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TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

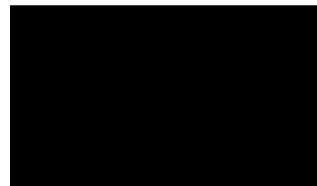
SUBJECT: Report for week ending 23 May, 1947

DATE: 26 May 1947

- I. Projects carried over from previous week
 1. Work on overall personnel and organization problem
 - a. Communications Division, P&A Branch, being surveyed
 - b. Extension of Communications survey to survey of intelligence flow throughout CIG
 2. Assistance to Documents Branch, O/O, in preparation of 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. Review of organization and personnel requirements for OSO
 4. Establishment of statistical control system
- III. Projects initiated during week reported on
 1. Survey of reproduction facilities, especially for FBIB and Documents
- IV. Projects completed during week reported on

None
- V. Projects expected to be completed during coming week
 1. section I, a and b
 2. section I, 2
- VI. Projects expected to be carried over the following week
 1. section II

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