

FINAL ITINERARYDECEMBER 10, 1958

Mr. H. V. Dong  
Mr. N. V. Son

Fri. 12/12	Lv. Lansing Ar. Chicago(Midway)	11:30am 12:18pm	Capital 403
	Lv. Chicago(Midway) Ar. San Francisco	3:30pm 8:52pm	TWA 39
Open	Lv. San Francisco Ar. Sacramento		United
Open	Lv. Sacramento Ar. San Francisco		United
Sun. 1/13	Lv. San Francisco	11:59pm	PA 803
Mon. 1/14	Ar. Honolulu	8:15am	
Mon. 1/14	Lv. Honolulu	8:00pm	PAA 3
Wed. 1/21	Ar. Tokyo	7:50am	
Wed. 1/23	Lv. Tokyo Ar. Hong Kong	1:00am 7:20am	BOAC 935
Sun. 2/1	Lv. Hong Kong Ar. Saigon	7:00am	PAA 825

NOTE: Please be sure to reconfirm your continuing reservations upon arrival at each stopover point.

We trust that you have already secured visas for your stopovers in Japan and Hong Kong and if you have not done so, we strongly urge your immediate attention to this requirement upon your arrival in San Francisco.

Best wishes for a most pleasant trip home.

cc: Miss Elsie Cunningham  
Mr. Stanley Sheinbaum  
Capt. Lawrence Baril  
Dr. Ralph Snuckler

December 10, 1958

Miss Elsie Cunningham  
Viet Nam Project  
Wells Hall  
M.S.U.  
East Lansing, Michigan

Re: Mr. H. V. Dong  
Mr. N. V. Son

Dear Elsie:

According to your instructions we have reissued passenger tickets for the above clients to travel from Washington to Lansing on December 10 and depart on December 12 for their return to Saigon via Sacramento, San Francisco, Tokyo, Hong Kong, as detailed in the enclosed final schedule.

Enclosed are their passenger coupons of ticket form numbers 263-1171002 & 5, which were replaced by new tickets which were issued in exchange for these coupons, and also in exchange for a transmittal from Saigon sufficient to increase their passage class from Tourist to First Class for their return.

We have removed from their tickets the enclosed excess baggage form 0266-218990 valued for use between Los Angeles and Chicago, X0 0269-849892 value \$10.36, X0 0269-805345 value \$10.70, and X0 0269-849891 value \$10.36, which are returned to you for your disposition.

As these original tickets were obviously issued in Saigon against piastre payment, they cannot be refunded in the United States but should be returned to your Saigon office for their action.

Sincerely yours,

COLLEGE TRAVEL OFFICE

Mr. J. A. Miller

jam/aa

Enc.

cc: Sheinbaum - Baril - Smuckler

December 10, 1958

Miss Elsie Cunningham  
Viet Nam Project  
Wells Hall  
M.S.U.  
East Lansing, Michigan

Re: Mr. P. D. Ngoc

Dear Elsie:

In accord with your instructions we have reissued Mr. Ngoc's tickets which are now valid for First Class travel from Lansing to Saigon over the Pacific route.

Also in accord with your instructions we now return to you an exchange order removed from Mr. Ngoc's ticket, form 1299-15187 issued by CAT in Saigon with a value of \$81.60.

As this exchange order was issued in Saigon against piastre payment, it should only be refunded in Saigon and we suggest that this document be returned to Saigon for further handling. We also return to you passenger copy of the tickets against which we issued revised passage for Mr. Ngoc's return.

Sincerely yours,

COLLEGE TRAVEL OFFICE

Mr. J. A. Miller

jam/aa

Ene.

cc: Mr. S. Sheinbaum  
Capt. L. Baril  
Dr. R. Smuckler

December 10, 1958

TO: Stanley K. Sheinbaum  
FROM: Elsie Cunningham *JMC*  
SUBJECT: Participant Training

In addition to the switches evident in the conversations held between Mr. Trach and Mr. Waltman in Saigon concerning the areas of specialization of Messrs. Hung and Son, we are running across continuous difficulties in dealing with the programs of the current group of Vietnamese who arrived in September. On the face of it we have been requested to give training in specific fields which do not seem to fit either the position in Vietnam of the individual nor do they agree with their conception of what they came here for. Let's take specific examples of the problems we are encountering:

Mr. Pham Quang Pham was originally sent here with the possible idea in mind of studying for his MA in Economics. Due to the desire of his superiors in the bank, we switched his program from a whole year on campus to one quarter on campus and three-quarters in the field of in-service training at the First National Bank in New York City and also the shorter periods at the International Monetary Fund and Bank in Washington.

