725	3,000	3,275	3,545	3,820	4,090	4,365	4,635	4,910	5,175	5,450
SG 4	3,180	3,500	3,820	4,140	4,455	4,775	5,095	5,405	5,725	6,045	6,360
SG 5	3,790	4,170	4,550	4,930	5,310	5,690	6,065	6,450	6,830	7,205	7,590
SG 6	4,245	4,670	5,095	5,515	5,940	6,365	6,790	7,215	7,635	8,055	8,485
SG 7	5,005	5,505	6,000	6,495	7,005	7,505	8,005	8,505	9,005	9,510	10,010
SG 8	5,460	6,005	6,545	7,095	7,640	8,185	8,735	8,925	9,280	10,375	10,920
SG 9	6,520	7,175	7,820	8,475	9,125	9,780	10,430	11,085	11,740	12,390	13,040
SG 10	8,020	8,840	9,645	10,445	11,240	12,050	12,855	13,665	14,465	14,270	16,070
SG 11	10,080	11,040	11,995	12,945	13,900	14,860	15,815	16,770	17,720	18,680	19,635

Effective Date: 1 Mar 68

MORI DocID. 570359

~~SECRET~~

[illegible]

DIRECTIVE
NUMBER 601-2

[illegible]
([illegible])

MILITARY SECURITY

RECRUITMENT RECORDS AND SECURITY CHECKS ~~(S/LD)~~

(SHORT TITLE: REC-SEC (U))

1. ~~(S/LD)~~ PURPOSE. To assign responsibility within Studies and Observation Group (SOG) for establishing and maintaining personnel dossiers on indigenous personnel recruited for MACSOG-35/MACSOG-36 and to specify the circumstances under which re-investigations will be conducted by SOG Security.

2. ~~(S/LD)~~ GENERAL. An individual dossier will be established and maintained for each individual recruited and trained for MACSOG-35 and Short Term Roadwatch and Target Acquisition (STRATA) of MACSOG-36. All MACSOG-35/MACSOG-36 field units (CCN, CCC, CCS, and MMFOB) will maintain the following records within the individuals dossier:

a. MACSOG Form 690-3, SCHRECK FORM - 1 Copy

b. Results of Local Agency Check (LAC), conducted by the local S-2 - 1 Copy

c. Photograph of individual attached to MACSOG Form 690-3 - 1 Copy

d. Results of National Check conducted by SOG Security - 1 Copy

3. ~~(S/LD)~~ DEFINITION. Indigenous operational personnel referred to in this directive pertain to members of Special Commando Units (SCU) of MACSOG-35 and members of Short Term Roadwatch and Target Acquisition (STRATA) of MACSOG-36. Personnel assigned to MACSOG-36 in a singleton Clandestine Intelligence Collection mission are excluded from the provisions of this directive.

4. ~~(S/LD)~~ RESPONSIBILITIES. The following responsibilities are assigned as indicated:

GROUP 1
Excluded from automatic downgrading and declassification

SECRET

*This directive supersedes MACSOG Directive 601-2, 7 October 1968.

~~SECRET~~

Tab B to Annex F
to Appendix F

SECRET

[illegible]

(1) MACSOG Form 690-4, Personal Record Questionnaire, (PRQ) - 2 Copies

(2) MACSOG Form 690-3, SCHRECK FORM - 4 Copies

(3) Certificate of Military Status, (MANDATORY) - 1 Copy

(4) Vietnamese National Police Form TCSQG/477, FINGER PRINT CARD - 3 Copies

(5) Identification Photographs - 3 Copies

b. Strategic Technical Directorate (STD): The recruitment of indigenous personnel for operational requirements as pertaining to MACSOG-36 is the responsibility of STD. However, it is the responsibility of the OIC, MMFOB to submit the following documentation as a basis for opening a dossier:

(1) MACSOG Form 690-4, Personal Record Questionnaire, (PRQ) - 2 Copies

(2) MACSOG Form 690-3, SCHRECK FORM - 4 Copies

(3) Certificate of Military Status, (MANDATORY) - 1 Copy

(4) Vietnamese National Police Form TCSQG/477, FINGER PRINT CARD, - 3 Copies

(5) Identification Photographs - 3 Copies

c. It should be noted that all forms listed in subparagraphs 2a and b must be filled out completely and accurately, this is to include taking of fingerprints that are legible (NOT SMEARED, TOO LIGHT OR TOO DARK), this is the responsibility of the LB recruiters and the OIC, MMFOB. All forms not completed correctly will be returned to the originator for appropriate [illegible] action.

SECRET

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d. [illegible] CCN, CCC, CCS [illegible]

e. SOG Security [illegible]

(1) Receive the above document [illegible] OIC, MMFOB Security [illegible] SUBJECT, and return custody of the [illegible]

(2) Cause a name check to be conducted at the American Embassy, Source Control (OSA Files) and [illegible] check [illegible] Police, Finger Print File Center

(3) Provide the OIC, LB with the results of these National Agency Checks for MACSOG-35 SCU personnel. The OIC, LB has the responsibility to return all completed checks to the appropriate units; CCN, CCC, and CCS.

(4) Provide Chief, MACSOG-36 with the results of the National Agency Checks for STRATA members. Chief, MACSOG-36 has the responsibility to return all completed checks to the OIC, MMFOB

(5) Each completed National Agency Check will contain a case number (i.e., B-5555). It will be located in the top right hand corner of the SCHRECK Form. This case number will be utilized by the C&C Detachments and MMFOB personnel in reporting additional information on the SUBJECT. In the event an individual is transferred or terminated, the checks will be forwarded to the appropriate unit. Terminations will be returned to SOG Security.

