



OFFICE OF CIVIL OPERATIONS

UNITED STATES MISSION TO VIETNAM

OCO NOTICE

SUBJECT:

Training of Village/Hamlet Officials

NUMBER:

67-130

DATE:

May 31, 1967

- References: 1) OCO/NLD OPSMEMO 09-67, "Provincial Training of Local Officials" dated January 20, 1967
- 2) OCO Notice 67-52, "Distribution of Training Material to Provinces" dated March 30, 1967

Purpose

1. This notice provides information about training materials and scheduled courses, and requests follow-up on provincial training activities.

Village/Hamlet Training Booklets

2. The April preliminary supply of training booklets (OCO Notice 67-52) is to be followed in early June by adequate supplies of finished booklets. The Special Commission for Administration (SCA) is forming each province of its allotment and of where to pick up the packages. For Regions I and II OCO Regional Offices will receive bulk shipments and province officials will arrange to obtain their packages from GVN Officials in Da Nang and Nha Trang. In the case of Regions III and IV, most provinces will pick up their consignments by truck from SCA, Saigon.
3. OCO officials are urged to arrange air transport where necessary to facilitate the pick-up and delivery of training materials.
4. The need for the materials to be supplemented and adapted to local situations is recognized by attached SCA Circular 2148 dated 6 May 1967. Both the American Training Advisers and their GVN counterparts in Saigon are eager to receive locally developed case examples, simplified summaries, or visual aids that may be useful to others.
5. To facilitate American participation, a rough translation of the V/H training booklets will be distributed by ADPA in June. In its unedited form the distribution will not be a large one, but will include a copy or two for each Provincial Representative.

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Data on Training

6. Attached are two interesting tables. Table I shows (a) the number of 1967 courses and trainees projected in preliminary programs submitted to SCA last March and April by most provinces, (b) what proportion of local officials SCA estimates would be reached thereby and (c) the dates on which training actually started as reported to SCA. Table II is a recent SCA estimate of the numbers of local officials in the GVN orbit.

Action Requested

7. In each province an OCO member should reassess the training situation at this beginning stage. Has the Training Director prepared a program for 1967 and a monthly report for April and/or May as provided by SCA Circular 106 of 1/9/67 (Translation attached to OPMEMO 09-67)? In light of recent developments or a review of the data on potential trainees, should a revised program now be submitted to SCA? Are there problems which ought to be reported or reemphasized by provincial officials to the Government Delegate or SCA or by the Regional PA Advisor in reports to ADPA?

NOTE: One universal problem is the VN\$60 per diem allowance for trainees. This has been a subject of recurring negotiations in Saigon. It would be helpful if we had more specific examples of handicaps due to the low per diem and also resourceful means of minimizing the handicaps.

8. One of the best means of improving the quality of the training programs will be mutual evaluation and problem solving. Every course and seminar should end with an evaluation by the trainees individually or in groups and by the instructors. The results can be very useful to the Training Director. In some regions the Provincial Training Directors, after having managed an initial course, are being brought together for a brief exchange of experience and joint effort to solve problems. Leadership from the Administrative Assistant to the Government Delegate is very important at this early stage.
9. In addition to reporting on problems, OCO personnel are urged to report examples of observed solutions and results that could usefully be passed on to others.

Attachments: SCA Circular of 5/6/67
Tables I and II

Approved: NLD/MSD

Distribution C

OCO Notice 67-130
May 31, 1967

Special Commission
For Administration
Saigon

May 6, 1967
No. 2148 DUHC/HLTN

From: The Special Commission For Administration

To: All Province Chiefs

Subject: Use of SCA Training Material designed for Village/Hamlet Officials.

Our Commission has requested USAID to transmit to your headquarters training materials for v/h officials training.

For effective use of these training materials, the SCA would like to remind you of the following:

A. Training materials issued in phase one.

As mentioned in our message 1428 DUHC/HLTN dated March 31, 1967, due to a short deadline and technical handicap, the SCA provisionally published a minimum amount of training materials for use in starting training courses. Those training materials should be kept at the provincial training centers for subsequent training courses. Graduates of the first courses may be sent the documents as soon as provinces receive their full consignments in June 1967. Your office is advised to make up distribution lists for convenient subsequent distribution to trainees who have returned to their villages.

B. Use recommended for training materials after distribution of completed materials.

As soon as our Commission has completed printing the finished booklets, your office will receive a supply for retention by students as they complete their training.

However v/h officials are authorized to retain these booklets only during their terms of service; they will have to turn them in to provinces for re-issue to their successors.

Provinces are responsible to instruct all concerned about the need for careful handling and preservation of these booklets.

