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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

*noted  
JMM*  
JUL 24 1975

MEMORANDUM TO CERTAIN HEADS OF EXECUTIVE DEPARTMENTS  
AND AGENCIES

Subject: Personnel Support for Interagency Task Force on  
Indochina Refugees



You received a memorandum from Mr. Lynn, Director, Office of Management and Budget, dated July 11, on the subject of providing additional temporary support to the Interagency Task Force in order to meet the President's goal of completing the Task Force's resettlement effort by December 31. In the Director's memorandum, he requested that each agency designate a central contact point. If you have not already done so, please designate this central contact to OMB Deputy Associate Director Vince Puritano (telephone: 395-3774) by July 28 and direct the attached request to your designee for immediate action.

The Director's memorandum further stated that the Task Force was preparing a detailed list of the numbers and qualifications of the personnel needed. Attached are two separate items concerning the detailing of personnel to the IATF. Attachment A is a specific request concerning your agency, listing the number of personnel required (in some instances, individuals already working for the Task Force or specific name requests), occupational requirements, requested duration and the weeks during which positions should be filled. Those requirements are based on known or anticipated requirements through December 31, 1975 but it may be possible to release some personnel sooner than indicated in the attachment. Conversely, it may develop that some additional personnel requirements may arise that will result in subsequent requests for additional personnel. Your cooperation in such circumstances is requested. The staffing requirement contained in Attachment A are for IATF headquarters Washington. Staff requirements for the camps are being handled by the Federal Regional Council's serving the regions in which the camps are located. Attachment B is a discussion of personnel policies governing the overtime compensation, annual leave and parking expense reimbursements for detailees. Your support of the policies expressed therein would be appreciated.

Mr. Bryan Mitchell, Assistant Director for Management and Services of the Task Force, is responsible for the coordination of all detailees. Any problems, suggestions, or requests will be coordinated through Mr. Mitchell at 254-6433 (or Mr. Jerry Duane).

I know you are aware of the importance the President attaches to assuring the successful completion of the Refugee Resettlement program and that you will support the effort by responding positively to the needs enumerated by the Task Force.

Paul O'Neill  
Deputy Director

Attachments

Addressees

State  
AID  
DOD  
HEW  
GSA  
HUD  
Interior  
Justice  
Treasury  
DOL  
DOT  
CSA  
USIA

cc:

Official file - DO Records

Director

Directors Chron

Deputy Director

Dr. Marrs

Mr. Cannon

Mr. Semerad

Mr. Oaxaca

Mr. Puritano

Mr. Feezle

Ms. Taft, IATF

Mr. Mitchell, IATF

Mr. Duane, IATF

Mr. Blaydon

MD/HCA:Friars:bes 7/22/75

ATTACHMENT A

1. Summary of Agency Detail Request
2. Detail by Position, Grade/Series and Duration
3. IATF Headquarters Office Code



AGENCY: STATE

I. TOTAL DETAILEES FOR IATF *		
A. Professional		<u>20</u>
B. Clerical/Secretarial		<u>6</u>
II. DETAILEES PRESENTLY AT IATF		
A. Professional		<u>12</u>
B. Clerical/Secretarial		<u>3</u>
III. ADDITIONAL DETAILEES FOR IATF		
A. Professional		<u>8</u>
B. Clerical/Secretarial		<u>3</u>
IV. DUE DATES FOR DETAILEES		
A. First week: <u>July 21 - July 25</u>		
1. Professional		<u>19</u>
2. Clerical/Secretarial		<u>6</u>
B. Second week: <u>July 28 - August 1</u>		
1. Professional		<u>1</u>
2. Clerical/Secretarial		<u>0</u>
C. Third week: <u>August 4 - August 8</u>		
1. Professional		<u>    </u>
2. Clerical/Secretarial		<u>    </u>



\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

AGENCY STATE

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
DIR	Admin. Secretary	Ben Aida, Suzanne*	FSS-6/	Dec. 31
RSA	Reports Analyst	Hall, James*	FSO-6/	Dec. 31
OSC	Director	Rosenblatt, Lionel*	FSO-5/	Dec. 31
OSC	Administrative Officer	Carr, Michael*	GS-5/301	Dec. 31
OSC	Camp Evaluator	Whitten, J. David*	FSO-6/	Dec. 31
IR	Section Chief	Antippas, Andrew*	FSO-4/	Dec. 31
IR	3rd Country Resettle- ment	Metson, Graham*	FSO-5/	Sep. 30
IR	Parole/Consular	Martin, Joanna*	FSO-6/	Sep. 30
PA	Assistant Director	Green, Elinor* #	FSIO-3/	Dec. 31
ADP	Asst. for Field Operations	Metzler, P.*	FSO-5/	Dec. 31
ADP	Systems Analyst (Camp Coord.)	Arthur, R.*	FSO-6/	Sep. 30



