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MACSOG DOCUMENTATION STUDY (U)
ANNEX R

TO

APPENDIX B

ILLUSTRATIVE INDIGENOUS CIVILIAN PERSONNEL REGULATIONS

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TS 800

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.

MACSOG Dir 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

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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 employees 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.)

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(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 TCSOG/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

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 contained 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 award 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

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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 retained 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.

i. 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. Separations for cause. The following procedures will be used when an employee is separated for cause. All actions outlined in this paragraph, except sub-paragraph 8, should be accomplished on the same day that 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 4.

(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", "VIOLATION OF (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 16).

(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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(c) Indicate whether or not a certificate of release was 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.

ANNEX B

(4) Complete comment 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.

i. 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.

ANNEX B

PAY AND LEAVE ADMINISTRATION

1. GENERAL. The provisions of this annex will be applied when initiating, discontinuing, or computing pay and allowances or leave for local national employees hired under the provisions of ANNEX A.

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 basic 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.

ANNEX C

(6) Procedure for paying overtime is contained in MACSOG Dir 37-2.

c. Night shift differential pay.

(1) Employees regularly assigned to night shift work within the regularly scheduled work week will be paid 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.

d. 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.

e. English language differential.

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

EXC

is necessary for the proper performance of the duties of a specific position and if the employee, recruited for or assigned to the position, qualifies by passing an appropriate English language test. The English language test will be prepared and given by the local command. The differential is computed at 10% of the fourth step rate of each grade rounded to the nearest tenth of a piaster, and is shown in the schedules opposite each grade. (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.

ANNEX C

(b) For employment of less than one year: 1/12th of the bonus value for each month of service or fractional part of a month of 15 or more calendar days. Fractional parts of a month of less than 15 days shall be disregarded. For example, if Tet falls on February 17, and an employee is hired on March 17 of the preceding year, then that employee would be entitled to 11/12ths of a month's pay, family allowances, and language 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.

ANNEX C

j. Monthly high cost of living allowance. Only SG rated employees are authorized a High Cost of Living Allowance of 500 $VN per month. This will be paid on the monthly payroll under a separate column headed "HCL".

k. Special laundry allowance.

(1) Personnel serving as guards under ECC x 13 and special security 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

attempt to ensure that meals and quarters are available to TDY visitors.

(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.

ANNEX C

(3) Payment for disabilities other than those shown will be determined by this headquarters. All disability payments require prior approval from this headquarters.

(4) See Appendix 22 for computation 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-

ANNEX C

of-kin or beneficiary, 5,000 $VN will be paid to the next-of-kin or beneficiary for memorial services. A receipt will be obtained for the money from the person to whom it is paid.

(c) If the body is recovered but cannot be delivered to the next-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

b. Sick leave. Sick leave will be granted permanent employees when they are physically incapacitated for work; for medical, dental, or optical examination or treatment; for absence because of quarantine or job connected injury.

(1) Sick leave will be accrued at the rate of four (4) hours per bi-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

fifty percent (50%) of the basic rate of compensation and regular cash allowances and differentials.

d. Leave without pay. Leave without pay is a temporary period of absence in a non-pay status granted by the supervisor at the employee's request, usually as the result of insufficient 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

request is in writing, the approval is in writing, and a copy is provided the civilian personnel 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

MACSOG Pf: .3

Tờ Bảo Lãnh

GUARANTEE

Tôi — Cấp bậc
I — *rank*

Hiện phục-vụ tại
presently serving at

Sinh ngày — tại
born on — *at*

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

Đồng lòng Bảo-Lãnh 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 về hạnh-kiểm và hành-vi hoặc hành Động trái với luật-l
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 Viet-Nam

Chữ ký của người xin việc
Applicant's signature

Chữ ký của người Bảo-Lãnh
Sponsor's signature

Chứng nhận chữ-ký trên đây của Ông
Chức-vụ — hiện công 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 employee
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 Servants to certify,
chức Cơ-quan Chính-phủ bảo-đảm.

MACSOG Form 670-10
November 1968
APPENDIX 1

Mẫu số 3

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 thường-lệ năm 196__

_____, ngày _____

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 thường-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 thường-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 thường-lệ năm 196__

_____, ngày _____

(Xin xem phía sau)

This is a two page form printed in six segments.