(6) Upon request, provide the SOG Special Assistant with biographic data on all personnel.

f. Special Assistant: All inquiries as pertaining to this directive will go through SOG Security. MACSOG-35 SCU and MACSOG-36 STRATA personnel will not be registered in CAS Saigon Source Control or at MACV-J212-1 Source Control.

g. Commanding Officers CCN, CCC, CCS, and MMFOB will inform SOG Security, of any misconduct having security implications and any other pertinent information available to them.

5 (S/LD) TERMINATION OF PERSONNEL Upon termination of an individual by Chief, SOG, Chief, MACSOG-35/MACSOG-36, or the Commanding Officers

SECRET

SECRET

1. CSOG Dir 66[illegible]2

[illegible] CCN, CCC, CCS, [illegible] [illegible] SUBJECT [illegible] AWOL, and those who have been [illegible]

6. (S/LD) SECURITY RE-INVESTIGATIONS. When so directed by Chief, SOG Chief, MACSOG-35 or Chief, MACSOG-36 re-investigation will be conducted by SOG Security. The requesting office will specify whether such re-checks are to be conducted unilaterally or in collaboration with STD Security. SOG Security will call upon OSA for support when required.

7. (S) ADDITIONAL REPORTING PROCEDURES. When additional information on indigenous personnel is forwarded to or asked of SOG Security the following data must be supplied to properly and promptly identify the SUBJECT:

a. SOG SECURITY CASE NUMBER (i.e. B-5555) (FOUND ON THE TOP RIGHT HAND CORNER OF THE SCHRECK FORM)

b. SUBJECT's FULL NAME

c. DPOB DAY-MONTH-YEAR, HAMLET, VILLAGE, DISTRICT, PROVINCE

d. MOTHER AND FATHERS FULL NAME

FOR THE CHIEF, SOG:

E. D. DURAN
Major, USA
Chief, Pers & Admin Div

SECRET

DISTRIBUTION:

MACSOG-35	- 2		
MACSOG-36	- 2		
MACSOG-30	- 1		
MACSOG-34	- 1		
MACSOG-21	- 1		
MACSOG-03	- 1	MACSOG-10	- 1
Liaison Bureau	- 1	MMFOB	- 1
Camp Long Thanh	- 1	CCC	- 1
CCN	- 1	CCS	- 1

SECRET

1. ALLOWANCES AND [illegible] - CREDIBLE [illegible] LEVEL

[illegible] - WS CIVILIANS (SC)(EC X 16)

Pay Level	Title	Base Pay	Step Increment for each 52 weeks Service	Family Allowance Wife	Family Allowance Each Child	Daily Per Diem Off 1-15 Days	Daily Per Diem NCO 1-15 Days	Daily Per Diem EM 1-15 Days	Daily Per Diem All Ods Over 15 Days	TET Bonus 1 or more Children	(1) P/P	(2) Daily Operational Mission Pay (C /P)	I/A
[illegible] 1	Team Leader Trainee	3,250	[illegible]	455	325	-	-	-	-	250	500	150	-
[illegible] 2	Team Leader Trainee	5,200	520	455	325	-	-	-	-	250	500	150	-
[illegible] 3	Team Leader	5,850	585	455	325	-	-	-	-	250	500	150	9,000
[illegible] 4	[illegible] Leader	6,900	690	455	325	-	-	-	-	250	500	150	12,000

[illegible] - WS MILITARY (SCM)(EC X 16)

[illegible] 1	[illegible] Trainee (all)	-	-	-	-	350	200	200	80	-	-	150	-
[illegible]	[illegible] Trainee (Off)	-	-	-	-	350	200	200	80	-	-	150	-
[illegible] 3	Team Leader (all grades)	-	-	-	-	350	200	200	80	-	-	150	-
[illegible] 4	Team Leader (Off)	-	-	-	-	350	200	200	80	-	-	150	-

[illegible] - [illegible] BASE PERSONNEL

[illegible]	[illegible] Military Operating Base Personnel (AFWP)					350	200	200	80	-	-	-	-

[illegible] (PAT [illegible], [illegible] and [illegible]) - WS Civilians

[illegible] 1	Private	5,100	200(3)	400	110	-	-	-	-	250	500	150	-
[illegible] 2	Corporal	5,400	200(3)	400	110	-	-	-	-	250	500	150	-
[illegible] 3	Corporal 1st Class	5,600	250(3)	400	110	-	-	-	-	250	500	150	-
[illegible] 4	[illegible]	6,200	250(3)	400	110	-	-	-	-	250	500	150	-
[illegible] 5	[illegible] 1st Class	6,100	250(3)	400	110	-	-	-	-	250	500	150	-
[illegible] 6	[illegible] Officer	7,100	350(3)	400	110	-	-	-	-	250	500	150	-
[illegible] 7	[illegible] Class	8,200	350(3)	400	110	-	-	-	-	250	500	150	-
[illegible] 8	[illegible] 1st Class	8,500	400(3)	400	110	-	-	-	-	250	500	150	-

[illegible] (1) [illegible] personnel will be paid P/P only upon completion of qualification training and while assigned to [illegible] [illegible]. If personnel receive P/P after completion of qualification training and while assigned to [illegible] platoon or company (one Abn company is authorized per [illegible]).

(2) Authorized for [illegible] and HF while on an operational mission for any part of a day.