# On detail to State from USIA

\*Indicates individual presently detailed to IATF, being requested to remain

AGENCY STATE

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OSC	Deputy, Camp Evaluation	Millington, Jeffery	FSO-7/	Dec. 31
IR	Parole/Consular	Cooley, Alfred	FSO-6/	Sep. 30
IR	Repatriation	Harding, Alfred	FSO-3/	Dec. 31
PA	Congressional Liaison	Bourne, Kay	FSO-3/	Dec. 31
PA	Staff Assistant	Burgess, Roger*	FSO-7/	Dec. 31
OR	Acquisition Officer	Kawamoto, Yukio*	FSR-4/	Oct. 1
ADM	Comm. & Recs. Clk.	Young, J.*	FSS-5/0305/	Dec. 31
OSC	Camp Evaluator	Morse, Leigh*	FSO-8	Dec. 31
IR	Secretary	Vacant	FSS-5/0318.01/	Dec. 31
IR	Secretary	Vacant	FSS-5/0318.01/	Dec. 31
MS	Deputy Asst. Director	Mott, Robert	FSO-2/	Dec. 31
OR	Writer/Translator Vietnamese	Vacant	GS-8-9/	Oct. 30
RR	Secretary	Vacant	GS-5-7/0318.01/	Dec. 31
FM	Financial Mgmt. Analyst	Vacant	GS-13-14/	Dec. 31

\*Indicates individual presently detailed to IATF, being requested to remain



AGENCY \_\_\_\_\_ STATE \_\_\_\_\_

Requested 2nd Week (July 28 - August 1)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
DIR	Deputy Director	Keeley, R. (To replace F. Wisner who leaves 7/31)	FSO-2/	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain



AGENCY: USIA



I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>10</u>
B. Clerical/Secretarial	<u>0</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>3</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>7</u>
B. Clerical/Secretarial	<u>0</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>10</u>
2. Clerical/Secretarial	<u>0</u>

B. Second week: July 28 - August 1

1. Professional	<u>      </u>
2. Clerical/Secretarial	<u>      </u>

C. Third week: August 4 - August 8

1. Professional	<u>      </u>
2. Clerical/Secretarial	<u>      </u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OR	Policy Officer	Anderson, Dion*	GSIO-4/	Dec. 31
PA	Assistant Director	Green, Elinor * #	FSIO-3	Dec. 31
OR	Administrative Assistant	Radulovic, Adrian*	Mgt. Intern	Dec. 31
PA	Writer <sup>1</sup>	Vacant	FSIO-4-5/	Dec. 31
PA	Information Officer <sup>2</sup>	Vacant	FSIO-3-5/	Dec. 31
OR	Writer/Translator <sup>3</sup> Vietnamese	Vacant	GS-8-9/	Dec. 31
OSC	Camp Evaluator <sup>4</sup>	Vacant	FSO-7-4/	Dec. 31
IGMR	Director, Public Affairs <sup>5</sup>	Vacant	FSIO-3-4/	Sep. 30
IGMR	Asst. Dir. Public Affairs <sup>6</sup>	Vacant	FSIO-4-5/	Sep. 30
IGMR	Director, Visitors Center <sup>7</sup>	Vacant	FSIO-3/	Sep. 30

# On detail to State and assigned to IATF

\*Indicates individual presently detailed to IATF, being requested to remain



USIA



1. Writer - Individual will prepare press releases based on material supplied by the Task Force staff. In addition, this person will select and arrange distribution of press releases, speeches and background material to State, HEW, National Press Club and other places as appropriate.

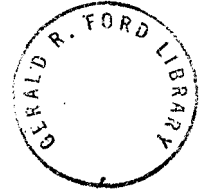
2. Information Officer - This position requires an experienced individual to conduct day-to-day press queries, gather information for release, maintain a positive flow of material designed to raise the level of public awareness to the operations, mission and progress of the Task Force. Individual should be flexible enough to cover a variety of public affairs activity, when required.

3. Writer/Translator - Responsible for originating in Vietnamese or translating from English, pamphlets, books, and film sound tracks that will be available to the Vietnamese refugees to help them adapt to the American culture.

