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Secretary and Chief Examiner

CHARLES A. MEYER
Assistant Secretary and Chief Examiner

April 29, 1957

Mr. Stanley K. Sheinbaum
Assistant Coordinator
Vietnam Project
Michigan State University
East Lansing, Michigan

Dear Mr. Sheinbaum:

The four weeks study tour in Detroit has been completed as requested in your letter of March 21 for the three Vietnamese:

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

Following is an outline of their activities in Detroit:

April 1 Orientation and conference with D. J. Sublette, Secretary and Chief Examiner, Detroit Civil Service Commission.

April 2 Orientation to Civil Service organization. Attended Civil Service Commission meeting. Introduction to Ralph Mueller, Head Personnel Examiner, Examination Division.

April 3 Introduction to Examination Division work processes and activity program.

April 4 Continued inspection of Examination Division activity.

April 5 Attended session of Detroit Common Council.

April 8 Introduction to Classification Division activities, report writing and class analysis.

April 9 Introduction to Certification Division activities, discussion with Joseph Nowakowski, Senior Personnel Examiner; field trip to municipally owned Belle Isle park.

April 10 Introduction to Training Division activities and field trip to Detroit Housing Commission to attend a training session.

April 11 Health Inspectors training session at Herman Kiefer Hospital. Visit with Personnel Officer and tour of hospital.

April 12 Introduction to Payroll and Records Section of Civil Service Commission, Albert Saferstein, Principal Clerk.

April 15 Orientation in personnel activities of Department of Public Works.

April 16 Head Hospital Nurse training class at Receiving Hospital.

April 17 Attended executive session of Detroit Common Council concerned with approving the Civil Service Commission budget for '57 - '58.

April 18 Conference with Robert Walter, Principal Personnel Examiner, Administration Division, Detroit Civil Service Commission.

April 19 Interview with Warren D. Wilt, Safety Coordinator, Detroit Civil Service Commission.

April 22 Conference with Grovenor Grimes, Personnel Officer, Department of Health.

April 23 Head Hospital Nurse training session at Receiving Hospital.

April 24 Visit to Ford Motor Co., Rotunda, Rouge Plant and Greenfield Village.

April 25 Inspection tour of Detroit Zoological Park and discussion with Jonathan Truxton, Assistant Director.

April 26 Summary discussion and evaluation with staff of Detroit Civil Service Commission.

Our staff found Mr. Hou, Mr. Tu and Mr. Gi most pleasant to deal with and very receptive to all we arranged for them to see. We hope these arrangements have been satisfactory to you and in accord with your request.

Sincerely yours,

DeWitt Maguire

DeWitt Maguire
Training Coordinator

DWM/jk

cc: Mr. Hou
Mr. Tu
Mr. Gi

P.S. Enclosed are 3 copies requested by Hou, Tu & Gi.
Please deliver them for me.

D.W.M.