

O/FSI/VTC - Faculty and Staff

January 23, 1970

O/FSI/VTC - Coordinator

SOP #11 - Procedures for Visits to Viet-Nam (per letter from George Jacobson, Assistant Chief of Staff for CORDS, dated January 16, 1970)

The following procedures should be observed by all officers scheduled to visit Viet-Nam:

1. VTC should request clearance by telegram at least 30 days in advance of proposed arrival date, and the telegram should be "slugged" for Jacobson.
2. The individual officer has responsibility to arrange with Mr. Quaid for the drafting of this telegram.
3. Officers should not, in fact, depart Washington until concurrence has been received from CORDS/Saigon.
4. Upon arrival in Viet-Nam, VTC officers should check in immediately with CORDS/Personnel (which has recently been transferred to USAID), the CORDS Training Officer (Byron Botts) and with Mr. Leonard Maynard. It is necessary to check in with all three of these individuals immediately upon arrival.

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