4. Camp Evaluator - Visits refugee centers with Vietnamese Evaluation Assistants for purposes of assisting Senior Civil Coordinators and other IATF personnel in surfacing areas of concern, developing alternative solutions or recommendations for action, and channeling same to appropriate offices or individuals for follow-up action. Supervises other American and Vietnamese project personnel.

5,6,7. All three positions are being requested by Alan Carter, Sr. Civilian Coordinator at Indiantown Gap.

AGENCY: AID



I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>4</u>
B. Clerical/Secretarial	<u>2</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>4</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>0</u>
B. Clerical/Secretarial	<u>2</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>4</u>
2. Clerical/Secretarial	<u>2</u>

B. Second week: July 28 - August 1

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

C. Third week: August 4 - August 8

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OSC	Program Officer	Brown, Jack*	FSR-5/	Dec. 31
ADP	Systems Analyst (Camp Coordinator)	Collins, Paul*	GS-13/334	Dec. 31
ADP	Systems Analyst (Camp Coordinator)	Rudd, N.*	FSRL-4/	Dec. 31
OPR	Chief-Caseworkers	Ackerman, W.*	FSR-4/	Dec. 31
ADM	Comms. and Recs. Clerk	Vacant	GS-5-6/305	Dec. 31
OSC	Camp Evaluator	Vacant	FSO-7-4/	Dec. 31
DIR	Secretary	Paquette, Dorothy	FSS-6	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain

AGENCY: DOD

I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>10</u>
B. Clerical/Secretarial	<u>5</u>



II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>5</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>5</u>
B. Clerical/Secretarial	<u>5</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>10</u>
2. Clerical/Secretarial	<u>5</u>

B. Second week: July 28 - August 1

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>2</u>

C. Third week: August 4 - August 8

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:



Dec. 21  
Dec. 27  
DISTRIBUTION

Requested 1st Week

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
DIR	Special Assistant	DuBois, Raymond*	GS-15/	Dec. 31
RSA	Systems Analyst (Statistician)	Drinnon, James*	Commander	Dec. 31
S	Security Clearance Coordinator	Johnson, Harry*	LtC.	Sep. 30
SC	Camp Evaluator	Armitage, Richard*	GS-14/	Sep. 30
	DOD Liaison Officer	Vacant	Department Select	Dec. 31
	DOD Liaison Officer	Vacant	Department Select	Dec. 31
R	Secretary (Steno)	Vacant	GS-7/318/	Dec. 31
	Fin. Mgt. Analyst	Vacant	GS-13-15/510-505/	Dec. 31
	Secretary	Vacant	GS-4-5/322/	Dec. 31
	Secretary	Vacant	GS-4-5/322/	Oct. 31
	Non-Government Organi- zation Sponsor Chief <sup>1</sup>	Vacant	GS-15/	Dec. 31
	Special Assistant for Repatriation	Savageot, Jean	Lt. Col.	Dec. 31
	Statistician	Siegel, Rose*	GS-12	Dec. 31

cates individual presently detailed to IATF, being requested to remain.

AGENCY                      DOD

Requested 2nd Week



<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OPR	Correspondence Clerk	Vacant	GS-6-7/312-318/	Sep. 30
OPR	Document Control Clerk	Vacant	GS-5/305	Dec. 31

Presently detailed to IATF, being requested to remain.



DOD

1. Non-Government Sponsor, Chief: Responsible for identifying and matching refugee needs with the capabilities of and opportunities made available by non-governmental organizations. A knowledge of private sector organization is necessary along with a sensitivity to federal government and private sector organizations relations.



AGENCY: HEW

I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>39</u>
B. Clerical/Secretarial	<u>8</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>18</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>21</u>
B. Clerical/Secretarial	<u>8</u>



IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>14</u>
2. Clerical/Secretarial	<u>8</u>

