

January 8, 1957

Mr. Phan Dinh Ngoc
c/o Budget Course for ICA Participants
International Cooperation Administration
Washington 25, D.C.

Dear Mr. Ngoc:

I am sure that our paths crossed while I was in Washington on December 30 and 31, but unfortunately the information as to your exact time of arrival did not reach me till yesterday. I am looking forward to meeting you on my next trip to Washington.

In the meantime I would like you to know that if there is anything I can do, please do not hesitate to write or call, if urgent. I have already requested your first per diem checks for the few days of last month that you were in the U.S. and for the first half of January. On the first payment on your advance (\$50.) has been deducted from the \$180. due for the period 1-15 January so that your check will actually be for \$130.

While talking to Mr. Adamson today he mentioned that he would be pleased to hear from Mr. Phuong, Mr. Thuan and you.

I am enclosing the card covering the health insurance which is provided by I.C.A. If you will sign the enclosed form regarding the operation of automobiles by participants, this will complete the forms necessary.

Sincerely yours,

Elsie Cunningham

January 18, 1958

Mr. PHAN DINH NGOC
2034, O street N.W.
Washington 7, D.C.

Miss Elsie Cunningham
Michigan State University
Vietnam Project - Office Coordinator

Dear Miss E. Cunningham

I have received your letter under date of the 8th inst.
Thank you so much.

I arrived in Washington, January 30th. In fact, our paths crossed, and I was very sorry that I couldn't meet you. I had a wonderful time at Washington international center. I have already received the check 280 dollars, for January, (including \$60 for book allowances during the first semester). My English is very poor. So that, I have to study in University for some weeks. My training begin on February 3rd. I will be very glad to meet you, on your next trip to Washington.

Sincerely yours

Phan dinh Ngoc
Phan dinh Ngoc

January 28, 1958

Mr. Phan Dinh Ngoc
2034 O Street, N.W.
Washington 7, D.C.

Dear Mr. Ngoc:

I shall be in Washington for several days next week and hope to have the pleasure of meeting you and your colleagues, Mr. Thuan and Mr. Phuong.

I expect to stay at the Hotel Roger Smith at Pennsylvania Avenue and 18th St., N.W. Perhaps we can arrange a meeting for Tuesday or Wednesday evening if this appears convenient.

Mr. Nguyen van Son and Mr. Huynh van Dong will be enrolled in Public Administration courses at American University beginning this term. They are presently on campus here and also arrive in Washington next week.

I am looking forward to our meeting next week.

Sincerely yours,

Elsie Cunningham

February 7, 1958

TO: Stanley K. Sheinbaum
FROM: Elsie Cunningham
SUBJECT: Mr. Phan Dinh Ngoc

1. After speaking to Mr. Ngoc on the evening of February 3 I had sufficient information to call Mr. S.J. Weinger (ext. 515 or 2349), his ICA Project Manager, concerning the per diem payments already made to Mr. Ngoc by ICA. Mr. Weinger checked Ngoc's file when I called and found that the cable indicated Mr. Ngoc was sponsored by MSUG. Since Mr. Thuan and Mr. Phuong are drawing their per diem from ICA, it would seem both logical and efficient to have Mr. Ngoc do the same. At present the only problem involved is the \$100. Advance given Mr. Ngoc by MSUG which has now been deducted by ICA/W. Mr. Ngoc is currently being carried under PIO/P 30-75-164-70177.
2. As far as training goes Mr. Ngoc is currently enrolled in a two-month course in Governmental Accounting taught by Mr. Held of the Department of Commerce and Mr. Grant of the Department of Agriculture. Upon the completion of this special course for ICA Participants it is expected that an In-Service Training period in governmental agencies will give the practical application necessary. This course meets every weekday from 6 to 8 p.m. and the course outline is as follows:

1. Accounting as a Tool for Financial and Budgetary Control
2. Accounting and Financial Administration
3. Federal Budgetary Accounting
4. Accounting Equipment (machines, etc.)
5. Municipal Budgetary Accounting
6. Cost Accounting
7. Internal Auditing

The general emphasis is on budgetary control. From conversations with Mr. Barnes who is running the Budget Workshop at ICA I understand that in the future they hope to program the Accounting and Budget programs successively rather than concurrently. Present plans call for another Budget program starting in October.

