

Mr. John E. Griffin, Chief,
Administrative Services Division

October 9, 1959

Juliane Heyman, Library Advisor

Bui Thi Dao

With regard to our telephone conversation this morning, I shall follow your advice and not go to Embassy Personnel, and I am reluctantly accepting their decision. However, I would like to point out that the information in the attached memo from the Embassy is wrong, and I think you should point this out to Embassy Personnel.

Miss Dao has been cataloging for three years, not for six months as stated in the memo. As pointed out in the request for promotion, she is in charge of the cataloging department. During the last year she has revised cataloging done by others, and her cataloging has never been revised by the library advisor because she makes no mistakes in descriptive cataloging. She also has been classifying books for about a year, though she has received additional training in classification during the last six months. Nothing is mentioned in the memo about the fact that her duties include the classification of books nor the fact that she takes care of processing book orders.

cc: Lloyd Musolf

Office Memorandum • UNITED STATES GOVERNMENT

TO : MSU - Personnel

DATE: October 7, 1959

FROM : Embassy - Personnel

SUBJECT: Request for Promotion of Bui Thi Dao

Miss Dao's position has been reviewed again. The training she has received in cataloging will after a sufficient period of experience in it, qualify her for an L-6. Skill in cataloging as in any other field must necessarily come with both experience and training. Since Miss Dao has been doing cataloging over a period of only six months it is not felt she could have acquired enough experience in it to merit a change in grade. Her position was compared with those similar and it was found that incumbents who hold the position of L-6 have had considerably longer experience and in addition have more responsibility than Miss Dao. Therefore, we cannot promote her at this time.

PRCowell

Mr. Dang Xich Lan, Personnel

August 14, 1959

Juliane Heyman, Library Advisor

Promotion for Miss Bui Thi Dao

In view of the imminent departure for the U. S. of the Senior Library Assistant (FSL-5), Miss Dao has been trained to take over the job of the Senior Library Assistant.

Miss Dao has received additional training on the job over the last six months, and in addition she has completed satisfactorily two courses in library science, one in reference and one in classification.

She has already assumed her new duties as cataloger and order librarian. She is in complete charge of the cataloging department of the library.

This employee has demonstrated that she is capable in handling the new responsibilities and a *promotion* recommendation is strongly recommended.

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

TO: John Griffin

DATE: June 8, 1959

FROM: Juliane Heyman *juh*

SUBJECT: Overtime for Bui Thi Dao

I should like to request that Miss Bui Thi Dao be permitted to work three hours overtime every week. This means that she would be working every Wednesday afternoon when the NIA library is open.

Miss Dao is the classifier and cataloger of the library and two typists depend on her work. Since we have about 800 uncataloged and unclassified books in the library, it is hoped that the extra hours that Miss Dao will give to the library will reduce to some extent this great backlog of uncataloged books.

I have discussed this with Dr. Dorsey who approves the overtime for Miss Dao.

6/9/59
OK
g39