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MACSOG DOCUMENTATION STUDY (U)  
ANNEX R

TO  
APPENDIX B

ILLUSTRATIVE INDIGENOUS CIVILIAN PERSONNEL REGULATIONS

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Annex R to  
Appendix B

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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 PERSONNELRECRUITMENT 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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Tab A to Annex R

TO Appendix B

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FOR THE CHIEF, SOG.



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Hiring Local National Personnel Chief, Pers & Admin Div
- B. Personnel Actions
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DISTRIBUTION:

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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 persons 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. PROCEDURESa. 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 TCSQG/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 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 SCG Security, will be forwarded by safe hands to the Unit  
CPO. The envelope containing the derogatory information will not be  
opened by local officials.

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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 withheld 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 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

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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 of 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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MACSOG Form 690-7

- c. Separation for cause. The following procedures will be used if 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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MACSOG Form 690-1

INCOMPETENCY", "PROFICIENT" or "Other" (see item 14) ( )  
 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):
    - (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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## MACSOG Form 690-2

- (a) 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.

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MACSOG D. 690-1

- (4) Complete comment 2 on MACSOG Form 690-5
  - (5) Prepare Certificate of Reduction in Force (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) Complete 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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ANNEX C

1. GENERAL The provisions of this Annex will be applicable to all employees, except those who are compensated on a per diem basis for local national employment under the provisions of AR 600-10.

2. PAY AND ALLOWANCESa. 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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UNCLASSIFIED1. Time (9-7)

(1) Procedure for paying overtime is found in MACSOG Dir 37-2.

2. Minimum overtime pay

- (1) Employees are entitled to pay and benefits for work in excess of the regular schedule work week (all hours at 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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... of the ...  
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 ... of the ...  
 ... of the ...  
 (See ... 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 1E.
- (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.

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MACSOG Dir 690-2

(b) For each day of absence of 1 1/2 or more days, the value for each month of absence shall be calculated as a percentage of the employee's pay. For example, if the absence is 17 days, and an employee is paid on 17 days in a 30 day month, then that employee would be entitled to 17/30 of the monthly pay, family allowance, and large go differential, if any.

(2) Tet bones 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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- j. Laundry allowance
- Personnel serving as guards, etc. EOC 15 and special forces personnel who require special uniforms will be granted a laundry allowance of 200 \$/VN per month to properly maintain these uniforms.
- k. Special laundry allowance
- (1) Personnel serving as guards, etc. EOC 15 and special forces 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

## ANNEX C

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... of to ... ( ... ) ... to  
 TDY ...

- (3) Pay ... not ... ( ... ) ... are ... in ...  
 training or field operations.
- (4) See Appendix 19 for ... pay ...

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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PERSONNEL

(3) 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.

(4) See Appendix 28 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-

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MOROS Do 650 2

of 10,000 \$VN will be paid to the next-of-kin or beneficiary, locally purchased of a casket to cost more than 10,000 \$VN as authorized

- (c) If the body is recovered but cannot be delivered to the next-of-kin or beneficiary, local purchase of a casket to cost more than 10,000 \$VN as authorized
- (d) If the body is delivered to the next-of-kin or beneficiary in a casket purchased by SOG, and 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

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- b. Sick leave. Sick leave shall be available to employees who are unable to perform their regular job duties because of illness, injury, or other physical condition, or approved absence for other reasons, for a limited period of time as defined in the job contract or policy.
  - (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, respectively 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



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request is available, the employee shall be allowed to work from home if the employee is provided the appropriate office equipment and facilities. The employee shall be allowed to work from home if the employee is provided the appropriate office equipment and facilities.

(3) Unsafe or 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 officials in-charge may change absence without leave to absence with leave.

ANNEX C

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C. I. I.

Họ tên: \_\_\_\_\_  
 Sinh ngày: \_\_\_\_\_  
 tại: \_\_\_\_\_  
 con Ông: \_\_\_\_\_ và Bà: \_\_\_\_\_  
 conf./daughter of Mr \_\_\_\_\_ & Mrs \_\_\_\_\_  
 Ông/cha tôi là \_\_\_\_\_  
 agreed to guarantee the \_\_\_\_\_  
 of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Mr. Mrs. \_\_\_\_\_  
 Sinh ngày: \_\_\_\_\_  
 tại: \_\_\_\_\_  
 con Ông: \_\_\_\_\_ và Bà: \_\_\_\_\_  
 Son/daughter of Mr \_\_\_\_\_ & Mrs \_\_\_\_\_  
 thẻ căn cước: \_\_\_\_\_ cấp tại \_\_\_\_\_ ngày \_\_\_\_\_  
 ID card No \_\_\_\_\_ issued by \_\_\_\_\_ at \_\_\_\_\_  
 hiện cư ngụ tại \_\_\_\_\_  
 presently residing at \_\_\_\_\_  
 đương cư là \_\_\_\_\_ của tôi  
 Is my \_\_\_\_\_

Tôi xin chịu trách nhiệm và hậu quả, liên hệ to, chính Q, ng tại và liên  
 I shall be responsible for life or constant and all acts against the current laws of the Government,  
 hiện-hành của Cộng-Hoa Việt-Nam Cộng-Hoa của Qng  
 Republic of Vietnam

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 \_\_\_\_\_  
 Chứng nhận chữ ký trên đây của Bà \_\_\_\_\_  
 Làm tại \_\_\_\_\_ ngày \_\_\_\_\_ tháng \_\_\_\_\_ năm 1968

**GHI CHÚ:** Người xin làm thợ hoặc nhân công thường phải có hai (2) đơn Quan Liệc Lũc Cộng-  
**REMARKS:** Worker or skilled worker should be certified by a H.C.O. or a Government official or  
 chức Co-quan Cảnh-Sat bảo-đảm.  
 -Xin làm nhân-viên Văn-Phòng, Tổng-dịch-viên phải có hai (2) đơn Quan Liệc Lũc Cộng-  
 -Office Staff or Interpreter should have a Officer or a Civil Servant to certify.  
 chức Co-quan Cảnh-sat bảo-đảm.

