

GENERAL INSTRUCTIONS TO CANDIDATES FOR OVERSEAS POSITIONS

Listed below are certain preparations which must be completed so that IVS can send you abroad shortly after official clearance and approval are received for your appointment. Please begin taking care of these details as soon as possible.

1. Service Agreement - Every team member must sign the official service agreement with IVS. When you receive copies of this, please review the conditions of this agreement carefully, then sign and return both copies to us. As soon as official clearance for your appointment is granted, we will sign and return one copy for you. The dates for your term of service will be filled in when travel arrangements are completed. We will be happy to answer any questions about points in this agreement.

2. Medical Exam - Each IVS candidate must receive a medical examination to make sure that he has no disqualifying health problems. Make an appointment with a qualified M.D. for a physical examination. Fill out the enclosed "Report of Medical History" just before the examination and turn it over to the physician to review. He should complete Item #40. The physician should fill out the "Report of Medical Examination", stating in Item #77 whether or not you are qualified for the specific employment in the specific country for which you have been proposed for assignment, and should send both forms to IVS. This information is for IVS use only and will not be released to unauthorized persons. The examination is not to include such specialized services as electrocardiograph, X-rays, etc. If the physician finds that further investigation of this type is advisable, IVS approval must be obtained to enable reimbursement for such expense.

3. Vaccinations - You must receive all the vaccinations listed on the enclosed vaccination certificate, i.e., smallpox, yellow fever, cholera, typhus, typhoid, paratyphoid, polio, tetanus, and plague. You may not be able to get the plague shot here. If so, this can wait until you reach your assigned country. Start getting these vaccinations at once, since some waiting period is often necessary between shots. They should cost less and be more rapidly available at a U.S. Public Health Office than if secured from a private doctor. It is not necessary to return the vaccination certificate to IVS but be sure to have it in hand when you travel. You cannot leave this country or enter other countries without it.

4. Clothing Allowance and First Month's Salary - Before you leave we will send you a check covering both your \$150 clothing allowance for the first year and one month's salary in advance. You may spend your clothing allowance in any way that you wish. No accounting will be necessary. Your first month's salary is advanced to provide you with some extra funds in case of emergency during your trip over. This should be converted into traveler's checks. We advise you to be careful with your money and possessions while traveling but do not get the idea that everyone in the Orient or the Arab World is a thief.

5. Clothing and Personal Items - While you should have a good supply of clothing, you need buy only those articles which can't be bought in the country of your assignment or in Hong Kong while en route. It is not necessary to ship over a two year supply of clothing. A good rule of thumb is to ship the appropriate clothing which you already have on hand plus a few articles not obtainable in the country of your assignment (such as a pair of good work shoes). Then plan to buy the rest when you get there. The subject of clothing is more completely covered in the paper describing the country to which you will be going.

6. Baggage and Shipping - Your baggage will consist of (a) "personal accompanied baggage", which is taken with you on the plane, and (b) the "unaccompanied baggage" sent to your project before you leave the United States. For the baggage which you will take with you, we recommend two bags - a small overnight bag which you can carry with you on the plane, and a larger bag which will be checked free aboard the plane. The combined weight of these two bags cannot exceed 44 pounds when packed. Take full advantage of this 44 pounds, but allow for the weight of additional items you buy en route.

For unaccompanied baggage you may choose between a light foot locker (preferred by the IVS'ers in Laos) or one or two duffel bags which can hold about 50 pounds each. Both methods of packing have benefits and drawbacks: duffel bags are light and allow more to be sent at a lower cost. Foot lockers weigh and cost more to send, but provide a good place for you to store things when you are on project. Duffel bags or a foot locker may be bought in army surplus stores. It will probably not be necessary to send more than 60 to 80 pounds but IVS will pay for a maximum of 100 pounds of unaccompanied baggage. Plan to ship your baggage about 10 days before your departure so that it will be at your destination when you arrive. We will advise you of this date as soon as travel arrangements are complete.

