

MICHIGAN STATE UNIVERSITY EAST LANSING

---

VIETNAM PROJECT • OFFICE OF COORDINATOR

December 29, 1958

Mr. Walter P. Coppinger - Coordinator  
Tokyo International Training Center  
International Cooperation Administration  
United States of America Operations Mission to Japan  
American Embassy  
Tokyo, Japan

Dear Mr. Coppinger:

If it is possible I would like to arrange for Messrs. Huynh Van Dong and Nguyen Van Son to visit the Japanese Personnel Authority and the International Training Center, in Tokyo, while enroute to Saigon. These two gentlemen have attended courses at the American University in Personnel Administrative Organization, and Methods. In addition, they have spent considerable time in both private and governmental agencies observing Personnel and Organizational Methods Operations.

Mr. Son, who is with the Vietnamese equivalent of the United States Civil Service Commission, will be responsible upon his return for the presentation of materials on personnel administration. Mr. Dong, who is with the Department of Agrarian Reform, has had long experience in Administration. He is very conscientious and has really grasped the ideas and methods that would be useful in Vietnam.

These gentlemen will be in Tokyo from January 21st to 28th, and I shall request them to contact you regarding any visits you may be able to arrange.

Thank you for your assistance.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

EC:ms

cc: (5)



INTERNATIONAL COOPERATION ADMINISTRATION

UNITED STATES OF AMERICA  
OPERATIONS MISSION TO JAPAN  
AMERICAN EMBASSY  
TOKYO, JAPAN

January 14, 1959

Miss Elsie Cunningham  
Administrative Assistant  
Michigan State University  
East Lansing, Michigan

Dear Miss Cunningham:

Thank you for your letter of December 29, 1958, regarding the proposed visit to Japan of Messrs. Huynh Van Dong and Nguyen Van Son from January 21 to 28, 1959.

While we are always pleased to assist participants in making arrangement to visit Japanese Government offices such request must come through the International Cooperation Administration office in Washington, D.C., or the United States Operations Mission to Vietnam. In this way we know that the participant's Government approved the stop-over and that the visit is not made merely for the convenience of the participant. On approved visits funds sufficient to cover his per diem allowance and travel costs in Japan are then transferred in the Program Implementation Order to this office.

Since time does not permit us to put this program back in channel in this instance, we will make arrangements for Messrs. Huynh Van Dong and Nguyen Van Son to visit the Japanese Personnel Authority on an informal basis.

I know I can count on your cooperation in clearing future Japan stop-overs with the International Cooperation Administration in Washington.

Sincerely yours,

Walter P. Coppinger, Coordinator  
Tokyo International Training Center

December 30, 1958

Mr. H. V. Dong  
Hotel Land  
10th and "K" Sts.  
Sacramento, California

Dear Mr. Dong:

We have been advised today by the Viet Nam Project at Michigan State University that the class of your travel over the Pacific returning to Viet Nam should be reduced from First Class to Tourist Class travel.

We have accordingly passed this information to Pan American and have asked them to contact you in California arranging for the reissuance of your tickets to accomplish the requested Tourist Class transportation, and also to revise your reservations accordingly. We have further advised them that the saving in fare resulting from this change of class in transportation should be forwarded by cablegram to M.S.U.G. in Saigon.

In view of this change in plans, we are returning to you with this letter exchange orders forms 0269-849891 & 2 and exchange order form 0269-805345 which have been unused. Also enclose is American Airlines excess baggage voucher form 0266-218990 which has been unused. Also enclosed are your old ticket stubs in the event that they are called for on the west coast.

Please handle the adjustment of your travel directly with Pan American.

Sincerely yours,

COLLEGE TRAVEL OFFICE

Mr. J. A. Miller

jam/aa  
Enc.

cc: Son - Sheinbaum - Smuckler - Cunningham ✓

December 30, 1958

Mr. Huynh Van Dong  
Hotel Land  
10th and "K" Street  
Sacramento, California

Dear Mr. Dong:

I have just received a copy of Mr. Miller's letter to you regarding the change in ticketing. I believe that I mentioned this possibility to you while you were in East Lansing.

