

Republic of Vietnam  
Office of the Chairman  
Central Executive Committee

General Statute on Cadre  
Translation of 11/22/65

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No. 1900-UBHP/CT

THE CHAIRMAN OF THE CENTRAL EXECUTIVE COMMITTEE,

Considering the Convention of June 19th, 1965

Considering the Decision # 3/QLVNC/CD of June 14th, 1965 establishing the National Leadership Committee and determining the composition of this Committee;

Considering the Decree # 1-a/CT/LDQG/SL of June 19th, 1965 and the Decree # 121/CT/LDQG/SL of Oct. 5th, 1965 establishing the composition of the Central Executive Committee;

Considering the Arrête # 739-VN of June 25th, 1954 and other supplementary documents establishing the statute for non-permanent personnel;

Considering the reports on the inter-ministerial meetings held in Dec. 29th, 1965, Jan. 5th, 1965 and April 13 & 15th, 1965 dealing with problems on cadres of all branches of activities throughout the country;

Considering Government service requirements;

D E C R E E S

CHAPTER I

GENERAL PROVISIONS

Article 1. A general statute is hereby established for the cadres in all branches of activities;

Article 2. The cadres mentioned in and governed only by this statute are those young men or women recruited for full-time work in permanent rotation in different localities to work closely with the people in carrying out information, propaganda, construction, social welfare activities, etc.

Article 3. Besides the general provisions formulated in the present statute, the cadres of each branch have to comply with the special regulations of their respective branch.

With regard to labor unions or private professions, the cadres should comply with the regulations used for civil servants.

Article 4. The present statute is not applied to cadres not working on full-time basis.

Article 5. All cadres must be absolutely loyal to the nationalist cause and must serve without fail the highest interests of the nation and the people;

Article 6. All cadres shall be responsible for the work they are assigned to by their agency;

Article 7. All cadres shall not be allowed to disclose any information he may know while he is in-service or during his assignments;

Article 8. All cadres who are guilty of misconduct while carrying out his mission or during his assignment, or may do harm to their own prestige, are subject to disciplinary measures, and depending upon the circumstances, they shall be punished according to the criminal laws.

Article 9. All cadres shall not be allowed to leave their work without being approved in advance by their higher levels with the exception of well grounded reasons.

## CHAPTER II

### RECRUITMENT - TRAINING

#### RECRUITMENT:

Article 10. To be recruited, an applicant must meet the following required qualifications:

1. Vietnamese nationality;
2. Entitled to civil rights and having good conducts;
3. At least 17 and at most 50 years old;
4. Having performed military service or being in a legal military draft situation (for male-applicants)
5. Adequate health;
6. Having education qualifications specified in a special statute;
7. Pledging to work anywhere he may be assigned to throughout the territory of the Republic of Vietnam;
8. Having never been terminated due to disciplinary measures if the applicant is formerly civil servant or military man.

Article 11. All cadres shall be recruited according to the results from an examination or a test in conformity with the requirements stated in a special statute for each particular branch of activities.

The recruitee shall be classified in one of the various salary steps mentioned in article 15, basing on the qualifications referred to above.

TRAINING

Article 12. All newly recruited cadres shall undergo a course of political and technical training of at least 2 months consisting of theoretical training and on-the-job training.

Article 13. All cadres shall receive their pay during their training period. However, should anyone prove unqualified or incapable during this period, he is subject to an immediate and unconditional termination.

Prior to being recruited and to his attending of the training course, all applicants must sign a letter pledging that they will work for the Government at least one year and, should they leave their job within this period, they shall have to refund the Government the salaries received during their training.

CHAPTER III

SALARIES AND ALLOWANCES

Article 14. Salaries of cadres shall consist of: Basic salaries and family allowances.

In addition, a Cadre may be entitled to additional special allowances set forth in the general statute and particular statutes.