(3) One step increment will be added to the base pay of HF pers for each six months of satisfactory service until a maximum of 10 step increments have been added. A pay increase is thus effected on each six month anniversary of the original contract until 10 increases are made.

Source: (TS) MACSOG Reconnaissance Team Techniques, 1 July 1969

MORI DocID: 570359

~~SECRET~~

[illegible]

[illegible] 1970

TAB A

1. The personnel expense includes that required for operational and administrative personnel. Administrative personnel expenses consist of salaries plus TET bonus. Operational personnel expenses consist of salaries, TET bonuses, food expenses, death and funeral gratuities, POW and extraordinary performance bonuses and disability pay.

2. Each of the C & C Detachments is authorized 180 administrative personnel and the Liaison Bureau 13 administrative personnel. CCN and CCS are authorized 780 operational personnel, CCC 864 and the Liaison Bureau 48 operational personnel.

PERSONNEL:

CCN:

Admin (Incl 1)	$215,000	
Recon Company (Incl 2)	575,000	
EF Companies (Incl 3)	365,000	
Hq & Security Company (Incl 4)	297,000	
TOTAL		$1,[illegible],000

CCC.

Admin (Incl 1)	215,000	
Recon Company (Incl 2)	575,000	
EF Companies (Incl 3)	365,000	
EF Platoons (2) (Incl 3)	94,000	
Hq & Security Comp (Incl 4)	297,000	
TOTAL		1,546,000

CCS

Admin (Incl 1)	215,000	
Recon Company (Incl 2)	575,000	
EF Companies (Incl 3)	365,000	
Hq & Security Comp (Incl 4)	297,000	
TOTAL		
EF Companies (Incl 3)	365,000	

~~SECRET~~

~~SECRET~~

[illegible] (Incl 6)	[illegible]	
[illegible] Platoon (Incl 7)	[illegible]	
TOTAL		$60,000
Misc Personnel Expenses		$3,000
TOTAL PERSONNEL EXPENSES		$4,513,000

INCI , 2

BUDGET FY 1970

TIOI OPERATIONAL PERSONNEL (SCU RECON COMPANIES CCN, CCC, CCS) 277 Personnel Authorized

PAYG	GRADE	BASE PAY STEP 2	FAMILY ALLOW W + 3	JUMP PAY	OM-P 10 da @150	TOTAL MTHLY PAY	TOTAL YEAR	TET(1) BONUS	INDUCE BONUS	TOTAL YEAR	NO PERS AUTH	TOTAL PER PAYGRADE
ST-5		10,100	1,430	500	1,500	13,530	162,360	6,765	24,000	193,125	35	6,759,375
T-4		8,280	1,430	500	1,500	11,710	140,520	5,855	24,000	170,375	30	5,111,250
T-3		7,020	1,430	500	1,500	10,450	125,400	5,225	18,000	148,625	181	26,901,125
T-4		22,150	1,430	500	1,500	25,580	306,960	12,790	18,000	337,750	31	10,470,250
										TOTAL		49,242,000

OOIANCI ALLOWANCE 270 days PER YEAR @ 100$VN 277 PER @ 100$VN PER DAY = 27,700$VN 277 PERSONNEL PER 270 DAYS 7,479,000

EATUITH GRATUITY· ESTIMATED 35 PERSONNEL KIA (1 YEAR PAY AND ALLOWANCE)

(5) ST-5	193,000 X 5	965,000	
(5) ST-4	170,000 X 5	850,000	
(5) IT-4	337,000 X 5	1,685,000	
	TOTAL		3,500,000

INEATURAL GRATUITY: ESTIMATED 35 PERSONNEL @ 8,000$VN 280,000

NTNARIA ORDINARY PERFORMANCE BONUS (700$VN PER MEMBER) 90 PAYMENTS (9 TM MEBERS X 700 = 6300$VN) 567,000

OW (20(BONUS (2000$VN PER MEMBER) 30 POW X (9 TM MEMBERS X 2000$VN = 18,000$VN) 540,000

ISA PAIBILITY PAY 15 PAYMENTS 50% DISABILITY FOR ST-4 (140,520) 15 PAYMENTS X 70,260$VN 1,053,900

TOTAL FOR 1 C&C DET 62,661,900

PLUS 10% 6,266,190

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, 2 (INCL 2 (Con't)

TOTAL PIASTERS	68,928,000 PVN
TOTAL DOLLARS	$575,661
TOTAL FOR 3 C&C DETACHMENTS	$1,727,000

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[illegible]

[illegible] [illegible] [illegible] [illegible] (2)] 26[illegible] Personnel Assigned

[illegible]	BASE PAY STEP 2	FAMILY ALLOW W + 3	COMP PAY	QM-P 5 da @150	TOTAL MONTHLY PAY	TOTAL YEAR	[illegible] BONUS	TOTAL YEAR	NO. OF AUTH	[illegible]
[illegible]	9,300	730	500	750	11,280	135,360	5,640	135,[illegible]	2	28[illegible]
[illegible]	8,000	730	500	750	9,980	119,760	4,990	124,[illegible]	2	[illegible]
[illegible] 5	6,900	730	500	750	8,880	106,560	4,440	111,[illegible]	8	[illegible]
[illegible]	6,700	730	500	750	8,680	104,160	4,340	108,500	6	[illegible]
[illegible]-3	6,100	730	500	750	8,080	96,960	4,040	101,000	32	[illegible]
[illegible]-2	5,800	730	500	750	7,780	93,360	3,890	97,250	74	[illegible]
[illegible]	5,500	730	500	750	7,480	89,760	3,740	93,500	1[illegible]	[illegible]
[illegible]	22,150	1,430	500	750	24,8[illegible]0	297,960	12,415	310,375	2	[illegible]
[illegible]	16,680	1,430	500	750	21,360	256,320	10,680	267,000	12	[illegible]
								TOTAL		[illegible]

