



VIETNAM

GENERAL INFORMATION BROCHURE

ISSUED QUARTERLY

OCTOBER 1965

HEADQUARTERS SUPPORT ACTIVITY, SAIGON

This Brochure is compiled and published by Headquarters Support Activity, Saigon. The information contained herein was obtained from many sources, and acknowledgment is hereby given to all commands or individuals who have contributed to its contents. Suggestions for corrections or additions should be forwarded to Commanding Officer, Headquarters Support Activity, APD San Francisco 96243.



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CHAPTER I

USEFUL INFORMATION FOR AN AMERICAN IN SAIGON
UNACCOMPANIED BAGGAGE

Since unaccompanied baggage is subject to being "bumped" on its trip over in favor of high priority cargo, it frequently takes at least two months for such baggage to arrive in Saigon from the date of shipment in the U. S. Therefore, baggage accompanying an individual should contain all the essential items necessary to sustain him for at least two months. All gear that is shipped as unaccompanied baggage should be well-packed in lightweight, sturdy containers with the name, rank, service number and unit of assignment clearly labeled on the outside. A copy of PCS orders should also be packed inside.

When baggage arrives in the Republic of Vietnam, it is received by the Household Effects and Baggage Center at Tan Son Nhut Airport, which is a branch of the Supply Department of HEDSUPPACT, Saigon. This activity will tranship, via air, all baggage for members assigned to outlying activities in the Republic of Vietnam upon the first receipt of the member's final unit of assignment orders. Members assigned to the Saigon/Cholon area should pick up their baggage personally at the Household Effects and Baggage Center. Since storage facilities are limited, it is suggested that everyone coming into the country contact the Household Effects Center at 33/2198 immediately upon arrival.

PERSONAL CONDUCT

American dependents of U. S. personnel are not authorized to reside in Vietnam. We Americans are guests in Vietnam. U. S. personnel should habitually exercise propriety, good judgment, and discretion in matters of personal conduct and selection of companions and associates. The necessity for extraordinary measures on the part of individual U. S. personnel in Vietnam is obvious. For example, an intoxicated person in a strange section of a city where he does not understand the language is in a very vulnerable position, particularly when he is the special object of attack by an armed and lawless element. The Vietnamese police are charged with the responsibility of protecting American personnel. The cooperation of each American is essential if the local police are to carry out their responsibilities. U. S. personnel in every area of South Vietnam, including the cities of Saigon/Cholon, must exercise more than ordinary caution to ensure for optimum personal security. We are here to accomplish an important mission as representatives of our country, and as such, personal and professional conduct must be above reproach at all times.

INCIDENTS MUST BE AVOIDED

Incidents involving MACV personnel will be reported to the local Provost Marshal. Incidents occurring in the Saigon/Cholon area, excluding Tan Son Nhut Air Base, will be reported to the HSAS Provost Marshal. Incidents occurring on Tan Son Nhut Air Base will be reported to the Second Air Division Provost Marshal. All accidents involving U. S. personnel will be reported in the same manner as incidents. Full cooperation will be given local authorities investigating an accident or incident. On the spot settlements for damages will not be made.

CLOTHING

All personnel are required to wear the appropriate summer uniform for their respective branch of the military during duty hours. Only authorized U. S. uniforms, including field or work clothing, insignia, and field equipment will be worn. The field uniform (fatigues) is normal duty uniform for personnel of all ranks assigned to MACV field detachments (except advisor personnel at the regular schools who wear appropriate uniform for normal duty when not engaged in field training) and for personnel visiting VN Armed Forces Units for observation purposes. Off-duty dress is usually casual. At many social events sport shirts

are worn. Short sleeved white shirts, with or without tie, are often worn at informal events. Sport shirts should be conservative in color. Personnel should have a light-weight suit and several pairs of slacks. A raincoat is recommended. Since there are limited uniform facilities in Saigon, many military personnel have had uniforms (and civilian attire) made inexpensively by local tailors who do excellent work. It is wise to bring one set each of "dress" summer and winter uniforms, for formal occasions or ceremonies in Saigon or an R&R trip out of the area. Uniform accessories are available in the Navy Exchange Uniform Shop.

U. S. civilian employees should bring sufficient washable clothing, including one summer suit. Additional clothing is obtainable locally.

DUTY HOURS

Normal duty hours for most United States units in Saigon are 0730-1200 and 1400-1730 Monday through Friday, and 0730-1230 Saturday. Basic workweek for U. S. civilian employees assigned to this Command is 40 hours, Monday through Friday. Overtime in excess of 40 hours is required on an irregular basis as defined by Navy Civilian Personnel Instruction 610.3-2f. For the Embassy, USOM, and USIS the working hours are 0800-1230 and 1430-1800 Monday through Friday and 0830 to 1230 on Saturday. Government bus transportation is furnished from quarters to place of duty and return as well as to Church on announced schedules.