MACSOG Form 670-10  
 November 1968  
 APPENDIX 1

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Mẫu số 4

CỦI ĐÉ LẠI

Số \_\_\_\_\_

Nhà chức-trách ký tên dưới đây  
chứng-nhận ở \_\_\_\_\_  
Thẻ căn-cước (hay giấy khai-sinh) số \_\_\_\_\_  
ngày \_\_\_\_\_  
Cấp tại \_\_\_\_\_  
Sinh năm \_\_\_\_\_ tại \_\_\_\_\_  
Con của \_\_\_\_\_  
và của \_\_\_\_\_  
Cư ngụ \_\_\_\_\_  
có nộp giấy lược-giải cá-nhân về vụ kiểm-tra  
thương-lệ năm 196 \_\_\_\_\_  
\_\_\_\_\_ ngày \_\_\_\_\_

Mẫu số 5

Nhà chức-trách ký tên dưới đây  
chứng-nhận ở \_\_\_\_\_  
Thẻ căn-cước (hay giấy khai-sinh) số \_\_\_\_\_  
ngày \_\_\_\_\_  
Cấp tại \_\_\_\_\_  
Sinh năm \_\_\_\_\_ tại \_\_\_\_\_  
Con của \_\_\_\_\_  
và của \_\_\_\_\_  
Cư ngụ \_\_\_\_\_  
có nộp giấy lược-giải cá-nhân về vụ kiểm-tra  
thương-lệ năm 196 \_\_\_\_\_  
\_\_\_\_\_ ngày \_\_\_\_\_

P

Mẫu số 3

CỦI ĐÉ LẠI

Số \_\_\_\_\_

Nhà chức-trách ký tên dưới đây  
chứng-nhận ở \_\_\_\_\_  
Thẻ căn-cước (hay giấy khai-sinh) số \_\_\_\_\_  
ngày \_\_\_\_\_  
Cấp tại \_\_\_\_\_  
Sinh năm \_\_\_\_\_ tại \_\_\_\_\_  
Con của \_\_\_\_\_  
và của \_\_\_\_\_  
Cư ngụ \_\_\_\_\_  
có nộp giấy lược-giải cá-nhân về vụ kiểm-tra  
thương-lệ năm 196 \_\_\_\_\_  
\_\_\_\_\_ ngày \_\_\_\_\_

SAM

Mẫu số 5

BIÊN-NHẬN SỐ \_\_\_\_\_

Nhà chức-trách ký tên dưới đây  
chứng-nhận ở \_\_\_\_\_  
Thẻ căn-cước (hay giấy khai-sinh) số \_\_\_\_\_  
ngày \_\_\_\_\_  
Cấp tại \_\_\_\_\_  
Sinh năm \_\_\_\_\_ tại \_\_\_\_\_  
Con của \_\_\_\_\_  
và của \_\_\_\_\_  
Cư ngụ \_\_\_\_\_  
có nộp 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

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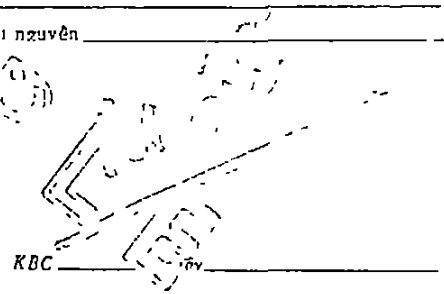
ĐƠN ĐĂNG KÝ QUÂN DỊCH

# CHỨNG-CHỈ HỢP-LỆ QUÂN-DỊCH

VIỆT NAM CỘNG HÒA  
BỘ QUỐC PHÒNG  
NHÀ ĐỀ G VẤN  
PHÒNG \_\_\_\_\_

Họ, Tên \_\_\_\_\_ Số quân \_\_\_\_\_  
 Ngày và nơi \_\_\_\_\_  
 Cha \_\_\_\_\_ Mẹ \_\_\_\_\_  
 Thẻ căn cước số \_\_\_\_\_ cấp tại \_\_\_\_\_ ngày \_\_\_\_\_  
 Địa chỉ \_\_\_\_\_  
 Văn bằng \_\_\_\_\_ Tài nguyên \_\_\_\_\_

TỈNH TP. HÀ NỘI



CHỨNG CHỈ NÀY CÓ HIỆU LỰC ĐẾN HẾT NGÀY

58 \_\_\_\_\_

QUỐC LÃ  
28 10 67 QĐ-772 (THAY THẾ MẪU QĐ 772 NGÀY 27 9 65 VÀ MẪU QĐ 726 NGÀY 30 6 65)

6 01 77ALAT 0 1007 - A



# CHỨNG CHỈ HỢP-LỆ QUÂN-DỊCH

MIỀN-NAM CÔNG-ĐOÀN  
ĐIỀU-TRỊ  
BỘ TỔNG THAM-MUỘT QL-VNCH

Họ, tên \_\_\_\_\_ Số quân \_\_\_\_\_  
 Ngày và nơi sinh \_\_\_\_\_  
 Cha \_\_\_\_\_ Mẹ \_\_\_\_\_  
 Thẻ căn cước số \_\_\_\_\_ cấp tại \_\_\_\_\_ ngày \_\_\_\_\_  
 Địa chỉ \_\_\_\_\_  
 Văn bằng \_\_\_\_\_ Tài nguyên \_\_\_\_\_

TỈNH TP QUÂN DỊCH

CHỨNG CHỈ NÀY CÓ HIỆU LỰC ĐẾN HẾT NGÀY

KBC

Số \_\_\_\_\_

VIỆT-NAM GIẢI-NGŨ

**CHỨNG-CHỈ GIẢI-NGŨ**

Tham-chiếu \_\_\_\_\_

chứng nhận: \_\_\_\_\_

tại \_\_\_\_\_ quận \_\_\_\_\_ tỉnh \_\_\_\_\_ ngày \_\_\_\_\_

và bà \_\_\_\_\_

Nhập ngũ vào QUÂN-LỰC VIỆT-NAM GIẢI-NGŨ ngày \_\_\_\_\_

đã được giải-ngũ ngày \_\_\_\_\_

lý do: \_\_\_\_\_

Đương-sự khai vé cư-ngụ tại \_\_\_\_\_

K.R.C. \_\_\_\_\_

APPENDIX 5

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(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

MACSOG Form 690-11 May 1969

APPENDIX 6

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MACSOG Form 690-13  
April 1969

No. 1.  
Họ và tên:

Alias.  
Bi-alias

PRESIDENT POSITION.  
Cương-vị hiện tại:

DATE OF BIRTH:  
Ngày sanh.