If you are going to Laos or to Cambodia, your unaccompanied baggage should be shipped by air parcel post. This will cost from 60¢ to 80¢ per pound depending on the postal zone in which you are located with reference to San Francisco. Check with your postmaster regarding your zone and shipping details. The maximum weight for one bag is 70 pounds. Furthermore, it cannot exceed 100 inches in either length or girth. (The girth is obtained by measuring the full distance around the middle). It might be advisable to send two bags rather than one. Send your unaccompanied baggage to the following address, and submit a postal receipt for the expense to IVS for reimbursement.

In Laos:
Mr. (Your Name)
IVS-RD
A.P.O. 152
San Francisco, California

In Cambodia:
Mr. (Your Name)
IVS Team, USAID Agriculture Division
A.P.O. 153
San Francisco, California

If you are going to Viet Nam or Algeria, your unaccompanied baggage should be shipped by air freight. Two types of forms will be sent to you so that you may send your baggage with the airlines billing IVS for the cost. These forms must be completed as per the instructions below. Take them to the airport when you send your baggage and tell the agent to call IVS for the cost. Fill out the forms as follows:

(1) "Shipper's Letter of Instructions..." (2 copies), enables your unaccompanied baggage to be sent from your local airport to Pan American Airways in San Francisco or New York for shipment abroad. (a) Fill in "Number of Pieces - Method of Packing", as necessary - for example: "1 duffel bag - 1 carton", etc. (b) Under gross weight, put down the weight of your baggage. You reduce the cost per pound considerably by requesting the shipping clerk to use the 'personal effects' rates. This special rate is available only for people who are actually going to follow their shipment abroad. (Refer to code 9995 regarding 'personal effects' rates for unaccompanied baggage.) Across the Pacific your baggage will receive a special rate of \$1.12 for a minimum of 77 pounds. Even if you do not send 77 pounds it is less

expensive to pay for this weight at the special rate unless your baggage weight is under 40 pounds. For Algeria, 100 pounds commands a special rate of 76¢ per pound from New York to Algiers. Therefore, request the 100 pound rate even if the weight of your shipment is less. (c) Under "Shipper's Declared Value - for Customs", put down the value of your baggage - probably about \$300. (d) Be sure to insure your baggage, putting the amount under "Insurance". It's best to insure baggage for \$100 over the estimated worth. Each \$100 worth of insurance costs only about 33¢.

(2) "Shipper's Export Declaration", (4 copies), clears your baggage through San Francisco or New York. Complete this form by filling out Items #11 and #15. Item #11 is the weight of your baggage; Item #15 is the value. These figures should correspond with those given in the "Shipper's Letter of Instructions..."

Use one of the following addresses to send your unaccompanied baggage to Vietnam or Algeria by air freight:

In Algeria:

Mr. (Your Name)
IVS Team USAID
c/o American Embassy
Algiers, Algeria

In Viet Nam:

Mr. (Your Name)
IVS Team, USAID Agriculture Division
176 Hai Ba Trung
Saigon, Viet Nam

7. Travel Arrangements - All travel arrangements for IVS personnel are made directly through the Sarah Marquis Travel Service 257 Park Avenue South, New York, N.Y., 10010. Their representative, Miss Earla Hoyman, will be in contact with you shortly and will arrange such details as: passport, visas, airline reservations, hotel accommodations, etc. If you have any questions on these matters please write directly to her. We would appreciate a copy of any such letter.

8. Sightseeing en route - Government contracts require us to send team members to their projects by the most direct route, but there has been no unfavorable reaction when new team members have been permitted to spend several days in certain ports en route. Other new IVS'ers have been enthusiastic about this privilege for sightseeing. On this basis we are asking the travel agency to include a few stops on your itinerary. During this time you would receive your IVS salary and the per diem listed below but you would pay for your hotel room and meals. Meals and accommodations at reasonable hotels cost from \$8 to \$12 per day. The travel agency will arrange your hotel reservations in advance. If you do not wish to make these stops please inform the travel agency promptly upon receiving the tentative schedule. However, when traveling with a group we strongly discourage any deviation.