FIELD EQUIPMENT

Upon receipt of orders for assignment outside the Saigon/Cholon area, all personnel must draw field equipment to include weapon prior to leaving Saigon. MACV personnel will draw equipment and weapons from MACV Supply Compound, located on Petrus Ky Street. Personnel assigned the Saigon/Cholon area are not required to draw field equipment or weapons except for emergencies.

PAY PROCEDURES

Army personnel assigned to MACV or HEDSUPACT must arrive in Vietnam with a DD Form 113, Military Pay Record. Your personnel officer should be made aware of the contents of Army Regulations AR 37-104, CH 28-4. Arriving personnel should plan on paying for their meals. Also, government quarters are not immediately available at times, and hotel accommodations must be obtained at your expense. Therefore, personnel are expected to arrive in Vietnam with sufficient funds to subsist and possibly pay for hotel accommodations until the next regular end of the month payday. \$75.00 is the recommended minimum amount. Travelers checks and cashiers checks are also recommended, as they offer some protection against possible loss.

It is highly advisable to open a personal checking account prior to departing for Vietnam as payment of mess accounts, purchases in the Navy Exchange and Commissary Store, and purchases of local currency may be made by check.

This area is considered a restricted area for the payment of Family Separation Allowance. Combat pay is payable to those individuals who meet the monthly requirements. There are no U.S. banking facilities in Vietnam.

Pay day for military personnel is normally held on the last working day of each month. Current station cost of living allowances are (daily):

DAILY STATION COST OF LIVING ALLOWANCES

| GRADE | MEMBERS W/O DEPN IN VIETNAM | GRADE | MEMBERS W/O DEPN IN VIETNAM | GRADE | MEMBERS W/O DEPN IN VIETNAM |
|-------|--------------------------------------|-------|--------------------------------------|-------|--------------------------------------|
| 0-10) | | W-4 | \$2.15 | E-9 | \$1.70 |
| 0-9) | \$2.75 | W-3 | 1.95 | E-8 | 1.60 |
| 0-8) | | W-2 | 1.75 | E-7 | 1.50 |
| 0-7 | 2.70 | W-1 | 1.60 | E-6 | 1.40 |
| 0-6 | 2.55 | | | E-5 | 1.25 |
| 0-5 | 2.45 | | | E-4 | 1.10 |
| 0-4 | 2.25 | | | E-3 | .90 |
| 0-3 | 2.00 | | | E-2 | .80 |
| 0-2 | 1.70 | | | E-1 | .75 |
| 0-1 | 1.25 | | | | |

U. S. civilian employees are paid by check every two weeks. A Foreign Area Differential of 25% of base pay is paid to U. S. civilian employees provided they are otherwise eligible while serving in the Republic of Vietnam. The amount received as foreign area differential is included in gross income for Federal income tax purposes in the same manner as salary, wages, or compensation. Civilian employees are eligible for a separate maintenance allowance which ranges from \$1250 a year for one child only, to \$3700 a year for a wife and four or more children. This may be paid when dependents reside in a location other than the Republic of Vietnam. Dependents covered by this allowance are defined in Section 261.1b of the Standard Regulations. Differentials and allowances are subject to change without notice. The amounts received as allowances (living quarters allowance, separate maintenance allowance) are not included in gross income for Federal income tax purposes and are not taxable as income.

MONEY CONVERSION

Upon arrival in Vietnam, all U. S. sponsored personnel must declare the amount of foreign currencies in their possession, including U.S. currency. All U.S. currency and dollar instruments will be converted to Military Payment Certificates (MPC) at the point of entry into Vietnam. No U.S. currency or dollar instruments will be in the hands of U.S. sponsored personnel after their arrival in Vietnam with the exception of one cent coins.

The use of MPC is restricted to transactions in the Navy and/or post exchanges and commissary facilities, U.S. postal facilities, military messes and clubs, bowling alleys, International House, USO clubs, and for piastre conversion transactions in officially authorized conversion facilities. The use of checks, money orders, or other dollar instruments in personal commercial transactions between U.S. sponsored personnel and local Vietnamese Nationals and/or other residents of the Republic of Vietnam is prohibited.

Acquisition of MPC: (1) All personnel with permanent duty station in Vietnam or on TDY in Vietnam who are authorized use of U. S. Government facilities will be paid their pay and allowances by check for U. S. dollars which may be cashed for MPC. (2) Personnel receiving U. S. currency or dollar instruments through the mail will present these currencies/instruments to their servicing disbursing officer who will either convert to MPC or Treasury check to be mailed to an address outside RVN designated by the recipient.

Acquisition of U. S. Currency: (1) Monies received through the mail. (2) Personnel departing the command on leave, PCS, or TDY must have MPC converted to U. S. dollars or dollar instruments prior to departure. (3) Personnel authorized U. S. military postal privileges may purchase U. S. postal money orders in amounts not to exceed the amount of MPC drawn in any calendar month, providing such money orders are dispatched immediately to an address outside RVN.