3. The textbooks that they are using in the accounting course are as follows:

International City Managers Association, "Municipal Finance Administration"
Wright & Kohler, "Accounting in Federal Government"
Tenner "Municipal and Governmental Accounting"

February 25, 1958

Mr. Phan Dinh Ngoc
Admiral Hotel
2034 O Street, N.W.
Washington, D.C.

Dear Mr. Ngoc:

I have just written to Mr. Thuan inviting him and Mr. Phuong for lunch next Monday. If you are still attending classes at American University Language Center it does not seem likely that you would be available. However please feel free to call me or drop by and see either Monday or Tuesday. I shall be staying at the Roger Smith again.

Sincerely yours,

Elsie Cunningham

March 6, 1958

Mr. Phan Dinh Ngoc
1731 N Street, N.W.
Room 33
Washington, D.C.

Dear Mr. Ngoc:

Since I did not realize that you had moved, I wrote a letter to your former address in Washington. I am now writing to say that I am sorry that we did not have an opportunity to meet on my recent trip to Washington.

I hope that all your studies are continuing successfully. Now that the weather is warmer perhaps you will have an opportunity to enjoy the sights of Washington and vicinity at their best.

Sincerely yours,

Elsie Cunningham

Phan clutch Ngs e
1731, N Street N.W.
Washington 6, D.C.

March 20, 1958

MISS E. Cunningham
Viet Nam Project
Michigan State University
E. Lansing Michigan

Dear course
JBM

Dear Miss Cunningham:

Your letter reached me last week. Thank you very much.
Unfortunately unexpected works (report, speech, homework)
make it impossible for me to answer your letter promptly.

As you know, it was raining and snowing in Washington DC
three days ago. The weather reporter has foretold bad
weather for this week. Thus, no Spring, no cherry-blossom!

Therefore I had good time last night, at the Constitution Hall
hearing the highly and unusual concert of the "Philadelphia
Orchestra".

I enjoyed very much my stay in Washington, in spite of
snow, rain, homework, homesick, etc...

I have finished the first part of my program (The federal
accounting). I am enclosing a copy of my "problem", and
I hope to have the pleasure of receiving your appreciations
soon.

I will be very glad to meet you in Washington DC, next time.
Please call me at NO-79662.

Sincerely yours
J. Ph.

March 25, 1958

Mr. Phan Dinh Ngoc
1731 N Street, N.W.
Room 33
Washington, D.C.

Dear Mr. Ngoc:

We are currently anticipating the arrival of Mr. Con and Mr. Dao on Wednesday. In connection with the various programs undertaken by yourself, Mr. Phuong, Mr. Thuan and Mr. Vinh at Harvard and Mr. Con and Mr. Dao here at Michigan State University, we are planning a seminar to run concurrently with the MSU summer session specifically directed at the participants who have been studying in this country. I am enclosing for your information a memorandum which gives most of the pertinent information on this seminar.

We are hoping that all the Vietnamese interested in financial administration and public finance will be able to attend and we will look forward to your participation in this seminar.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EC:bmo
Enc.

Phan Dinh Ngoc
ICA, 1624 H Street N.W.
Washington 25, D.C.

March 26th, 1958

Miss E. Cunningham
Michigan State University
Viet Nam project.
East Lansing - Michigan

My dear Miss. E.Cunningham:

My english course at the American University, and my government accounting course at the George Washington University will be ended tomorrow. I will receive two certificates from these universities. That certainly is good news.

I am enclosing a copy of my "Governmental Accounting" program in Washington. I hope to receive your suggestion about my next training program in the Michigan State (from July to December 1958)

Personally, I would like to be registered in an academic course of Budget Administration (or Government Accounting and Budget Execution) in the Michigan University, because this university has a great reputation for its famous Budget training program.

But, I don't know when this course begin and how long does it take.

I told ICA that you may give me the opportunity to go to New York for some training. May be ICA will prepare for me a trip to Chicago.

I will discuss with my adviser, and will you more details.