B. Second week: July 28 - August 1

1. Professional	<u>7</u>
2. Clerical/Secretarial	<u>0</u>

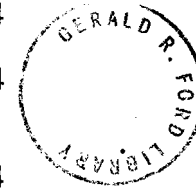
C. Third week: August 4 - August 8

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
DIR	Director	Taft, Julia		Dec. 31
DIR	Special Assistant	Ford, David*	GS-15	Dec. 31
PA	Deputy Director	Bray, Huly	GS-15/1081/	Dec. 31
PA	Information Officer	Becker, Mike*	GS-13/1081/	Dec. 31
MS	Assistant Director	Mitchell, Bryan B.*	GS-17/	Dec. 31
ADP	Project Director	Dickson, William*	GS-15/334/	Aug. 29#
ADP	Asst. for Control Operations	Jenkins, George*	GS-14/334/	Aug. 22#
ADP	Systems Analyst	Vemileyea, K.*	GS-14/334/	Dec. 31
ADP	Systems Analyst	Reff, H.*	GS-14/334	Dec. 31
ADP	Computer Programmer	Smith, William*	GS-12/334	Dec. 31
ADP	Computer Programmer	Digman, Richard*	GS-12/334	Dec. 31
ADP	Computer Programmer	Lawver, Roy	GS-12/334	90 days
ADP	Computer Programmer	Knefle, Michael*	GS-12/334	90 days
ADP	Systems Analyst (Camp Coordinator)	DeMartino, M.*	GS-13/334	Sep. 15
ADP	System Analyst	Frazier, Charles B.*	GS-13/334	Dec. 31



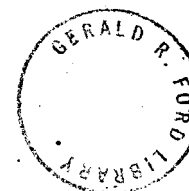
# Requirement for position continues to Dec. 31. DHEW to provide replacements.

\*Indicates individual presently detailed to IATF, being requested to remain

AGENCY HEW

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
PA	Feature Writer	Humbert, H*	GS-14/1082	Oct. 15
ADP	Systems Analyst	Lifler, L.*	GS-13/334	Nov. 1
RR	Director	Suzuki, Mike	GS-15/301	Dec. 31
PA	Congressional Liaison	Flavin, T.*	GS-9	Dec. 31
DIR	Secretary (Steno)	Vacant	GS-6-7/318	Dec. 31
ADP	Secretary	Vacant	GS-5-6	Dec. 31
ADP	Secretary	Vacant	GS-5-6	Dec. 31
RR	Special Assistant	Vacant	GS-12-14/301	Dec. 31
RR	State/local Gov't Sponsor	Vacant	GS-13-15/301	Dec. 31
RR	State/local Gov't Mgt. Spec.	Vacant	GS-12-14/301	Dec. 31
RR	Volag Sponsorship Chief	Vacant	GS-13-15/301	Dec. 31
RR	Nat'l Volag Liaison Off.	Vacant	GS-12-14/301	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain

Requested 1st Week

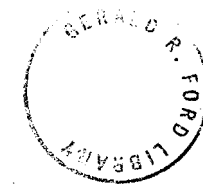
<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
RR	Nat'l Volag Liaison Off.		GS-12-14/301	Dec. 31
RR	Camp Volag Liaison/ Reports Off.	Vacant	GS-12-14/301	Dec. 31
RR	Administrative Asst.	Vacant	GS-11-14/341	Dec. 31
RR	Secretary	Vacant	GS-5-7/332	Dec. 31
RR	Clerk-typist	Vacant	GS-3-5/322	Dec. 31
RR	Clerk-typist	Vacant	GS-3-5/322	Dec. 31
RR	Senior Caseworker	Vacant	GS-13-14/301	Dec. 31
RR	Clerk-typist	Vacant	GS-4-5/318	Dec. 31
DL	HEW Liaison	Vacant	Department Select	Dec. 31
OR	Vietnamese Typist	Vacant	GS-5-6	Dec. 3
FM	Fin. Mgt. Analyst	Vacant	GS-13-15/510-505	Dec. 31
ADM	Asst. Admin. Officer/ Personnel Officer	Vacant	GS-14-15/301-201	Dec. 31
OPR	Caseworker Shift Supervisor	Vacant	GS-12/	Sep. 30



\*Indicates individual presently detailed to IATF, being requested to remain.

Requested 2nd Week

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
RR	Case Worker (Breakdown)	Vacant	GS-11-13/301	Dec. 31
RR	Case Worker (Breakdown)	Vacant	GS-11-13/301	Dec. 31
OSC	Deputy Director	Vacant	GS-13/345	Dec. 31
OSC	Post Camp Evaluator	Vacant	GS-9-12/	
ADP	Programmer (Camp)	Vacant	GS-7-12/334	Dec. 31
ADP	Programmer (Camp)	Vacant	GS 7-12/334	Oct. 15
ADP	Programmer (Camp)	Vacant	GS 7-12/334	Sept. 30



\*Indicates individual presently detailed to IATF, being requested to remain.