Purchase of Piastres: Purchase of piastres will be effected only at the special currency fund rate of exchange (currently 118.11 VNP to \$1.00 U. S.) and only through officially authorized conversion facilities as listed:

- American Embassy - Saigon
- Military Finance and Disbursing Officers or their bonded agents
- Piastre sales facilities at BOQ and BEQ

U. S. O.
Class "A" agents on payday.

Special Provisions: (1) The sale of motor vehicles and personal effects by U. S. sponsored personnel is subject to approval by the U.S. Embassy Disbursing Officer. Personnel wishing to dispose of such articles should familiarize themselves with pertinent directives on this subject. (2) Salary earned through authorized local outside employment (such as teaching at the Vietnamese-American Association) of U.S. sponsored personnel may be converted to U.S. currency upon presentation to the Embassy Disbursing Officer of a certification by the employer as to the total number of piastres earned.

PRIVATELY-OWNED FIREARMS

U. S. personnel are not allowed to purchase or import into the Republic of Vietnam private weapons except with a waiver issued by COMUSMACV. Requests for waiver will be addressed to Provost Marshal, MAGV. All personnel are responsible for safeguarding their private firearms.

Privately-owned firearms must be registered with the Office of the Provost Marshal, HEDSUPPACT Saigon and application for a Vietnamese gun permit effected. Personnel who have gun permits are reminded that they must apply for an export license for weapons one month prior to departure from Vietnam. The gun permit and two copies of Request for Firearms Export License must be forwarded to the Provost Marshal, HEDSUPPACT Saigon, 30 days prior to departure date.

TIPPING

Tippling is largely a matter of personal judgment. Restaurant personnel are normally the only persons whom Americans are expected to tip. Five percent of the total bill is ample.

NEWSPAPERS AND PERIODICALS

a. Time, Newsweek, Look, Life, Harpers, Atlantic Monthly, and Readers Digest. Airshipped to Saigon, these magazines are usually on sale in the Navy Exchange or locally long before individual subscriptions arrive which normally come by surface transportation.

b. Stars and Stripes. Daily military, published in Japan, delivered usually two days later. Delivered free on the basis of one paper for every five men.

c. Le Journal D'Extreme Orient. French daily which features latest news of Europe and Continent as well as local social events in Saigon.

d. Les Nouvelles Du Diamanche. Sunday news in French concerned mainly with French social events, ship sailings and so forth.

e. Saigon Daily News. English language daily with a broad coverage of local and international events.

f. Saigon Post. English language daily with a broad coverage of local and international events.

g. Life in Vietnam. An English-language miniature weekly magazine which carries feature articles on U. S. activities in Vietnam as well as material concerning Vietnamese culture, shopping, etc.

LAUNDRY

No military facilities are provided in Vietnam. Civilian laundries throughout the city vary in quality of workmanship, but in most cases the standards are below those found in the United States. Many individuals have their laundry done by their servants with satisfactory results. BOQ and BEQ provide laundry service for occupants at reasonable monthly rates.

DRY CLEANING

The Navy Exchange operates a dry cleaning plant with pick-up stations at various points throughout Saigon. The service has the capability of cleaning all men's items and single items of women's clothing.

TIME ZONE

Vietnam is in the zone that has an actual time differential of 8 hours slower than (behind) San Francisco, or 11 hours slower than New York City. However, Vietnam is "across" the International Date Line from the United States. During most of the day this causes a date differential of plus one day in Vietnam from the date in the United States (i. e., when it is 18 August in the U. S., it is 19 August in Vietnam).

SIESTA

It is the custom in Saigon on each day to have a Siesta period from 1200 until 1430. All work ceases, and a calm settles on the city during these hours.

SHOPPING

Shopping along Duong Tu Do (Rue Catinat) is slightly more expensive than elsewhere. Most sought after souvenir items are ceramics, lacquer and tortoise articles. Fun for sightseeing-shopping is the Handicraft Development Center and the Central Market where everything is sold. Also good buys are the ao-dai which is the long, form fitting, slitsided tunic and pantaloons that make up the charming traditional dress of Vietnamese women. The Vietnamese enjoy bargaining and would, in some cases, be insulted if you neglected to do so, but always be fair with these people and settle for a reasonable and fair price. Although French is spoken throughout the city, some shops have English-speaking employees. Vietnamese phrases which will help in communicating with shop keepers follow:

| <u>English</u> | <u>Vietnamese</u> | <u>Pronounced</u> |
|--------------------|---------------------|---------------------|
| How much money? | Bao Nhieo Tien | Bow Neeow Tien |
| No | Khong | Kung |
| Yes | Da or Vang, or "OK" | Zha or Yung or O.K. |
| What did you say? | Ong Noi Gi? | Oung Noy Zee? |
| I don't understand | Toi Khong Hieu | Toi Kung Hay-u |
| Thank you | Cam on | Cam on |

ZOO AND BOTANICAL GARDENS

Facing the Dinh Doc Lap (Independence Palace) at the East end of the Thong Nhut Boulevard, the Saigon Zoo and Botanical Gardens are particularly interesting. They possess one of the most important collections of orchids and of equatorial plants, besides a wide variety of tropical animals and game.

