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March 12, 1957

Mr. Vo Huu Khanh  
Armstrong Hall, MSU  
East Lansing, Michigan

Dear Mr. Khanh:

Here is your schedule for Spring quarter:

April 1 to 19, TVA, Knoxville, Tennessee  
April 22 to May 10, U. S. Department of Agriculture,  
Washington, D. C. in Office Management (tentative)  
May 13 to May 29, The Port of New York Authority in  
New York in budgeting

I have scheduled you and Mr. Dong together for one week at TVA to work in budgeting and personnel. The authority at TVA suggested that you stay there two more weeks and do more intense work in resource development. For this they will give you background reading on how they have solved their problems and they will give you many opportunities for discussion with their staff. In the Department of Agriculture I have arranged a program in Office Management. I think you will find this extremely useful from the public administrator's point of view. They conduct an excellent program there. At the Port of New York Authority the budgeting program should do well to supplement the work you have done so far with Mr. Landers.

Would you please contact Mr. Miller of the College Travel Office for your travel arrangements?

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

March 12, 1957

Mr. Le Duc G1  
Armstrong Hall, MSU  
East Lansing, Michigan

Dear Mr. G1:

Here is the schedule for your Spring quarter work:

April 1 to 12, Michigan State Budget Office with Mr.  
Landers  
April 15 to 19, The Detroit Department of Education,  
for high school observation (tentative)  
April 22 to May 10, The Port of New York Authority,  
for personnel administration  
May 13 to 29, the Forestry Service Department of the  
U. S. Department of Agriculture in Washington,  
(tentative)

As soon as we learn about the Detroit Department of Education and the Foreign Service Internship we will let you know. I am going to be in Washington on Thursday and I will try to arrange the forestry program for you there. I do not know whether I can be successful in this. At the Port of New York Authority they have an excellent training program in various fields of public administration. This is an administrative organization that handles all of the major harbor and traffic problems of New York City and New Jersey. I think you will find their program extremely useful.

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller

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March 12, 1957

Mr. Le Van Vien  
Armstrong Hall, MSU  
East Lansing, Michigan

Dear Mr. Vien:

As we discussed yesterday we are arranging for you to be on campus for special reading assignments in international relations and journalism. This would be from April 1st to 12th. From April 15th to May 3rd you will be working with Mr. Dale Purtle, Chief of the Vietnamese Service, Voice of American, 330 Independence Avenue, Room 2730 HEW Building, Washington, D. C. Mr. Purtle and I are presently discussing what further work you can do at the U. N. in New York and with the American Foundation for Political Education. We will inform you when that part of the program has been arranged.

Would you please contact Mr. Miller of the College Travel Office to arrange your transportation?

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

March 12, 1957

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Mr. Hoang Huu Hau  
Armstrong Hall, MSU  
East Lansing, Michigan

Dear Mr. Hau:

Here is the outline of your schedule for the Spring quarter:

April 1 to 12, Michigan State Budget Office with Mr.  
Landers

April 15 to 19, Detroit City Planning Commission,  
(tentative)

April 22 to May 10, The Port of New York Authority in  
personnel administration

May 13 to 29, U. S. Civil Service Commission, Washington,  
D. C.

As soon as I learn the final plans with the Detroit City Planning Commission I will let you know.

Would you please arrange with Mr. Miller of the College Travel Office for your necessary transportation to New York and Washington and return?

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

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March 12, 1957

Mr. Le Phu Nhan  
Armstrong Hall, MSU  
East Lansing, Michigan

Dear Mr. Nhan:

I have made the necessary arrangements for you to be at the National Office Management Association in Philadelphia from March 25 to April 5. I will learn later this week if the Agriculture Department in Washington will accept you for work in cooperatives. If not, we will arrange to complete your work here in Lansing as we discussed yesterday.

Would you please arrange with Mr. Miller of the College Travel Office for your necessary transportation to Philadelphia and return?

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

*March*

May 12, 1957

Mr. Nguyen Van Dai  
Armstrong Hall, MSU  
East Lansing, Michigan

Dear Mr. Dai:

Here is the schedule of your program for Spring quarter:

April 1 to 19, Detroit City Planning Commission

April 22 to May 10, U. S. Department of Agriculture for work in organization and methods, (tentative)

May 13 to 29, New York City Planning Commission, (tentative)

I hope by early next week we will have more definite word on your program. As soon as we do we will inform you.

Please contact Mr. Miller of the College Travel Office for your travel arrangements?