APPENDIX 2

APPENDIX 3

CHỨNG-CHỈ
HỢP-LỆ QUÂN-DỊCH

VIỆT NAM CỘNG HÒA
BỘ QUỐC PHÒNG
NHA ĐỘNG VIÊN

PHÒNG_____

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 DỊCH

CHỨNG CHỈ NÀY CÓ HIỆU LỰC ĐẾN HẾT NGÀY

KBC._____ ngày_____

Số:_____/

MẪU 26.10.67 QĐ-772 (THAY THẾ MẪU QĐ. 772 NGÀY 27.9.66 VÀ MẪU QĐ. 726 NGÀY 30.6.66)

8.69. TTALAP. Q. 1002 - A

Draft Information Certificate

IAGSOAI DF 650-2

APPENDIX 4

CHỨNG-CHỈ
HỢP-LỆ QUÂN-DỊCH

VIỆT-NAM CỘNG-HÒA
BỘ QUỐC-PHÒNG
BỘ TỔNG THAM-MƯU QLVNCH

Họ, Tên _____ Số quân _____

Ngày và nơi sinh _____

Cha _____ Mẹ _____

Thẻ căn cước số _____ cấp tại _____ ngày _____

Địa chỉ _____

Văn bằng _____ Tài nguyên _____

TÌNH TRẠNG QUÂN DỊCH :

CHỨNG CHỈ NÀY CÓ HIỆU LỰC ĐẾN HẾT NGÀY

KBC. _____

Số: _____/

SAMPLE

Mẫu 28.10.67 QĐ-771 (THAY THẾ MẪU QĐ. 770 NGÀY 27.6.65 VÀ MẪU QĐ. 771 NGÀY 27.6.65)

12.67.TTALAP. Q. 1002

Medical Deferment Certificate

UNCLASSIFIED

APPENDIX 5

Tham-chiếu: _____

VIỆT-NAM CỘNG-HÒA

CHỨNG-CHỈ GIẢI-NGŨ

Số _____/

_____

chứng nhận:

_____ số 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

CD-14

(PAY RECORD)

MACSOG Form 690-11 May 1969

APPENDIX 6

BENEFICIARY DESIGNATION
GIAY UY QUYEN

NAME:
Hq va Ten:

ALIAS:
Bi-danh:

PRESENT POSITION:
Cuong-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: (Hq 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 tu-

by_____
tran trong khi phuc-vu cho

_____
Signature
Chu ky nguoi xin vioc

MACSOG Form 690-13
April 1969

APPENDIX 7

MACSOG Dir 690-2

STATEMENT OF VERIFICATION

_____ (DATE)

1. _____ (Name) has presented the documents listed below for inclusion in his/her 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

Ảnh
Photo

1. THẺ KIỂM TRA SỐ (ID CARD NO)	2. NAME (HỌ VÀ TÊN)
3. THẺ VÀO CỬA SỐ (PASS NO)	4. ĐỊA CHỈ (ADDRESS)
5. QUÂN SỐ (DRAFT CARD NO)	6. NGÀY VÀ NƠI SINH (DATE + PLACE OF BIRTH)
7. CHỮ KÝ (SIGNATURE)	8. TÌNH TRẠNG QUÂN DỊCH (MOBILIZATION STATU

TÌNH TRẠNG HÀNH CHÁNH (PERSONNEL STATUS RECORD)

Đơn vị / Unit	CHỨC VỤ Job Title	CẤP CHUẨN THỨC Auth Gr	CẤP BẬC Grade / Step	LƯƠNG HIỆN HƯỞNG Wk Pay	PHỤ CẤP Allowances	LƯƠNG CĂN BẢN Wk Pay	NGÀY Date	GHI CHÚ Remarks

MACSOG Form 690-9 May 1969

APPENDIX 9

(PART 2)

Chú ý : Tất cả điều khoản nêu trong phần lý-lịch này phải được giải thích rõ ràng. Nếu điều khoản nào không có sự dụng bỏ trống mà phải ghi "không áp dụng" hay "không có" và các lời khai này còn được ký tên.