CHAPTER II

FACILITIES AVAILABLE TO MILITARY PERSONNEL AND CERTAIN AUTHORIZED CIVILIAN PERSONNEL

NAVY EXCHANGE

The Navy Exchange main store is located in the HSAS Compound at 100 Hung Vuong Street in Cholon. The Navy Exchange office is located in the same compound. The main store offers an excellent variety of popular stateside brand items. Also available is a large selection of Japanese sound and photographic equipment. At frequent intervals the Exchange imports beautiful gift and personal use items such as Thai silk, Indian brassware, Philippine wood carvings, Japanese lacquerware and pearls.

Also available in the main store is a uniform shop which carries uniform accessories for all services and offers alteration and tailoring service. A variety of civilian clothing and material is also available.

A special order department complete with major U. S. and foreign dealer's catalogues for virtually all retail products is also provided by the Navy Exchange and is located immediately adjacent to the main store.

The Navy Exchange operates a branch store at Tan Son Nhut and another in the Ambassador Hotel. Both branches offer a complete line of basic commodities.

The Exchange also manages snack bars at the following places:

HEDSUPPACT Compound
MACV Compound No. 2
Bowling Alley
Swimming Pool
Tan Son Nhut Air Base

Two mobile canteens circulate about the military facilities in the city and Tan Son Nhut Air Base.

Ration cards will be issued to each individual during in-processing phase upon arrival in Vietnam. Ration controlled items are cigarettes and liquor. Cards are issued for the normal 12-month tour. Reissues may be obtained at the HSAS Personnel Office for lost cards or extended tours. Proper identification must be presented prior to issue of the ration card.

Personal checks may be used to purchase items at the Exchange provided the check does not exceed the cost of the goods purchased.

Hours of Operation

Main Store (100 Hung Vuong) 1000-1800 Monday through Saturday
1000-2000 on Thursday
1300-1700 on Sunday

Tan Son Nhut 0900-1900 Monday through Saturday and 1300-1700 on Sunday.

Ambassador Store (7/9 Lam Son) 1100-2100 every day.

Barber Shop

The Navy Exchange operates Barber Shops as follows:

HEDSUPPACT Compound: 0800-1800 Monday through Saturday, 1300-1700 on Sundays.

MACV Compound No. 1: 0800-1200 and 1300-1730 Monday through Friday, 0800-1200 on Saturdays.

MACV Compound No. 2: 0800-1730 Monday through Friday; 0800-1230 on Saturdays.

USAV Compound: 0900-1900 Monday through Saturday.

2nd Air Div Compound: 0800-1900 Monday through Saturday; 1200-1700 on Sundays.

145th Aviation Battalion Compound: 0900-1900 Monday through Saturday.

Five Oceans BOQ: 1200-2000 Tuesday through Sunday.

Barber shop service is available at the Brink BOQ 1200-2000 Tuesday through Sunday.

Other compounds throughout the Republic of Vietnam normally have barber shops.

COMMISSARY STORE

The Commissary Store is located at 100 Hung Vuong St. in Cholon. The Store carries Stateside popular brand items, some local products, and Navy issue food items.

Purchases from the Store may be paid by personal check provided the check does not exceed the cost of goods purchased.

Hours of operation are 1000-1800 Monday through Saturday.

JOINT MILITARY CLOTHING STORE

The Joint Military Clothing Store is located in Building 6, HEDSUPPACT Compound, 100 Hung Vuong Street. The Clothing Store offers working uniforms for all Services, footwear, headgear, underwear, and other essential clothing items. Hours of operation for the Clothing Store are 1130-1800 Monday through Friday, and 0900-1300 on Saturdays.

POSTAL SERVICE

APO postal service is provided at the following locations in the Republic of Vietnam:

Saigon/Cholon/Tan Son Nhut Area

-APO 96243 Main Post Office, 100 Hung Vuong, HSA5 Compound.

-Unit 2, APO 96243, 606 Tran Hung Dao, MACV Compound No. 2.

-Unit 3, APO 96243, 139 Pasteur, MACV Compound No. 1.

-APO 96307, Cantonment Area, Tan Son Nhut Air Base.

-Unit 1, APO 96307, Building 3233VV, Tan Son Nhut Air Base.

Saigon Aerial Mail Terminal, Bldg. 3233VV, Tan Son Nhut Air Base.

U. S. Mail Drop Boxes are located at most billets (with messing facility) in the Saigon/Cholon area. Mail is picked up twice daily. Air letter mail posted in the Saigon/Cholon/Tan Son Nhut area by 0700 will be processed in that day's outgoing mail. Surface mail (including first class) takes an average of six weeks to reach ConUS.