[illegible] 270 DAYS PER YEAR @ 100$VN 264 PER @ 100$VN PER DAY = 2,640$VN 264 PERSONNEL PER 270 [illegible]

[illegible] ESTIMATED 20 PERSONNEL KIA (1 YR PAY AND ALLOWANCES)

(10)	LF-1	93,500 X 10	935,000
(5)	EF-2	97,250 X 5	486,250
(2)	EI 3	101,000 X 2	202,000
(1)	EI-4	108,500 X 1	108,500
(1)	EF-5	111,000 X 1	111,000
(1)	EI 6	124,750 X 1	124,750

SECRET

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INCL 3 (Con't)

	TOTAL	1,967,500
FUNERAL GRATUITY· ESTIMATED 20 PERSONNEL @ 8,000$VN		160,000
EXTRA ORDINARY PERFORMANCE BONUS (700$VN PER MAN) 20 PAYMENTS (30 MEN X 700 = 21,000)		420,000
POW 2(BONUS (2000$VN PER MAN) 10 POW X (30 MEN X 2000$VN = 60,000$VN)		600,000
DISABILITY PAY 15 PAYMENTS 50% DISABILITY FOR EF-5 (111,000) 15 PAYMENTS X 55,000		825,000
	TOTAL PIASTERS	39,205,250$VN
	TOTAL DOLLARS	$332,247
	PLUS 10%	33,224
TOTAL FOR 1 C&C DET		$365,471
TOTAL FOR 3 C&C DETACHMENTS		$1,095,000

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TOP SECRET

INCL 4

BUDGET FY 1970

OPERATIONAL PERSONNEL (SCU HEADQUARTERS & SECURITY COMPANY) 239 Personnel

PAYGRADE	BASE PAY SITE 2	FAMILY ALLOW W + 3	JUMP PAY	OM-P S da $150	TOTAL MONTHLY PAY	TOTAL YEAR	TET BONUS	TOTAL YEAR	NO PERS AUTH	TOTAL PER PAY GRADE
EF-8	[illegible]	730	0	750	10,780	129,360	5,390	134,750	1	[illegible]
EF-7	[illegible]	730	0	750	10,380	124,360	5,190	129,750	1	129,750
EF-6	8,000	730	0	750	9,480	113,760	4,740	118,500	1	118,500
EF-5	[illegible],900	730	0	750	8,380	100,560	4,190	104,750	6	628,500
EF-4	6,700	730	0	750	8,180	98,160	4,090	102,250	5	511,250
EF-3	6,100	730	0	750	7,580	90,960	3,790	94,750	31	2,9[illegible],250
EF-2	5,[illegible]00	730	0	750	7,280	87,360	3,640	91,000	47	1,27[illegible],000
EF-1	5,500	730	0	750	6,980	83,760	3,190	87,250	136	11,8[illegible],000
IT-4	[illegible]	1,430	0	750	24,330	291,960	12,165	304,125	1	304,125
IT-3	[illegible]	1,130	0	750	20,860	250,320	10,430	260,750	10	2,607,500
								TOTAL		23,51[illegible]

FOOD ALLOWANCE: 270 DAY PER YEAR 100$VN 239 PER @ 100$VN PER DAY = 23,900$VN 239 PERSONNEL FOR 270 DAYS [illegible]

DEATH GRATUITY: ESTIMATED 10 PERSONNEL KIA (1 YR PAY AND ALLOWANCES)

(5) EF-1	87,250	X 5	436,250
(2) EF-2	91,000	X 2	182,000
(1) EF-3	94,750	X 1	94,750
(1) EF-4	102,250	X 1	102,250

ANNEX 4 (Con't)

	TOTAL	920,000
FUNERAL GRATUITY. ESTIMATED 10 PERSONNEL @ 8000$VN		80,000
EXTRA ORDINARY PERFORMANCE BONUS: (700$VN PER MAN 10 PAYMENTS (20 MEN X 700 = 14,000$VN)		140,000
POW BONUS (2,000$VN PER MAN) 5 POW X (20 MEN X 2000$VN = 40,000$VN)		200,000
DISABILITY PAYMENT 10 PAYMENTS 50% DISABILITY FOR EF-5 (118,000) 10 X 55,000$VN		550,000
	TOTAL PIASTERS	31,857,625$VN
	TOTAL DOLLARS	269,979
	PLUS 10%	26,997
TOTAL FOR 1	C&C DET	$296,976
TOTAL FOR 3	C&C DETACHMENTS	890,928

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INCL 5

BUDGET FY 1970

E CCC 2 SEPARATE PLATOONS (EF) 84 Personnel

S PAYGRADE	BASE PAY STEP 2	FAMILY ALLOW W + 3	JUMP PAY	OM-P 5 da @150	TOTAL MTHLY PAY	TOTAL YEAR	TET BONUS	TOTAL YEAR	NO PERS AUTH	TOTAL PER PAY GRADE
EF-5 ,	6,900	730	500	750	8,800	106,560	4,440	110,000	2	220,000
EF-4 ,	6,700	730	500	750	8,680	104,160	4,340	108,500	2	216,000
EF-3 ,	6,100	730	500	750	8,080	96,960	4,040	101,000	10	1,010,000
EF-2 ,	5,800	730	500	750	7,780	93,360	3,890	97,250	24	2,334,000
EF-1 ,	5,500	730	500	750	7,480	89,760	3,740	93,500	42	3,927,000
IT-3 ,	18,680	1,430	500	750	21,360	256,320	10,680	267,000	4	1,068,000
								TOTAL		8,775,000