AGENCY: GSA

I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>6</u>
B. Clerical/Secretarial	<u>0</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>2</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>4</u>
B. Clerical/Secretarial	<u>0</u>



IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>3</u>
2. Clerical/Secretarial	<u>0</u>

B. Second week: July 28 - August 1

1. Professional	<u>2</u>
2. Clerical/Secretarial	<u>0</u>

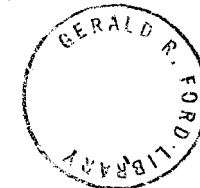
C. Third week: August 4 - August 8

1. Professional	<u>1</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force;

Requested 1st Week

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
FM	Financial Mgmt. Officer	Flaherty, M.F.*	GS-15/510	Dec. 31
FM	Financial Mgmt. Assistant	Saunders, Marvin*	GS-13/510	Dec. 31
OPR	Chief - Telephone Service <sup>1</sup>	Vacant	GS-13-14/	Dec. 31
OPR	Telephone Shift Supervisor <sup>2</sup> (Second Week)	Vacant	GS-11-12/	Dec. 3
OPR	Review and Analysis Officer (Second Week)	Vacant	GS-11-12/343-345,	Oct. 30



\*Indicates individual presently detailed to IATF, being requested to remain.



AGENCY GSA

Requested 3rd Week (August 4 - August 8)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
ADM	Administrative Services Officer	Vacant	GS-13/	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain.

GSA



1. Chief, Telephone Service/Computer Search System - Under direction of the Chief, Communications Systems, provides operational and administrative management for supervisory and operational personnel engaged in telephone contact with the public and in operation of computer terminals to:

- A. Answer inquiries on location of refugees under U.S. Government control.
- B. Record offers of refugee sponsorship in whole or part.
- C. Provide information of a general nature on U.S. Government policies and practices in regard to refugees.

Provides first and second line supervision for 33 personnel.

2. Supervisor, Telephone Service/Computer Search System - Under direction of Chief, Telephone Service/Computer Search System, supervise 30 personnel providing the telephone service, computer search service and recording of refugee sponsorship offers.

AGENCY: HUD

I. TOTAL DETAILEES FOR IATF *		
A. Professional		<u>4</u>
B. Clerical/Secretarial		<u>3</u>
II. DETAILEES PRESENTLY AT IATF		
A. Professional		<u>0</u>
B. Clerical/Secretarial		<u>0</u>
III. ADDITIONAL DETAILEES FOR IATF		
A. Professional		<u>4</u>
B. Clerical/Secretarial		<u>3</u>
IV. DUE DATES FOR DETAILEES		
A. First week: <u>July 21 - July 25</u>		
1. Professional		<u>4</u>
2. Clerical/Secretarial		<u>3</u>
B. Second week: <u>July 28 - August 1</u>		
1. Professional		<u>0</u>
2. Clerical/Secretarial		<u>0</u>
C. Third week: <u>August 4 - August 8</u>		
1. Professional		<u>0</u>
2. Clerical/Secretarial		<u>0</u>

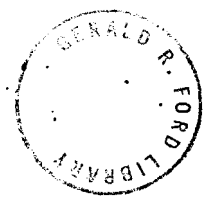
\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:



AGENCY HUD

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OPR	Chief <sup>1</sup> Communications Unit	Vacant	GS-12-13/	Dec. 31
OR	Acquisition Officer <sup>2</sup>	Vacant	GS-11-13/	Dec. 31
OR	Secretary	Vacant	GS-6-7/318	Dec. 31
OR	Clerk Typist	Vacant	GS-4	Dec. 31
OSC	Secretary	Vacant	GS-5-6/318	Dec. 31
RR	State/local Liaison Officer <sup>3</sup>	Vacant	GS-14/	Dec. 31
RR	Project Manager <sup>4</sup>	Vacant	GS-12-14/	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain

HUD



1. Chief, Public Communications Systems - Under direction of the Assistant Director for Operations, provides operational and administrative management for the personnel and functions of the IATF Telephone Answering Service, Correspondence Service (Sponsorship), Sponsor Case Worker Service, Computer Search System and Documents Control Service. Provides first and second line supervision for 63 personnel. The function of this unit is to communicate with the public through the mails or by telephone in order to assist the sponsorship program. It is not a technical communications function.

2. Acquisition Officer - Responsible for locating and arranging for purchase or donation, books, maps, pamphlets and films on various aspects of American life that will be useful for the Vietnamese refugees.

3. State/Local Liaison Officer - Provides liaison with State/Local Governments to assist and encourage those governments to develop and implement sponsorship programs.

4. Project Manager - Responsible for negotiating with State and Local Government agencies or private voluntary organizations the content and performance of contract agreements concerning the resettlement of Indochina refugees.