PRESIDENT RESIDENCE.  
Địa-chỉ hiện tại:

MARITAL STATUS:  
Gia-canh:

ID CARD NO:  
The can-cuoc so:

\_\_\_\_\_  
DATE  
Ngày

I \_\_\_\_\_ do hereby designate \_\_\_\_\_  
Name of Employee Full Name ID Card No.  
Tên họ tên duoi: (Họ và tên nhân-viên) uy-quyen cho (Họ và tên, số thẻ

\_\_\_\_\_ beneficiary who is my \_\_\_\_\_  
Address la nguoi thua-ke cua toi Relationship  
can-cuoc, địa-chỉ hiện tại) Lien-he gia-dinh

to receive all pay and allowances due me in the event of my death while employed  
nhận lãnh tất cả lương và phụ-cấp mà tôi có quyền được hưởng, trong trường-hợp tôi :

by \_\_\_\_\_  
trên trong khi phục-vụ cho

\_\_\_\_\_  
Signature  
Chữ ký người xin việc

MACSOG Form 690-13  
April 1969

APPENDIX 7

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UNCLASSIFIED

MACSOG Form 690-5

SI 111 10 0 V. 710 10 10

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(Name) has provided the documents listed below for processing in  
his personal file at this office.

Check Only Applicable Items

- \_\_\_\_ GVN (American Identification Card (return to applicant, do not file)  
Card Number \_\_\_\_\_
- \_\_\_\_ Birth Certificate of Applicant
- \_\_\_\_ Other Identification (specify) \_\_\_\_\_
- \_\_\_\_ Local Police Check
- \_\_\_\_ To Bao Dan (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

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PAGE 1

Ảnh Photo	1. SỐ QUÂN (SERVICE NO)	2. HỌ TÊN (NAME)
	3. NGÀY QUÂN (DATE)	4. QUÂN QU (GRADE)
	5. QUÂN QU (UNIT/COMP)	6. ĐỊA ĐIỂM (LOCATION)
	7. CHỮ KÝ (SIGNATURE)	8. CHỖ ĐÓNG CHỮ (STAMP)

TÌNH TRẠNG HẠNH CHUYỂN (PERSONNEL STATUS RECORD)

STT	CHỨC VỤ	QUÂN HẠNH	CHỖ	THỜI GIAN	PHỤ CẤP	CHỖ	THỜI GIAN	PHỤ CẤP
No	Job Title	Rank	Comp	Start Day	Allowance	Loc	End Day	Rate

NAVSOG Form 690-9 May 1969

APPENDIX 9

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Handwritten notes and markings at the top of the page, including a circled '1' and various illegible characters.

11/ Subj's info

Họ và tên \_\_\_\_\_ bí danh \_\_\_\_\_  
 Full name \_\_\_\_\_ Alias \_\_\_\_\_  
 Cấp bậc \_\_\_\_\_ Số quân \_\_\_\_\_  
 Rank \_\_\_\_\_ Service Number \_\_\_\_\_  
 Tỉnh hoặc quê ở quê (chỉ địa phương, địa phương, hoặc địa phương) \_\_\_\_\_  
 District or state (only local or local, or local)  
 Chức vụ hiện tại (nếu có) \_\_\_\_\_  
 Present position or position if set for \_\_\_\_\_  
 Ngày và nơi sinh \_\_\_\_\_  
 Date and place of birth \_\_\_\_\_  
 Chính 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 (Chỉ rõ ngày, tháng, năm) \_\_\_\_\_  
 Religion (Specify date of conversion, etc.) \_\_\_\_\_  
 Học học bằng cấp \_\_\_\_\_  
 Education degree \_\_\_\_\_  
 Thành phần xã hội \_\_\_\_\_  
 Social composition \_\_\_\_\_  
 Gia đình (Số tên họ có vợ) \_\_\_\_\_  
 Married status (Specify name of wife) \_\_\_\_\_  
 Căn cước số \_\_\_\_\_ Cấp tại \_\_\_\_\_ ngày \_\_\_\_\_  
 Identity Card No. \_\_\_\_\_ Issued by \_\_\_\_\_ Date \_\_\_\_\_

Ảnh 4 x 6  
cũ  
Đường 10  
Picture 4 x 6

12/ LÝ LỊCH VỢ HUSBAND'S INFO

12/ Subj's wife or husband's info

Họ và tên \_\_\_\_\_ bí danh \_\_\_\_\_  
 Full name \_\_\_\_\_ Alias \_\_\_\_\_  
 Ngày và nơi sinh \_\_\_\_\_  
 Date and place of birth \_\_\_\_\_  
 Họ và tên Cha Mẹ \_\_\_\_\_  
 Name 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  
MAGSOS Form 690-4  
October 1968

21/1  
 21/1  
 21/1

Title Date	Description of the Case	Amount of the Case	Number of Cases

22/1  
 22/1

Title Date	Description of the Case	Amount of the Case	Number of Cases



UNCLASSIFIED

1

( ) ( ) ( )

27/

23/

--	--	--

**24/ GIỚI THIỆU 1/14 BỊ DƯ**

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

**24/ FRIENDSHIP**

List of 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	Họ và tên Occupation	Địa chỉ hiện tại Present address

**25/ TIỀN LỊCH ĐƯỢC QUẢN LÝ VÀ LÀ 7/11 NIKK**

Từ trước (từ nay được) sẽ có là cơ quan an-ninh (Hải-quân, Cảnh-sát, Công an v.v...) bất kể là ở đâu từ 1 năm trở lại đây, nếu có hãy kê 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 yes, state all details as follows :

Ngày tháng năm bị bắt Dates of arrest	Lý do Reasons	Tên và địa chỉ hiện tại của nhân chứng am hiểu sự vụ Name and present address of those who know the circumstances	Biện pháp xử lý của cơ quan an ninh Measures applied by the security authorities

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20/10/1971

20/10/1971

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3/1/72

3/1/72 This is a copy of a letter from the family of a child who has been adopted by the Government of the United Kingdom.

3/1/72

3/1/72 This is a copy of a letter from the family of a child who has been adopted by the Government of the United Kingdom.