FOOD E ALLOWANCE· 270 DAYS PER YEAR @ 100$VN 84 PER @ 100$VN PER DAY 84 PER FOR 270 DAYS 2,268,000

* DEATH GRATUITY, FUNERAL, BONUS INCLUDED IN EF COMPANIES

TOTAL PIASTERS 11,043,000*VN

TOTAL FOR 2 SEPARATE PLATOONS (DOLLARS) †93,584

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DEC [illegible] 1971

CONTRACTED SERVICES

Contracted services consist of expenses for the China Airlines (CN-2 and CN-3), ECC workers and the VNAF pilots.

2. China Airlines (monthly cost $30,000)

a. Monthly cost.

CCN	25%	$7,500
CCC	10%	3,000
CCS	15%	4,500
All C & C Dets	50%	$15,000

b. Yearly cost:

CCN	$90,000
CCC	36,000
CCS	24,000

3. ECC workers ($800 per each per month)

a. Monthly cost:

CCN	6 wkrs @ $800 = $4,800 + 450 overtime = $5,250
CCC	5 wkrs @ $800 = $4,000 + 400 overtime = $4,400
CCS	6 wkrs @ $800 = $4,800 + 450 overtime = $5,250

b. Yearly cost:

CCN	$63,000 + 10% = $69,300
CCC	$52,800 + 10% = $57,000
CCS	$63,000 + 10% = $69,300

4. VNAF Aircraft (H-34, U-17, C-47, C-119)

a. Monthly cost:

CCN	$30,000
CCC	0
CCS	$1,500

b. Yearly cost:

CCN	$360,000 + 10% = $396,000
CCC	0
CCS	$18,000 + 10% = $19,800

I B D (Con't)

Recapitulation of contracted services

CCI

China Airlines	$ 90,000
ECC Workers	69,300
VNAF Pilots	396,000
TOTAL	$555,300

CCC:

China Airlines	$ 36,000
ECC Workers	57,000
VNAF Pilots	00,000
TOTAL	$ 93,000

CCS.

China Airlines	$ 54,000
ECC Workers	69,300
VNAF U-17	19,800
TOTAL	$143,100

PAY, ALLOWANCES AND BONUSES OPERATIONAL PERSONNEL - OP 34A

AIR CREWS - VN Air Force (CONTRACTUAL SERVICES PERSONNEL - ECC X 42)

	DAILY PER DIEM	HAP/P	DAILY HAO/P	DAILY HF/P
All Pay Levels	650 (1)	3,000	-	-

(1) Rates prescribed by ANNEX I do not apply. Rate of 500$VN per day established by contract between the SOG and the VN Air Force.

STS CHASE OFFICERS (ECC XII)

All Pay Levels	See ANNEX I	3,000	150	100

ANNEX IV to Incl 1 to Ltr, MACSOG, 1 May 67, Subj. Civilian Personnel Manual, Part II(U)

MORI DocID: 570359

PAY, E ALLOWANCES AND BONUSES OPERATIONAL PERSONNEL - OP34A

PARACHUTE DELIVERY OPERATORS (PDO) (VN CIVILIANS) (ECC X15)

PAY LEVEL	TITLE	BASE PAY	STEP INCREMENT FOR EACH 52 WEEKS SERVICE	FAMILY ALLOWANCE WIFE	FAMILY ALLOWANCE EACH CHILD	DAILY PER DIEM RATES	TET BONUS 1 OR MORE CHILDREN	(2) PARA CHUTE	HAP/P	HAO/P	HP/P	I/B
PDO D1	PDO	6250	625	455	325	See	250	500	3,000	150	100	12,000
PDO D2	PDO	6900	690	455	325	Note	250	500	3,000	150	100	12,000
PDO D3	Sr PDO	7500	750	455	325	(1)	250	500	3,000	150	100	12,000
PDO D4	Chief PDO	8150	815	455	325		250	500	3,000	150	100	12,000

(1) PDO1, PDO2 and PDO3 will be paid per diem rate prescribed for non-Officer VN military personnel in ANNEX I. PDO4 will be paid a per diem rate identical to that prescribed for VN military officers by ANNEX I.

(2) a) To be paid after satisfactory completion of the basic qualification course when certification is made by the OIC of the training facility.