SCALE OF BASIC SALARIES

Article 15. The scale of basic salaries for cadres is determined as follows:

Step 1 . . . . .	VN\$ 2,500 monthly
Step 2 . . . . .	2,700
Step 3 . . . . .	2,900
Step 4 . . . . .	3,100
Step 5 . . . . .	3,300
Step 6 . . . . .	3,500
Step 7 . . . . .	3,700
Step 8 . . . . .	3,900
Step 9 . . . . .	4,100
Step 10 . . . . .	4,300
Step 11 . . . . .	4,500

Article 16. Family allowances for cadres are determined as follows:

Wife . . . . .	VN\$ 525 monthly
Each child (to the fifth child) . . . . .	450
Each child (starting from the 6th child)	200

### POSITION ALLOWANCES

Article 17. Cadres in supervisory positions shall receive, in addition to their basic salary a position allowance determined by the Ministries concerned in a special Arrete in conformity with the importance of the position they hold.

### PERSONAL EQUIPMENT

Article 18. Based on work requirements, clothes and personal equipment shall be distributed to Cadres on yearly basis in accordance with the decision of their concerned Ministry.

### PER-DIEM ALLOWANCES

Article 19. Cadres on temporary duty in areas located at least 10km from their permanent headquarters will be granted per-diem allowances of VN\$60, but only for a maximum of 20 days a month.

### RIGHTS OF TRANSPORTATION AND TRANSPORT LOADS

Article 20. On official trips for Government service, all cadres shall be entitled to the rights of transportation and transport loads in conformity with the regulations applied for Government civil servants stated in arrete # 3029-TTP/ CV of Dec. 31, 1965 and the classification of beneficiary groups are determined as follows:

- Group III for supervisory cadres
- Group IV for non-supervisory cadres.

## CHAPTER IV

### PROMOTIONS AND AWARDS

#### PROMOTIONS:

Article 21. The minimum seniority required for a special promotion to the next higher grade is 1 year. The maximum waiting period for promotion is normally 3 years. Retroactive pay for military service seniority and increased seniority for service in swampy, remote or dangerous regions, are added to the minimum seniority for promotion in accordance with the regulations applied to civil servants.

Article 22. The promotion of a cadre shall be materialized upon the proposal of his supervisor and the selection of the Committee in charge of the examination of promotions.

The composition of this Committee shall be determined by the Ministries concerned.

Article 23. The age-limit for retirement is 55 years-old for all cadres.

Article 24. Cadres who are injured in line of duty or who acquire merits considered by the Promotion Council to be outstanding, will be exceptionally promoted one grade without prejudice to their seniority in their old grade.

#### AWARDS

Article 25. Cadres having meritorious performance may be granted the following awards upon recommendation by their direct chiefs or local authorities subject to the approval of the Commissioner concerned:

- An award certificate with 200VN\$
- A congratulatory letter with 300VN\$
- A congratulatory letter with 400VN\$
- A honorary diploma with 500VN\$

#### CHAPTER V

#### P U N I S H M E N T S

Article 26. Depending on the seriousness of his misdeed, a guilty cadre shall be punished as follows:

- Warning
- Blame with records in personal file
- Transfer on the ground of disciplinary measures
- Postponement of promotion in 1 or 2 years
- Demotion of 1 or 2 steps
- Temporary termination without pay from 1 to 3 months
- Termination without benefit and no-reemployment by all Government agencies.

Article 27. Punishment authorities shall be determined by a special statute.

Article 28. Prior to deciding punishment actions, the concerned cadre should be informed of the faults he is accused of for his self-defense.

Article 29. Imprisoned cadres shall receive their salary during their imprisonment and provisional freedom while complying with the regulations established for Government daily-wage personnel (Circular # 369-TTP/CV of May 25, 1958)

Later, if the jury returns a verdict of not guilty and on this basis the concerned cadre re-assumes his functions, he shall be paid of a portion of his salary reduced during his imprisonment period like Government daily-wage personnel.

CHAPTER IV  
ANNUAL LEAVE - HOSPITALIZATION - MATERNITY HOSPITALIZATION -  
SICK LEAVE - MATERNITY LEAVE

Article 30. A 15 day annual leave with pay shall be granted to all cadres. Leave regulations are determined as follows:

- 7 days for every 6 months of continuous service
- 15 days for 1 year of continuous service

Annual leave granted in a certain year must be consumed within that year and cannot be carried into the next year.

HOSPITALIZATION

Article 31. All cadres and their direct relatives (wife or husband, child beneficiaries of family allowances) are entitled to free medical visits. If needed, authorization for hospitalization shall be granted by treating physicians in conformity with the following classification:

- Second class for supervisory cadres
- Third class for non-supervisory cadres

Hospital fees shall be charged to the salary of sick cadres under treatment in conformity with current regulations.