Instruction : All items in this Personal Record Questionnaire must be filled completely and clearly. If question does not apply, do not leave the space blank but write "Not applicable" or "none". All these declarations are subject for a clearance.

I— LÝ-LỊCH

I— BIOGRAPHICAL INFORMATION :

11/ Lý-lịch đương sự :

11/ *Subject's biographical information :*

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 dịch, trừ bị, đồng hóa) _____
Military status (active, reserve, assimilated)

Chức vụ hiện tại hay xin 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 tân, từ năm nào) _____
Religion (original or converted, date of conversion)

Học lực bằng cấp _____
Education, degree

Thành phần xã-hội _____
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 _____
Present residence

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

APPENDIX 10
MACSOG Form 690-4
October 1968

13/ [illegible]

[illegible]

11- QUÁ TRÌNH HỌC TẬP CỦA [illegible]

Từ số tuổi giáo (từ lứng với các Cấp Tiểu học, Trung học, Đại học và sau Đại học) đến tận số tuổi của Cấp Lập giờ theo các khoảng thời gian :

21/ Học vấn (Trường và Cấp học)

11- EDUCATION ACTIVITIES IN THIS PLACE :

State specifically dates, occupations and residences from age of age to date :

21/ Education (High Schools and Colleges)

Thời gian Dates	Các lớp học và danh hiệu Trường, số. Courses and Schools attended	Tên các Giáo sư, Giảng viên Bạn học cùng lớp Names of Professors, Teachers and classmates	Địa chỉ được có trong thời gian theo học Subjects studied while attending school

22/ NGHỀ NGHIỆP :

22/ EMPLOYMENT

Thời gian Dates	Các nghề nghiệp và danh hiệu của mỗi, tổ chức đã làm Positions held and titles of public or private organizations served	Tên các Giám đốc, Chủ nhiệm, Bạn học cùng lớp và Chỉ huy của bộ phận đó Names of supervising officials, colleagues and class leaders	Địa chỉ được có trong thời gian làm việc Subjects studied while attending these organizations

(PART II)

23/ [illegible]

23/ RELATIONSHIP TO OTHER PERSONS (Father, Mother, Relatives or Social)

Tuổi giờ Date		Tên các tổ chức, đoàn thể mà người bị hiện là hội viên Names of the [illegible]	Địa chỉ được sự trong thời gian hoạt động Subject's address [illegible]

24/ GIAO THIỆP BẠN 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 LIÊN 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 biết 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

MACSOG DIR 6950.2

26/ Dịch rõng cho quân nhân trong thời gian phục vụ trong Quân lực Việt Nam Cộng hòa, thay vì ghi địa chỉ thường trú.

26/ Use this to record for military personnel serving the RVNAF, rank, number and unit

Cấp bậc Rank	Họ và tên Full name	Quân số hay số quân Rank or number	Đơn vị phục vụ Unit

III—LIÊN HỆ GIA ĐÌNH :

31/ Thân quyến trong gia-đình (ghi theo thứ tự trong gia-đình như cha mẹ vợ, Anh em vợ, Là con cô, chú, bác, dì, cậu v.v...)

III—FAMILY RELATIONSHIP

31/ Subject's parentage (List all members in the family such as father and mother, brothers and sisters, cousins, uncles, aunts etc . . .)

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

(PART III)

32/ THÂN QUYẾN PHỤC VỤ QUÂN ĐỘI HAY CƠ QUAN HÀNH CHÁNH :

Kê tất cả thân quyến (bên nội, bên ngoại, bên vợ) đang phục vụ trong QLVNCH, Cảnh Sát, Dân Vệ hoặc cơ quan hành chánh.

32/ *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 thứ Family member	Họ và tên Full name	Tuổi Age	Cấp bậc và chức vụ Occupation and present address	Địa chỉ hiện tại Present address

33/ THÂN QUYẾN Ở BẮC VĨ TUYẾN HAY MẤT TÍCH :

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

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

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

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

Q.[illegible] Cha [illegible] ở đâu, cô [illegible] cách [illegible] cây số
Where is your [illegible] (original) [illegible] far from the city?