PARACHUTE DELIVERY OPERATORS (PDO) (VN MILITARY)

AV 1 M	EM	-	-	-	-	See	-	-	3,000	150	100	12,000
AV 2 C	NCO's	-	-	-	-	Annex	-	-	3,000	150	100	12,000
AV 3 f	Officers	-	-	-	-	I	-	-	3,000	150	100	12,000

ANNEX III to Incl 1 to Ltr, MACSOG, 1 May 67, Subj: Civilian Personnel Manual, Part II (U)

MORI DocID: 570359

PAY, E ALLOWANCES AND BONUSES OPERATIONAL PERSONNEL OP34A

AIRB(T)RNE AGENTS, VN CIVILIANS - ECC X11

Regular Pay

Agent Pay — Mission Pay

s	Base Pay	Family Allowance Wife	Family Allowance Each Child	Tet Bonus	Short-term Daily	Long-term Monthly
Tm mt,r	12,000	600	400	13th month of base pay + family allowance	1,000	10,000
Asst , ldr	14,000	"	"			
Tm ld,lr	16,000	"	"			

I	POW/MIA Pay	Death Gratuity
t	3 months agent pay + 30,000$VN	Tm mbr - 180,000$VN Asst ldr - 190,000$VN Tm ldr - 200,000$VN

Note:

1.e Airborne Agents, VN Military - ECC X11 will receive "military differential" pay to equalize their total earnings with thosea of comparable civilian agents. Total military pay received as provided by the STD pay agent will be reflected in a separmate column on the payroll and subtracted from the total pay due under the above pay schedule A quarterly extract detailing ARVN pay entitlements for all military agents will be submitted to SOG Comptroller. Changes in individual entitwlements will be annotated on the payroll as they occur.

2.a Performance bonus of 20,000$VN for short-term and 50,000$VN for long-term missions will be granted at discretion of Chieft, SOG after the mission if deemed successful

3.e One-time bonuses may be paid at any time to reward individual achievements. Specifically radio operators will receive 5,000 $VN upon qualification.

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4. Funeral and disability payments remain as at present (see Civilian Personnel Manual).

Annex IIa to Incl 1 of Ltr, MACSOG, 1 May 67, Subj: Civilian Personnel Manual

This Annex supersedes Annex II; however Annex II will remain as a part of CPM Part II in order to cover the fact that a change has been made, affective date 1 Jan 68.

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'AY, ;SALLOWANCES AND BONUSES PERSONNEL ON OPERATIONAL STATUS (OP-34A)

'AROP:VS CREWS, VN CIVILIANS (MC) AND NAVY (MCM); ECC X 12

PAY LEVEL	TITLE	BASE PAY	STEP INCREMENT FOR EACH YR SVC	FAMILY ALLOW WIFE	EACH CHILD	TET BONUS 1 OR MORE CHILDREN	HAP/P	HAO/P	HF/P	F/B	I/B	PER DIEM
IC 1 :a	Junk Seaman	3250	325	455	325	250	3000	150	100	-	-	See Annex I
IC 2 :m	Junk Communicator	3900	390	455	325	250	3000	150	100	-	-	MC 1 thru
IC 3 :p	Junk Dep CPT	5850	585	455	325	250	3000	150	100	-	-	MC 4 receive
'C 3 :e	Junk Agent	5850	585	455	325	250	3000	150	100	-	-	Rate for non-
IC 3 :c	Junk Mechanic	5850	585	455	325	250	3000	150	100	-	-	Officer Pers.
:C 3 :e	Swift Seaman	5850	585	455	325	250	3000	150	100	9000	13500	MC 5 receives
'C 4 :a	Swift Radioman	6900	690	455	325	250	3000	150	100	14000	18500	officer rate
C 5 :p	Junk Captain	7500	750	455	325	250	3000	150	100	-	-	
:C 5 :n	Swift Engineman	7500	750	455	325	250	3000	150	100	15000	22500	
C 5 :n	Swift Engineer	7500	750	455	325	250	3000	150	100	15000	22500	
ICM 1 :d	Enlisted	-	-	-	-	-	3000	150	100	9000	9000	See
/CM 2	NCO	-	-	-	-	-	3000	150	100	15000	15000	Annex
:M 3	Officer	-	-	-	-	-	3000	150	100	30000	30000	I

AROP:IS TECHNICIANS (MT) VN MILITARY; ECC X12	TECHNICAL PRO/P	STEP INC. FOR EACH 6 MOS SVC	PER DIEM
IT 1 PO	3000	300	See
IT 2 :L PO 1ST CLASS	4000	400	Annex
T 3 CPO	5000	500	I
:T 4 WO & OFF	6000	600	

ANNEX:n VII To Incl 1 to Ltr, MACSOG, 1 May 67, Subj: Civilian Personnel Manual, Part II (U)
'hanges 5, 16 Sep 67

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Y, ASLLOWANCES AND BONUSES PERSONNEL ON OPERATIONAL STATUS (OP-34A)

ROPS V AGENTS, VN CIVILIAN (MA); ECC X 11

Y VEL	[T	TITLE	BASE PAY	STEP INCREMENT FOR EACH YR SVC	FAMILY ALLOW WIFE	EA CHILD	TET BONUS 1 OR MORE CHILDREN	HAP/P	HAO/P	HF/P	I/B
1	en	Team Member Trainee	2600	260	455	325	250	-	-	100	-
2	ea	Team Leader Trainee	3900	390	455	325	250	-	-	100	-
3	en	Team Member	4550	455	455	325	250	3000	150	100	13500
4	ec	Team Leader	5850	585	455	325	250	3000	150	100	16500

ROPS V AGENTS, VN ARMY AND MARINE (MAM); ECC X 11

		HAP/P	HAO/P	HF/P	R/B	I/B	PER DIEM
1	ed Enlisted	3000	150	100	9000	13500	See
2	NCO	3000	150	100	15000	22500	Annex
3	Officer	3000	150	100	30000	45000	I

ROPS V AGENTS, VN NAVY (MAM); ECC X 11

1	ed Enlisted	3000	150	100	9000	9000	See
2	NCO	3000	150	100	15000	15000	Annex
3	Officer	3000	150	100	30000	30000	I