Article 32. Cadres who are injured or sick while on duty and whose sickness or injuries are certified by Government physicians shall be entitled to free hospitalization and shall not be subject to the minimum service seniority requirement for employees on duty; those cadres wounded or ill while not on duty do not have to pay the usual differential.

MATERNITY

Article 33. Female cadres or cadre wives are entitled to maternity benefit in conformity with the above mentioned classification and the payment conditions stated in Article 31 above.

Article 34. In case female cadres or cadres wives enter private maternities voluntarily, the Government shall only reimburse them for the cost based on Government maternity rates for a maximum period of 10 days.

RECOVERY LEAVE

Article 35. After the treatment period in hospitals and upon the proposal of Government physicians, the following recovery leave regulations shall be applied:

- For cadres having 6 months of continuous service seniority
  - 7 days with full pay
  - 7 days with half pay

For cadres having 12 months of continuous service seniority:  
15 days with full pay  
15 days with half pay

Article 36. If a cadre is sick due to hardships in carrying out his work, and upon the proposal of the Medical Committee, he is entitled to a period of recovery leave as follows:

For cadres having 6 months of continuous service seniority:  
7 days with full pay  
30 days with half pay

For cadres having 12 months of continuous service seniority:  
7 days with full pay  
60 days of half pay

If a cadre is injured in carrying out his work and his injury is certified by the Medical Committee, he shall be entitled to 1 whole year of recovery leave with full pay.

Article 37. Upon achievement of the recovery leave period mentioned in Article 39, the cadre involved shall present himself before the Medical Committee and the latter shall decide whether he may continue to work or he should be terminated because of health reasons. If the cadre is terminated because of poor health, he shall be entitled to termination benefits which are stated in Article 45 of this decree.

Article 38. Recovery leave days shall not be deducted from annual leave.

Article 39. All female cadres shall be entitled to a 2 month leave for maternity with full pay.

## CHAPTER VII

### COMPENSATION FOR DEATH OR INJURY WHILE IN SERVICE - CASE OF MISSING PERSONS - DEATH ALLOWANCES - TERMINATION BENEFITS.

Article 40. If a cadre suffers from an infirmity which has occurred while he is in-service, he shall be entitled to a compensation based on his injury percentage determined by the Medical Committee. Should his injury be 100%, he shall receive an allowance equivalent to 12 times his last monthly salary.

Article 41. If a cadre is killed while in-service, his rightful heir shall receive a death allowance equivalent to 2 month pay based on the last monthly salary and half of termination benefits based on the service seniority of the cadre determined in Article 45 referred to below.

Article 44. If the cadre is single or widow and has no children, the death allowances shall be paid to his family members (father or mother or brothers etc.) who are actually responsible for the cadre's funeral.

#### TERMINATION BENEFITS

Article 45. If a cadre is terminated due to other reasons than disciplinary reasons, he shall be entitled to a termination benefit which is determined as follows:

- 7 days of pay for cadres having 6 months of service seniority;
- 15 days of pay for cadres having 1 year of service seniority;
- 1 month of pay for cadres having 2 years of service seniority;
- 2 months of pay for cadres having 3 years of service seniority;
- 5 days of pay for every 6 month period after 3 years of service seniority.

Cadres who resign of their own will shall not be entitled to termination benefits.

Article 46. In case of re-employment by the Government due to service requirements, the re-employed cadre who has left his work for 1 year or more shall not have to pay back to the Government the termination benefits he has received previously.

#### PAYMENT OF BALANCES IN CASE OF DRAFT

In case of draft, the drafted cadre like a Government daily employee, shall receive a supplement if his military pay is lower than his former pay.

### CHAPTER VII

#### PROVISIONS ON RE-CLASSIFICATION

Article 48. All cadres mentioned in Article 2 shall be under the new salary statute and shall be entitled to new benefits, effective Nov. 1, 1965 in accordance with the conditions determined in a special statute

Awaiting the issuance of the mentioned special statute, these cadres shall be temporarily classified in Step 1 and shall receive extra payment should their salary under the new statute (basic salary of Step 1 + allowances) be lower than their former salary.

