From: President of the Republic of Vietnam

To: - The Vice-President
    - The Secretaries of State
    - The Regional Delegués

I should like to say that there is an excess of civil servants in many central offices and a shortage of them in the field services, particularly in the provinces and districts. It is obvious, since the war, that the number of civil servants in the capital has been considerably increased.

The field offices have not sufficient personnel to carry out directives of central government and to go out into the field to contact the village people.

To rationally utilize personnel in accordance with the needs of service, I would like you to transfer a number of civil servants from central offices to field services.

This transfer would not hamper the functioning if you reorganize the structure and define clearly the responsibility of each agency. The central offices will be charged with planning, supervising the implementation, checking the achievements; whereas the field services will be responsible for the carrying out of programs and directives of the central government.

In this reorganization, I would like to call your attention to the combination of the longitudinal administrative system in keeping with the technical needs, depending upon the central agencies and the horizontal administrative system in compliance with Ordinance No. 57-A dated October 24, 1956 defining the power of the local authorities. This combination is not only legal and logical but also it simplifies the work and makes operations easy with the delegation of power to the local authorities.

Rational organization and assignment will simplify the structure, define clearly the responsibility and increase the output. Thus, the work will be achieved more rapidly and less expensively.

Besides the excess personnel, other civil servants must be assigned to their right pursuits in order to increase the output. For the others, in-service training programs should be initiated to help them become more qualified.

Please report to me shortly on the results of the carrying out this note and particularly, the number of personnel transferred to field services.

Signed: NGO-DINH-DIEM

Copy: Deputy Director of Cabinet at the Presidency

Signed: Đoàn-Thêm