According to the letter we have received from Mr. Cook at the State Personnel Board in Sacramento I think that you might ~~profitably~~ <sup>profitably</sup> spend the remainder of your time with their organization. I do not see how we can arrange for the additional trip to Los Angeles.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

EC:ms

P.S. Enclosed you will find your per diem check. This is your final one.

January 14, 1959

TO: Howard Waltman - Participant Program Director  
FROM: Elsie Cunningham - Administrative Assistant  
SUBJECT: Downgrading of tickets for Son & Dong. (#83)

Since Mr. Son and Mr. Dong were already on the west coast when they received word concerning the change in tickets they took their tickets to Pan American. At the time no one explained to them that the three exchange orders they held would in no way cover the difference in baggage allowances from first class to tourist. This situation has been resolved in the following manner:

The exchange orders, plus approximately \$60. of the residual value of their first class tickets were used to cover shipment at the cheapest rate for Commodity Air Freight. This also necessitated using the maximum weight allowance for shipment which was 77#. You will receive notification from Pan American in San Francisco regarding the computation of these costs, but since it was practically impossible to do anything else they would be satisfactory. This seems like the best solution all around.

EC:ms

cc: John E. Griffin

January 23, 1959

Mr. Harry Albert  
Asst. Personnel Director  
City and County of San Francisco  
Civil Service Commission  
151 City Hall  
San Francisco, California

Dear Mr. Albert:

Thank you very much for your kind reception of Messrs. Nguyen Van Son and Nguyen Van Dong. We certainly appreciate the program that you arranged for them during their visit to the San Francisco City and County Civil Service Commission.

As you know Messrs. Son and Dong were making their last visits to American Civil Service operations prior to their departure from the States for Vietnam. We feel that these contacts and opportunities to speak with you and your staff give them real insight into American methods and we are hopeful that they may find something within these experiences that could be adapted to their own system.

I would certainly appreciate your conveying our thanks to all those people who so generously gave of their time to make this a worthwhile visit.

Thank you again for your cooperation and assistance.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

EC:ms

Committee on  
Friendly Relations Among Foreign Students

291 BROADWAY, NEW YORK 7, N. Y.

WEST COAST OFFICE • 420 POWELL STREET • SAN FRANCISCO 2, CALIFORNIA  
291 Geary

January 27, 1959

Miss Elsie Cunningham  
Administrative Assistant  
Vietnam Project  
Michigan State University  
East Lansing  
Michigan

Dear Miss Cunningham:

It was a pleasure to do what we could for the very interesting two scholars, Mr. Son and Mr. Dong, who were in San Francisco on December 20 and 21st.

They were taken the first day on a tour of San Francisco and the following day on a tour of Marine County, Muir Woods. They were met at the airport in Sacramento by our representative and welcome at dinner in their home since our two visitors preferred to stay in an hotel rather than home hospitality.

Mrs. Adams asked me to pass this information on to you and she hopes she may see you at the Exchange of Persons Conference in Washington on January 28.

Best regards.

Very truly yours,

*Alice Hekimian*

Alice Hekimian (Miss)  
Office Secretary

AH



MICHIGAN STATE UNIVERSITY EAST LANSING

---

VIETNAM PROJECT • OFFICE OF COORDINATOR

February 2, 1959

Mrs. Charles E. Adams  
Committee on Friendly Relations Among Foreign Students  
291 Geary Street  
San Francisco 2, California

Dear Mrs. Adams:

I received Miss Hekimian's letter last week but unfortunately was unable to attend the meeting in Washington. As a matter of fact two of the former Vietnam Project's staff members in Saigon (Dr. Weidner and Dr. Fishel) attended this meeting.

I am hopeful that I will be able to get to the NAFSA meetings in the spring and if so I look forward to seeing you then. Thank you for your kind attention to Mr. Son and Mr. Dong. They sent "rave" notices about the wonderful way in which the Robin Oakdens took care of them while they were in Sacramento. In fact the Oakdens took them to Lake Tahoe with them.

Sincerely yours,

EC:ms

Elsie Cunningham  
Administrative Assistant