

Report on the visit to T.V.A. offices
from Dec 29, 1958 to January 2nd, 1959.

Mr Hung and I left Washington D.C. for Knoxville on the 27 of Dec, 1958.

On Monday 29 of Dec. 1958, at 9:30 a.m. we met Mr. Shafer. He introduced us to Mr. Harrell J. Mathes, Information Staff in T.V.A., who was in charge of arranging our program.

We were invited to see the projection of 2 films about:

- "The story of TVA" presenting a factual account of the operations of the TVA in the fields of flood control, navigation, fertilizer-munitions research, agriculture, forestry and electric power,

- and the work and accomplishments, and development of the Tennessee Valley.

Then, we had a talk with Mr. John REBOURG who gave us a general information about the Tennessee Valley, the TVA Act in 1933, the missions of TVA, etc ..

In the afternoon, we visited the Norris Dam, a "Storage" dam.

(On Tuesday Dec. 30, 1958: We met Mr. F. GLASS of the Division of P.E. and asked him as much information as we could about the TVA practice in Recruitment, Examinations, Training, Orientation of the employees, etc..

In the afternoon, we visited a farm in the Loudoun County with the other visitors, in order to have an idea about the "Test-demonstration program", the "fertilizer use program". Each farm is, in a sense, "an experimental station" for the community.

Of course, agriculture is not our field, but this visit helps us to ^{evaluate} appreciate the improvements made by TVA, to understand the most significant contribution to the agriculture of the Tennessee Valley.

On Wednesday Dec. 31, 1958

Mr. Hung met Mr. James R. OGDEN, Assistant Secretary and Asst. Treasurer, Board of Directors of TVA Retirement System.

As I did not have any special program arranged, I accompanied Mr. Hung, and I got as much fruitful information about the "Pension trust fund system" of T.V.A. as I could.

In the afternoon: Visit of Loudoun dam on the Tennessee river

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The Division of Property and Supply which is in charge of O. M., office procedure and work simplification, etc... is located in Chattanooga, so I had to go to Chattanooga on January 1st, 1959. Mr. Hung also went to Chattanooga with me. We spent a whole day,

on January 2nd, with this Division.

At 9:00 a.m. We met Mr. R. J. Partain, Administrative officer, Division of Property and Supply of T.V.A.

This Division has 3 Branches: Office Service Branch, Land Branch, Transportation Branch.

I am not interested in the "Land Branch" operations, so I spent all my time in the 1st and the 3rd Branches.

Mr. Hung and I were introduced to Mr. Herbert F. Gough, Assistant to the Chief, Office Service Branch, T.V.A.

Mr. Gough explained the basic functions and operations performed by the Division of Property and Supply and pointed out the advantages of (1) the standardization in the provision of office services; (2) the "rating system" used in T.V.A.

Then, Mr. Carl Angle told us about his office methods; I asked him how he applied the Work Simplification techniques in the various offices of T.V.A. (Basically, the techniques used in T.V.A. are the same as the techniques originated by the Bureau of the Budget.) I discussed with him about the issuance of written instructions, office forms, paper-work management, etc...

Next, we met Mr. F. Gregory who is in charge of Records management in T.V.A., file operation, scheduling and disposal of records. (T.V.A. uses the methods prescribed by the National Archives in Washington D.C.)

Among other subjects, I got an interesting "Secretarial

Handbook" of T.V.A. .

Then, we took a quick look at the "Reproduction Unit". Mr. Reid Brown, showed us all his printing equipment. I noticed the "Speedflex Press" made by "Orville Dutro and Son" in San Francisco. This machine prints forms and adds the "one time carbon" to the forms. (TVA uses about 5,000 kinds of forms).

After lunch, we met Mr. George H. Irish, chief of the Transportation Branch. He is really a nice man. We spent all the afternoon with us, explaining in details and answering to our many questions concerned with the provision of transportation service, the dispatching, control and maintenance of TVA cars and airplanes. I was very interested in the various operations and methods of control used in his branch and he gave me very willingly a voluminous "Transportation Branch manual". I will study this manual and I will try to make good use of it, helping the W.Government Research Transportation Branches to bring about better utilization, maintenance and control of Government cars.

CONCLUSION

Besides the general and useful knowledge of TVA waterway control system and the unified development of the Tennessee Valley, I learned from the TVA officers some new ideas: (1) their renting systems, a very business-like method in Supply and Transportation; (2) the very democratic way of dealing with the employees: cooperation and agreement with "the Tennessee Valley Trades and Labor Council" (blue color workers) and with "the Salary Policy Panel" (white color workers).

(3) learned a lot from Mr. Irish, Chiefof the Trans-
portation Branch.

In short, our trip to Tennessee and our visit to TVA
offices are very interesting and of course worthwhile.

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