CURISTY GUARDS ON EXTENDED PATROL TO ISLAND FACILITIES; ECC X 13

	DAILY RATION ALLOWANCE
1 SGl Pay Levels	100

NEX ndVII to Incl 1 to Ltr, MACSOG, 1 May 67, Subj: Civilian Personnel Manual, Part II(U)
ange 5, 16 Sep 67

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Y, ALLOWANCES AND BONUSES OPERATIONAL PERSONNEL OP-35

AIRIDNE FIRE CONTRACTUAL SERVICES - VN AIR FORCE (VNAF) AIRCREWS - ECC X 42

	DAILY PER DIEM RATE	HAP/P	TET BONUS (See Note (2)) LESS THAN 6 MONTHS SERVICE TO SOG	TET BONUS (See Note (2)) MORE THAN 6 MONTHS SERVICE TO SOG
1 Pay Levels	650$VN	3,000$VN See Note(1)	7,000$VN	14,000$VN

NOTES: (1) Authorized for each penetration into hostile territory outside the geographical limits of South Vietnam only
(2) Authorized for satisfactory service in support of PRAIRIE FIRE operations.

INDEX XI to Incl 1 to Ltr, MACSOG, 1 May 67, Subj Civilian Personnel Manual, Part II(U)

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[illegible]

[illegible]

[illegible] OF PERSONNEL	[illegible] OFFICERS	NON-OFFICER PERSONNEL
IN SOUTH VIETNAM		
Quarters and Messing not Available	800$VN	750$VN
Mess available, Quarters not available	500$VN	500$VN
Mess not available, Quarters available	300$VN	250$VN
Mess and Quarters available	150$VN	100$VN
OUTSIDE SOUTH VIETNAM		
(Amounts payable in US Dollars or third country currency equivalent)		
Quarters and Messing not available	$10.00	$ 9.50
Mess available, Quarters not available	$ 6.25	$ 6.25
Mess not available, Quarters available	$ 3.25	$ 3.25
Mess and quarters available	$ 1.90	$ 1.90

*All unused US currency of third country currency in possession of non-US personnel will be turned in to US personnel prior to entry into South Vietnam.

ANNEX I to Incl 1 to Ltr, MACSOG, 1 May 67, Subj Civilian Personnel Manual, Part II(U)

/, ALLOWANCES AND BONUSES OPERATIONAL STATUS OPLAN 34A

3 RATED CIVILIAN PERSONNEL

Y EL	TITLE	BASE PAY	FAMILY ALLOWANCE	PER DIEM	TET BONUS	P/P	Diver	HAP/P	(DAILY) HAO/P	(DAILY) HF/P
S 1 rough 12	See Note (2) Below	Contained in Part 1 Civilian Personnel Manual	Contained in Part 1 Civilian Personnel Manual	See Para 30 CPM, Part 1	Contained in Part 1 Civilian Personnel Manual	500 (See Note (1) Below)	500	3,000	150	100

'TES (1) *Upon completion of qualification training.*

(2) VGS rated personnel employed by OPLAN 34A serve in the operational capacity of interpreter, translator, intelligence specialist, instructor, or combinations thereof.

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·Y, ALLOWANCES AND BONUS PERSONNEL ON OPERATIONAL STATUS (OP-34A) (CONT'D)

SSION BONUSES, MAROPS PERSONNEL

A mission bonus may be paid upon completion of a mission and upon receipt of a joint recommendation from NAD/CSS subject to oroval by Chief, SOG. The following levels will be indicated to determine the amount of the bonus·

/EL	CREW/TEAM MEMBER	OTC/ACTION TEAM LEADER	BOAT COMMANDER
	500	600	550
	1000	1200	1100
	2000	2400	2200
	4000	4800	4400

An individual extraordinary performance recognition award (EPR/A) of up to 700$VN may be paid upon receipt of a joint commendation by NAD/CSS and final approval by Chief, SOG.

RACHUTE/DIVING PAY, MAROPS PERSONNEL

Parachute pay (P/P and/or diving pay (D/P of 500$VN each may be paid to those personnel who complete the required training, ·t SOG qualifications, and do not receive such pay from another source See paragraph 1(8), Civilian Personnel Manual, Part II

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1Y, SALLOWANCES AND BONUSES VGS RATED CIVILIAN OPERATIONAL PERSONNEL OP-35

AY LEVEL	TITLE	BASE PAY	FAMILY ALLOWANCE	PER DIEM	TET BONUS	MONTHLY P/P	(OM/P) DAILY OPERATIONAL MISSION PAY
GS 1 thru GS 12	See Note(1)	See Note(2) (5)	See Note(2)	See Note(2)	See Note(2)	500$VN See Note(3)	150$VN See Note (4)

OTES:
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(1) VGS personnel employed by PRAIRIE FIRE serve in the capacities of interpreter, translator, intelligence specialist combinations thereof.
(2) Base Pay, Family Allowance, Per Diem and TET Bonuses are paid in accordance with Part 1, MACSOG Civilian Personnel Manual
(3) Authorized after completion of qualification training and while assigned to an Airborne Spike Team or Airborne HF platoon or company.
(4) Daily rate while on operational mission for any part of a day with ST or HF forces
(5) Operational Interpreters (ST's) will receive pay at VGS 12 grade and step level as determined by Part I, MACSOG Civilian Personnel Manual. Operational Interpreters (HF's) will receive pay at VGS 11 grade and step level as determined by Part I, MACSOG Civilian Personnel Manual