Q. Cha mẹ [illegible] vợ hay chồng] ở đâu, cách đô thị bao nhiêu cây số và có về
thì [illegible] cha mẹ, vợ (chồng) thường [illegible]. Hàng tháng hay [illegible] về
thì [illegible] một lần (tức là bao nhiêu tháng) ?
Where is your [illegible] (original) place? How far from the city?
How often do you go to see them? (frequently, monthly or longer than that?)

Ghi thêm những điều mà đương sự muốn khai thêm (nếu có).
Other miscellaneous biographical data and comments (if any)

Tôi xin đoan những điều khai trên đây đều xác thực, đầy đủ được kê khai theo sự hiểu biết của tôi, và do sự tự do chứ không bị một áp lực nào về tinh thần hoặc thể chất. Vì vậy nếu có điều gì man trá, tôi xin hoàn toàn chịu trách nhiệm./.
I hereby certify that the above declarations are true and complete to the best of my knowledge and have been made with my freedom and under no physical or mental oppression. So I fully take the responsibilities of these declarations made by me./.

Làm tại _____ ngày _____
At *date*

Đương sự (ký tên)
Subject's signature

XIN SƯU-TRA
LÝ LỊCH

Họ và tên

Ngày sinh

Nơi sinh

Cao ... Nặng ... kg

Tóc

Mắt

Số căn-cước

Ngày và nơi cấp

Cơ quan lập thẻ

Phân loại

Số của cơ quan lập thẻ

Thay thẻ số

Cơ quan xin sưu-tra

1. Ngón cái mặt	2. Ngón trỏ mặt	3. Ngón giữa mặt	4. Ngón áp út mặt	5. Ngón út mặt
6. Ngón cái trái	**7. Ngón trỏ trái**	**8. Ngón giữa trái**	**9. Ngón áp út trái**	**10. Ngón út trái**

Ấn khi ngón tay trái một lượt

Việc chữa phân loại

Việc chữa sưu tra { Danh Lầy : / Chỉ bàn :

Ngón cái trái	Ngón cái mặt

Ấn khi ngón tay mặt một lượt

TCSOG/477

APPENDIX 11

MACSOG Dir 690-7

SCHEDULE

1. TO:

2. DATE:

3. NAME TRACE ACTION:

4. REGISTRATION ACTION:

Request a file check be conducted concerning the following personality:

5. NAME:

6. AKA:

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
APPENDIX 12

MACSOG DD: (690-2)

CIVILIAN EMPLOYEE PERSONNEL ACTION (CPA)	1. DATE	2. Cog. No.
3. TO: CHIEF, SOG, ATTN: MACSOG-PA APO 96222	FROM:	

4. Following Personnel Action Requested (Check appropriate block)

APPOINTMENT [ ] PROMOTION [ ] TRANSFER [ ] TERMINATION [ ]

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
APPENDIX 13

MACSOG Dir 690-2

SUBJECT: Request Security Check DATE:_____

TO: MACSOG-PA (CHO)
APO 96222

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

NAME	CTD 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

MACSOG Dir [illegible]

TABLE OF OFFENSES AND PENALTIES

WR - Written Reprimand
S - Suspension
R - Removal

OFFENSE	ACTIONS			EXPLANATION
	1st Offense	2d Offense	3d Offense	
1. Insubordination				
a. Minor	WR	S	R	Deliberate delay or failure t.. carry out assigned work or i.. structions 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 acute.

APPENDIX 15

OFFENSE	ACTION 1st Offense	ACTION 2d Offense	ACTION 3d Offense	EXPLANATION
4. Careless 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.
6. 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

OFFENSE	ACTIONS			EXPLANATION
	1st Offense	2d Offense	3d Offense	
7. False statements, misrepresentations.	S/R	R		Deliberate misrepresentations, fraud, falsification, exaggeration, 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.

APPENDIX 15

OFFENSE	ACTIONS 1st Offense	2d Offense	3d Offense	EXPLANATION
12. Defamation.	S/R	R		Knowingly making false or malicious statements, or unauthorized disclosures 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

OFFENSE	ACTIONS			EXPLANATION
	1st Offense	2d Offense	3d Offense	
Theft, actual or attempted, or actual taking and carrying away government property or property of others.	WR-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.