

UNITED STATES MILITARY ASSISTANCE COMMAND, VIETNAM
APO Saigon 96222



20 February 1967

MACCO-US (024)

Mr. Huynh van Dao
Director General for Finance and Audit
Ministry of National Defense
Saigon, Vietnam.

Dear Mr. Dao ;

It is a pleasure to bring to your attention the performance of Second Lieutenant Nguyen Ngoc Chan and his assistant, Aspirant Le minh Phuoc, who are assigned to assist MACV in the management and disbursement of Assistance-In-Kind (AIK) Funds.

Second Lieutenant Chan has served with MACV since 2 January 1966 and since 10 February 1966 has performed the duties of the MACV AIK Fund Custodian. Aspirant Phuoc has served as Lieutenant Chan's assistant since 21 February 1966.

In this difficult assignment, Lieutenant Chan has been responsible for disbursing and accounting for the \$2.5 billion piaster Aik fund. In his capacity as AIK Fund Custodian, he has supervised an office staff of 15 Vietnamese civilians.

Lieutenant Chan's office disburses funds for salaries, travel and per diem, for Vietnamese employees of MACV. His office also handles the commercial accounts function for all AIK funded procurement.

In addition, Lieutenant Chan's office administers more than 160 Imprest Fund accounts located in every province of the Republic of Vietnam. These Imprest Fund accounts provide for local support of the Free World Forces participating in the counterinsurgency effort.

I have personally observed that Lieutenant Chan has performed the duties of AIK Fund Custodian in an outstanding manner. During his year as Custodian he has initiated many improvements in the area of fund control as well as reorganized the Custodian's office for more effective utilization of personnel.

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It is even more significant that all of these tangible results have been achieved in spite of a shortage of skilled personnel and a high employee turnover rate, which are inherent in the wartime condition existent today in Vietnam. To overcome these problems, you have motivated your personnel to better efforts and have instituted an on the job training program.

Your long hours of work and high professional ability are reflected in the results mentioned above. You can be sure that I will call this to the attention of my successor.

Please convey to your deputy, Aspirant LE MINH PHUOC, and the rest of your fine staff my personal feelings of honor and pleasure to have been associated with you. I regret that our association has been so short.

I wish you and your family a lifetime of prosperity, good fortune, health and happiness.

Sincerely,


JOHN E. KIRK
Colonel, USA
Comptroller

COPY FURNISHED:

Director General for Finance and Audit
Ministry of National Defense
Saigon, Vietnam

HEADQUARTERS
UNITED STATES MILITARY ASSISTANCE COMMAND, VIETNAM
APO SAN FRANCISCO 96222



MACCO

1 June 1967

Office of the Comptroller

Lieutenant Nguyen Ngoc Chan
Assistance-In-Kind Section
Headquarters, United States Military Assistance Command, Vietnam
APO 96222

Dear Lieutenant Chan:

On the occasion of my departure from the Republic of Vietnam, I extend to you my sincere appreciation and commendation for your outstanding performance of duty while serving as the United States Military Assistance Command, Vietnam, Assistance-In-Kind Custodian.

Your unique assignment places you in the vital position of providing direct financial support to combat elements of each of the United States Military Services and Free World Military Forces in the Republic of Vietnam. You are personally responsible for all of the finance and accounting activities associated with the \$2.5 billion piasters provided annually by the Government of Vietnam in the Assistance-In-Kind program for the support of United States Military Assistance Command, Vietnam and the Free World Military Forces. In performing these most responsible and sensitive duties, you have represented the best interests of both your own government and the United States Military Assistance Command, Vietnam.

I have observed during my tour of duty a steady improvement in the performance of your office. The quality of the work has improved while the amount of time required to perform the work has been significantly reduced. For example, the average time required for the processing of disbursement vouchers has been reduced from more than a month to less than two weeks. End-of-month accounting reports are now prepared in less than five working days, where formerly the time required was more than ten working days.

In addition, many other efforts have been made to improve your office. You have reorganized your office to improve its efficiency. The civilian staffing of the office has been reviewed and many of the positions have been deservingly upgraded. You have instituted better measures to control funds advanced to imprest fund cashiers, Class A agents, and funds shipped by registered mail. Standard Operating Procedures have been reviewed and updated for the entire office. Special instructions have been prepared for Class A agent officers and imprest fund cashiers.

Aspirant Phuoc has ably assisted Lieutenant Chan in the operation of the AIK office. He has made significant contributions to the successful operation of the office and is also to be commended.


In the successful performance of their duties, Lieutenant Chan and Aspirant Phuoc have been required to be diplomats as much as finance officers. In the normal course of business they have dealt with representatives of each of the Free World Forces as well as members of each of the US military services.

The highly professional and competent manner of performance of Lieutenant Chan and Aspirant Phuoc have contributed materially to the counterinsurgency effort in Vietnam and their performance reflects great credit upon themselves and the Army of Vietnam.

Sincerely yours,

Signed : JOHN E. KIRK
Colonel, USA
Comptroller

Certify true copy


E.A. SWOBODA, Maj. FC
AIK/Budget Officer