

Washington, June 30, 1958

Dear Miss Cunningham,

I received your letter. Thank you very much for your attention.

As M^r Ngu informed you, we are living at the Moray Hotel, in a suitable room where we can get plenty of sun and fresh air. In addition, we are near the American University and the Jenny Restaurant.

The technical course I have taken on your suggestion is interesting but particularly difficult because there is no "textbook" for it. So I have to strive in class (from 6 p.m. to 9:40 p.m. the Tuesday, Thursday and Friday ~~evening~~) for noting the teacher's explanation as much as possible.

It's all right here, except M^r Ngu and I we miss both you and Miss Ostrander very much. We have nobody with which we could have a friendly conversation when we feel homesick. So we hope you and Miss Betty will soon have the opportunity to see us in Washington where (are sure, please!) you will be received with a hearty welcome. I will be very glad to work out a pleasant schedule (Chinese dinner, movie) for that occasion.

Good bye Miss Elsie and good luck to you. My regards to Miss Betty.

Sincerely yours,
H. W. Baum

July 22, 1958

Messrs. Huynh Thanh Hung
Pham Van Ngu
Hotel Maury
701 Nineteenth St. N.W.
Washington 6, D.C.

Dear Messrs. Hung and Ngu:

I am sorry that circumstances prevented me from coming to Washington this past weekend but I hope you have received the books which I asked my parents to post from New York for me on Monday. I have written letters to the National Office Management Association and to the Systems and Procedures Association requesting their assistance in setting up the programs in various cities for the next six weeks.

The Systems and Procedures Association will try to diversify their contacts in these various cities so as not to concentrate on one particular kind of business or industry but to let you see the operation, personnel, and O & M.

If it is possible for you to travel with one or two suitcases, I think you will find this is less expensive and easier to manage. I am enclosing a copy of a letter which I have sent to the Head of the International Center in Albany, and if you wish, I shall write additional letters to the various other cities where there are hospitality or community facilities for foreign visitors.

Please find enclosed the rail tickets for this complete trip. No reservations have been made and it is up to you to make reservations where they are needed as in the case of the overnight trip from Boston to Montreal and from Montreal to Toronto.

The person that has been contacting the various chapters of the Systems and Procedures Association is Mrs. Corniger, and she has not yet received any reply to her letters but is expecting news before the end of this week. If you have any difficulty, please do not hesitate to call.

Sincerely yours,

Enclosures

Elsie Cunningham
Administrative Assistant

EC:kc DS. See check as well.

Washington, D.C., September 16th 1958

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Dear Miss Cunningham,

Thank you very much for your friendly reception in last Wednesday evening (which gave me the opportunity to appreciate your famous cooking), and for giving us a drive to Lansing airport although you were tired.

I confess thank to the kindness of the nice people (especially you) I met in East Lansing, I didn't have homesick during the few days I was there.

M<sup>2</sup> Ngu and I arrived in Washington D.C. at 9.45 p.m. September 11. We are living in the Maybury Hotel, 701, 19th street, room 315, phone n<sup>o</sup> ME-8-9680. On ~~Wednesday~~ Friday September 12, we went to American University for registration. As foreseen, M<sup>2</sup> Ngu chose the course n<sup>o</sup> 57.527 "Work Simplification and Work Measurement" and I took the course n<sup>o</sup> 57.553 "Selection and Placement". I think I should complain: I imagine my text book having more than 500 pages while M<sup>2</sup> Ngu's text book has about 50 pages with many pictures.

It's cold now in Washington D.C. I hope that the winter won't be too hard.

Please say hello to Miss Kim-Chau and give our address to Miss Betty Ostrander and M<sup>2</sup> Thu.

Good bye Miss Elsie and good luck to you.

Sincerely yours, Hohlung

REGISTERED

September 17, 1958

Messrs. Huynh Thanh Hung  
Pham Van Ngu  
Hotel The Maury  
701, 19th Street - Room 315  
Washington 25, D.C.

Dear Messrs. Hung and Ngu:

Please find enclosed your checks for the period from September 15 to 30.

I am glad to hear that you are again living in the Hotel Maury especially since you found it so comfortable in the past.

Mr. Rosenfeld has sent me a letter and suggested that he might possibly be able to help you. His telephone number is Lockwood 5-0899; his home address is 10410 Muir Place; and his mail address is Box 153, Kensington, Maryland.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

EC:kc

Enclosures

September 25, 1958

Messrs. Huynh Thanh Hung  
Pham Van Ngu  
Hotel The Maury  
701, 19th Street - Room 315  
Washington 6, D.C.

Dear Messrs. Hung and Ngu:

Please find enclosed the copy of your arrival picture.  
I am not sure who I promised it to.