In-Country APO's

| | |
|-------------------------|---------------------------------|
| APO 96215, Can Tho | APO 96337, Danang |
| APO 96227, Bien Hoa | APO 96357, Vinh Long |
| APO 96238, Qui Nhon | APO 96258, Hue |
| APO 96240, Nha Trang | APO 96499, Kontum |
| APO 96243, Saigon | APO 96402, Bac Lieu |
| APO 96260, Quang Ngai | APO 96314, (Mail address only). |
| APO 96291, Vung Tau | APO 96309, { " " " } |
| APO 96295, Pleiku | APO 96312, { " " " } |
| APO 96296, Soc Trang | APO 96316, { " " " } |
| APO 96297, Ban Me Thuot | APO 96317, { " " " } |
| APO 96307, Tan Son Nhut | APO 96318, { " " " } |
| APO 96308, Phu Bai | APO 96320, { " " " } |

AIR MAIL ARRIVAL SCHEDULE (FR CONUS)

| | <u>Flt No.</u> | <u>ETA</u> |
|-----------|-----------------------|------------|
| Sunday | PAA 873 | 1150 |
| Monday | PAA 841 | 1100 |
| Monday | PAA 875 | 1200 |
| Tuesday | PAA 4001 | 1200 |
| Wednesday | MIL Sp (From Bangkok) | 1130 |
| Wednesday | PAA 4001 | 1200 |
| Thursday | PAA 841 | 1100 |
| Thursday | PAA 2 (From Bangkok) | 1155 |
| Friday | PAA 873 | 1150 |
| Saturday | PAA 841 | 1130 |
| Saturday | PAA 875 | 1200 |

AIR MAIL DEPARTURE SCHEDULE (FR SAIGON)

| | <u>Flt No.</u> | <u>ETD</u> |
|-----------|----------------|------------|
| Sunday | PAA 842 | 1015 |
| Sunday | PAA 4004 | 1415 |
| Monday | PAA 876 | 1415 |
| Tuesday | PAA 842 | 1430 |
| Wednesday | PAA 4002 | 1415 |
| Thursday | PAA 2 | 1235 |
| Friday | PAA 842 | 1100 |
| Friday | PAA 4004 | 1415 |
| Saturday | PAA 876 | 1415 |

FREE MAIL SERVICE FROM VIETNAM

The privilege of free mail service is extended, subject to the conditions enumerated below, to members of the armed forces of the United States, including the U. S. Coast Guard, on duty in Vietnam and adjacent waters thereto. This entitlement is additionally extended to members of the services hospitalized in facilities under the jurisdiction of the armed forces of the United States as the result of disease or injury incurred as a result of military service or operations in Vietnam and contiguous waters, and air space thereover.

CONDITIONS

A. Mail must meet the following conditions:

- (1) Consist only of letters and post cards in their usual and generally accepted form. Pictures, clippings, and similar items which are strictly incidental to the message of the letter sent may be enclosed therein.
- (2) Bear in the upper right corner of the address side in the handwriting of the sender the word "free".
- (3) Bear in the upper left hand corner of the address side, the name of the sender, his service number, grade and complete military unit address.
- (4) Be addressed for delivery in the United States, Puerto Rico, possessions of the United States, or to U. S. Army, Air Force or Navy post offices.
- (5) Be deposited for mailing in U. S. military postal facilities located in Vietnam or adjacent water thereof specified above; or be deposited for mailing through military hospital mail orderly facilities.

B. The free mailing privilege does not extend to:

- (1) Circular letters.
- (2) Merchandise.
- (3) Newspapers, printed matter, mimeographed or pictorial matter, advertising matter, mail pertaining to social invitations, wedding announcements, etc.
- (4) Mail from Officer's Clubs and similar organizations, or matter pertaining to a private business or profession of the sender.
- (5) Matter mailed under the free mailing privilege may not be Registered, Certified, or insured. It may, however, be accepted as Special Delivery mail upon payment of the Special Delivery fee.

IN-COUNTRY MAIL DISPATCH

All incoming mail arriving is processed immediately (Aerial Mail Terminal operates 24 hours each day) and is dispatched to up-country APO on the first available air transportation.

All outgoing mail from up-country APO is air transported to the Saigon Aerial Mail Terminal daily, processed immediately and placed on the next ConUS bound mail (PAA) flight.

SCHOOLS

University of Maryland. The University of Maryland Overseas Program, serving U.S. personnel (Military and civilian) operates in coordination with the Armed Forces Education Program in this area. The Overseas Program is a branch of University College, College Park, Maryland. The Far East Division with its headquarters in Fuchu, Japan, began operating in September 1956, replacing the University of California program in the Orient. Courses taught only with the express permission of the separate departments within the University of Maryland program. All matters governing admission to the University, degree requirements, and curricula programs are determined in accordance with existing University regulations.

Courses offered include Business Administration, Economics, Education, English, Government and Politics (current Far Eastern politics), History (American), French, and military studies. These courses are of eight weeks duration. A fee of \$16 per credit hour is payable at the time of registration. If a student is a member of the Armed Forces working toward a degree, he may be eligible for Government Tuition Assistance, i.e., a three credit course would cost the pupil \$12 and \$36 would be borne by the Government. A Government Contract student who withdraws from a course for personal reasons will be obligated to repay the Government for its share of the tuition. Matters pertaining to other types of withdrawals can be obtained from the Schools/Education Officer, HEDSUPPACT Saigon. A matriculation fee of \$10 will be paid the first time the student enrolls with the University of Maryland, and is not refundable.

