

November 4, 1958

*Itinerary*

TO Elsie Cunningham  
FROM : Howard L. Waltman  
SUBJECT: No. 50 - Mr. Pham Duy Sufu

Mr. Sufu, the Registrar at the National Institute, will leave Saigon on or about November 21.

In earlier correspondence I had explained that his position as Registrar gave him somewhat broader responsibilities than we ordinarily attach to the registrar's function in the United States. He is, in effect, the chief administrative officer of the NIA. It is anticipated that when the new building is finished, he will have responsibility for the entire physical plant in addition to the other administrative responsibilities of his office.

In planning his program you should allow time for him to see every aspect of the Registrar's work in addition to the other administrative offices on campus. He probably should spend the bulk of his time right on campus. His arrival date will give him a chance to observe at least 2 registrations on campus.

I suggest that you discuss his program with Herb Stoutenburg who is familiar with the Registrar's problems at the NIA.

I will send a copy of the confirmed itinerary as soon as it is ready.

HLW:hvl

November 13, 1958

TO: Howard Waltman, Participant Program Director  
FROM: Elsie Cunningham, Administrative Assistant  
SUBJECT: Form DSP-66 for Mr. Pham Duy Suu (#50)

Enclosed herewith is Form DSP-66 for Mr. Pham Duy Suu. I hope that this will reach you in time for his November 21st departure. I am anxiously awaiting word as to the individuals who are finally coming in December and January so that I can secure their form 66's.

I have put Mr. Khanh's application in for winter term. I may or may not have warned you that I leave today, hopefully, for a ten day vacation. In fact the office will be practically deserted as Stan is out of commission for a few days and Dr. Gabis will be holding down the fort!

EC:ms

December 16, 1958

TO: Howard Waltman - Participant Program Director  
FROM: Elsie Cunningham - Administrative Assistant  
SUBJECT: Mr. Suu's Schedule - (#70)

Please find enclosed a copy of Mr. Suu's schedule for this week and in addition the schedule which he has followed during the last week.

December 8th - Meeting between Mr. Suu and Mr. Sheinbaum in the A.M.  
- 1:30 to 3 P.M. - Discussion with Mr. Stoutenberg and myself regarding Mr. Suu's Program for the next several weeks.  
December 9th - In the afternoon (P.M.) Admissions for Van Kuiken (primarily responsible for Foreign Students Admissions)  
December 10 - Records - A.M.  
- Registration - P.M.  
December 11 - Meeting with Dr. Fishel in the morning.  
December 12 - Meeting with Dave Muirhead; followed by viewing of the first grades to be handled by Registrars Office.

EC:ms

Enc: (1) Suu's schedule