

August 1, 1957

Librarian  
Bureau of the Budget  
Washington 25, D.C.

Dear Sir:

I seem to recall that sometime ago you published a bibliography on "Organization and Methods". If copies are still available, I would appreciate your sending me one.

Sincerely yours,

Albert A. Rosenfeld  
Acting Chief of Consulting Section  
Public Administration Division

AAR:mw

MSUG - Box 34  
Navy 150, c/o FPO  
San Francisco, Cal.

Executive Office

August 1, 1957

Albert A. Rosenfeld, Acting Chief of Consulting Section

Request for Publication

Will you please order the following publication from the Superintendent of Documents, Government Printing Office, Washington 25, D.C.:

	<u>Catalog No.</u>	<u>Price</u>
"Fees For Government Services"	84/2:S.Rept.1467	60¢

AAR:mw

*blue*

Dr. John Dorsey, Chief, August 5, 1957  
Public Administration Division  
Albert A. Rosenfeld, Acting Chief of Consulting Section

Transfer of Typist

I find that I can let the Library have one of my typists, Mr. Tran Dung Dat, until October. At that time one of the other typists will report for military service and we will need to have Mr. Dat back. If this will help Dick, please let me know.

AAR:mw

Chiron

August 9, 1957

Mr. Nguyen Xuan Khuong  
Ingenieur principal Directeur Technique  
Service du Cadastre et de la Topographie  
Saigon, Vietnam

Dear Mr. Khuong:

Enclosed are copies of the proposed lectures for the Organization and Methods course as far as they are ready. As I complete additional material, I will send it to you.

I am also sending you work prepared by students in last year's course. I think you will find it interesting and possibly helpful in deciding your strategy in presenting this material to the students this year.

Sincerely yours,

Albert A. Rosenfeld  
Acting Chief, Consulting Section  
Public Administration Division

AAR:mrw

Attachments

August 10, 1957

Mr. Walter W. Mode  
35 Ridge Avenue  
Natick, Massachusetts

Dear Wally:

I had a hurried call from the Department of Social Action yesterday afternoon at 5 p.m. - Could we produce at 10 a.m. the next morning a complete list of equipment necessary for rehabilitation centers to be set up under aid to the blind and aid to the physically and mentally handicapped programs? How much flattery can we take!

Will you send us whatever material you have on programs such as these. These, of course, will be operating programs such as the states would handle rather than like your own departmental programs.

I understand that the Lions Clubs do a lot of work for the blind. Do you think their interest in Vietnam could be aroused?

Received Flo's letter. Chef will answer soon.

Regards.

Sincerely,

Albert A. Rosenfeld  
Acting Chief, Consulting Section  
Public Administration Division

AAR:mrw

P.S. Have you located any O & M analysts for us?

August 10, 1957

Mr. Nguyen Xuan Khuong  
Ingenieur principal Directeur Technique  
Service du Cadastre et de la Topographie  
Saigon, Vietnam

Dear Mr. Khuong:

Attached is a bibliography on O & M material  
available at the NIA Library which I hope you will  
find useful.

Sincerely yours,

Albert A. Rosenfeld  
Acting Chief, Consulting Section  
Public Administration Division

AAR:mrw

Attachment

Mr. H. N. Stoutenberg, Chief  
Administrative Services Division  
Albert A. Rosenfeld, Acting Chief, Consulting Section

August 12, 1957

Briefing of New Employees

Conversation with a number of the newcomers indicates that they were certainly given a lot of irroneous information as to conditions out here, for instance, that it was advisable to bring out an air humidifier, they could not bring out a car, etc.

It might be helpful for the briefing of future employees if the newcomers were asked to write down what they were told and what they actually found, and send these reports to East Lansing for their use in the future.

AAR:mrw

Dr. John Dorsey, Chief, Public  
Administration Division

August 12, 1957

Albert A. Rosenfeld, Acting Chief, Consulting Section

Possible Consultant - John R. Campbell

I don't think that we would benefit from Mr. Campbell's service for the period contemplated. It seems to me we merely fritter away our resources when we bring these people in, regardless of their technical ability, for a period of time so short that by the time they have secured adequate background they must depart.

