

13 - 4 - 59

Số 1150 HVHC/TN

To Mr. Maynard
for info + return
6/12

Kính gửi : Ông Giám Đốc đồ án
Hàng Johnson Drake and Piper
SAIGON

Thưa Ông Giám Đốc,

Ngày 27/3/59 mới rồi, với sự thỏa thuận của quý Hàng, phái đoàn sinh viên của Thiểm Viện do Ông Cao Hữu Đồng giảng viên của thiểm Viện cầm đầu, đã được hướng dẫn đi xem tổ chức văn phòng và sở làm cùng đã được giải thích tường tận về các tác vụ hành chánh và chuyên môn của quý hàng.

Thiểm Viện trân trọng gửi lời cảm tạ quý Giám đốc, quý Ông Di Matleto và Nichols, quý Ông nhân viên Việt-Nam từng sự tại quý Hàng đã giúp đỡ cho sinh viên thiểm Viện thu lượm nhiều kiến thức mới mẻ và hữu ích.

Trân trọng kính chào Ông Giám Đốc.

K.T. VIỆN TRƯỞNG
HỌC VIỆN QUỐC GIA HÀ NỘI HÀNH
PHÁ VIỆN QUỐC

Cecil

HOA HỘI

Bản sao kính gửi :

C. J. Dorsey Chi Vụ trưởng Chi
Vụ Hành Chánh M.S.U. với sự cảm
tạ đã vui lòng đứng ra xếp đặt cuộc
viếng thăm nói trên và giúp đỡ phương
tiện chuyên chở cho sinh viên.

W. bbe Project Manager
Johnson Drake & Piper
Saigon

Dear Sir,

On last March 27, 1959, with the agreement of your company, a group of students of the H.I.T, under the direction of Prof. Cao Huu Sang, had visited your organization and was explained carefully about the various administrative and technical operations in your organization.

We have the honor to send our warmest thanks to Mr. the Manager, Mr. Di Matteo, Mr. Nichols and the Vietnamese assistant. You have helped our students to obtain precious informations and knowledge.

Sincerely yours

William Tang

Copy to

M. J. Dorsey, Chief of Public Administration
Division-MTB, with our warmest thanks
for your help by arranging the visit and
by providing transportation facilities for
our students.

*gjde
JTD*

June 8, 1959

Mr. Nghiem Dang, Vice Rector
National Institute of Administration
Saigon

Dear Mr. Dang:

I have the honor to confirm the arrangements which we have discussed on various occasions in recent months for the employment of teachers of English during the intensive course this summer.

MSUG is now seeking three native speakers of English to assist Professors Stacey and Weir who will direct the course running from June 17 through July. When we locate such persons we will have them call upon you for the NIA's approval of their employment. It will be understood that they will be NIA rather than MSUG employees.

At the end of each month will you please send a voucher to Mr. Griffin of MSUG indicating the number of hours of work and the compensation due to each person. They will then be paid from the MSUG counterpart budget.

Inasmuch as this intensive course will last only through July, and its potential effectiveness can be realized only if there is followup training over the subsequent year, may I suggest that the NIA seek the advice of Professors Stacey and Weir as to how subsequent training might best be planned.

Please accept, Mr. Dang, the renewed expression of my most cordial sentiments.

John T. Dorsey, Jr., Chief
Public Administration Division

JTD/je

cc: Mr. John D. Montgomery
✓Mr. John Griffin

Dang

July 17, 1959

Mr. Nghiem Dang
Deputy Rector
National Institute of Administration
Saigon

Dear Mr. Deputy Rector:

I am enclosing two documents for your information and use. The first is a copy of the Project Agreement entered into by the United States International Cooperation Administration and the Government of Vietnam concerning the "Development of National Institute of Administration."

The second document is a draft of the semiannual report of the MSUG Public Administration Division for the period January - June, 1959.

Robert G. Scigliano
Assistant to the Chief Advisor

RGS/je

Mr. Nghiem Dang, Vice Rector, NIA

November 5, 1959

Dr. Lloyd D. Musolf, Chief, Public Administration Division

Clearance of Binh Tuy Field Trip

With respect to Dr. Finkle's field trip to Binh Tuy province, Dr. Finkle informs me that he was not undertaking a new project in Binh Tuy province but continuing one begun by Dr. Montgomery. The province chief actually met with Dr. Finkle in Saigon before the latter's trip to Binh Tuy. I have, however, emphasized to Dr. Finkle that he must be sure to clear all field trips with the Presidency through the NIA before leaving on field trips.

Jason Finkle

November 4, 1959

Lloyd D. Musolf

Clearance of Field Trips

In the past the Presidency has requested that it be notified of projected field trips by NIA or MSU personnel. The stated object of this requirement is that provincial officials can then be notified ahead of time about an impending visit.

For future field trips would you please inform the NIA of the details, and the NIA will in turn notify the Presidency.

De Giffin

J. M.

September 2, 1959

Mr. Nghiem Dang
Vice Rector
National Institute of Administration
Saigon

Dear Mr. Vice Rector:

I have been informed that Miss Tran Thi Kim-Sa will return to Vietnam on September 3rd at 7:45 p.m. on Air France Flight No. 175T. According to our agreement we are preparing to hire Miss Kim-Sa on a contractual basis for a period of several months while the formalities for integrating her into the National Institute of Administration are being completed.

If you could tell us how much Miss Kim-Sa will receive as an NIA librarian we will pay her a similar figure for the contract period. The following pertinent data might be of assistance to you in determining what her salary will be:

Name:	Tran Thi Kim-Sa
Place of birth:	Kieh-An Province
Date of birth:	May 27, 1938
Education:	Secondary School of Ngo Quyen (1947-1951) Truong Vuong School Hanoi (1952-1954) University of the Philippines (1954-1956) Western Reserve University (1958-1959)
Work experience:	Johnson, Drake and Piper (Translator) (1957-1959) USOM (Librarian - Translator) (1956-1957) Hang Than School (Teacher) (1953-1954)

Miss Heyman has suggested that if possible Miss Kim-Sa should begin work on Monday, September 14th. We will arrange for Miss Kim-Sa to meet Mr. Suu as soon after her return as possible to give any additional information that you may require.

I should like to take this opportunity to notify you that Miss Heyman will be in Cambodia between September 9-13 in connection with a request for library advice by the Asia Foundation.

Very sincerely yours,

LDM
Lloyd D. Musolf, Chief
Public Administration Division

LM:je

cc: Pham Duy Suu
Ralph H. Smuckler
John E. Griffin
Howard L. Waltman

January 8, 1960

Mr. Nghiem Dang
Vice Rector
National Institute of Administration
Saigon

Dear Mr. Vice Rector

This memorandum is to advise you of reports, documents and publications which are currently on hand in the MSUG store-rooms. If there are items on the attached list which you desire, will you please indicate the number of copies and the names of the publications.

Upon receiving advice from you, we intend to consolidate our supply rooms and dispose of all except historical copies of the documents either obsolete or not in current demand. May we request that you give this matter your prompt attention in order that we may proceed rapidly with our record consolidation program.

Very truly yours

J.E. Griffin, Chief
Administrative Services Division