Upon the issuance of the special statute, effective Nov. 1st, 1965, there will be a regularization of the salary situation of the cadres. After the above mentioned regularization of salary situation has taken place, should the total salary of a cadre be still lower than his former one, he will receive a supplementary payment.

Article 49. Within a maximum period of 2 months, effective the date of issuance of this Decree, special statutes for the cadres in all branches of activities must be established or modified to accord with the provisions mentioned in the general status.

Article 50. All previous provisions in contradiction with the present Decree shall be ipso facto null and void.

Article 51. General Ministers, Ministers and Deputy Ministers shall refer to their function to carry out the present Decree.

Saigon, November 5, 1965

Signed: Brigadier General NGUYEN CAO KY

Copies:

For the Director of Cabinet

Deputy Dir. of Cab.

Signed: DAO XUAN DUNG

250  
OFFICE OF PROVINCIAL OPERATIONS OPERATIONAL MEMORANDUM No 143-65

TO : All Regional Directors and  
Provincial Representatives

November 22, 1965

FROM *Samuel V. Wilson* Samuel V. Wilson, Assistant Director for Provincial Operations

SUBJECT : CADRE: A. Decree # 1900-UBHP/CT of 11/5/65, a General Statute  
on Cadre Personnel.

B. List of Categories and Numbers of Cadre as of 8/31/65

A. The first attachment is an English translation of the subject decree. Prepared in the Prime Minister's Office, it is intended to be a framework for special decrees to be prepared by various ministries. This statute is the first concrete step in a GVN priority program to blend the various existing cadre programs into a more unified and effective national effort.

Cadres subject to this statute become, in effect, a special type of quasi-civil servants for rural operations. These employees must work full-time for at least one year in the countryside in any area to which they are assigned. The statute is intended to raise the caliber of these cadres by: (1) establishing higher recruitment qualifications; (2) requiring successful completion of a comprehensive training course before a cadre is permanently appointed, and (3) providing higher salaries for most categories (base salary VN\$2,500/month), and improved benefits similar to those received by civil servants, i.e., family allowances, position allowances for supervisory cadre, travel privileges, annual, sick and maternity leave, and medical and death or injury compensation. The statute also establishes a system of awards and punishments. It does not make cadres draft-exempt but apparently leaves the door open for the minister concerned to seek certain exemptions.

B. The second attachment is simply a listing, with some indication of numbers, of the various categories of Cadres. The three categories of Rural Construction cadre will definitely be covered by the new statute. Which of the others will be covered we are not yet able to say; each ministry is to decide this, subject, of course, to higher approval.

The Ministry of Rural Construction is now at an advanced stage in drafting a special decree covering all types of cadre under its direct administration. We shall keep you informed of developments.

CADRE MANPOWER AS OF AUGUST 31, 1965

Number in Various Categories according to Census  
by Office of Prime Minister and  
Ministries Concerned 1/

Rural Construction Cadre .... (Min. Rural Construction) .....	6,055
Rural Political 711; Mobile Admin. 1,148; New Life Hamlet 4,196 (Office of Prime Minister figures: Rural Polit. 821; Mobile Admin. 1,479; total 2,300)	
Psywar (Min. Psywar) .....	15,763
VIS cadre 3,153; VIS Vol. cadre 1,598; Village Info 1,984 Hamlet Info. 7,625; Chieu Hoi 1,383) (Office of Prime Minister figures: Psywar 2,930, Chieu Hoi 2,348 = 5,278)	
Interior .....	350
Re-education 165, Administrative 72, Montagnard 113	
Defense .....	392
Popular Forces 392	
Youth .....	520
Labor .....	47
Investigation 25, Civic Action 22	
Finance .....	2
Tax Inspection 2	
Social Welfare .....	466
Education .....	5,620
New Life Hamlet Teachers	
Health .....	7,347
Malaria Eradication 1,494, Rural Health and San. 5,853	
Agriculture .....	726
Crops Protection 101, Agric. Extension 160, Family Life 51, Cattle Raising 19, Sanitation 15, Land Reform 47, Agriculture 314, Coopera- tives 19	
Total <u>2/</u> .....	37,288
(Office of Prime Min. Total 24,048)	

1/ Checked with Ministries of Rural Construction and Psywar only.

2/ Does not include cadre financed through special US sources.

USCM/Prov.Ops  
9 Nov. 65