

TAB

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

SUBJECT: Report for Week Ending 20 June, 1947

DATE: 23 June 1947

I. Projects carried over from previous week

1. Work on overall personnel and organization problem.
 - a. Survey of telephone facilities
2. Overall study on mobilization plan for CIG
3. Review of organization and personnel requirements for OSO.
4. Work on establishment of functional structure for Psychological Warfare activity within Advisory Council.
5. Work on OCD reorganization plan and tentative T/O.

II. Projects planned but not yet initiated

1. Review and revision of internal administrative procedures.
2. Overall intelligence chart for all government agencies.
3. Establishment of statistical control system.

III. Projects initiated during week reported on

1. Preparation of functional statement for ORE.
2. Review of reorganization plan for ORE.

IV. Projects completed during week reported on

Section I, 3

V. Projects expected to be completed during coming week

Section I, 1a
 Section I, 4
 Section III, 1

VI. Projects expected to be carried over the following week

Sections I, 1, 2, and 5
 Section II
 Section III, 2

25X1A