Name of family member	Date of birth	Sex	Place of birth	Date of entry into the country

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PAGE OF DATA 2

32/ THÂN QUÂN TRONG QUÂN LỰC QUẢN LÝ QUÂN SỰ  
 (Relative in the armed forces of the RVN)  
 32/ THÂN QUÂN TRONG QUÂN LỰC QUẢN LÝ QUÂN SỰ  
 (Relative in the armed forces of the RVN)

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

33/ THÂN QUÂN TRONG QUÂN LỰC QUẢN LÝ QUÂN SỰ  
 (Relative in the armed forces of the RVN)  
 33/ THÂN QUÂN TRONG QUÂN LỰC QUẢN LÝ QUÂN SỰ  
 (Relative in the armed forces of the RVN)

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

34/ THÂN QUÂN Ở TỈNH MIỀN BẮC  
 (Relative living north of the parallel (17th) or military)  
 34/ THÂN QUÂN Ở TỈNH MIỀN BẮC  
 (Relative living north of the parallel (17th) or military)

Ngôi sao Family member	Họ và tên Full name	Tuổi Age	Nơi sinh sống và địa chỉ hiện tại Occupation and present address	Lý do tại sao không di chuyển về miền Nam Reason why living in the north or military

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1.0 5.0 0.0 0.0

1.0 5.0 0.0 0.0

1.0 5.0 0.0 0.0

Q. ...  
A. ...

Chữ viết tay của người bị hỏi, có thể là của người khác (nếu có).  
Other handwritten or typewritten data and signatures (if any)

The sum total of the data shown on this page shall be the sum of the data shown on this page and the data shown on the other pages of this document.

I hereby certify that the above declaration are true and correct to the best of my knowledge and belief made on this day and under no physical or mental compulsion. So I fully take the responsibility of this declaration made by myself.

Lên tay \_\_\_\_\_ ngày \_\_\_\_\_  
Đương Uy (Phụ tá)  
Subject's signature

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MAGSOG Form 690-3

SECRET

1. NO:

2. DOB:

3. PLACE OF BIRTH:

4. REGISTRATION NUMBER:

5. PLACE: 6. PLACE: 7. STATE:

8. MFCB:

9. NAME OF FATHER:

10. NAME OF MOTHER:

11. CITIZENSHIP:

12. MARITAL STATUS:

13. RELIGION:

14. POLITICAL AFFILIATIONS:

15. OCCUPATION: FROM TO 16. ADDRESS:

FROM	TO	ADDRESS

17. NAME OF SFCUSE:

18. ID CARD # issued on at

19. PAST ACTIVITIES & OCCUPATIONS (INCLUDING MILITARY)

FROM TO

REMARKS:

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.

MAGSOG Form 690-3
September 1968
APPENDIX 12

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1. TITLE (Last Name, First Name, Middle Initial) (60)		2. C
3. TO: CHIEF, SOG, MACSOG-PA (MACSOG-PA) 9025		
4. Following Personnel Action Formed (60) (Appropriate Block) PROMOTION <input type="checkbox"/> REDUCTION <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> RECLASSIFICATION <input type="checkbox"/> RESIGNATION <input type="checkbox"/> SEPARATION FOR CAUSE <input type="checkbox"/> EXECUTIVE ORDER <input type="checkbox"/>		
5. Employee's Name	6. Para/Lank No.	7. Pass No.
8. Present Position	9. Pay Grade	10. Hourly/Monthly Wage
11. (If Appl) Transfer to Fol Position	12. Para/Lank No.	13. Pay Grade
14. Reason for Action		
15. Supervisor Initiating Action		
16. Reviewed by (Local CPO)		
17. TO:		
18. PROJ: CHIEF, SOG (MACSOG-PA)		
19. Personnel Action above is APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>		
20. Signature of Approving Authority		
21. REMARKS		

MACSOG Form 690-1  
 October 1968  
 APPENDIX 13

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MACSOG Form 690-6

SUBJECT: Request Security Check

DATE \_\_\_\_\_

TO: MACSOG-PA (C/O)  
APO 96222

Request a security check be completed on 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 Questionnaire (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 TCSQG/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

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NY 100-100000

TITLE OF OFFENSE AND ACTION

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 to carry out assigned work or instructions in a reasonable amount of time
b Major	S/R	R		Refusal to obey legitimate orders, disrespect, insubordination 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

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OFFENSE	PENALTY			EXPLANATION
	Year Offense	Grade	Class	
4. Careless workmanship or negligence	WR	S	R	When spoilage or waste of materials or delay in production is small
				S
5. Violation of safety practices or regulations	WR	S	R	Failure to observe safety practices and regulations but danger to safety of persons or property is minor or non-existent
				S/R
Loss of, damage to, unauthorized use of, or willful destruction of Govt property, records or information	S	R	R	When loss or damage is of small value and no willfulness or intent was involved
				S/R

APPENDIX 15

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MANUAL (1954)

OFFENSE	GRADE			EXPLANATION
	1st Class	2d Class	3d Class	
7. False statements, misrepresentation	S/R	R		Deliberate misrepresentation, fraud, falsification, or concealment of material facts 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

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MAR 20 1972

OFFENSE	/ C O I C			EXPLANATION
	1st Offense	2d Offense	3d Offense	
12. Defamation	S/R	R		Increasingly in line with in licous disclosure, or un- authorized disclosure of, or 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 con- tractors or giving gifts to supervisors or those in a higher position	S/R	R		
16. Violation of other admin- istrative rules or regula- tions not specifically men- tioned above.				
a Minor	WR	S	R	Consider the employee's obli- gation 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 relation- ships 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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1/20/00, 6, 7

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

APPENDIX 15

C O N F I D E N T I A L

MEMORANDUM  
(USE ONLY THE LOCAL DELIVERY ADDRESS)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(ID#, date and place of issue)

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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MACSOG 6001

LIST OF AUTHORIZED HOLIDAYS FOR CIVILIAN EMPLOYEES

1969

<u>DATE</u>	<u>HOLIDAY</u>	<u>HOLIDAY PAY HOURS</u>
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

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REPRODUCTION

MONTHLY FAMILY ALLOWANCE RATES

## RATES IN VICTORIA HOUSE PLASTERS

<u>Pay Level</u>	<u>Wife</u>	<u>Each child, 1st five children</u>	<u>Each additional child</u>
All V Scales	270\$VN	110\$VN	55\$VN
All II 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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U. CLASSIFIED

M. CSOS in ( )

DAILY PER DIEM RATES, BLE  
RATES IN VIETNAMESSE DOLLARS

<u>WITHIN SOUTH VIETNAM</u>	<u>OUT OF SAIGON</u>	<u>IN SAIGON</u>
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 AND LANGUAGE DIFFERENTIAL

AMOUNT OF SERVICE	BASE PAY	TOTALY ALLOWANCE	LANGUAGE DIFFERENTIAL	NOTE
(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	Proportional share of 5% Bonus since the beginning of the calendar year to be computed in accordance with M2CSCC 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	

APPENDIX 20

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	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.

