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June 27, 1959



TO : Stanley K. Sheinbaum
FROM : Howard L. Waltman
SUBJECT: No. 147 - Your memo ICA Participant Evaluation

I have answered the sections of the questionnaires pertaining to our operation in the field. In the letter they ask that the data from campus and the field be submitted simultaneously. If you have already responded just send my letter off.

June 26, 1959

Mr. Matthew W. Flattery, Chief
Multi-Field University Contract Branch
Training Development Staff
International Cooperation Administration
Washington 5, D. C.

Dear Mr. Flattery:

Mr. Sheinbaum, the Coordinator of the Vietnam Project of Michigan State University, has asked that I respond to your letter of June 17, which inquires into contractor's procedures for handling participants. I shall answer only part B. of your questionnaire, pertaining to the activities carried out in the field.

1. (a) We are entirely responsible for selecting participants and coordinating our recommendations with the host government and USOM.

(b) Our office forwards all transcripts and related records to the office of our Coordinator at Michigan State University.

(c) We formulate training objectives, and make general recommendations for the guidance of our Coordinator in the United States. Specific assignments are detailed and arranged by the Office of the Coordinator.

(d) English language training and testing are our responsibility. We have, at times, utilized the services of The Vietnamese-American Association in arranging English training and testing. Our office does not make specific recommendations for attending the American University language Center or the Washington International Center. If English language training is deemed necessary, the problem is presented to our Coordinator, who decides the appropriate course of action in the context of other program considerations.

(e) We work through the American Embassy and through USOM to obtain security clearances and medical examinations. We obtain visas, other than the American. Prospective participants, are sent to USOM to complete the bio-data and security forms.

USOM in turn transmits these forms to the Embassy or ICA/W, as required. The American Embassy Consulate Section issues medical examination forms for prospective participants, and controls this procedure.

(f) We attempt to insure, to the degree possible, effective utilization upon their return. The Government of Vietnam requires that all participants sign a 10 year contract. In addition to the legal aspects working toward effective utilization, we involve the supervisor in the selection and the planning of the training program, as well as keeping him informed of progress.

(g) We make all travel arrangements.

(h) We provide extensive orientation prior to departure, which is designed to include substantive material in the field in which they will study, as well as general orientation subjects. At a very minimum the participant receives two weeks of orientation, in addition to a series of weekly meetings for several months.

(i) We furnish travel advances in accordance with operating procedures established with the Office of our Coordinator in East Lansing.

(j) We advise participants of their specific itineraries prior to departure. They are given the name and address of the Coordinator and of the Project Assistant in East Lansing. In addition, we provide a copy of the itinerary to USOM, who arranges for our participants to be met and assisted at stops enroute.

2. Our office maintains complete records on every participant having been trained under our program. The records include full information gathered during the selection period, orientation materials given the participants, program recommendations, and training reports submitted by the participant to the project officer in East Lansing. In addition, follow-up material is recorded. This information has not been made available to USOM, but certainly would be upon their request. This information has in part been made available to the host government in the form of periodic reports submitted by this office to the participants supervisor during the period of training.

3. This office is responsible for arranging extensions on training periods.
4. The office of our Coordinator is responsible, to the extent possible, to insure participants' returning home at the appropriate time.
5. Follow-up activities have become a major aspect of our program. Dealing in somewhat smaller numbers than other agencies, we are able to maintain effective contacts with all of our returned participants. In addition, we are presently attempting an evaluation study of our total four year effort in participant training.
6. Participant activities are regularly reported upon in our monthly and semi-annual reports.

Very Sincerely Yours,

Howard L. Waltman
Director of Participant training