United States Armed Forces Institute. The United States Armed Forces Institute (USAFI) provides opportunities for military personnel to continue their education while they are on active duty with the Armed Forces of the United States. To this end USAFI supplies instructional materials, including courses for individual correspondence study and for group class work, and tests and examinations. USAFI aims constantly to develop these educational materials in conformity with the highest civilian

standards. Over 200 courses may be taken directly from USAFI in elementary, high school, college and vocational-technical subjects. For an initial \$5 fee a student may enroll in his first USAFI correspondence course. He may, thereafter, continue to take other USAFI courses at no further cost as long as his progress is satisfactory. In addition to the courses offered direct by USAFI, more than 6,000 correspondence courses are available through USAFI from the extension divisions of 44 leading colleges and universities. These correspondence courses are offered at reduced prices to military personnel under the terms of contract agreements between the Federal Government and the educational institutions. Permanent records of all courses taken through USAFI, and of all tests and examinations (with the exception of elementary level work) are maintained by USAFI, Madison, Wisconsin. All USAFI test results are automatically reported to the military services. Upon request official reports of these records are sent to schools, employers and other civilian agencies. USAFI, Madison, is the principal servicing and supplying agency for the overseas USAFI in our area which is Japan. Therefore, USAFI Japan distributes to this area the courses and tests developed at USAFI, Madison. The USAFI organization around the world is ready to serve military personnel wherever they are stationed and whatever the level of educational requirements.

The Headquarters Support Activity, Saigon, Education Office will assist you in applying for the course of your choice. All end-of-course examinations, USAFI Subject Standardized Tests, USAFI Achievement Tests II and III, High School and College GED tests are given by the Test Control Officer located at the HEDSUPPACT Education Office.

CLUBS AND MESSES

The HEDSUPPACT Clubs and Messes Division operates at the present time four officers' and seven enlisted messes in addition to one enlisted snack bar in the Saigon/Cholon area.

Officers' messes operate on the a la carte system, with a special menu each day. There is a meal plan rate offered to enlisted personnel permanently assigned to a command in the Saigon/Cholon area. Personnel in the area on TAD/TDY are not eligible for the meal plan. Meal Plan applications may be obtained by those eligible from the cashier at the Plaza branch of the Enlisted Mess Open located at 135 Tran Hung Dao. The Meal Plan is a voluntary program and those eligible but do not desire to join the plan can eat and pay the established rates. Patrons will pay for their guests. No currency other than American currency or chits will be used for any purchase made in the mess; however, piaster exchanges are operated in all branches for the convenience of patrons.

A bar is operated in conjunction with each mess. All purchases made in the bar are paid for from chit books which must be purchased from the cashier. Entertainment (local music, happy hours, cookouts, movies, etc.) is provided on weekends and on various evenings throughout the week. Movie schedules are published in the Plan of the Day.

Messes and hours of operation are as follows:

1. Saigon Commissioned Officers' Mess (OPEN)

Rex Branch, 147 Nguyen Hue
Hong Kong Branch, 28 Ngo Quyen
Brink Branch, 101 Hai Ba Trung
Five Oceans Branch, 41 Yet Kieu

A. Meal hours at the Saigon Commissioned Officers' Mess (OPEN)

| | <u>Monday-Friday</u> | <u>Sundays-Holidays</u> |
|-----------|----------------------|-------------------------|
| Breakfast | 0545-0900 | 0600-1200 |
| Lunch | 1130-1400 | 1200-1400 |
| Dinner | 1630-2130 | 1630-2130 |

B. Bar Hours

| <u>Branch</u> | <u>Daily</u> | |
|---------------|--------------|---|
| Rex | 1130-2300 | |
| Five Oceans | 1130-2300 | |
| Brink | 1130-2300 | |
| Hong Kong | 1130-1330 | (Saturdays, Sundays, and days before holidays: 1700-2300 1130-2300) |

2. Saigon Enlisted Mess (OPEN)

Plaza Branch, 135 Tran Hung Dao
Hung Dao Branch, 130 Tran Hung Dao
Ky Son Branch, 247 Tran Hung Dao
Town House Branch, 39 Hai Ba Trung
Hoa Lu, 60 Vo Thanh (Snack Bar)
Walling Branch, 275 Pham Ngu Lao
Capitol Branch, 107 Dai Lo Dong Khanh
Hospital Branch, 263 Tran Hung Dao

A. Meal Hours

| | <u>Monday-Saturday</u> | <u>Sunday-Holiday</u> |
|-----------|------------------------|-----------------------|
| Breakfast | 0530-0800 | 0600-0930 |
| Lunch | 1100-1330 | 1200-1330 |

Monday-Saturday Sunday - Holiday

| | | |
|-----------|-----------|-----------|
| Dinner# | 1630-1930 | 1630-1900 |
| Snack Bar | 1000-2200 | 1000-2200 |

* Hospital 0530-0900
 # Plaza 1630-2100

B. Bar Hours. 1100 to 2245 daily.

3. Charge Accounts

Charge Accounts for credit will be issued upon filing application for open mess privileges if the applicant meets all the requirements. Application blanks are available from all officers' messes and at the Enlisted Clubs and Messes Office located at 345/128 Tran Hung Dao for enlisted personnel. Maximum credit charges per month for enlisted personnel are:

| | | |
|---------------|-------|----------|
| E-7 and above | ----- | \$175.00 |
| E-6 | ----- | \$150.00 |
| E-5 | ----- | \$125.00 |
| E-4 and below | ----- | \$100.00 |

Accounts become overdue on the 10th of the month following the month in which the charges were incurred. Failure to receive mess bill is not sufficient justification for late payment. After an account becomes delinquent a \$2.00 service charge is added to the individual's account and his commanding officer and the Commanding Officer, HEDSUPACT are notified.