I hope to hear from you soon

Sincerely yours,

Phan Dinh Ngoc

Phan Dinh Ngoc
ICA, 1624 H Street N.W.
Washington 25, D.C.

April 27, 1958

Miss Elsie Cunningham
Michigan State University
Vietnam Project
East Lansing.

Dear Miss E. Cunningham:

Thank you very much for telling me about the program seminar of Financial Administration and Public Finance in East Lansing, next June.

I will be in East Lansing at June 21st. I would like to take regular courses offered by the Michigan University during the summer semester, and to participate in this seminar.

Below, is my next program from April 14 to June 6, 1958. It is only a tentative outline made by Mr. Israel, my advisor:

April 14-18	Study budget of materials and General Accounting Office materials
April 21-23	Bureau of Accounts, Treasury department

April 24-25 : Office of the Treasurer U.S.

April 28-May 2 : Indianapolis, Indiana.
Study of state accounting practices both centrally and at agency level

May 5 : Chicago, Illinois
Study of regional disbursing office of U.S. Treasury

May 6-8 : Dayton, Ohio
National Cash Register Company

May 12-16 : Washington D.C.
Study of budget formulation and execution practices and administrative accounting

May 19-23 : Boston, Massachusetts
Study of state accounting practices both centrally and at agency level

May 26-30 : Ottawa, Canada
Study of accounting practices in the Canadian government

May 31 : Visit to Niagara falls

June 2-6 : Harrisburg, Pennsylvania
Study of state treasury, accounting and auditing practices

June 9-20 : Washington D.C. = final report.

June 21st : East Landing. <sup>July 3rd 2nd - 11th 1928
I hope to hear from you soon
Yours very truly
F.</sup>

April 23, 1958

Mr. Phan Dinh Ngoc
ICA - 1624 H Street, N.W.
Washington 25, D.C.

Dear Mr. Ngoc:

I plan to be in Washington from May 12-14. As soon as I have my reservations I shall drop you a note where I shall be staying.

It sounds as if you have a very interesting schedule for the next several weeks, and I shall be anxious to learn what your reactions are to the various places and organizations that you will be visiting.

In the process of deciding that Spring had come to Michigan I have found myself with a rather bad cold which I am trying at the moment to shake - the campus is really beautiful and we have had several warm days, but with the changeable weather it is now quite chilly out.

I look forward to seeing you in Washington.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

May 8, 1958

Mr. Phan Dinh Ngoc
International Cooperation Administration
1624 H Street, N.W.
Washington 25, D.C.

Dear Mr. Ngoc:

I shall most certainly try to call you upon my arrival in Washington on Sunday evening, May 11. Just for safety's sake I am dropping you this note to say that I shall be staying at the Statler Hotel on Sunday and Monday evening, May 12 and 13. I expect to arrive around 9 on Sunday evening and remain until 4:30 or so on Tuesday, and I am looking forward to seeing you while I am in Washington.

I trust that you have had a pleasant trip although I suspect you will be glad to come back to Washington for a few days after traveling around.

Sincerely yours,

Elsie Cunningham

May 28, 1958

Mr. Phan Dinh Ngoc
Training Branch
Public Administration Division
International Cooperation Administration
Washington 25, D.C.

Dear Mr. Ngoc:

Please find enclosed your check for the period from May 27-May 31. I have arranged with Mr. Weinger to have your per diem and other expenses met from our funds.

We are looking forward to having you here during the conference (seminar has been abandoned in favor of this word) on Public Finance Administration in Viet Nam.

For your information I might indicate that the cost of a single room in the graduate dormitory (East Mary Mayo) will be \$10.75 per week as against \$7.75 for a double. In addition there will be a total charge of \$4.25 for the rental of linens.

Sincerely yours,

Elsie Cunningham

12
84
56
140

8
7

June 7, 1958

Mr. Phan dinh Ngoc
c/o Mr. Simon Weinger
Training Branch
Public Administration Division
International Cooperation Administration
Washington, D.C.

Dear Mr. Ngoc:

Please find enclosed a copy of the final plans on the Conference on Vietnam Financial Administration. I have also sent a copy to Mr. Barnes so do not be surprised if you end up with two copies.

We shall be looking forward to your arrival.

Sincerely yours,

Elsie Cunningham