Attached here is a progress report recently received from Professor Weidner in Saigon. It is transmitted to you for your information regarding progress there.

On the home front, it can be reported that most of the products of the June briefing group, including six staff members and dependents, will leave for Saigon over the weekend. In addition, a seventh new staff member who was hired in Tokyo will proceed from there on July 8. Two recent additions to the police group will leave here about mid-July. By the end of the month, therefore, we will have a total of nineteen staff members in Saigon. At that time we will also have at least five more people in the briefing sessions which begin on July 25. Three others already identified will depart in September or October.

We are still having considerable difficulty in getting reasonably expeditious personnel clearances from FOA in Washington, and clearance of proposed salaries involves special and somewhat alarming difficulties. We are making every possible effort to get some general principles established which will enable us to complete recruitment, especially in the police field, as rapidly as possible. We thought that acceptable principles had been agreed upon at the time of contract negotiations, but it appears to us that some of the people in FOA have unilaterally adopted a very different interpretation of the rules.

Charles C. Killingsworth
Coordinator
Institute Reorganization

Public Administration Division

Teaching and Training
Day School

Inservice Training
1. Night School
2. Ministry Field
3. Participant

Chief Advisor
Admin. Assistant

Executive Office

Public Administration
Teaching and Training
Research and Consultation

Police Administration
Teaching and Training
Research and Consultation
August 2, 1955

To: Guy Fox
From: R. W. Lindholm
Subject: Case for Accounting

If the Institute is to have as its philosophy that public administration is being emphasized because it is a particularly critical element in economic development, then it seems to me that all students should be required to take a one semester general course in business accounting. The rationale of this recommendation is as follows:

The government is going to be closely associated with the development of new industries and operation of established industries. People trained in administrative procedures will be utilized as management personnel of these business type institutions. These people should have an appreciation and understanding of the function of accounting.

Persons engaged in any type of tax administration must be able to understand business accounting procedures. Business accounts must also be understood by all administrative personnel engaged in an economic type activity, e.g., budget administration, income estimation, exchange control, etc.

Government auditing procedures and the like which are discussed in other courses can only be understood and critically considered if the general function of accounting is understood.

Finally, it has been found to be true in many underdeveloped areas that the failure to keep and utilize a functional system of accounts is a vital weakness that must be corrected if economic development is to proceed efficiently.

If a semester of general accounting were required of all students in the first semester it should, with the statistics of the second semester, provide all students with an understanding of the importance of quantitative information logically organized, and accurate in its quantities. This to my mind is a considerable portion of modern administration and management and a state of mind that must be acquired before a Western type society can function.
Le Ministre de l'Action Sociale et de la Santé chargé de la Direction de l'Institut National d'Administration

à Monsieur Dr WEIDNER, Conseiller en Chef
Groupe Michigan State University
26 Gia-Long.

SAIGON

J'ai l'honneur de vous confirmer les propositions faites par M. NGHIEM-DANG, Directeur Adjoint, lors de l'entretien qu'il a eu avec M. DORSEY, ce matin.

Les cours réguliers d'Anglais dans les classes de 1ère année et de 2ème année (Section d'Administration Générale et Section Economique et Financière) seront assurés par les membres de votre groupe conformément à l'emploi du temps suivant :

<table>
<thead>
<tr>
<th>Classe</th>
<th>Jours et Heures</th>
<th>Professeur</th>
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<tbody>
<tr>
<td>1ère Année</td>
<td>Mardi 8h.-9h.</td>
<td>Madame DORSEY</td>
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<td>Jeudi 10h.-11h.</td>
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<td>Samedi 10h.-11h.</td>
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<tr>
<td>2ème Année</td>
<td>Lundi 14h30-15h30</td>
<td>M. HUNTER</td>
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<td>Jeudi 14h30-15h30</td>
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<td>Vendredi 16h30-17h30</td>
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<td>2ème Année</td>
<td>Lundi 16h30-17h30</td>
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<td>Jeudi 15h30-16h30</td>
<td>Mlle ROLLAND</td>
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</tbody>
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Tenant compte de ce nouvel emploi du temps il y aurait lieu de rectifier comme suit les horaires prévus pour MR LINDHOM :

Lundi 9h. - 10h. sans changement.
Mercredi 14h.30 - 15h.30 Finances comparées (au lieu de Jeudi 15h.30 - 16h.30).

Notre professeur d'Anglais, MR HOANG-GIA-LINH assurera un cours facultatif de formation de base les lundi, mercredi et jeudi, de 17h.30 à 18h.30.

En vous remerciant du précieux concours que les membres de votre groupe apporte ainsi à l'enseignement de la langue anglaise à l'Institut, je vous prie, Monsieur le Conseiller en Chef, d'agréer l'assurance de ma parfaite considération. /.

[Signature]
Homer D. Higbee, Executive Officer

Guy H. Fox

Local Personnel Needs at Institute

In order to meet MSU needs at the Institute, request is made for the hiring of local personnel as follows:

1. One typist principally for the degree and certificate program but also to be used by the presidency project and participants' program (the latter two being conducted by Dr. Dorsey).

   It is essential that this typist not only know Vietnamese but also French, as much of her work will be with French materials. Apparently the need for this typist will be met with the assignment of Miss Minh-Chau to the Institute. It is assumed that Miss Minh-Chau will be given a typewriter with a French-Vietnamese keyboard.

2. One typist for the joint or cooperative work of MSU and Vietnamese members of the Institute and for MSU functions relating to in-service training and research.

   As a result of more than a dozen meetings between Vietnamese and MSU members of the Institute on the subjects of research, in-service training, library, and the degree program, numerous summaries, reports, recommendations, and letters must be prepared. These meetings between Vietnamese and MSU staff members have become regularized for planning and deciding Institute affairs. As a result, there is, and will continue to be, much mixed or joint business which the Institute's present staff is finding impossible to handle; it would seem equitable that MSU handle a fair (though not assume the lion's share) of the burden resulting from joint activities and decisions. This same typist would be expected to handle MSU affairs relating to research, in-service training, and, if time permits, public relations. It is to be noted that Dr. Hunter alone has more than a hundred pages of research material which he is waiting to have typed. The needs for typing in research is expected to increase sharply. The assignment of this typist would mean furnishing the Institute with a stenographer's desk and with another typewriter with a French-Vietnamese keyboard.

3. An assistant for Professor Dorsey.

   Dr. Dorsey is in need of an assistant to help him chiefly in his presidency project but also in the degree and certificate program and in the participants' program. The assistant would be used for the translation of decrees, laws, official reports, and other documents; he would also be able to save Dr. Dorsey considerable time by conducting, under supervision and instructions, queries and interviews; by making trips to the President's office and various ministries for information; by locating and classifying materials;
and by performing numerous other time-consuming duties. Enclosed is Dr. Dorsey's job description and sketch of desired qualifications for this assistant.

4. Library assistant and typist for Mrs. Alubowicz. Mrs. Alubowicz is badly in need of a general assistant for the library. This assistant would be expected to type book cards, book lists, book orders, and other materials pertaining to the library. Therefore ability to type English, French, and Vietnamese is essential. He or she would also be used for processing books, performing simple circulation duties and other general library work. This assistant, if assigned, would require still another typewriter with a French-Vietnamese keyboard. Mrs. Alubowicz informs me that she has already apprised you in writing of the requirements of the library assistant whom she wants.

Will you kindly inform me if obtaining the personnel mentioned above meets your approval? If so, we at the Institute would be happy to cooperate with your office in an effort to procure suitable persons for the jobs indicated.

Guy H. Fox