Since we are expecting about 12 new participants to be on campus during the fall quarter I would very much appreciate the return of the copy of English for Speakers of Vietnamese. Mr. Street is currently having tape made of the practice notes that go with this book for use by the participants.

Exactly how long do you expect to be with the Management Office at the Department of the Navy? I need this information in order to try and make further arrangements for your stay in Washington, D.C.

You will note, when you receive your next per diem, that the rate for Washington area has been increased from \$8 to \$10 per day.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

EC:kc

Enclosure

P.S. I am going to send you the map of Pittsburgh drawn by Betty McGuire. The YMCA in that city is right across the street where the conference will take place.

LL...  
d.R.

October 1, 1958

Mr. Huynh Thanh Hung  
Hotel The Maury  
701 - 19th Street - Rm 315  
Washington 25, D. C.

Dear Mr. Hung:

I am enclosing your per diem check for the period from 1 October to 15 October.

It is my understanding that you are no longer visiting the Navy Department and that you are presently following the course in Selection and Placement for Personnel.

I would like to suggest that you arrange with Mr. Hoff, at the Civil Service Commission, to spend some additional time with this organization and particularly that you seek out any specific training programs that they are engaging in, now or in the near future.

Sincerely yours,

Elsie Cunningham  
Administrative Assistant

EC:ms  
Enc: MSU Check No. 35335

October 3, 1958

Mr. Huynh Thanh Hung  
701 - 19th Street - Rm 315  
Hotel The Maury  
Washington 25, D. C.

Dear Mr. Hung:

In speaking to Mr. Ngu the other day I mentioned that in view of the \$100. registration we had decided not to send you to the Systems and Procedures Conference in Pittsburgh.

In the meantime I have received from Mr. Martin, in New York, the relatable information about the National Business Show which takes place from October 20th to 24th. I have already requested the bus tickets and will send you these as soon as they arrive from the College Travel Office. The only deals I have received from Mr. Martin consist of one flyer and I have passed this along to Mr. Son and Mr. Dong to share with you upon your return to Washington.

I am sending you the ticket which will admit you to the show. In the meantime, I have written to IBM Institute headquarters in New York and shall see if it will not be possible to visit them during this week.

Sincerely yours,

EC:ms

Elsie Cunningham  
Administrative Assistant

Washington D.C., October 7, 1958

Dear Miss Cunningham,

I have just received your letter of October 3. You said that you sent me the show ticket, but I didn't find it in the envelope. So please check and send it to me in time.

I am visiting the Civil Service Commission during this week. Yesterday, I saw Mr. Hoof and told him that you had suggested me to spend more time at the Civil Service Commission. He promised to work out a schedule for me for the next week. So I'll let you know when the schedule is definitely established.

On last Tuesday September 30, thanks to Mr. David Jickling, <sup>with him</sup> I could attend the Financial Management Roundtable jointly sponsored by American Society for Public Administration and the Federal Government Accountants Association. This FMR was held at the General Accounting Office Auditorium from 7:30 p.m. to 9:30 p.m. A panel composed by 10 men representing different federal agencies/departments, under the chairmanship of Mr. Irons (Executive Director of the Civil Service Commission), talked about Work Measurement

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and Performance Standards, Planning and Control of Personnel Service Operations. It was very interesting and helpful for me.

M<sup>e</sup> Hickling is a very nice person. He is planning to arrange for me to attend the "Public Administration Orientation" organized by the ICA from October 27 to October 31, and perhaps also the "Records Management Orientation" which will take place at National Archives Building from November 3 to November 7.

What do you think about it, Madame e' Administrative Assistant?

I think you are very busy now because of the arrival of the new Vietnamese participant. Please say hello to M<sup>e</sup> Vinh-Tho (who is one of my best friends) and to Miss Kim-Chau.

Good bye Miss Cunningham and good luck to you.

Sincerely yours,

Thuynh-Hung

Thuynh-Thanh-Hung

October 9, 1958

Mr. Huynh Thanh Hung  
701 - 19th Street  
Hotel The Maury - Rm 315  
Washington 25, D. C.

Dear Mr. Hung:

I am glad to hear that your time is so well spent and I certainly hope to come to Washington soon so that I might thank Mr. Jickling in person.

Please find enclosed the bus ticket and the ticket to the National Business Show. I have written to Mr. Grunder at the World Trade Section of IBM to request that he meet with you and Messrs. Son and Dong during the week of October 20th. I suspect that the Business Show itself would certainly not take up all of your time.

I am including my family's home telephone number in New Jersey and if you should arrive over the weekend or stay in town the following weekend I am sure they would be pleased to have you come to the house for Saturday evening or Sunday dinner.

Mr. Vinh Tho arrived two days ago and is already attending classes. I believe he has only been lost two times since his arrival.