As regards Mr. Hoang Van Loc, we were requested to give him training in *organization* and methods. Waltman's memo of July 31 stated that he had a very firm grasp of what was involved in operations and methods. When he was offered the opportunity of going to Washington to attend the administrative management program to be conducted by ICA, he demurred and said he would prefer to stay here on campus. Of course, he had only arrived a few days earlier and must have felt somewhat at a loss particularly when confronted with the insecurity of going to a strange city and being more or less on his own. In talking with Mr. Loc he says that he does not know what operations and methods is. His position in Vietnam is chief of the documentation services at the Ministry of Information. His particular area of responsibility is scanning the newspapers and magazines from Communist areas and preparing anti-Communist propaganda for dissemination in Vietnam. To serve both purposes he has been taking a general background course in public administration and a management course given in the business school, plus two courses in communism. He does not feel that his particular position, nor does he know of any plans in a change of position which would justify the next nine months on organization and methods. It would see much more appropriate to give him additional training in communications as the general field of knowledge which is of major concern to him. We are proposing to keep him on campus for one additional quarter to take communications course, plus the office management course which is the most practical and elementary approach to organizational methods.

TO: Stanley K. Sheinbaum

FROM: Elsie Cunningham

December 10, 1958

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Mr. Vinh Tho was sent to us for training in personnel administration and he was duly enrolled for the courses suggested by Saigon. In addition he arrived two weeks late due to a stopover in Tokyo at the specific request of the Presidency, for which to date we have no specific report. He had indicated that Mr. Trach sent him a personal letter with instructions to attend courses in international relations at Georgetown University. He seems most anxious to get out of East Lansing and go to Washington, whether or not we are in agreement about his attendance at Georgetown University.

Mr. Le Dinh Chan was sent to us for training in the field of research and observation of teaching methods. As far as we can see, we are having a repeat of Mr. Tran Van Kien, in so far as the attitude displayed by Mr. Chan. He very blithely this morning just repeated that he would do some work on the proposed paper for Mr. Gabis but that he really has just come to look and is not interested in doing any great amount of work, whether it might consist of translation of English to Vietnamese of Frank Schiff's article, or any other considerable amount of work. This all came about in a conversation between Dr. Chan and Dr. Street, our English instructor, who suggested the only way to perfect his pronunciation would be through hard, intensive work.

The general feeling I have is that there is a long gap between what Saigon originally proposes, what we assume they have prepared the participants for, what the participant is willing to do once in the States, and the various changes proposed by people on the basis of their own desires or the desires of their superiors in Vietnam. In cases such as Mr. Chan and Mr. Tho, this is even more acute due to the injunction for delicate handling of these specific individuals.

EC:ddk

# COLLEGE TRAVEL OFFICE

EAST LANSING, MICHIGAN

AIR

STEAMSHIP

HOTEL

TOURS

CRUISES

130 WEST GRAND RIVER AVENUE

TELEPHONE EDgewood 2-8667

December 12, 1958

Miss Elsie Cunningham  
Viet Nam Project  
Wells Hall  
M.S.U.  
East Lansing, Michigan

Re: Hung, Ngu, Son & Dong Refund Claim

Dear Elsie:

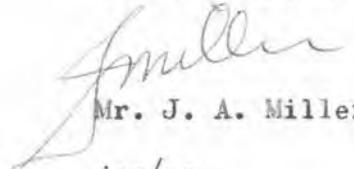
Enclosed please find refund check in the amount of \$136.92 just received from the Grand Trunk Western Railroad.

This reflects a refund of the tickets you returned to our office with your letter of September 19, 1958.

