

REPUBLIC OF VIETNAM

Saigon September .... 1960

GENERAL DIRECTION  
OF  
CIVIL SERVICE

From the Director of the Civil Service

To the Rector of the NIA

Subject: Training course in "Organization  
and Methods"

Reference: Letter no. 719-CV/TU dated  
August 31, 1960 from the General  
Direction of Civil Service

Dear Sir:

We have the pleasure to inform you that in a meeting with the USOM representatives to discuss the aid program for the training of administrative personnel for 1961, we indicated that training in "Organization and Methods" should be emphasized because we need many O and M specialists for all fields of activity.

To achieve that purpose, a special training program in "Organization and Methods" should be organized to train persons proposed by various agencies and to select competent personnel to send abroad for an observation trip.

The above mentioned idea is approved by USOM and at the same time numerous departments and agencies have submitted immediately their list of proposed participants. In your letter no. 2502-HVHC/TN, dated September 14, 1960 you have also appreciated our project.

Since the NIA has organized many courses in "O and M" and these courses have been successful, we would like to ask you to organize this training project for us.

At present we have a complete list of the proposed participants from various departments and agencies. These proposed participants hold supervisory positions and have a good educational background; all of them know French well and 12 members among them can speak English.

We hope that you will agree to organize such a course with your abundant technical facilities; obviously USOM will provide adequate financial aids.

In the realization of that project, if you may desire, our cooperation will be always at your convenience.

Sincerely yours,

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