9. Per Diem Expenses - IVS will pay you per diem expenses of \$12.00 for the period of time while (1) enroute to and within the orientation period if so authorized by IVS, and/or (2) enroute to and from your post of duty, not to exceed 2 days each way. This is based on the minimum amount of time involved by the most direct and expeditious route from your home.

Per diem is made available to help defray the cost of lodging and meals. No accounting needs to be made concerning its use.

10. Monthly Salary Checks can be sent to you on project, or to a bank or person in the United States. All the present team members - and we recommend that you do this also - have their salaries sent regularly to a designated person or directly to their personal accounts in an American bank. If your money is to be sent to a bank, you should take a supply of blank checks with you since you can cash checks in the larger cities abroad and also make purchases in the U.S. via mail to be sent to you. Please advise us how you would prefer your monthly checks to be handled and send us the name and the address of the bank or person to whom your checks should be mailed.

Health Insurance →
11. Insurance - Under IVS you will be covered by sickness and accident, group life, and workman's compensation insurances. Please send us the exact full name and address of the person who will be your beneficiary so that we may fill out your insurance policies correctly. Give the full name to the beneficiary - example: Mr. Doyle Mark Doe, rather than Mr. D. M. Doe. In the case of a married woman, give both her maiden and married names - example: Mrs. Mary Edith (Brown) Doe, not Mrs. M. B. Doe or Mrs. D. M. Doe. Note: These insurance policies do not cover dental, ocular expenses or any disability experienced before entering IVS. You should see your dentist and have all dental work done before going overseas. If you wear glasses or dental plates, it would be a good idea to take along at least one extra pair.

12. Reimbursement - When you pay for items such as passport, photos, medical examination, vaccinations, etc., secure receipts so that IVS may reimburse you for your expenses. Reimbursement cannot be made without receipts.

13. Selective Service - IVS personnel are eligible for occupational deferment while serving overseas. If you need such a deferment you should contact your draft board immediately. If they require a letter from us we will be happy to comply.

14. Photos - You should have about two dozen photos made for your passport, visa applications, etc. Please send us three of these passport-size pictures for a news release and for our team member display board.

15. Letter duplication service - To help you keep in better contact with friends while abroad and to save you the cost of postage, the IVS office in Washington will mimeograph up to one monthly "newsletter" from you and mail it to a maximum of 150 of your friends. These general letters must not exceed four single spaced typewritten pages.

This is a courtesy service and we must request that you (a) type or write your letters clearly, (b) include your name, the date, and your full overseas address, and (c) check each letter for good spelling and grammar. All original copies of duplicated letters will be filed with your permanent IVS record. A mimeographed copy will be sent to you in the field.

The main reason for this service is that your friends, as taxpayers, are interested in knowing why you are overseas, what you are doing, and the progress you are making in assisting the people with the public funds available to you. Please remember this objective and don't spend entire letters on only sightseeing and stories - these only reveal a status of "cultural shock". Each letter should contain something about what you are doing. It would be best for you to make up a list of friends with their addresses for your intended newsletters and mail it to us before you leave.

Personal letters do not need to come through the IVS office. Any articles to be sent to magazines or newspapers must be cleared through the IVS office.

16. Additional Printed Material - Additional information and instructions about preparations for an IVS tour of duty abroad are given in the enclosed information checked below.

Ideas, Customs, and Peoples
 So You're Coming to Viet Nam
 Background Paper on Viet Nam
 So You're Coming to Laos
 About Laos

Welcome to Cambodia
 Cambodia
 Southeast Asian Bibliography
 Algeria Bibliography
 Algeria Clothing List

9/24/63

to articles in the office. The office of the Secretary of the State is the office of the Secretary of the State.

Additional information is given in the enclosed information. The information is given in the enclosed information.

Enclosed is a copy of the report of the Secretary of the State. The report is given in the enclosed information.

Enclosed is a copy of the report of the Secretary of the State. The report is given in the enclosed information.

1/25/10