

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

SUBJECT: Report for Week Ending 11 April, 1947

DATE: 14 April 1947

I. Projects carried over from previous week

1. Work on overall personnel and organization problem
(Communications Division, P&A Branch, being surveyed)

II. Projects planned but not yet initiated

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

III. Projects initiated during week reported on

STATSPEC

1. Preparation of tentative T/O for [REDACTED] Office of Operations
2. Preparation of amended functional statement for Documents
Branch, Office of Operations
3. [REDACTED]

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IV. Projects completed during week reported on

None

V. Projects expected to be completed during coming week

Section III

VI. Projects expected to be carried over the following week

1. Section I, 1
2. Section II

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Colonel, AGO

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