

MICHIGAN STATE UNIVERSITY
OF AGRICULTURE AND APPLIED SCIENCE • EAST LANSING

VIETNAM PROJECT • OFFICE OF COORDINATOR

TO: Stanley K. Sheinbaum
FROM: Richard H. McCleery
SUBJECT: Contacts through McKee Rosen in Washington

Miss Tran Thi Quy April 22 through May 9 (3 weeks)

Miss Quy wishes to concentrate on the administration of foreign exchange policy and international banking. She wants to observe the agencies through which international monetary policy is executed. Hence she would like to divide her time among the Federal Reserve System, the Treasury, and the International Monetary Fund in Washington before visiting Chase in New York. Prior to the Washington trip, she will have general banking experience in Detroit. The exact division of her time among the Washington agencies should depend on available opportunities for training.

Mr. Vo Huu Khanh April 8 through April 29

Mr. Khanh is a specialist in economics and international monetary policy. He wishes to divide his time among the Treasury's Office of International Finance, the International Bank for Reconstruction and Development, and the International Monetary Fund in order to observe the organization, administration and coordination of international financial policy in this country. Mr. Khanh has worked with U.S.O.M. in Viet Nam inspecting technical projects carried out there with I.C.A. aid. He is anxious to include interviews with I.C.A. officials along with his work in Washington. En route to Washington, he will inspect the T.V.A. installation in detail.

Mr. Vuong Hoa Duc, Mr. Le Phu Nhan and Miss Tang Thi Ti have organized themselves as a study team for their work from April 2 through May 31.

This group proposes to work with the General Services Administration from April 2 through April 19. This study will follow a period with the National Office Management Association in Philadelphia. Their focus at this time will be on research and methods in administrative and office management, including emphasis on technical devices for administrative efficiency. Following this survey of administrative procedures in general, the group wishes to examine their application in one area of international affairs and one area of domestic policy.

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From April 22 to May 10 the group plans to visit the Office of International Finance in the Treasury to study the organization and procedures involved in its work and in its relations with such other agencies as the International Monetary Fund and the International Bank for Reconstruction and Development. Then, from May 13 to May 24 the group wishes to visit the Urban Renewal Agency in the Housing and Home Finance Administration. They will study the organization and procedures developed to administer the Housing acts of 1949 and 1954, especially the planning processes involved and Federal-State relations. In any free time during this period, the group wishes to visit briefly with agencies administering international programs and would like to include interviews with I.C.A. officials.

This study team combines specialties in economics, administration, and office management which will be mutually supporting in their analysis of the experience provided.

Mr. Nguyen Huu Bang May 6 through May 24

Mr. Bang intends to work with the Dept. of Health, Education, and Welfare in the Bureau of Personnel and Statistics. He also has a subject matter interest in education and will want to work with the Bureau of Education, but he has general interests in the overall management of this area and in Federal-State relations. Prior to his trip to Washington, he will have field experience in school administration locally.

Mr. Nguyen Van Dai April 22 through May 10

Mr. Dai wishes to study the organization and management procedures of the Department of the Interior. He would like to concentrate on planning and policy development processes and on Federal-State relations. In addition, he has substantive interests in the field of conservation policy and resource development. Mr. Dai will have field experience with planning on the local level in Lansing and Detroit before leaving for Washington.

Mr. Cao Huu Dong April 8 through April 26

Mr. Dong is interested in personnel and client relations in service agencies. During the week April 8 through 12, he would like to make a brief survey of personnel procedures and the development of personnel standards as illustrated in the Civil Service Commission. We will contact Mr. Hoff in this connection. In the following period from April 15 through 26, Mr. Dong would like to examine employment policies and procedures in the Veteran's Administration. At the same time, he wishes to study the substantive work of the agency in dealing with cases of various types, case records, rehabilitation and placement. During the period of his stay in Washington, Mr. Dong would like to reserve some time for research in the Library of Congress.

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Mr. Nguyen Si Tu and Mr. Le Duc Gi

May 6 through May 24

Mr. Tu and Mr. Gi wish to spend this period together in a study of the work of the U.S. Bureau of the Budget. This study team combines training in economics and administration. They are anxious to study the administration of the various stages through which the development of the budget passes and to examine relations between the Bureau and line agencies in policy development. They are also interested in the non-fiscal functions of the Bureau as an agency for research and administrative control. Both Mr. Tu and Mr. Gi have studied with the Director of the Budget in the State of Michigan and have two weeks of field training scheduled with the Michigan Budget Bureau prior to their Washington trip.