APPENDIX 21

UNCLASSIFIED

UNCLASSIFIED

UNCLASSIFIED

12-1-1964

DEFENSE CRYPTOLIC COMPANY SCHEDULE

<u>DISABILITY</u>	<u>GRATUITY</u>
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

UNCLASSIFIED

UNCLASSIFIED

12.0502 . . .

BASIC PAY SCHEDULE FOR VGS - FIELD EMPLOYEES

## HOURLY RATES IN VLTN. INC. EMPLOYERS

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

UNCLASSIFIED

UNCLASSIFIED

1 5 69

BASIC PAY RATES (UNITED STATES) - GRADES 1-14

HOURLY RATES IN VARIOUS COUNTRIES

Pay Level	1	2	3	4	5	6	7	Language Difference
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	96	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

UNCLASSIFIED

UNCLASSIFIED

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BASIC RATE TABLE FOR THE FEDERAL GOVERNMENTHOURLY RATES IN VARIOUS FEDERAL FILLS

Key Level	1	2	3	4	5	6	7	Language Differential
H-1	41	43	45	47	47	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

UNCLASSIFIED

UNCLASSIFIED

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BASIC PAY RATE TABLE FOR UNCLASSIFIED EMPLOYEES  
HOURLY RATES IN VARIOUS GRADES

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	66	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

UNCLASSIFIED



UNCLASSIFIED

11 0300 1 1 1

BASIC PAY RATE TABLE FOR VETERINARY ASSISTANTS  
HOURLY RATES IN VETERINARY ASSISTANTS

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

UNCLASSIFIED

UNCLASSIFIED

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

MACSOG Dir 690-2

APPENDIX 28

UNCLASSIFIED

R-11-72

MORI DocID: 570359

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UNCLASSIFIED  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND  
DECLASSIFICATION

DIRECTIVE  
NUMBER 601-2

22 July 1968  
(MACSOG-2)

MILITARY SECRET

RECRUITMENT RECORDS AND SECURITY CHECKS (S/ID)

(SHORT TITLE: REC-SEC (U))

1. (S/ID) PURPOSE To assign responsibility with Studies and Observations Group (SOG) for establishing and maintaining personnel dossiers of 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/ID) 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 individual's 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/ID) DEFINITION Indigenous operational personnel referred to in this directive pertain to members of Special Commands 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/ID) RESPONSIBILITIES The following responsibilities are assigned as indicated:

COM 1
Establish and maintain
personnel and
dossier files

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

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SECRET (S)

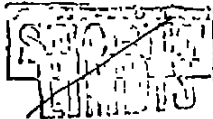
The following information is required for the recruitment of indigenous personnel for operations requirements as pertaining to MACSOG-36. It is the responsibility of the OIC, MMFOB to submit the following documentation as a basis for opening a dossier:

- (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

b. Strategic Technical Directorate (STD): The recruitment of indigenous personnel for operations 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 LE recruiters and the OIC, MMFOB. All forms not completed correctly will be returned to the originator for appropriate action.

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d. All personnel assigned to MACSOG-35 SCU and MACSOG-36 STRATA personnel will be registered in CAS Reg - Source Control, CCN, CCC, CCS, and MMFOB.

e. SOG Security

- (1) Provide the above information to the OIC, MACSOG-35 SCU and the OIC, MACSOG-36 STRATA for each SUBJECT, and retain custody of the data.
  - (2) Cause a name check to be conducted at the American Embassy, State Control (Don File), and Foreign Check at the National 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 Reg - Source Control or in MACV-J2i2-1 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/NO)~~ TERMINATION OF PERSONNEL Upon termination of an individual by Chief, SOG, Chief, MACSOG-35, MACSOG-36, or the Commanding Officers

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1. CSOS D-6012

a. CSO, CSO, CSO, ...  
b. ...  
c. ...  
d. ...  
e. ...  
f. ...  
g. ...  
h. ...  
i. ...  
j. ...  
k. ...  
l. ...  
m. ...  
n. ...  
o. ...  
p. ...  
q. ...  
r. ...  
s. ...  
t. ...  
u. ...  
v. ...  
w. ...  
x. ...  
y. ...  
z. ...

6. ~~(S)~~ SECURITY RE-EVALUATION. When so directed by C-15, SOG Ch. 1, MACSOG-35 or Chief, MACSOG-36 re-evaluation will be conducted by SOG Security. The re-evaluation office will specify whether such re-checks are to be conducted with MACSOG, or in collaboration with STW 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 from 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 SCIRLECK 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*

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

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       |

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~~EXPORTS~~

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1. ALLOWANCES AND JOBS - CONTINENTAL LEVEL

TABLE 1 - USAF GRADES - USA CIVILIANS (S) (EOL X 16)

Pay Level	Title	Base Pay	Step Increment for each 52 weeks Service	Family allowance Base	Family Child	Daily Per Diem				TET Bonus 1 or more Children	Daily Operational Mission Pay (1) (C/P)	1/2	
						Off 1-15 Days	MO 1-15 Days	EM 1-15 Days	all Ods Over 15 Days				
W 1	Team Leader Trainee	3,200	275	455	325	-	-	-	-	250	500	150	-
W 2	Team Leader Trainee	5,200	520	455	325	-	-	-	-	250	500	150	-
W 3	Team Leader	5,850	585	455	325	-	-	-	-	250	500	150	9,000
W 4	Team Leader	6,920	690	455	325	-	-	-	-	250	500	150	12,000

TABLE 2 - USAF GRADES - USA CIVILIANS (S) (EOL X 16)

W 1	Team Leader Trainee (all)	-	-	-	-	350	200	200	80	-	-	150	-
W 2	Team Leader Trainee (Off)	-	-	-	-	350	200	200	80	-	-	150	-
W 3	Team Leader (all grades)	-	-	-	-	350	200	200	80	-	-	150	-
W 4	Team Leader (Off)	-	-	-	-	350	200	200	80	-	-	150	-

TABLE 3 - USAF GRADES - USA CIVILIANS (S) (EOL X 16)

W 1	Team Leader Trainee (all)	-	-	-	-	350	200	200	80	-	-	150	-
-----	---------------------------	---	---	---	---	-----	-----	-----	----	---	---	-----	---

TABLE 4 - USAF GRADES - USA CIVILIANS (S) (EOL X 16)

