

July 15, 1959

Mr. Robert S. Dowe
Training Officer
Personnel Management Division
Civil Service Department
City of Los Angeles
Room 5, 200 North Spring Street
Los Angeles 12, California

Dear Mr. Dowe:

During the past two quarters Mr. Hoang Van Loc has been attending classes on this campus in the field of Public Administration. He has also attended a special class given at the State Capitol for state employees on the subject of Administrative Management.

Mr. Loc is employed in the Department of Information in Vietnam and was one of several people designated to study in the area of organization and management. Before returning to Vietnam, we are very anxious for Mr. Loc to have the opportunity to see the organization and management work being done in various offices.

He is now in the final phase of his stay in the United States. He has already visited Federal and local governmental offices in Washington, Albany, Ottawa, Toronto, Chicago and Denver. In addition, he has visited some private industry offices through arrangements made by the National Office Management Association.

Please find enclosed, for your information, a biographical sketch on Mr. Loc. If it is convenient, I would very much like to have Mr. Loc visit your organization during the week of August 10 through 14th.

Thank you very much for your assistance.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EMC:rm

July 15, 1959

Mr. Ralph D. Cook
Personnel Management Analyst
State Personnel Board
801 Capitol Avenue
Sacramento, California

Dear Mr. Cook:

During the past two quarters Mr. Hoang Van Loc has been attending classes on this campus in the field of public administration. He has also attended a special class given at the State Capitol for state employees on the subject of administrative management.

Mr. Loc is employed in the Department of Information in Vietnam and was one of several people designated to study in the area of organization and management. Before returning to Vietnam, we are very anxious for Mr. Loc to have the opportunity to see the organization and management work being done in various offices.

He is now in the final phase of his stay in the United States. He has already visited Federal and local governmental offices in Washington, Albany, Ottawa, Toronto, Chicago and Denver. In addition, he has visited some private industry offices through arrangements made by the National Office Management Association.

Please find enclosed, for your information, a biographical sketch on Mr. Loc. If it is convenient, I would very much like to have Mr. Loc visit your organization during the week of August 17 to the 24th.

Thank you very much for your assistance.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EMC:rm

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110 State Building
(12)

JOHN F. FISHER
Executive Officer

July 23, 1959

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

Dear Miss Cunningham:

Your letter of July 15 to Mr. Ralph D. Cook was referred to me for answer since Mr. Cook is presently on another assignment with the State Personnel Board. I hope the delay in answering was not inconvenient but I have been out of town for several weeks.

We will be pleased to have Mr. Hoang Van Loc visit us during the week of August 17-24 and will be glad to arrange whatever contacts are in keeping with his principle fields of interest.

From the biographical sketch which you enclosed, it appears that Mr. Loc's principle interests are in the field of organization and management rather than personnel administration. The organization and management functions in State service are administered primarily by the State Department of Finance. While the training, management development, and work improvement activities of the State Personnel Board might be of interest, we would conclude from your letter that Mr. Loc might prefer to spend a majority of his time in the Department of Finance and perhaps with one or two officials of operating departments.

Could you clarify for us the degree of interest which Mr. Loc has in the field of personnel administration as compared to the field of organization and management. Could you also let us know whether Mr. Loc will be with us for several days or for a full week. While awaiting your answer, I will make tentative arrangements for Mr. Loc to meet with several officials of the Personnel Board with responsibilities relating to his apparent fields of interest.

Very truly yours,


BERNARD P. DONNELLY
Personnel Management Analyst

BPD:lam

July 28, 1959

Mr. Bernard P. Donnelly
Personnel Management Analyst
California State Personnel Board
801 Capitol Avenue
Sacramento 14, California

Dear Mr. Donnelly:

Thank you for your letter of July 23rd regarding Mr. Hoang Van Loc's visit to the California State Personnel Board. Mr. Loc will be in Sacramento for the entire week of August 17th.

Our primary training responsibility to Mr. Loc is in the field of organization and management. However, he felt that his visit to the United States Civil Service Commission was one of the most interesting and useful. It is for this reason that I would like to suggest that Mr. Loc be given the opportunity to observe those activities you suggested for the first days of his visit. In addition, I would be very appreciative if you could arrange for him to visit pertinent sections of the Department of Finance.

Thank you.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

EMC:rm

July 16, 1959

Mr. Robert Blair, Assistant Director
Denver Regional Office
Institute of International Education
1605 Pennsylvania Street
Denver 3, Colorado

Dear Mr. Blair:

Thank you for your letter of July 13. Mr. Loc will be arriving on the Denver Zephyr at 9 a.m. on August 1st. He will depart for Los Angeles on Santa Fe 19 on August 7.

Please find enclosed the biographical sketch which was inadvertently omitted from my earlier letter.

Sincerely yours,

Elsie Cunningham
Administrative Assistant

Enc: 1



INSTITUTE OF INTERNATIONAL EDUCATION

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*copy to
Hoc
7/24*

July 22, 1959

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

Dear Miss Cunningham:

In Mr. Blair's absence from the office on vacation, I am trying to arrange for Mr. Loc's visit to Denver. Will you be good enough to let me know where he will be staying or if he has no reservations, whether you would like us to make some for him, indicating about what price range. It is impossible for us to meet the train but we will have a letter waiting for him at his hotel upon arrival and will do our best to help him with his program while he is here.

Sincerely,

Elizabeth Blanc.

Elizabeth Blanc
Associate

EB/f