It is the responsibility of each person to keep the Central Mess Accounting Office notified of his current address. Change of Address cards are available at the cashier's stand in all messes. Accounts may be paid at any mess at the cashier's stand. A list of all accounts by number are available at each mess. The Central Mess Accounting Office is located on the third floor of the Clubs and Messes Office at 345/128 Tran Hung Dao. All enlisted personnel with charge accounts must clear their accounts with a money order or cash prior to departing Vietnam.

AMERICAN RED CROSS

The American Red Cross in this Area, under a Field Director, offers communications, reporting and other counseling services. The Red Cross is located on the top floor of the building at #606 Phan Thanh Gian Saigon. The phone number for this office is 40731 or Tiger 557. For contact with the Red Cross after duty hours call the MACV Duty Officer at 40662/40663 and he will put you in contact with the Red Cross Duty Worker.

Other Red Cross Officers in Vietnam are located at Tan Son Nhut, Vung-Tau, Cantho, Nhatrang, Cam Ranh Bay, Chu Lai, Phu Bai, Danang, Bien Hoa, III MAF and Qui Nhon.

The Field Director and his assistants welcome contacts from all servicemen confronted with personal or family problems and will utilize the full resources of the American National Red Cross to help the individual find a solution.

BILLETING

MACV and HEDSUPPACT personnel reporting to a PCS assignment in Vietnam will be assigned to a transient billet in Saigon during the initial period of MACV AG personnel processing. Present crowded conditions in Saigon have necessitated the utilization of temporary rooms and cots in order to billet all personnel. Newly arrived personnel, who receive a PCS assignment to Saigon will apply for permanent quarters during AG processing. These personnel will retain their temporary quarters until an assignment is made. Assignment to permanent quarters is based on priority of date of arrival in Vietnam within their appropriate rank/rate category.

Billeting Policy in Saigon. There are 20 BOQ and 20 BEQ hotels of various sizes and capacities in the Saigon/Cholon area. All BOQ/BEQ rooms are designated into categories according to rank/grade as follows: 06, 05, 04, 03, WO/O-1/O-2, E9, E8, E7, E5/6, E4 and below. Precedence for assignment in each category is by date of arrival in Vietnam. Insofar as possible, consideration will be given to place of duty when assigning permanent billets. The first move into permanent quarters is mandatory. Individuals may apply for one subsequent move to a BOQ/BEQ of their choice within their paygrade. Priority will be by date of entry into Vietnam.

U.S. civilian employees have the choice of local economy housing with a living quarters allowance of \$3200 a year, the maximum rate, or government housing (BOQ) if available.

Towels are not provided in any quarters and must be furnished by individuals.

Maid service in all HSAS billeting facilities is mandatory. The charge for this service in temporary quarters varies from "no charge" in the Capitol and the Continental Palace Annex to 24 piasters in the Majestic and Joe Log Hotel. In permanent quarters the maid service varies from 400 to 450 piasters per month depending on the hotel.

Laundry service in temporary quarters is paid by the item, i.e., piece work. In permanent quarters the monthly charge is approximately 400 to 450 piasters per month depending on the hotel. If hotel laundry service is utilized, laundry will be collected in individual rooms. Payment is made at the hotel desk.

ARMED FORCES RADIO STATION

An Armed Forces Radio Station operates twenty-four (24) hours daily, presenting a variety of programs from top United States Radio Networks as well as complete local music and news programming. The station is received on 820 kilocycles on the standard broadcast band and 99.9 megacycles on the F.M. band. The station is located on the ground floor of the BRINK BOQ. The phone number is 40146.

HEDSUPPACT SPECIAL SERVICES

HEDSUPPACT Special Services operates numerous recreational facilities throughout the Republic of Vietnam for U. S. military personnel. The Special Services Office is located at the corner of Phan Dinh Phung and Cong Ly Streets. Listed below are a few of the facilities and services available through the HEDSUPPACT Special Services to authorized patrons in Saigon:

Library: An air conditioned library offering reading, study and music rooms; tape recording facilities; and an extensive magazine and U. S. newspaper collection is operated at 161 Nguyen Du Street from 0900 to 2200 daily. Phones 60961 and 60481.

Bowling Center. The Bowling Center, located at 143 Nguyen Du Street, is a modern twelve-lane, air-conditioned center with semi-automatic equipment. This building also contains a modern snack bar. Bowling fees are 20¢ per line. Shoes are available for rental at 10¢ a pair. Hours of operation are 0800 to 2200 daily.