C. Adaptation and supplementation of training materials.

Training materials published by Central will serve as basic guidance; they are not perfect tools that would need no supplementation or adaptation to particular situations.

Training directors and instructors are advised to adapt their teaching to local situations and to the educational level of trainees by:

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- adding details or further explanations about pertinent problems,
- editing and mimeographing and distributing outlines and/or additional documents,
- making charts and using other visual aids such as blackboards, flannel boards, pictures etc., so as to inject interest and action into the lectures,
- applying modern in-service training methods and techniques such as were presented during pilot courses in the Regions.

All instructors must obtain a thorough grasp of their assigned training materials so they will be able to present it to trainees as if they were their own ideas.

D. Training materials for specialized training.

Besides the basic training under existing training programs, the SCA, by Memo 671-DUHC/HLTN dated February 20, 1967, has advised all Ministries, Departments and Services to instruct their subordinate agencies to cooperate with provincial headquarters in implementing specialized training through lectures, instructions and practical work.

Besides specialized training materials published by cooperating branches and services, the SCA has planned to publish at least two booklets, for the training of Finance Commissioners and Civil Registry members respectively, for use at later refresher courses for village officials concerned.

Training materials and facilities can only be aids in the training process. Good training results depend chiefly on the following factors:

- Deep concern on the part of local authorities at all levels for the training of v/h officials, for these officials must be considered as the fundamental elements for effective government machinery at the grass-root level of the Nation.
- Devotion and specialized skill of training directors and instructors.
- Careful planning and preparation for training courses.

The SCA again reminds you of the above-mentioned points so as to encourage and assist in bringing about appropriate conditions and facilities for an effective training of v/h officials. All this will strengthen local administration for an active support of the Revolutionary Development Program.

Signed: Nguyen Van Tuong

cc: MRD, for info.
Civic Affair, Regions, for info.

Translated USAID/ADPA 5/10/67

TABLE 1

PRELIMINARY ESTIMATES OF LOCAL OFFICIALS TRAINING 1967

Projections for the two-week Courses for Administrative Officials and one-week Seminars for elected Village Councilmen based on preliminary programs submitted to SCA as of 5/10/67.

Region & Prov.	V/H Admin. Officials		Vil. Councilmen		% Officials to Rcv Trg under 1967 Prelim. Prog		Trg Actu- ally Started
	No. of Courses	No. of Trainees	No. of Seminars	No. of Trainees	Admin. Officials	Council- men	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<u>REGION I</u>							
Quang Nam	7	420	1	80	23	19	5/22* 5/29
Quang Ngai	7	360	2	120	21	32	5/5
Quang Tin	6	345	1	120	30	50	5/15
Quang Tri	5	300	(1)	(80)	18	19	
Thua Thien	6	(380)	3	240	20	57	4/10
	31	1,805	8	640	22	34	
<u>REGION II</u>							
Binh Dinh	12	(700)	(5)	(350)	28	55	
Binh Thuan	7	408	2	284	39	90	5/17
Darlac	5	350	2	140	31	72	5/10
Lam Dong	5	362	1	72	85	88	5/5* 5/15
Khanh Hoa	5	300	2	146	20	28	5/16
Kontum	5	300	2	300	22	100	
Quang Duc	4	287	1	53	75	80	
Phu Bon	5	300	2	160	50	63	5/2
Phu Yen	5	313	1	117	29	63	5/9
Pleiku	4	240	1	80	24	51	
Ninh Thuan	6	326	3	220	50	100	5/3
Tuyen Duc	5	307	2	151	34	88	
	68	3,913	24	2,073	41	68	

Columns (6) and (7) are derived from SCA estimates of total numbers of officials as of 5/17/67.

Bracketed numbers are estimates made in Saigon

* Lam Dong and Binh Duong have seminars as well as courses.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<u>REGION III</u>							
Bien Hoa	1	995	3	558	88	93	
Binh Duong		?	3	?			4/24* 5/2(2)
Binh Long							
Hau Nghia	4	250	1	64	70	42	
Long An	6	360	3	180	34	74	
Long Khanh							
Binh Tuy	4	244	1	64	77	73	
Phuoc Long							
Phuoc Tuy	9	514	2	136	90	75	5/2
Tay Ninh							5/2
Gia Dinh	7	472	2	160	26	31	5/24
Total							
<u>REGION IV</u>							
An Giang	5	380			29		4/20
An Xuyen	5	(260)	2	80	64	71	
Ba Xuyen		?		?			4/20
Bac Lieu	5	172	2	133	39	86	
Chau Doc	5	300	2	160	21	30	4/18
Chuong Thien							
Dinh Tuong	6	460	2	160	29	75	4/16
Go Cong		?		?			5/8
Kien Giang	7	458	2	208	57	84	5/2
Kien Hoa	5	300	2	120	18	85	
Kien Phong							
Kien Tuong	5	339	1	88	81	73	4/16
Phong Dinh	8	(480)	3	142	65	91	5/3
Sadec	4	242	2	160	34	54	5/3
Vinh Binh	6	370	2	140	29	55	
Vinh Long	5	300	3	240	24	52	5/8
Total							

