

March 12, 1957

Mr. Howard Waltman  
Training Division  
Port of New York Authority  
111 8th Avenue  
New York 11, New York

Dear Mr. Waltman:

I am sending you relevant data sheets on Mr. Le Duc Gi and Mr. Hoang Huu Hau who will be working in personnel with you from April 22 to May 10 and on Mr. Cao Huu Dong and Mr. Vo Huu Khanh from May 20 to 29. Please let me know if there is any more information that you will need.

Needless to say, I appreciate your taking on this responsibility. This kind of field work adds enormously to their experience while in training in the United States.

Sincerely,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
Enc. 4

KHANH 5/20 5/29 OUT  
BACKGROUND

March 14, 1957

Dr. Samuel Brownell  
Superintendent of Schools  
Detroit Board of Education  
1354 Broadway  
Detroit, Michigan

Dear Dr. Brownell:

Mr. Nguyen Huu Bang and Mr. Le Duc Gi are Vietnamese public officials participating in an I.C.A. sponsored technical assistance training program in the United States. During the fall and winter academic terms, they have concentrated on course work in public administration and finance at this University. We are now planning a schedule of observation and field experience in outstanding public agencies to complete their study.

This note is to ask your cooperation in permitting Messrs. Bang and Gi to study the administration of educational services in Detroit. Mr. Bang will be available in the week of April 29 through May 3 prior to his scheduled visit to the Department of Health, Education and Welfare in Washington. His foci of interest will be elementary education and democratic control over education policy through the Board of Education.

Mr. Gi would like to visit Detroit from April 15 through April 19, concentrating on high school programs and, especially, budget and financial administration. Mr. Gi's schedule for the spring will include experience with the Budget Bureau in Lansing and further observation in Washington and New York. This will be his only chance to see the operational problems of educational finance as faced by operating organization.

You will find Messrs. Bang and Gi mature gentlemen with a command of English adequate to permit their profit from a study of American institutions. Any assistance which you can provide to enrich their study here will be a favor to us and a great service to these people and their country.

Yours sincerely,

Richard McCleery  
Director, Participant Program

RM:jb

March 14, 1957

Mr. Charles Blessing, Director  
Detroit City Planning Commission  
400 Woodward Avenue  
Detroit, Michigan

Dear Mr. Blessing:

This is to confirm our phone conversation on March 12 with your office in regard to Messrs. Nguyen Van Dai and Hoang Huu Hau who wish to observe the work of the Planning Commission.

Mr. Dai and Mr. Hau are Vietnamese officials, studying public administration with us under an I.C.A. sponsored technical assistance program. During the past two academic terms, they have concentrated on course work here. We are now anxious to give them an opportunity to observe certain outstanding public programs in action. The work of your agency is especially pertinent to the tasks of reconstruction faced by their government.

Mr. Dai is the assistant chief of his province in Viet Nam with responsibility for financial administration and staff management. He would like to spend the period from April 1 through April 19 in study of the work and organization of your agency. Mr. Hau was a district chief in North Viet Nam before the war and is now employed in the administration of public lands. He will spend two weeks with the State Budget Office in Lansing and be in your office during the week of April 15 through 19. During their stay with you, we would appreciate your giving our people some brief contact with the Metropolitan Area Regional Planning Commission.

Dr. Norton Long of our Department and Dr. Myles Boylan of Urban Planning have given the work of your agency the highest endorsement. A chance to work with your office will be a valuable experience for our participants. You will find Messrs. Dai and Hau mature gentlemen with a command of English adequate to their study. Anything you can do to enrich their stay here will be a favor to us and a substantial service to them and to their country.

Yours sincerely,

Richard McCleery  
Director, Participant Program

RM:jb

March 19, 1957

Mr. James Reid, Director  
Detroit Metropolitan Area  
Regional Planning Commission  
800 Cadillac Square Building  
Detroit, Michigan

Dear Mr. Reid:

This is to follow up our phone conversation of last week in regard to a visit to your office by two Vietnamese officials who are now studying in this country under our direction.

To modify my message by phone, Messrs. Nguyen Van Dai and Hoang Huu Hau will be in Detroit together the week of April 15 to 19. We will ask them to call on your office at the first of the week to arrange a convenient time for their visit. The bulk of their time will be spent with the City Planning agency, but Dr. Boylan and Dr. Long here have pointed out the importance of their having a contact with your work.

Thank you again for your cooperation.

Yours sincerely,

Richard McCleery  
Director, Participant Program

RM:rs

March 21, 1957

Detroit Civil Service Commission  
612 City County Building  
Detroit, Michigan

Dear Sirs:

As per my telephone conversation with Mr. DeWitt McGuire on Wednesday, March 20, I am requesting that the following Vietnamese spend the period from April 1 to 26 in your offices:

Mr. Nguyen Si Tu  
Mr. Le Duc Gi  
Mr. Hoang Huu Hau

They are working as a team, and I am enclosing background information on each of them. They have been following academic course work at Michigan State in public administration under the sponsorship of the MSU technical assistance contract with (ICA) International Cooperation Administration and with the government of Vietnam.

I think it almost goes without saying that we would be most appreciative of your assuming this responsibility. The experience of this sort adds invaluable to their training in the U. S.

Very truly yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:kb  
Enc.

March 12, 1957

Mrs. Jackie Thompson  
Room 423 New Sprinkle Building  
TVA  
Knoxville, Tennessee

Dear Mrs. Thompson:

I am enclosing relevant data sheets on Mr. Cao Huu Dong and Mr. Vo Huu Khanh. As we discussed, both Mr. Dong and Mr. Khanh will be working in budgeting and personnel during the week of April 1st to 5th. Mr. Khanh will stay on until the 19th and work in resource development. If there is any further information you may wish please do not hesitate to let me know.