He has already asked me where Kim Chau was and I am wondering if he also numbers himself among those people who know here brother-in-law. She is now attending classes full time and only working part time in the office.

Sincerely yours,

EC:ms

Elsie Cunningham  
Administrative Assistant

Enc: Bus ticket  
Show ticket  
Calling card.

October 14, 1958

Messrs: Huynh Thanh Hung  
Pham Van Ngu  
Hotel The Maury  
701 - 19th Street  
Washington 6, D. C.

Dear Mr. Hung and Mr. Ngu:

Please find enclosed your checks for the period from October 15th to the 31st.

It has been very much like summer weather in East Lansing these past few days but we are sure that it will not last very long. The first event of the Lecture Concert series last evening was the New York City Ballet.

It looks like we will have 25 Vietnamese on campus for October 26th. The decision regarding the Program for this date is at present in the hands of our Vietnamese students.

Sincerely,

EC:ms

Elsie Cunningham  
Administrative Assistant

Enc.: MSU Check No. 38545 - Ngu  
MSU Check No. 38543 - Hung

Washington D.C., October 16, 1958

Dear Miss Cunningham,

I have received your letter of October 9. Thank you so much for all your attention, especially for suggesting me to visit your family.

As you were informed by my last letter, I am going on to visit the Civil Service Commission. Please find enclosed my schedule for this week.

Besides, Mr. Hoff is planning to arrange <sup>for me</sup> an other schedule from November 10 to November 20 since I have let him know my intention to visit the Bureau of Field Operations and the Bureau of Inspections and Classification Audits (The CSC has 5 Bureaus, I have already visited 3 of them).

So ~~that~~ I'll probably have the below time-table for the next weeks:

October 20 - 24 : Visit of National Business Show and IBM : New-York City

October 27 - 31 : Public Administration Orientation  
9 a.m. - 4 p.m. ICA

November 3 - 7 : Records Management Orientation : National Archives Building

November 10 - 20 : Civil Service Commission  
I think it would be helpful and keep me very busy. Sincerely yours,  
H. H. Hartung

Washington, October 19, 1958

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Dear Miss Cunningham:

Please find enclosed my report on the visit of the Civil Service Commission during two last weeks. I am preparing this report as short as possible because I don't want to bother you and the typist.

I am going to New-York to day. You know how much I would like to stay there over the week-end and visit your family. But I regret I won't be able to do that this time, I will have to return to Washington on Friday October 24 in time to attend my class and the celebration of Viet-Nam's National Day at the Embassy.

Like East Lansing, it's very warm in Washington since a few days. This abnormal weather should due to the recent launch of the "moon-rocket" by the Army.

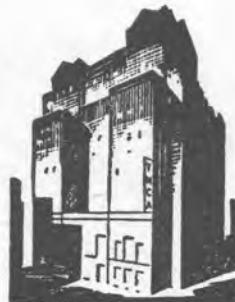
Do you think so? (Don't laugh please?)

Sincerely yours,

H. B. Brown

# WILLIAM SLOANE HOUSE YMCA

356 WEST 34th STREET  
NEW YORK 1, N. Y.  
OXford 5-5188



Guest Correspondence

New York City, October 24, 1958

Dear Miss Cunningham:

I am sending this letter to you just before getting the 8.20 a.m. express bus to Washington.

Yesterday, I phoned you twice when you were out. Your secretary said that you would be back at 4 p.m. I couldn't wait because I was so eager to visit the Statue of Liberty and the last boat left at 4 p.m. from South Ferry.

Son, Dong and I we arrived in New York on last Sunday at 3 p.m. During the two following days, we visited the National Business Show. Really, it was very interesting. On Wednesday, we saw Mr. Martin and thanked him for his good suggestion and all things he had done for us. The same day, in the afternoon, we went to IBM Headquarters, 590, Madison Avenue, and could reach Mr. Grunder by phone. As he let us know that he had planned for

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212-212-1220

in a visit of the IBM on Friday afternoon, we asked him to arrange this visit on Thursday. So yesterday morning, we visited the IBM at 821, First Avenue. We met Mr. Grader, Mr. Polak and Mr. Brokaw who were very nice. They explained to us the general principles and the main functions of the IBM accounting and the IBM 650 Data Processing System. They also showed us some operations of these machines. We left their office at 12.30 p.m.

Did you receive my last letter and my report on the visit of the Civil Service commission. What do you think about my future program? Any suggestion?

I am looking forward to your visit in Washington D.C.

Please say hello to Mr. Vinh-Tho and Miss Kim-Chau.

Another word about Vinh-Tho - dedicated to his work, a good leader, very  
admirable when him has only minimum planning and has taken  
several leaching ill of work - making all work  
to help him - *He works*  
not work hard to help him to do his work.