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

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March 12, 1957

Mr. Nguyen Si Tu  
Armstrong Hall, MSU  
East Lansing, Michigan

Dear Mr. Tu:

Here is the general outline of your program for Spring quarter.

April 1 to 12, Budget Office, Lansing, with Mr. Landers  
April 15 to May 10, Chase Manhattan Bank in New York  
City (tentative)  
May 13 to May 29, U.S. Department of Agriculture in  
Washington, D. C. for work in budgeting (tentative)

Mr. Kimberland, the Assistant Treasurer of the Chase Manhattan Bank in New York is awaiting cabled response from the Governor of the National Bank of Vietnam on your program with him. I will let you know as soon as he gets approval. In the Agriculture Department they have an excellent budgeting program which should supplement your work with Mr. Landers. This is a federal office and you should see the budget operation at the federal level as well as the state level.

Would you please contact Mr. Miller of the College Travel Office for your travel arrangements?

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

March 12, 1957

Mr. Vuong Hoa Duc  
329 Albert Street  
East Lansing, Michigan

Dear Mr. Duc:

I have arranged for you to spend one week in Philadelphia, from March 25th to March 29th at the National Office Management Association. Your program in Washington is still uncertain but I think you can count on being in Washington April 1st. I will let you know before you leave exactly what arrangements have been made.

Would you please contact Mr. Miller of the CTO and make the necessary travel arrangements for your field trips as far as you know the details?

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

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March 12, 1957

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Miss Tang Thi Ti  
Abbott Hall, MSU  
East Lansing, Michigan

Dear Miss Ti:

Here is your schedule as it is today:

March 25th to April 5th, The National Office Management  
Association, Philadelphia

April 8th to May 3rd, U. S. Civil Service Commission,  
Washington (Contact Mr. J. Douglas Hoff, College  
and Foreign Visitors' Program.)

May 6th to May 29th, General Services Administration,  
(O & M), tentative

When I know definitely about the work at General Services I  
will inform you.

Would you please contact Mr. Miller of the College Travel Of-  
fice for your necessary arrangements for travel.

Sincerely,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

March 12, 1957

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Miss Tran Thi Quy  
Abbott Hall, MSU  
East Lansing, Michigan

Dear Miss Quy:

I have arranged with Mr. Arthur Greiner for you to spend time at the National Bank of Detroit from April 1 to April 19. I have explained to him your interest in foreign exchange operations and I am certain he will work out a good program for you. He asked that when you are in Detroit this Thursday that you contact him at the Bank.

As for the rest of your schedule, as I told you yesterday, Chase Manhattan Bank in New York is waiting cabled confirmation from the Governor of the National Bank of Vietnam. When word comes in on that we will let you know. The period at Chase will be May 10 to 29. For the intermittent period from April 22 to May 10 I am trying to get you placed in the office of International Finance of the Treasury Department. This is still tentative. Briefly your schedule is:

April 1 to 19, National Bank of Detroit  
April 22 to May 10, Office of International Finance,  
Treasury Department, Washington, D. C. (tentative)  
May 10 to 29, Chase Manhattan Bank, New York City, (tentative)

Please contact Mr. Miller of the College Travel Office for your necessary tickets.

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
cc: R. McCleery  
J. Miller, CTO

March 12, 1957

Mr. Cao Huu Dong  
Armstrong Hall  
MSU  
East Lansing, Michigan

Dear Mr. Dong:

Here is the outline of your program for Spring quarter:

April 1st to 5th, TVA, Knoxville, Tennessee, (budgeting  
and personnel)  
April 8th to 19th, the U. S. Civil Service Commission  
in Washington, D. C.  
April 22 to May 10, Veterans Administration, Washington,  
D. C. (tentative)  
May 13 to May 17, Research, Library of Congress, Washing-  
ton, D. C.  
May 20 to May 29, the Port of New York Authority, New  
York City for work in budgeting and O & M

The time to be spent at the Veterans Administration has still  
not been definitely established. I will let you know as soon  
as it is. When you get to Washington and you want to work  
in the Library of Congress you will have to go to the Library  
and make arrangements there. We will give you an introductory  
letter.

The Port of New York Authority is a large administrative body  
in New York and New Jersey controlling certain aspects of  
harbor development, highways, bridges and main traffic. It has  
an excellent training program and I am certain you will find  
this organization a worthwhile place to spend some time.

Please contact Mr. Miller at the College Travel Office for your  
necessary travel arrangements.

Sincerely,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb

cc: R. McCleery  
J. Miller, CTO