W 1	1st Class	5,100	200(3)	400	110	-	-	-	-	250	500	150	-
W 2	Corporal	5,400	200(3)	400	110	-	-	-	-	250	500	150	-
W 3	Corporal 1st Class	5,600	250(3)	400	110	-	-	-	-	250	500	150	-
W 4	Sgt	6,200	250(3)	400	110	-	-	-	-	250	500	150	-
W 5	Sgt 1st Class	6,400	250(3)	400	110	-	-	-	-	250	500	150	-
W 6	Staff Sergeant	7,200	300(3)	400	110	-	-	-	-	250	500	150	-
W 7	1st Lt	8,200	300(3)	400	110	-	-	-	-	250	500	150	-
W 8	2nd Lt	8,500	400(3)	400	110	-	-	-	-	250	500	150	-

- (1) Personnel will be paid 1/2 only upon completion of qualification training and while assigned to a unit. If personnel receive P/P after completion of qualification training and while assigned to a unit, they will be paid P/P at the rate of 1/2 only (one step increase is authorized per W 7).
- (2) Personnel will be paid P/P while on an operational mission for any part of a day.
- (3) One step increment will be added to the base pay of W 7 per 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 anniversary of the original contract until 10 increases are made.

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

TOP SECRET

B-R-77

Tab C to Annex B to Appendix B

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1970

Tab A

PERSONNEL

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	
	<hr/>	
TOTAL		\$1,452,000

CCC:

Admin (Incl 1)	215,000	
Recon Company (Incl 2)	575,000	
EF Companies (Incl 3)	365,000	
EF Platoons (2) (Incl 5)	94,000	
Hq & Security Comp (Incl 4)	297,000	
	<hr/>	
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	
	<hr/>	
TOTAL		1,452,000

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IL

	25,000	
	31,000	
	<hr/>	
TOTAL		\$60,000
Misc Personnel Expenses		\$5,000
		<hr/>
TOTAL PERSONNEL EXPENSES		\$4,513,000

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BUDGET FY 1970

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

277 Personnel Authorized

PAYC	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 FRRS AUTH	TOTAL FLR PAYGRADE
ST-5		10,100	1,430	500	1,500	13,530	162,360	6,765	24,000	193,125	35	6,759,375
ST-4		8,280	1,430	500	1,500	11,710	140,520	5,855	24,000	170,375	30	5,111,250
ST-3		7,020	1,430	500	1,500	10,450	125,400	5,225	18,000	148,625	181	26,901,125
IT-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

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

DEATH 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

NATURAL GRATUITY: ESTIMATED 35 PERSONNEL @ 8,000\$VN

280,000

MEMBER ORDINARY PERFORMANCE BONUS (700\$VN PER MEMBER) 90 PAYMENTS (9 TM MEMBERS X 700 = 6300\$VN)

567,000

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

540,000

DISABILITY 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

2 | INCL 2 (Con't)

TOTAL PIASTERS 68,928,000.00

TOTAL DOLLARS 4515,661

TOTAL FOR 3 C&C DETACHMENTS 11,775,000

~~11,775,000~~

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UNITED STATES AIR FORCE [SECRETARY OF DEFENSE (21)] 264 Personnel Assigned

GRADE	BASE PAY STEP 2	FAMILY ALLOW R + 3	COMP PAY	OP-P 5 da 2150	TOTAL MULTIPLY PAY	TOTAL YEAR	LI BOARDS	TOTAL YEAR	NO OF R AUG 1	
EF-6	9,300	730	500	750	11,280	135,360	5,640	135,120	2	267,000
EF-5	8,000	730	500	750	9,980	119,760	4,990	121,710	2	243,000
EF-5	6,900	730	500	750	8,880	106,560	4,440	111,000	8	888,000
EF-4	6,700	730	500	750	8,680	104,160	4,310	108,500	6	651,000
EF-3	6,100	730	500	750	8,080	96,960	4,040	101,000	32	3,232,000
EF-2	5,800	730	500	750	7,780	93,360	3,890	97,250	74	7,197,000
EF-1	5,500	730	500	750	7,480	89,760	3,710	93,500	120	11,220,000
EF-4	22,150	1,430	500	750	24,830	297,960	12,415	310,375	2	620,750
EF-7	16,650	1,430	500	750	21,360	256,320	10,680	267,000	12	3,204,000
TOTAL										25,110

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270 DAYS PER YEAR @ 100\$VN 264 PER @ 100\$VN PER DAY = 2,640\$VN 264 PERSONNEL PER 270 7,113,000

ESTIMATED 20 PERSONNEL KIA (1 YR PAY AND ALLOWANCES)

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

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INCIT; 3 (Con't)

FUNERIAL GRATUITY- ESTIMATED 20 PERSONNEL @ 8,000\$VN

EXTRA ORDINARY PERFORMANCE BONUS (700\$VN PER MAN) 20 PAYMENTS (30 MEN X 700 = 21,000)

POW 2(BONUS (2000\$VN PER MAN) 10 POW X (30 MEN X 2000\$VN = 60,000\$VN)

DISABILITY PAY 15 PAYMENTS 50% DISABILITY FOR EF-5 (111,000) 15 PAYMENTS X 55,000

TOTAL	1,967,500
	160,000
	420,000
	600,000
	825,000
	<hr/>
TOTAL PIASTERS	39,205,250\$VN
TOTAL DOLLARS	\$332,247
PLUS 10%	33,224
	<hr/>
TOTAL FOR 1 C&C DET	\$365,471
TOTAL FOR 3 C&C DETACHMENTS	\$1,095,000

INCL 4

BUDGET FY 1970

OPERATIONAL PERSONNEL (SCU HEADQUARTERS & SECURITY COMPANY) 239 Personnel

PAYGRADE	BASIC PAY STEP 2	FAMILY ALLOW M + 3	JUMP PAY	OT-P S at \$150	TOTAL MONTHLY PAY	TOTAL YEAR	TET BONUS	TOTAL YEAR	NO PERS AUTH	TOTAL PERS FO GRANT
LF-8	9,500	730	0	750	10,780	129,360	5,390	134,750	1	134,750
LF-7	9,000	730	0	750	10,380	124,560	5,190	129,750	1	129,750
LF-6	8,000	730	0	750	9,480	113,760	4,740	118,500	1	118,500
EF-5	6,900	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	2,977,250
EF-2	5,500	730	0	750	7,280	87,360	3,610	91,000	47	1,277,000
EF-1	5,500	730	0	750	6,980	83,760	3,190	87,250	136	11,865,000
IT-4	20,170	1,430	0	750	24,330	291,960	12,165	304,125	1	304,125
IT-3	18,170	1,130	0	750	20,860	250,320	10,430	260,750	10	2,607,500
TOTAL										23,511,725