'NNEX 1 X to Incl 1 to Ltr, MACSOG, 1 May 67, Subj: Civilian Personnel Manual, Part II(0)

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\\,NCE ALLOWANCES AND BONUSES SCU INTERPRETERS OP-35

"EI/TRRPRETER/TRANSLATOR

\Y :VEI	TITLE	BASE PAY	STEP INCREMENT FOR EACH 52 WEEKS SERVICE (1)	FAMILY ALLOWANCE WIFE	FAMILY ALLOWANCE EACH CHILD	DAILY PER DIEM OFF 1-15 DAYS	DAILY PER DIEM NCO 1-15 DAYS	DAILY PER DIEM EM 1-15 DAYS	ALL CDS OVER 15 DAYS	TET BONUS	(3) P/P	DAILY OPERATIONAL MISSION PAY (OU/P)	(4) I/B
T ter- 1	Interpreter/Translator	11,900	520	455	325	-	-	-	-	See NOTE 2	500	150	9,000
T ter- 2	Interpreter/Translator	15,700	585	455	325	-	-	-	-	"	500	150	9,000
T ter- 3	Interpreter/Translator	17,300	690	455	325	-	-	-	-	"	500	150	9,000
T ter- 4	Interpreter/Translator	20,550	800	455	325	-	-	-	-	"	500	150	9,000

N((1)OTES: (1) One Step increment may be added to the base pay of all personnel for each year of satisfactory service to "OC
unt until a maximum of 10 Step increments have been added. A pay increase is thus affected on each year anniversary
of of the original contract until 10 increases are made.

(2) (2) TET Bonus will be based on the pay received by the individual the nearest pay period to TET, and will include

(a) Employment over one (1) year:
(1) 1/2 of scheduled months salary
(2) 1/2 of scheduled family allowance

(b) Employment under one (1) year:
(1) 1/4 of scheduled months salary
(2) 1/4 of scheduled family allowance

(3) (3) SCU interpreters will be paid P/P only upon completion of qualification training and while assigned to an
Air Airborne unit. All SCU interpreters are authorized Jump Pay with the exception of members of Hqs & Security Company.

(4) (4) "Inducement Bonus" will be paid after a full six months of operational service with a Reconnaissance Team
and and every six months thereafter of satisfactory service. A Pro rata share may be paid for personnel for whom
a d a death gratuity is paid and/or upon separation due to disabilities incurred in line of duty A Pro rata por-
tio tion is not payable for separation prior to completion of a full six months service for any other reasons

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PROPOSED PAY SCALE

', ALLOWANCES AND BONUSES SCU PERSONNEL OP-35

) RECON TEAMS - VN CIVILIANS (RT) (ECC X 16)

?FL	[T	TITLE	BASE PAY	STEP INCREMENT FOR EACH 26 WEEKS SERVICE (3)	FAMILY ALLOWANCE WIFE	FAMILY ALLOWANCE EACH CHILD	DAILY PER DIEM OFF 1-15 DAYS	DAILY PER DIEM NCO 1-15 DAYS	DAILY PER DIEM EM 1-15 DAYS	ALL GDS OVER 15 DAYS	TFT BONUS	(1) P/P	DAILY OPERATIONAL MISSION PAY (OMA)	L/P
1	2n	Team Member Trainee	3,250	325	455	325	-	-	-	-	See NOTE	500	150	-
2	2c	Team Leader Trainee	5,200	520	455	325	-	-	-	-	5	500	150	-
3	2r	Team Member	5,850	585	455	325	-	-	-	-	"	500	150	9,000
4	2c	Asst Team Leader	6,900	690	455	325	-	-	-	-	"	500	150	12,000
5	2a	Team Leader	8,500	800	455	325	-	-	-	-	"	500	150	12,000

ON TEAMS ARVN MILITARY (ARVN) (ECC X 16)

1	1	0r	Team Mbr Trainee (All Gds)	-	-	-	-	350	200	200	80	-	-	150	-
1	2	1r	Team Ldr Trainee (Off)	-	-	-	-	350	200	200	80	-	-	150	-
1	3	2r	Team Member (All Gds)	-	-	-	-	350	200	200	80	-	-	150	-
1	4	2a	Team Leader (Officer)	-	-	-	-	350	200	200	80	-	-	150	-

AIRIELL FIRE/SALEM HOUSE ARVN LIAISON SERVICE PERSONNEL

/SH LEHAISON SERVICE PERSONNEL	-	-	-	-	350	200	200	80	-	-	-	-

PLOITATION FORCE SCU (ECC X17)

1	1	PVT or PFC	5,100	200(3)	400	110	-	-	-	-	See NOTE	500	150	-
2	a1	Corporal	5,400	200(3)	400	110	-	-	-	-	5	500	150	-
3	a1	Corporal First Class	5,600	250(3)	400	110	-	-	-	-	"	500	150	-
4		MSG	6,200	250(3)	400	110	-	-	-	-	"	500	150	-
5	rs	MSG First Class	6,400	250(3)	400	110	-	-	-	-	"	500	150	-
6	t	Warrant Officer	7,400	300(3)	400	110	-	-	-	-	"	500	150	-
7	(	Lt 2nd Class	8,200	350(3)	400	110	-	-	-	-	"	500	150	-
8	s1	Lt First Class	8,500	400(3)	400	110	-	-	-	-	"	500	150	-

NOTE 3 (1) . Unit. will be paid P/P only upon completion of qualification training and while assigned to an Airborne units are authorized Jump Pay with the exception of members of HQS & Security Company

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