AGENCY: INTERIOR



I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>4</u>
B. Clerical/Secretarial	<u>2</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>0</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>4</u>
B. Clerical/Secretarial	<u>2</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>2</u>
2. Clerical/Secretarial	<u>2</u>

B. Second week: July 28 - August 1

1. Professional	<u>1</u>
2. Clerical/Secretarial	<u>0</u>

C. Third week: August 4 - August 8

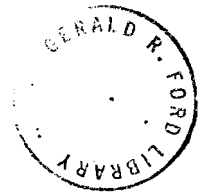
1. Professional	<u>1</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

AGENCY INTERIOR

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
PA	Speech Writer <sup>1</sup>	Vacant	GS-12-14/1082	Oct. 30
PA	Secretary	Vacant	GS-6/318	Dec. 31
PA	Secretary	Vacant	GS-7/312	Dec. 31
RR	Project Manager <sup>2</sup>	Vacant	GS-12-14/301	Dec. 31
OPR	Director, Public Communcations <sup>3</sup> (Second Week)	Vacant	GS-15/	Dec. 31
OPR	Telephone Shift Supervisor <sup>4</sup> (Third Week)	Vacant	GS-11-12/	Sept. 30



\*Indicates individual presently detailed to IATF, being requested to remain

INTERIOR



1. Speech Writer - Required is a capable individual who will prepare speeches as well as correspondence for the Director of the Task Force. While assignments will, of course vary, emphasis will be given to furthering Task Force objectives: To attract qualified sponsors from throughout America; to foster acceptance and understanding of new arrivals; to insure an honest, balanced portrayal of the Task Force's program.

2. Project Manager - Responsible for negotiating with State and Local Government agencies or private voluntary organizations the content and performance of contract agreements concerning the resettlement of Indochina refugees.

3. Director, Public Communications - This Group provides the primary link between the IATF and the general public who call or write requesting information or offering assistance to refugees. Under direction of the Assistant Director for Operations, provides operational and administrative management for the personnel and functions of the IATF Telephone Answering Service, Correspondence Service (Sponsorship), Sponsor Case Worker Service, Computer Search System and Documents Control Service. Provides first and second line supervision for 63 personnel. This is not a technical communications position.

4. Supervisor, Telephone Answering Service/Computer Search System - Supervises 30 personnel providing the telephone answering service, computer search service and recording of refugee sponsorship offers.



AGENCY: JUSTICE



I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>3</u>
B. Clerical/Secretarial	<u>1</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>0</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>3</u>
B. Clerical/Secretarial	<u>1</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>1</u>
2. Clerical/Secretarial	<u>1</u>

B. Second week: July 28 - August 1

1. Professional	<u>2</u>
2. Clerical/Secretarial	<u>0</u>

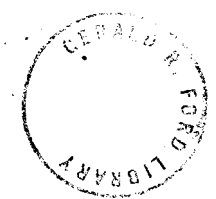
C. Third week: August 4 - August 8

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

Requested 1st Week

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
DIR	General Counsel	Vacant	GS-16-15/Attorney	Dec. 31
OPR	Correspondence Clerk	Vacant	GS-6-7/312-318	Dec. 31
OPR	Document Control Chief (Second Week)	Vacant	GS-9/305	Dec. 31
DIR	Asst. General Counsel (Second Week)	Vacant	GS-12-13/Attorney	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain.

AGENCY: TREASURY



I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>1</u>
B. Clerical/Secretarial	<u>4</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>0</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>1</u>
B. Clerical/Secretarial	<u>4</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>1</u>
2. Clerical/Secretarial	<u>4</u>

B. Second week: July 28 - August 1

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

C. Third week: August 4 - August 8

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

Requested 1st Week

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
ADM	Communications and Records Clerk	Vacant	GS-5/305	Dec. 31
ADM	Communications and Records Clerk	Vacant	GS-5/305	Dec. 31
FM	Secretary	Vacant	GS-5-6/318/	Dec. 31
MS	Secretary	Vacant	GS-7/318/	Dec. 31
FM	Financial Mgmt. Analyst	Vacant	GS-14/510-505	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain.



I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>7</u>
B. Clerical/Secretarial	<u>0</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>0</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>7</u>
B. Clerical/Secretarial	<u>0</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>4</u>
2. Clerical/Secretarial	<u>0</u>

B. Second week: July 28 - August 1

1. Professional	<u>3</u>
2. Clerical/Secretarial	<u>0</u>

C. Third week: August 4 - August 8

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

Requested 1st Week

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
DL	DOL Liaison	Vacant	Department Select	Dec. 31
OSC	Program Officer <sup>1</sup>	Vacant	GS-9-11/	Dec. 31
FM	Fin. Mgt. Analyst	Vacant	GS-13-15/510-505	Dec. 31
ADP	Systems Analyst	Lunn, Larry A.	GS-13/334	Dec. 31

\*Indicates individual presently detailed to IATF, being requested to remain.