FOOD ALLOWANCE: 270 DAY PER YEAR 100\$VN 239 PER @ 100\$VN PER DAY = 23,900\$VN 239 PERSONNEL FOR 270 DAYS 6,453,000

LEAVE 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

TOP SECRET

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INCL 4 (Con't)

GENERAL GRATUITY. ESTIMATED 10 PERSONNEL @ 8000\$VN

EXTRA ORDINARY PERFORMANCE BONUS: (700\$VN PER MAN 10 PAYMENTS (20 MEN X 700 = 14,000\$VN)

POW BONUS (2,000\$VN PER MAN) 5 POW X (20 MEN X 2000\$VN = 40,000\$VN)

DISABILITY PAYMENT 10 PAYMENTS 50% DISABILITY FOR EF-5 (118,000) 10 X 55,000\$VN

TOTAL	920,000
	80,000
	140,000
	200,000
	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

INCL 5

BUDGET FY 1970

IE CCC 2 SEPARATE PLATOONS (EF) 84 Personnel

<u>S</u> <u>PAYGRADE</u>	<u>BASE PAY</u> <u>STEP 2</u>	<u>FAMILY ALLOW</u> <u>W + 3</u>	<u>JUMP</u> <u>PAY</u>	<u>OM-P 5</u> <u>da @150</u>	<u>TOTAL</u> <u>MTHLY PAY</u>	<u>TOTAL</u> <u>YEAR</u>	<u>TET</u> <u>BONUS</u>	<u>TOTAL</u> <u>YEAR</u>	<u>NO PERS</u> <u>AUTH</u>	<u>TOTAL PFR</u> <u>PAY CRADG</u>
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 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+VII

TOTAL FOR 2 SEPARATE PLATOONS (DOLLARS) 193,584



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CO CONTRACTED SERVICES

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

## 1. China Airlines (Monthly cost \$30,000)

## a. Monthly cost.

CCN	25%	\$7,500
CCC	10%	3,000
CCS	15%	4,500
<hr/>		<hr/>
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 wks @ \$800 = \$4,800 + 450 overtime = \$5,250
CCC	5 wks @ \$800 = \$4,000 + 400 overtime = \$4,400
CCS	6 wks @ \$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

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 T B D (Cont)

Recapitulation of contracted services

CC:

China Airlines	\$ 90,000
ECC Workers	69,300
VNAF Pilots	396,000
	<hr/>
TOTAL	\$555,300

CCC:

China Airlines	\$ 36,000
ECC Workers	57,000
VNAF Pilots	00,000
	<hr/>
TOTAL	\$ 93,000

CCS:

China Airlines	\$ 54,000
ECC Workers	69,300
VNAF U-17	19,800
	<hr/>
TOTAL	\$143,100

PAY, ALLOWANCES AND BONUSES OPERATIONAL PERSONNEL - OP 34A

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

	<u>DAILY PER DIEM</u>	<u>HAP/P</u>	<u>DAILY HAO/P</u>	<u>DAILY HF/P</u>
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 OFFICERS (ECC XII)

All Pay Levels	See ANNEX I	3,000	150	100
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ANNEX IV to Incl 1 to Ltr, MACSOG, 1 May 67, Subj. Civilian Personnel Manual, Part II(U)

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 EACH		DAILY PER DIEM RATES	TET BONUS 1 OR MORE CHILDREN	(2) PARA CHUTE	HAP/P	HAO/P	III/P	I/B
				WIFE	CHILD							
PDO 01	PDO	6250	625	455	325	See	250	500	3,000	150	100	12,000
PDO 02	PDO	6900	690	455	325	Note	250	500	3,000	150	100	12,000
PDO 03	Sr PDO	7500	750	455	325	(1)	250	500	3,000	150	100	12,000
PDO 04	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, MACSOB, 1 May 67, Subj: Civilian Personnel Manual, Part II (U)

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PAY, ALLOWANCES AND BONUSES OPERATIONAL PERSONNEL OP34A

AIRBORNE AGENTS, VN CIVILIANS - ECC X11

~~SECRET~~

Regular Pay

Agent Pay

Mission Pay

<u>Grades</u>	<u>Base Pay</u>	<u>Family Allowance</u>		<u>Tet Bonus</u>	<u>Short-term</u>	<u>Long-term</u>
		<u>Wife</u>	<u>Each Child</u>		<u>Daily</u>	<u>Monthly</u>
Tm mbr	12,000	600	400	13th month	1,000	10,000
Asst ldr	14,000	"	"	of base pay		
Tm ldr	16,000	"	"	+ family allowance		

II 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 those of comparable civilian agents. Total military pay received as provided by the STD pay agent will be reflected in a separate 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 entitlements 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 Chief, SOG after the mission if deemed successful.

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

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

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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.

PAY, ALLOWANCES AND BONUSES PERSONNEL ON OPERATIONAL STATUS (OP-34A)

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

<u>PAY LEVEL</u>	<u>TITLE</u>	<u>BASE PAY</u>	<u>STEP INCREMENT FOR EACH YR SVC</u>	<u>FAMILY ALLOW WIFE EACH CHILD</u>		<u>TET BONUS 1 OR MORE CHILDREN</u>	<u>HAP/P</u>	<u>HAO/P</u>	<u>HF/P</u>	<u>R/B</u>	<u>I/B</u>	<u>PER DIEM</u>
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
IC 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's Rate
IC 3 e	Swift Seaman	5850	585	455	325	250	3000	150	100	9000	13500	MC 5 receive
IC 4 a	Swift Radioman	6900	690	455	325	250	3000	150	100	14000	18500	Officer rate
IC 5 p	Junk Captain	7500	750	455	325	250	3000	150	100	-	-	
IC 5 n	Swift Engineman	7500	750	455	325	250	3000	150	100	15000	22500	
IC 5 n	Swift Engineer	7500	750	455	325	250	3000	150	100	15000	22500	
MCM 1 d	Enlisted	-	-	-	-	-	3000	150	100	9000	9000	See
MCM 2	NCO	-	-	-	-	-	3000	150	100	15000	15000	Annex
MCM 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