Swimming Pool. This Special Services recreation facility is located at the end of Le Van Duyet Street in the Tan Son Nhut area. Upper level contains lockers to change clothes and a modern snack bar. It is open seven days a week from 1000 to 1900.

Craft Shop. This facility is located in the Special Services Compound. This facility has a sales outlet for assorted hobby skills. Hours of operation are: Monday through Saturday, 0730 to 1930; Sunday, 1400 to 1800.

Boat Facility. Nine outboards for water skiing and cruising on the Saigon River are operated at the present time. The facility is located approximately 3 miles from the Club Nautique

up the Saigon River and includes badminton and volleyball courts, horse shoe and barbecue pits, and a snack bar. Hours of operation are 1300 to 1730 on Saturdays, 0900 to 1730 on Sundays, and 1000 to 1730 on week-days. Transportation by bus is furnished on the half-hour on Saturdays and Sundays during hours of operation.

R&R Program. An R&R Program (Rest and Recreation) is operated for U. S. personnel serving in South Vietnam. Both space-required and space-available are utilized. Bookings are made at the HEDSUPPACT Special Services Office, phone 40639 or Tiger 488. To encourage participation in the Rest and Recreation Program and to assure complete utilization of spaces allocated, an Information Bureau Center has been set up at the HEDSUPPACT Special Services Compound. Tips to Travelers coverage is available for the popular R&R cities of Hong Kong and Bangkok. Only one R&R trip per year is ordinarily available for each authorized person and he must have served in South Vietnam for a minimum of three months to be eligible for out-of-country R&R.

U. S. personnel who have served in RVN a minimum of three months are authorized one out of country R&R trip in a temporary duty status without per diem costs for each twelve months duty in RVN. R&R trips in TDY status will not exceed seven days. Enlisted personnel will submit their requests for TAD R&R on a Special Request form; officers may submit their requests by memorandum. Leave will be charged for all subsequent R&R trips.

Seven-Day Loan Facility. This facility, located in the Special Services Compound, makes available on "loan basis" for 7 days various recreational equipment to authorized personnel. Some of the items available for issue are exercising equipment, fishing equipment, parlor games, 8mm movie projectors and athletic equipment.

Photo Lab. The Special Services Photo Lab is located directly in back of the Library on the corner of Le Van Duyet and Nguyen Du Streets. Its facilities include a dark room, developing tanks and print dryers. Hours of operation are 0900 to 2200 daily.

OTHER RECREATIONAL AREAS IN SAIGON

Cercle Sportif. A private French-Vietnamese club open only to officer personnel, due to local regulations, offering swimming, tennis, and theatricals. Initiation fee is 1500 Piastres with monthly dues of 535 Piastres.

Golf. All personnel may apply for membership in the Saigon

Golf Club. Green fees are applicable pending acceptance of membership. Initiation fee is 2,500 Piastres (1,000 of which is reimbursable) with monthly dues of 500 Piastres. Personnel who are not club members may play by paying the green fees. The course is crowded on week-ends. Clubs of the HSAS Special Services are available at the Seven Day Loan Facility for loan to military personnel.

Horseback Riding. The Cercle Hippique offers riding facilities with indoor and outdoor riding rings, riding contests, etc. Riding instructions for beginners, intermediate and jumping classes are available with a course of 12 lessons offered. Horses are available for hire by the hour. Hours are 0630-0900 and 1600-2000. Initiation fee is 500 Piastres with monthly dues of 400 Piastres.

USO

Two USO clubs of Saigon provide services and social activities for U.S. personnel. Locations of the clubs are 119 Nguyen Hue and Cach Mang Street near Tan Son Nhut. Hours of operation are: 0900-2200 seven days a week.

LEGAL ASSISTANCE PROGRAM

Legal advice and assistance are available to all military personnel and civilian employees of the Department of Defense, at Headquarters Support Activity, Saigon, Legal Office. This office provides most commonly needed legal documents, including wills, powers of attorney, etc. In addition, the Legal Officer is available for consultation and reference services. Similar service may be had at the Legal Assistance Offices of the Military Assistance Command, 2nd Air Division, and U.S. Army, Vietnam.

CHAPTER III

RELIGIOUS SERVICES

The religious needs of American personnel in Vietnam are provided for by military chaplains and civilian clergymen. Vietnam is divided into four geographical areas with chaplains assigned to each.

In the Saigon and Tan Son Nhut area the following denominations are represented by military chaplains: Baptist, Christian Church (Disciples of Christ), Episcopal, Jewish, Lutheran, Methodist, Roman Catholic, United Church of Christ.

In Saigon English-speaking civilian churches include: Bahai World Faith Center, Baptist, Christian and Missionary Alliance, Christian Science, Church of Christ, Episcopal, Latter Day Saints Roman Catholic, Seventh Day Adventist.

Detailed schedules of religious services and activities in Saigon are provided at the MACV Processing Center for all in-coming personnel.