We trust the above meets with your approval.

Sincerely yours,

COLLEGE TRAVEL OFFICE

  
Mr. J. A. Miller

jam/aa  
Enc.

an OFFICE of WALDO TRAVEL AGENCY, INC., at MICHIGAN STATE UNIVERSITY



December 12, 1958

Miss Hannah Hunt  
School of Library Science  
Western Reserve University  
Cleveland, Ohio

Dear Miss Hunt:

Thank you for your long letter of November 21st concerning the progress of Misses Kim Sa and Loc. I have discussed this problem with Mr. Richard Chapin, our Associate Librarian who has just recently returned from a short trip to Saigon. He will make arrangements for Miss Loc to work within the MSU library for the next several months. The question now is whether to bring her here at the beginning of our quarter, which is January 5, or at the conclusion of your fall semester. I shall try to call you on this question early in the week.

I now plan to be in Cleveland for at least a day at the end of next week for the express purpose of explaining to Miss Loc the decision that has been reached here, and if she so desires, offering her the opportunity to return to Saigon.

There is no pretension on our part that this is the kind of technical library training we were hoping both these young ladies might obtain. However, it seems unrealistic to have her continue where she is making little or no progress.

We certainly appreciate all your efforts in their behalf and do hope that Kim Sa is able to accomplish all the work she has set out for herself during Christmas vacation.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

EC:ke

cc.: Sheinbaum  
Gabis  
Waltman

MICHIGAN STATE UNIVERSITY EAST LANSING

VIETNAM PROJECT • OFFICE OF COORDINATOR

December 16, 1958

TO: Howard Waltman - Participant Program Director  
FROM: Elsie Cunningham - Administrative Assistant  
SUBJECT: (#68) Exchange Visa Forms.

Please find enclosed exchange visa forms for the following persons:

1. Buu Dich (not yet accepted for graduate study at MSU).
2. Mrs. Le Thi Bach Lan (not yet accepted at any school).
3. Mr. Tran Ngoc Phat (accepted <sup>by</sup> MSU).
4. Bui Quang Khanh (not yet accepted MSU or Cornell).

Nguyen Thanh Khiет - replacement for Mr. Nguyen Van Son.

This should give you the exchange forms for each of the participants due to come in December - January.

EC:ms

151

Elsie



Howard Waltman

December 16, 1958

Olga Pierce

Reservations for Messrs. Tho, Lu, Suu, Van, Quang, Giao, Bai

The following reservations have been requested through PAA:

Dec. 28	Lv. Saigon Ar. Hongkong	11:30 16:30	PAA826/6	Astor Hotel (2)
Dec. 30	Lv. Hongkong Ar. Tokyo	10:30 19:30	JL702	Marinuchi Hotel (1)
Dec. 31	Lv. Tokyo Ar. Honolulu Lv. Honolulu	23:59 16:30 20:30	PAAl2	
Jan. 1	Ar. San Francisco	6:30		Plaza Hotel (2)
Jan. 2	Lv. San Francisco	22:30	AA684	
Jan. 3	Ar. Chicago (Mdwy) Lv. Chicago (Mdwy) Ar. Lansing	6:20 9:55 12:34	CA454	

This schedule has been confirmed through Chicago - there should be no trouble getting the last leg confirmed also. Three double and one single rooms have been requested at the hotels mentioned above.

Please note that according to PAA chances of getting these people into Lansing on Friday the 2nd would be ~~very~~ very slight and more than likely they would have to remain overnight in Chicago if we were to ~~try~~ follow the original schedule for which they were only waitlisted.

cc: Each participant  
Dr. Smuckler  
Coordinator's Office

December 16, 1958

To: Howard Waltman  
From: Stanley K. Sheinbaum  
Subject: Participant Program

You have probably detected the fact that some participants are yet unclear as to their purpose in the United States or are playing us off against each other. While your memos have provided good direction for their programming here, we have been faced with the fact that ~~not~~ they felt that their purpose here was something else than you stated to us or that so and so in Saigon had instructed them to do such and such here - this such and such being different than the instructions we received. In addition, quite often the question seems to be that the request for training in specific fields do not coincide with their position in Vietnam, nor their concept of their purpose here.