AAR:mrw



Dr. Robert Scigliano  
Chief, Research Section  
Albert A. Rosenfeld, Acting Chief, Consulting Section

August 12, 1957

Suggested Research Study on Consumer Preferences

The attached article from the Vietnam Press of August 11 suggests that a very helpful research project would be a study of consumer preferences and needs of certain basic commodities.

If the Research Section were to undertake such a project in collaboration with the Chamber of Commerce, it would probably also be helpful to MSUG from a public relations standpoint.

AAR:mrw

cc: Dr. Wesley R. Fishel  
Dr. John Dorsey

Dr. Wesley R. Fishel

August 12, 1957

Chief Advisor

Albert A. Rosenfeld, Acting Chief, Consulting Section

"Business Week" Article on Bamboo

Attached is an article from a recent issue of "Business Week" which describes a possible market for bamboo. You may want to send it along to the appropriate government authority.

This raises several interesting questions:

1. What sort of program are the Vietnamese Commercial Attaches following? Have they had any specific training in market research that might help them dig up opportunities such as this in the country in which they are located?

At the time I was in Bangkok the Commercial Attache, who was the son-in-law of the Ambassador, confided that his work as Commercial Attache was purely nominal and that in reality he served as confidential secretary to the Ambassador. Possibly the Institute might work up a "home study" course for the attaches now abroad and give those going abroad an orientation in this field before they leave.

2. Bamboo is The inexhaustible natural resource of Southeast Asia. Finding a large-scale commercial or industrial use for bamboo would solve a lot of problems. I wonder if one of the foundations interested in this area could be persuaded to throw some money into a research project to find such uses for bamboo.

AAR:mrw

Dr. John Dorsey, Chief, Public Administration Division  
August 13, 1957  
Albert A. Rosenfeld, Acting Chief, Consulting Section  
In-Service Training with Department of Public Works

I understand that Capital Engineering personnel are giving in-service training courses in the administrative aspects of public works operations, particularly road construction, to employees of the Department of Public Works.

You may want to talk with Capital Engineering to see what possible tie-in there could be between their work and that of the Institute.

AAR:mrw

Dr. John Dorsey, Chief, Public Administration Division  
August 15, 1957  
Albert A. Rosenfeld, Acting Chief, Consulting Section

List of Job Titles and Descriptions - Vietnamese Staff

Attached are job titles and descriptions for Vietnamese employees now working in the Consulting Section.

In addition to the Vietnamese employees listed on the attached, there are at the present time three additional Vietnamese employees assigned to this Section who are now on temporary assignments with the Police Division and the Library. Messrs. Hoa (Translator) and Hung (Program Assistant) are in the Police Division and Mr. Dat (Clerk-Typist) is at the Library.

AAR:mrw

August 15, 1957

Vietnamese Staff Members

<u>Name</u>	<u>Title</u>	<u>Description of Duties</u>
Vo Hong Phuc	Special Projects Officer	Maintains liaison with GVN agencies. Conducts research. Advises GVN personnel on project activities. Advises staff on VN regulations, customs and practices. Prepares reports on activities. Interprets, translates and checks translations.
Nguyen Thi Hong	Special Projects Assistant	Maintains liaison with GVN agencies. Conducts research. Advises staff on VN regulations, customs and practices. Prepares reports on activities. Interprets, translates and checks translations.
Nguyen Quan	Field Investigator	Maintains liaison with GVN agencies. Conducts research. Advises GVN personnel on project activities. Advises staff on VN regulations, customs and practices. Prepares reports on activities. Interprets, translates and checks translations.
Vu Van Hoc	Project Assistant	Maintains liaison with GVN agencies. Conducts research. Advises staff on VN regulations, customs and practices. Prepares reports on activities. Interprets and translates.
Than Trong Hue	Translator	Maintains liaison with GVN agencies. Conducts research. Advises staff on VN regulations, customs and practices. Prepares reports on activities. Interprets and translates.
Truong Van Khang	Translator	Maintains liaison with GVN agencies. Conducts research. Advises staff on VN regulations, customs and practices. Prepares reports on activities. Interprets and translates.

