

FOREIGN SERVICE INSTITUTE

December 18, 1969

Mr. Hatcher M. James, Jr.  
Director, Saigon Civil  
Assistance Group  
CORDS  
c/o American Embassy  
Saigon, Viet-Nam

Dear Hatcher:

One of our students in CORDS 19, a class which graduates in May, 1970, is interested in your program and has asked me to send along his resumé so that he might be considered if an opening exists near the time of his arrival, and if you and Jack Napier desire to make the assignment.

Mr. Alluis is a competent and likable student here, and I am confident he would demonstrate considerable energy and talent if assigned to your operation. I am therefore glad to support his candidacy and hope everything works out to the mutual advantage of everyone concerned.

Sometime please send a line as to your own plans. Do you ever come back to the States? and, if so, would you dare to do so without visiting us at VTC? I would be most appreciative of any news and your estimate of the situation, and wish all the best for 1970.

With best regards, as always,

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Ogden Williams  
Coordinator  
Viet-Nam Training Center

Enclosure:  
Resumé

cc:  
MACCORDS - Jack P. Napier  
O/FSI/VTC - Pacha L. Grissom  
Roger A. Alluis

O/FSI/VTC:OWilliams:pak

RESUME' - ROGER A. ALLUIS

PERSONAL DATA

Age: 26 - born April 28, 1943 - Upland, California  
Marital Status: Single (engaged to be married 11/22/69)  
Health: Excellent - Height 6'2" - weight 195 lbs.  
Military Status: Deferred  
Business Address: AID/CORDS XIX (TDY at VTC, Washington until <sup>MAY 15</sup> January 15, 1970)

EDUCATION

University of San Diego College for Men - 1960-64: B.A. Degree in English History and Philosophy

University of San Diego School of Law 1964-65

Claremont Graduate School - 1965-67: Masters Degree in Government and Public Administration - Granted a Lincoln Fellowship for Research in Fields of Taxation and U.S. Fiscal Policy - 1966-67

League of California Cities Seminar on Labor Relations - 1967

University of So. California Advanced Seminar on Labor Relations - 1967

Claremont Graduate School-1967 --- Currently working on Ph. D. in Fields of Management, Public Law and Political Theory

EXPERIENCE

USAID, May 1969 to Present - Assistant Area Development Advisor - Viet-Nam

Assigned to long-term training at Viet-Nam Training Center

Rotary International - Group Study Exchange Program - February 15, 1969 to May 3, 1969

This program is an interchange of six-man technical - professional groups (in this case between Brazil and the U.S.) sponsored by Rotary International. Basically a "good will" tour, much of the time was spent in interchange of technical ideas and professional discussion, including one week devoted to meetings and seminars with "local government" officials in the cities of Porto Alegre and Santa Cruz, R.G.S., Brazil.

City of San Fernando, California, November 1966 to February 1969 - Administrative Assistant

Assist Administrative Officer in full range of administrative responsibilities and assume responsibilities in his absence. The City offers a full range of municipal services including water utility, rubbish collection, and an extensive capital improvements program.

**Major Tasks:**

Complete reorganization of budget format and documentation procedures  
Coordinator of Personnel, including personnel recruitment, examinations, labor distribution reports, writing of personnel manual, and establishment and implementation of new Civil Service system  
Formulation of centralized purchasing program  
Some writing of ordinances and resolutions  
Preparation of Council Agenda and confidential reports to Council  
Preparation and coordination of annual salary survey  
Special research on fiscal trends, policies, labor relations reports, departmental reorganization studies, etc.  
Instrumental in establishing "on-line" computer system for municipal accounting functions  
Responsible for such day to day activities as public relations, implementation of legislative and administrative policies, and interpretation of existing policy to departments and individual city personnel  
Liasion to other public agencies and coordinate activities of city and civic and business organizations

City of Monrovia, California - 1965-66 - Administrative Intern

Monrovia, like San Fernando, is a full services city, including its own water production facilities. My duties centered on research and special assignments for the City Manager and as staff assistant to the City Clerk. Major tasks included feasibility study on 1.4 sq. mi. annexation.

AWARDS AND ACCOMPLISHMENTS

Full Tuition scholarship, University of San Diego, 1963-65  
University senior class vice-president  
Lincoln Fellowship, Claremont Graduate School, 1966-67  
Rotary Foundation Grant - Brazil, 1969  
Published in WESTERN CITIES MAGAZINE, "Instant Apathy - or How I Stopped Worrying and Learned to Love the MACE,"  
Published, Claremont Graduate School, "Comparative Methodology in Analysis of Community Power Structures," 1966, with field research on several cities in Southern California

ORGANIZATIONAL MEMBERSHIP AND ACTIVITIES

International City Managers' Association  
Municipal Management Assistants of Southern California  
Phi Alpha Delta Law Fraternity  
Catholic Church  
Recreational Activities include golf, bowling and fishing

LANGUAGE ABILITIES

French  
Portuguese  
Spanish  
Vietnamese (presently in long-term language at O/FSI/VTC)