DOL



1. Program Officer (AM) - Coordinates activities of evaluators to ensure adequate coverage of all camp and post-camp situations, requiring attention on a systematic or ad hoc, basis. Provides, or obtains, necessary program, service, facilities, and other support elements for the Office of Special Concerns, for the purpose of ensuring completion of all tasks levied by or on the OSC. Supervises activities of Evaluations Assistants. Prepares reports and analyses. Visits centers and post camp situations as required.

2. Deputy Post Camp Evaluation (AM) - Supervises post-camp Evaluators and Evaluation Assistants. Post-camp evaluators duties are stated in footnote (3).

3. Post Camp Evaluator (AM) - Visits post-camp locations of resettled refugees with Vietnamese Evaluation Assistants for purposes of monitoring individual, family, private group, and public group-sponsored situations. Review areas of concern to the refugee, the sponsor and the IATF. Proposes solutions or recommendations, and coordinates the various elements involved in the sponsorship arrangement. Supervises other American and Vietnamese project personnel.

AGENCY: DOT

I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>2</u>
B. Clerical/Secretarial	<u>4</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>0</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>2</u>
B. Clerical/Secretarial	<u>4</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>2</u>
2. Clerical/Secretarial	<u>1</u>

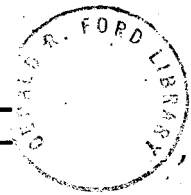
B: Second week: July 28 - August 1

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>1</u>

C. Third week: August 4 - August 8

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>2</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:





AGENCY DOT

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
RSA	Systems Analyst (Statistician)	Vacant	Gs-13-14/1530	Dec. 31
RSA	Secretary	Vacant	Gs-5-6/312-318	Dec. 31
RR	State/local Liaison Officer <sup>1</sup>	Vacant	GS-14/	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain

AGENCY DOT

Requested 2nd Week (July 28 - August 1)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OPT	Secretary	Vacant	GS-6-7/318	Dec. 31



\*Indicates individual presently detailed to IATF, being requested to remain

AGENCY DOT

Requested 3rd Week (August 4 - August 8)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OPR	Secretary (Mag. Card)	Vacant	GS-5-6/312	Dec. 31
OPR	Secretary (Mag. Card)	Vacant	GS-5-6/312	Sep. 30

\*Indicates individual presently detailed to IATF, being requested to remain.

AGENCY: CSA



I. TOTAL DETAILEES FOR IATF \*

A. Professional	<u>4</u>
B. Clerical/Secretarial	<u>-0</u>

II. DETAILEES PRESENTLY AT IATF

A. Professional	<u>0</u>
B. Clerical/Secretarial	<u>0</u>

III. ADDITIONAL DETAILEES FOR IATF

A. Professional	<u>4</u>
B. Clerical/Secretarial	<u>0</u>

IV. DUE DATES FOR DETAILEES

A. First week: July 21 - July 25

1. Professional	<u>2</u>
2. Clerical/Secretarial	<u>0</u>

B. Second week: July 28 - August 1

1. Professional	<u>0</u>
2. Clerical/Secretarial	<u>0</u>

C. Third week: August 4 - August 8

1. Professional	<u>2</u>
2. Clerical/Secretarial	<u>0</u>

\* This assumes the ongoing detail of those employees listed below who are currently on detail to the Inter Agency Task Force:

AGENCY CSA

Requested 1st Week (July 21 - July 25)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OPR	Assistant Director <sup>1</sup>	Vacant	GS-16/	Dec. 31
OPR	Operations Officer <sup>2</sup>	Vacant	GS-15	Dec. 31



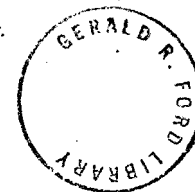
\*Indicates individual presently detailed to IATF, being requested to remain

AGENCY CSA

Requested 3rd Week (August 4 - August 8)

<u>IATF Code</u>	<u>POSITION</u>	<u>NAME</u>	<u>GRADE/SERIES</u>	<u>DURATION</u>
OPR	Desk Officer <sup>3</sup>	Vacant	GS-12-14/	Oct. 30
OPR	Desk Officer <sup>3</sup>	Vacant	GS-12-14/	Oct. 30

\*Indicates individual presently detailed to IATF, being requested to remain.