IP 1	PO	3000	300	See
IP 2	PL PO 1ST CLASS	4000	400	Annex
IP 3	CPO	5000	500	I
IP 4	WO & OFF	6000	600	

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

ALLOWANCES AND BONUSES PERSONNEL ON OPERATIONAL STATUS (OP-34A)

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

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

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

						HAP/P	HAO/P	HF/P	R/B	I/B	PLR DIFF
1 en	Enlisted					3000	150	100	9000	13500	See
2	NCO					3000	150	100	15000	22500	Annex
3	Officer					3000	150	100	30000	45000	T

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

						HAP/P	HAO/P	HF/P	R/B	I/B	PLR DIFF
1 en	Enlisted					3000	150	100	9000	9000	See
2	NCO					3000	150	100	15000	15000	Annex
3	Officer					3000	150	100	30000	30000	T

CURIS TY GUARDS ON EXTENDED PATROL TO ISLAND FACILITIES; ECC X 13

DAILY RATION ALLOWANCE

1 SG] Pay Levels

100

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



PAID ALLOWANCES AND BONUSES OPERATIONAL PERSONNEL OP-35

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

	<u>DAILY PER DIEM RATE</u>	<u>HAP/P</u>	<u>TET BONUS (See Note (2))</u>	
			<u>LESS THAN 6 MONTHS SERVICE TO SOG</u>	<u>MORE THAN 6 MONTHS SERVICE TO SOG</u>
11 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: IXI to Incl 1 to Ltr, MACSOG, 1 May 67, Subj Civilian Personnel Manual, Part II(U)

~~PLF DIE AHEAD OF OPL - OPL~~

~~A L VILE DPT MILITARY PERSONNEL IN POSSESSION OF US CURRENCY IN SOUTH VIETNAM~~

STATUS OF PERSONNEL	OFFICERS & CIVILIAN PERSONNEL	NON-OFFICER PERSONNEL
I 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

( Courts 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)

4, ALLOWANCES AND BONUSES OPERATIONAL STATUS OPLAN 34A

3 RATED CIVILIAN PERSONNEL

<u>Y</u> <u>REL</u>	<u>TITLE</u>	<u>BASE PAY</u>	<u>FAMILY ALLOWANCE</u>	<u>PER DIEM</u>	<u>TET BONUS</u>	<u>P/P</u>	<u>Diver</u>	<u>HAP/P</u>	<u>(DAILY) HAO/P</u>	<u>(DAILY) HF/P</u>
3 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	500 (See Note (1) Below)	3,000	150	100

VGS (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.

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

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

MISSION 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 approval by Chief, SOG. The following levels will be indicated to determine the amount of the bonus.

<u>JEL</u>	<u>CREW/TEAM MEMBER</u>	<u>OTC/ACTION TEAM LEADER</u>	<u>BOAT COMMANDER</u>
	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.

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PARACHUTE/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, meet SOG qualifications, and do not receive such pay from another source. See paragraph 1(8), Civilian Personnel Manual, Part II

REF VII to Incl 1 to Ltr, MACSOG, 1 May 67, Subj: Civilian Personnel Manual, Part II(U)  
Page 5, 16 Sep 67

11. ALLOWANCES AND BONUSES VGS RATED CIVILIAN OPERATIONAL PERSONNEL OP-35

<u>AY LEVEL</u>	<u>TITLE</u>	<u>BASE PAY</u>	<u>FAMILY ALLOWANCE</u>	<u>PER DIEM</u>	<u>TET BONUS</u>	<u>MONTHLY P/P</u>	<u>DAILY OPERATIONAL MISSION PAY</u> (OP/P)
GS 1 thru GS 1:2	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)

- NOTES:
- (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 I, MACSOG Civilian Personnel Manual
  - (3) Authorized after completion of qualification training and while assigned to an Airborne Spike Team or Airborne Helicopter 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 (EP's) will receive pay at VGS 11 grade and step level as determined by Part I, MACSOG Civilian Personnel Manual

UNEY1 X to Incl 1 to Ltr, MACSOG, 1 May 67, Subj: Civilian Personnel Manual, Part II(0)

ALLOWANCE ALLOWANCES AND BONUSES SCU INTERPRETERS OP-35

INTERPRETER/TRANSLATOR

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

(1) NOTES: (1) One Step increment may be added to the base pay of all personnel for each year of satisfactory service to "OO until a maximum of 10 Step increments have been added. A pay increase is thus affected on each year anniversary 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 every six months thereafter of satisfactory service. A Pro rata share may be paid for personnel for whom a death gratuity is paid and/or upon separation due to disabilities incurred in line of duty. A Pro rata portion is not payable for separation prior to completion of a full six months service for any other reasons.

PROPOSED PAY SCALE

2. ALLOWANCES AND BONUSES SCU PERSONNEL OP-35

4. REG-ON TEAMS - VN CIVILIANS (RT) (ECC X 16)

PL	LT	TITLE	BASE PAY	STEP INCREMENT FOR EACH 26 WEEKS SERVICE (3)	FAMILY ALLOWANCE EACH		DAILY PER DIEM			ALL GDS OVER 15 DAYS	TFT BONUS	(1) P/C	DAILY OPERATIONAL PAY (OR/1)	L/P
					WIFE	CHILD	OFF 1-15 DAYS	NCO 1-15 DAYS	EM 1-15 DAYS					
1	20	Team Member Trainee	3,250	325	455	325	-	-	-	-	See NOTE	500	150	-
2	20	Team Leader Trainee	5,200	520	455	325	-	-	-	-	5	500	150	-
3	20	Team Member	5,850	585	455	325	-	-	-	-	"	500	150	9,000
4	20	Asst Team Leader	6,900	690	455	325	-	-	-	-	"	500	150	12,000
5	20	Team Leader	8,500	800	455	325	-	-	-	-	"	500	150	12,000

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

1	10	Team Mbr Trainee (All Gds)-	-	-	-	-	350	200	200	80	-	-	150	-
2	10	Team Ldr Trainee (Off)	-	-	-	-	350	200	200	80	-	-	150	-
3	20	Team Member (All Gds)	-	-	-	-	350	200	200	80	-	-	150	-
4	20	Team Leader (Officer)	-	-	-	-	350	200	200	80	-	-	150	-

AIRFIELD FIRE/SALEM HOUSE ARVN LIAISON SERVICE PERSONNEL

1	10	LIAISON SERVICE PERSONNEL	-	-	-	-	350	200	200	80	-	-	-	-
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6. INFILTRATION FORCE SCU (ECC X17)

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

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