TABLE 2

ESTIMATED NUMBERS OF VILLAGE AND-HAMLET OFFICIALS
Republic of Vietnam as of 5/16/67

From: Service of Research, Special Commission for Administration

Region and Province	Elected Village Councilmen	Total	Administrative Officials				Total
			Regular V/Admin. Committee	Provisional V/Admin. Committee	Regular Hamlets	Provisional Hamlets	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<u>REGION I</u>							
Quang Nam	420	1,815	343	366	452	654	2,235
Quang Ngai	372	1,742	308	510	572	352	2,114
Quang Tin	242	1,165	203	252	524	186	1,407
Quang Tri	426	1,669	365	144	492	668	2,095
Thua Thien	418	1,857	373	228	684	572	2,275
Total	1,878	8,248	1,592	1,500	2,724	2,432	10,126
<u>REGION II</u>							
Binh Dinh	638	2,462	558	138	1,328	438	3,100
Binh Thuan	316	1,047	283	90	624	50	1,363
Darlac	194	1,136	188	132	448	368	1,330
Lam Dong	82	427	75	78	168	106	509
Khanh Hoa	518	1,470	466	30	920	54	1,988
Kontum	274	1,376	316	246	576	238	1,650
Quang Duc	66	382	68	54	260	00	448
Phu Bon	92	604	106	66	336	96	696
Phu Yen	186	1,085	151	144	344	446	1,271
Pleiku	158	1,013	165	240	268	340	1,171
Ninh Thuan	220	658	188	6	456	8	878
Tuyen Duc	172	908	158	36	708	6	1,080
Total	2,916	12,568	2,722	1,260	6,436	2,150	15,484

Explanation of certain columns:

- (4) Excludes some 1260 chairmen as they are counted as councilmen in those villages secure enough for elections. Includes for each village an average of 5 committee members plus a chief secretary and a 1st assistant. For half the villages a 2nd assistant secretary is estimated.
- (5) Includes 6 per village, 4 committee members and 2 in secretariat.
- (6) Includes Chief and 2 assistants plus for each hamlet and a deputy chief for about 40 percent of these hamlets.
- (7) Includes just a Chief and assistant for each hamlet.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<u>REGION III</u>							
Bien Hoa	386	1,126	370	102	648	6	1,512
Binh Duong	268	718	240	90	372	16	986
Binh Long	128	636	120	66	248	202	764
Hau Nghia	152	358	128	36	156	38	510
Long An	244	1,049	241	264	436	108	1,293
Lung Khanh	156	481	113	18	328	22	637
Binh Tuy	88	315	75	24	196	20	403
Phuoc Long	50	285	45	48	192	00	335
Phuoc Tuy	182	570	158	6	364	42	752
Tay Ninh	224	699	173	48	460	18	923
Gia Dinh	508	1,798	406	96	1,266	30	2,306
Total	2,386	8,035	2,069	798	4,666	502	10,421
<u>REGION IV</u>							
An Giang	418	1,301	285	00	1,016	00	1,719
An Xuyen	112	408	90	42	264	12	520
Ba Xuyen	240	1,328	180	168	960	20	1,568
Bac Lieu	154	442	106	12	280	44	596
Chau Doc	542	1,431	421	6	916	88	1,973
Chuong Thien	144	618	120	114	300	84	762
Dinh Tuong	212	1,594	180	414	372	628	1,806
Go Cong	160	655	143	72	432	8	815
Kien Giang	248	806	188	78	428	112	1,054
Kien Hoa	142	1,629	135	552	460	482	1,771
Kien Phong	272	938	210	102	588	38	1,210
Kien Tuong	120	420	128	54	236	2	540
Phong Dinh	156	743	105	162	380	96	899
Sadec	298	702	232	30	440	00	1,000
Vinh Binh	254	1,386	202	156	752	176	1,540
Vinh Long	462	1,236	370	102	744	20	1,698
Total	3,934	15,537	3,095	2,064	8,568	1,810	19,471
GRAND TOTAL	11,114	44,388	9,478	5,622	22,394	6,894	55,502