<u>Name</u>	<u>Title</u>	<u>Description of Duties</u>
Mai Thanh Xuan	Translator	Maintains liaison with GVN agencies. Conducts research. Advises staff on VN regulations, customs and practices. Prepares reports on activities. Interprets, translates and checks translations.
Nguyen Quang Xuan	Administrative Clerk	Acts as administrative assistant for Consulting Section. Supervises typing pool. Maintains time and attendance records for Vietnamese employees. Prepares charts. Proofreads copy in English, Vietnamese and French.
Hoang Van Luong	Clerk-Typist	Types (English, French, Vietnamese) reports, translations, letters; copies documents; cuts stencils and assembles mimeographed material.
Do Van Quang	Clerk-Typist	Types (English, French, Vietnamese) reports, translations, letters; copies documents; cuts stencils and assembles mimeographed material.
Nguyen Thi Tuong	Clerk-Typist	Types (English, French, Vietnamese) reports, translations, letters; copies documents; cuts stencils and assembles mimeographed material.

Dr. John Dorsey, Chief, Public  
Administration Division

August 20, 1957

Mr. Albert A. Rosenfeld, Acting Chief, Consulting Section

Research Materials

Enclosed are some research materials that were used in the preparation of our report on agriculture in Taiwan and Japan, for which we have no further need.

I would think that they would be best deposited in the Library but you may wish to use them as a "down payment" of delivery of this sort of material to Mr. Dang.

AAR:mrw





August 26, 1957

Mr. Nguyen Xuan Khuong  
Ingenieur principal Directeur Technique  
Service du Cadastre et de la Topographie  
Saigon, Vietnam

Dear Mr. Khuong:

In addition to the material previously sent to you, I am enclosing a copy of Unit IV, "Administrative Inspections", for the Organization and Methods course.

Sincerely yours,

Albert A. Rosenfeld  
Acting Chief, Consulting Section  
Public Administration Division

AAR:mrw

Attachment

Chau

Dr. John T. Dorsey, Jr., Chief  
Public Administration Division  
A. A. Rosenfeld, Acting Chief  
Consulting Section  
Presidency Proposal for MSUG-GVN Consulting Procedure;  
Re: your memo of 26 August.

27 August 1957

I am uneasy about the implication of two points in your memorandum:

1. The proposed procedure for developing research projects (asking each Department to propose a list of projects in priority order) could develop into so substantial a list of proposals that we could not handle them within any reasonable length of time. The proposals from the Department of Finance alone (see attached letter) could keep our entire staff busy for some time.
2. The procedure could also develop requests for studies of a nature not within our competence to handle and which would overlap the work of other American organizations, etc. (Again, the Department of Finance's letter shows examples.

I suggest that Mr. Chau not ask the Ministers for suggestions at this time. It is probable that between the Department of Finance, the various sub-units of the Presidency, and ourselves we could develop a sufficient number of really useful projects to keep our staff busy for some time. It would be better, I think, not to have the Departments submit lists of projects in expectation of receiving quick assistance if we know that we will not be able to do anything with respect to 95% of the requests.

AAR/ab

Attachment

Mr. Herbert N. Stoutenburg, August 30, 1957  
Administrative Services Division  
Albert A. Rosenfeld, Acting Chief, Consulting Section

Publication of Lectures on Organization and Methods

I believe that it would be desirable to print, rather than mimeograph, these lectures if, as proposed, distribution is made to government offices as well as students. The material is largely of a "how to" nature and should be useful to these offices in their operations.

The English text requires about 250 typewritten, letter-size pages, double space. Presumably with the Vietnamese text the total will be about 500 pages. I understand that this will be reduced to about 150 pages in book form.

I don't know how many students there will be this semester, but, of course, the book would be used for a number of years. An edition of about 1000 copies should be considered. Consideration should also be given to making a nominal charge for copies distributed to the students and for copies, after the first, distributed to government agencies.

AAR:mrw

cc: Dr. John Dorsey  
Dr. Robert Scigliano