I appreciate your assuming this responsibility. I am certain the experience will add to their training in the United States.

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
Enc. 2

March 12, 1957

Mr. S. McKee Rosen  
Training Branch  
Public Administration Division  
International Cooperation Administration  
1624 H Street  
Washington, D. C.

Dear Mr. Rosen:

I am listing the periods of training that I am requesting for four of our Vietnam Project participants. I have looked carefully into their backgrounds and into their capabilities and I am quite certain they will meet your standards:

Miss Tran Thi Quy, April 22 to May 10, Office of International Finance, U. S. Treasury Department  
Miss Tang Thi Ti, May 6 to May 29, General Services Administration (in office management)  
Mr. Vuong Hoa Duc, April 1 to May 29, a program in National Finance Administration  
Mr. Cao Huu Dong, April 22 to May 10, the Veterans Administration (rehabilitation and placement)

I am attaching data sheets and bio forms which contain all of the relevant information I believe you will want. If there is anything else I can furnish please do not hesitate to let me know. I appreciate whatever efforts you may take in behalf of these participants.

Sincerely yours,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
Encls.

Duc CHASE 4/1 - 4/29  
Quy SWITCH CHASE 4/22 - 5/10  
WASH 5/13 - 5/29

March 19, 1957

Mr. Kendall G. Kimberland  
Assistant Treasurer  
Chase Manhattan Bank  
18 Pine Street  
New York 15, New York

Dear Mr. Kimberland:

I'm enclosing background data on Mr. Vuong Hoa Duc and Mr. Vo Huu Khanh. Now after all the changes these are the dates, and I hope our notes are in agreement:

April 1 - April 19, Mr. Vuong Hoa Duc  
April 19 - May 10, Miss Tran Thi Quy  
April 19 - May 29, Mr. Vo Huu Khanh  
(Mr. Tu has been withdrawn)

I hope I didn't sound too abrupt on the phone yesterday morning. During our conversation there was a sudden disturbance in my office when a student, who apparently had stayed up all night preparing for a final exam, passed out. We work them hard here.

Enjoyed meeting you the other day. I thought the meeting was interesting, even stimulating. There are always the frustrating after-thoughts that what should be done in such a country is really almost impossible to articulate.

I hope we can meet again soon.

Sincerely,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
Enc. 2

March 19, 1957

Mr. W. H. Evans  
Executive Secretary  
National Office Management Association  
Willow Grove, Pennsylvania

Dear Mr. Evans:

This is to confirm the arrival of Miss Ti and Messrs. Duc and Nhan at your office on March 25. Mr. Duc will plan to stay through March 29 before going on to Washington and the others will be with you through April 5. I hope that these arrangements will be satisfactory.

I am sorry to have missed you with my call last week but Mrs. Fulice has been very gracious in helping with arrangements. She has offered to reserve rooms close to your office for the time involved, and this seems wise to me. Public transportation from a downtown hotel would seem to take too much of their time and risk the confusion of a strange, large city. A double room for the gentlemen and a single for the young lady will be best, and I will ask our people to call on your office for information at their arrival in case we do not get other information before they leave here.

Mr. Vuong Hoa Duc is 34 and a responsible official in the field of banking and economics with the Vietnamese office of external finance. His interest in office management and administrative procedures will be less technical and specialized than that of the others.

Mr. Le Phu Nhan is a district administrator in Viet Nam. He is 32, a graduate of the National School of Administration in Viet Nam, and will bring a general interest in the techniques of administrative efficiency to his work.

Miss Tang Thi Ti, age 28, comes from a lower level administrative position and has the most immediate and practical concern with office management procedures. I am sure that you will find her an alert, charming, and very capable young lady who may be able to make a substantial contribution to the primitive management procedures of her country's government.

Do not expect too much beyond interest and intelligence from our people, by the way. Remember that their country is one in which a file cabinet and a typewriter are major innovations. Because of that fact, the opportunity to observe the basic mechanics of administrative efficiency will be of exceptional value to them.

Yours sincerely,

Richard McCleery  
Director, Participant Program

RM:rs

March 19, 1957

Mr. Kendall G. Kimberland  
Assistant Treasurer  
Chase Manhattan Bank  
18 Pine Street  
New York 15, New York

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Sincerely,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:jb  
Enc. 2

March 20, 1957

Dr. S. McKee Rosen  
Training Branch  
Public Administration Division  
International Cooperation Administration  
1624 H. Street  
Washington 25, D. C.

Dear Mr. Rosen:

I was able to get Mr. Vuong Hoa Duc placed at Chase Manhattan Bank in New York from April 1 - April 19. (Cabled approval from the governor of the National Bank of Vietnam has been requested. Although no response has been received as yet the probabilities are that no hitch should arise in these arrangements.) He will then report to you on April 22nd for work in international finance until May 29th.

I was also able to have Miss Tran Thi Quy's tour at Chase changed from April 22 to May 10, and she will then report to your office on May 13th until May 29th.

There was no change to be made in Mr. Cao Huu Dong's program. He will report in to you on April 22 for work at the Veteran's Administration in rehabilitation and placement until May 17. During this period he should have one week for research at the Library of Congress, and I leave that scheduling to your discretion.

Again, I repeat my earnest appreciation for this assistance.

Sincerely,

Stanley K. Sheinbaum  
Assistant Coordinator

SKS:rs