For example, Mr. Pham was originally sent here with the possibility of working towards an M. A. in Economics. Almost from the onset, this idea was dropped and his program was switched to one quarter on campus and three quarters in the field. This switch came about because of the desires of his superiors in the Bank of Vietnam. This question should have been settled and made clear to all parties before his departure.

We were instructed to provide training in C & I for Mr. Loc. Your July 31 memo stated that he had a very firm grasp of what was involved. He was to go to ICA in Washington upon his arrival, and as you know, this plan had to be changed. It was changed because upon his arrival here, he professed no knowledge of what C & I is, and that his responsibility as Chief of the Documentation Service at the Ministry of Information lies in the propaganda area. He does not feel that his particular position warrants nine months training in C & I. Thus we are combining some C & I work with communications and international politics.

Howard Waltman

-2-

December 16, 1958

In the case of Mr. Tho the problem is a little bit different. As Deputy Director of Fonction Publique, one would only expect, and your instructions indicated similarly, that his work should be concentrated in the field of personnel administration. He then presents us with a letter in Vietnamese from Mr. Trach proposing that he spend considerable time at Georgetown in International Relations. By the time your answer had returned (and it was not unprompt) we had to work out some compromise for him at American University. The compromise is quite similar to your point 3 in your December 3 memo.

In the case of Mr. Chan, we have something of a similar nature as to that of Mr. Kien. His stated purpose in coming to the United States was to learn English (he is probably the best English speaking member of the group). There are other concerns about Mr. Chan, but here again the fact is that the instructional memos from Saigon said one thing and the participant, upon his arrival, talks in different terms.

With the new influx of participants due, continuation of this situation could be chaotic. However, I think there is a relatively easy way out. I suggest that in the case of each participant you draw up a statement in the form of a memo to me indicating the present position and duties of the participant and further stating the purpose of his trip and the kinds of study and training he will be undergoing here. Where possible, provide a rationale for each statement. I don't think these statements need be extensive, but they will eliminate ambiguities and ~~misgivings~~ MISQUOTING. A copy of the statement should be given to the participants and to their superior. You might even discuss with Dr. Smuckler the possibility of the participant countersigning the statement. By this means, I think we can eliminate the kind of cross talk from which we have been suffering. The resulting problems at this end have been considerable, and I think have done harm to the overall program.

SKS/aeg

PS Completely irrelevant to the above is that I have learned indirectly that the second group of police leaders is due in March. We had originally expected them in January. We need lead time on this kind of a group for a variety of reasons including Shelby's scheduling, the obtaining of a qualified interpreter, etc. Could you tell me what you know now about the plans for this second group?

cc: Cunningham  
Gabis

PPS I, of course, would like to have the kinds of statement I outlined above for your incoming group of participants. Perhaps later on we can work this out on some sort of standard form.

December 17, 1958

TO: Larry Baril  
FROM: Elsie Cunningham

Please find enclosed a check for \$136.92 to be credited to our account as a refund claimed against tickets issued to Messrs. Son and Dong, Hung and Ngu for rail travel while on a field trip last summer.

EC:kc

Encl.

54.23  
136.92

*Saigon*

MICHIGAN STATE UNIVERSITY EAST LANSING

VIETNAM PROJECT • OFFICE OF COORDINATOR

December 18, 1958

MEMORANDUM FOR RECORD

SUBJECT: Vietnam Project Participants Registered at MSU

This afternoon I had a lengthy and satisfying conversation with Mr. Muirhead, Assistant Registrar for Admissions, regarding some of the problems that have arisen over participant registration. We both agreed that there is no major area of conflict. We also both agreed that the supply of necessary information has increased significantly. Further it is obvious that some problems that have arisen have been caused by the fact that some of our participants are graduate degree, some are non-degree candidates but taking courses for credit, and others are just visitors.

We agreed that a letter from Chief Advisor countersigned by the Coordinator would serve in place of the normally required three letters of recommendation.