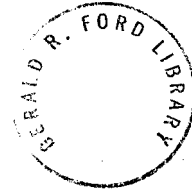




1. Assistant Director of Operations - Operations is the primary link between the IATF and the Camps, providing a problem solving and communication service for both the camps and IATF Headquarters. It also is the primary link between the IATF and the general public who place calls to IATF requesting information or with offers of assistance to refugees.

2. Operations Officer - Directs the Camp Operation Group which is composed of two units: The Desk Officers and the Review and Analysis unit. The C.O. Group serves as the primary, but not exclusive link between the Camps and IATF/Washington on all operational problems. As such, it performs a problem solving, problem anticipating and communications service for both the Camps and the IATF Headquarters on a 24-hour basis.

3. Desk Officer - Maintains direct contact with the Camps and is the first line of response to Camp calls for assistance and information. He is a major and continuous channel of communication and problem solving between the Camps and IATF/Washington. In addition to direct problem solving responsibilities, he observes Camp operations from a special vantage point with a view to proposing improvements, or conversely proposing modifications in IATF policy or procedures.



IATF HEADQUARTERS OFFICE CODES

DIR Office of the Director  
OR Refugee Orientation  
RSA Reports and Statistical Analysis  
S Security  
OSC Office of Special Concerns  
IR International Resettlement  
DL Departmental Liason  
PA Public Affairs  
MS A/D for Mgmt. and Services  
ADM Administration  
ADP ADP  
FM Financial Management  
RR A/D for Refugee Resettlement  
OPR Operations



PERSONNEL POLICIES REGARDING AGENCY DETAILEES

There are three specific personnel topics which the OMB Director would like to call to your attention:

1. Overtime compensation and compensatory time for detailed personnel.
2. Annual leave for detailed personnel.
3. Reimbursement for parking expenses.



1. Overtime Compensation and Compensatory Time.

Because of the heavy workload which the IATF staff must complete within the time frame established by the President, there will continue to be requirements for overtime work on the part of many personnel.

We request that the agencies detailing personnel provide overtime pay in accordance with the provisions of Federal Personnel Manual Chapter 550 and agency regulations. Agencies can be reimbursed for overtime costs by the IATF.

The general rule followed by the IATF is that personnel above the GS 10/10 level receive compensatory time rather than overtime. Where compensatory time is used, we ask that agencies consider adjustments to the time limits within which compensatory time may be taken since, in most cases, the compensatory time will be granted after the detailees return to their agencies. As indicated in FPM 550, the exigency of service at the IATF is the factor that should be considered in this regard.

2. Annual Leave

Because of the intense workload of the IATF, some detailed employees may have to alter their scheduled annual leave plans. It is possible, of course, that some affected detailees may be able to rearrange their leave plans during the balance of the 1975 leave year once they have returned to their parent agencies, depending on the workload situation, discussions between the employee and the agency and other factors.

The provisions of Federal Personnel Manual Chapter 630 govern annual leave. Particular attention is drawn to FPM Letter 630-22 of January 11, 1974, providing guidance on the provisions of PL 93-181 which, among other things, provides for the suspension of leave forfeiture requirements under certain circumstances. Your

agency has also developed policy to implement these provisions. In general, the law permits suspension of forfeiture under these conditions:

- a. To correct an administrative error.
- b. When annual leave was scheduled in advance but its use denied because of the exigencies of the public business.
- c. When the annual leave was scheduled in advance but its use was precluded because of illness or injury.

We request that you give detailees from your agency to the IATF every consideration in this regard should the exigencies of the IATF workload cause the alteration or cancellation of scheduled leave plans.

### 3. Reimbursement for Parking Expenses

In some cases, detailees assigned to the IATF face disruptions in their normal means of travelling to and from their regular office locations. We would request that all agencies providing detailees to the IATF consider those cases in which a burden has been placed on an employee in this regard and provide for appropriate reimbursement in accordance with agency practice. In making such determinations, you may also wish to refer to two decisions of the Comptroller General, 32 Comp. Gen. 235 and 36 Comp. Gen. 795 which are applicable to this situation and indicate that such reimbursements are allowable under certain circumstances.

The IATF staff will provide any required information concerning attendance, overtime, etc.; however, the parent agency should maintain the official records concerning each detailee to the IATF. In following up on these recommendations, please contact Mr. Mitchell's office to arrange whatever procedures are required by your agency.