It was also agreed that the Participant Program Director (Miss Cunningham) would clear with the relevant departments special case enrollments in particular courses of participants.

As regards the English language test for all foreign students. If a waiver is to be worked out, it would have to be at my initiative with Professor Cordray, Director of English as a Foreign Language. This attempt should be made.

The assumptions underlying these arrangements are that the Vietnam Project is a Michigan State University program and that participants selected by Michigan State University Group in Saigon have already been screened. It is further understood that many of the participants are not degree candidates and also will not meet the standard required for regular MSU students. In many cases grades must be determined on an individual basis with the instructor.

It is recognized as being unlikely that a standardized pattern of grading be worked out for all participants given the different nature of the purposes of participants (In this regard I mentioned to Mr. Muirhead that in the future participants enrolled in classes, whether as visitors or on a credit basis, would be expected to take the examinations.)

I assured Mr. Muirhead that Saigon is increasingly aware of the need to submit as complete a set of records on all participants as possible.

cc: Mr. Muirhead  
Miss Cunningham  
Saigon

MICHIGAN STATE UNIVERSITY EAST LANSING

VIETNAM PROJECT - OFFICE OF COORDINATOR

December 24, 1958

TO: Howard Waltman - Participant Program Director  
FROM: Stanley T. Gabis - Assistant Coordinator  
SUBJECT: O and M Training

In response to your memo of November 17th, we have given a good deal of thinking to the possibilities here at M.S.U. Here is what we have come up with thus far.

As you suggested we can have the participants pursue course work <sup>here</sup> on Campus the first quarter of their arrival. This has been the general ~~feeling~~, anyway. At the same time we are planning on entering them in an elementary in-service training program in O and M to be given under the aegis of the Civil Service Commission, Michigan. At the moment I have only the barest details.

The O and M course is being prepared by the office management people in the College of Business and Public Service with the guidance of a committee of state officials being chaired by Bill Miron, systems man, in the Department of Highways. Miron as well as Paul Smith of MSU Continuing Education thinks that it is all right for the Vietnamese to enter.

The course will be twelve hours in duration and will be broken down as follows:

Two 2 hour sessions devoted to work simplification  
Two 2 hour sessions devoted to organization analysis  
One 2 hour session on preparation and evaluation  
One 2 hour session on preparing procedures manual  
One 2 hour session devoted to a summary of the above.

The sessions will be held in Lansing and will be attended by a cross-section of people from the agencies. The sessions will begin the last part of January.

There is still another possibility. The Department of Political Science is reviving Political Science 418 A beginning this winter. This course is open to seniors and graduate students and is aimed at providing them an opportunity to spend a quarter or more either as an intern or working on specific project in a nearby public jurisdiction. I am in charge of the course and have dug up a number of projects including several good ones falling into the O and M areas. If we can get some of these projects started it may be quite possible to assign the participants to work along with the students. The Department of Highways has become very O and M conscious and could absorb our participants.

The big question would center around the quality of the participants. I could not ask Miron to take them on unless they demonstrated by March that they would be helpful to him. Assuming a minimum capability, I think there would be a definite possibility that we could get them going on projects in the Department of Highways. Let me emphasize, however, that I have not discussed this last point with Miron therefore I do not think it advisable to mention it to the participants.

Waltman-Gabis memo dtd 12/24/58 - Page 2.

If the participants are able to work into the projects I have in mind, this activity would carry them up to June. Possibly during the summer we could arrange trips to O and M establishments elsewhere.

There are real difficulties involved in trying to get a really good O and M seminar going on campus. The departmental people are not interested in this area and the resources in other departments are rather limited. At least at the level at which the participants are expected to work.

The real question is, how do you keep people busy for a year primarily on O and M unless you actually get them involved on projects where they can work under supervision. Lansing offers good opportunity for this if we can get them in. However, experience indicates that we cannot expect these kind of situations except in special cases, e.g. Phan, Gia, Thinh. Certainly for larger groups it becomes more improbable.

I would not rule out the possibility of course work in Washington in the fall. If we can give the participants a good start there, it may be that they could profit very much from work at American University or the kind of applied management courses set up by I.C.A.

STGams