

CONFIDENTIAL

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TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

SUBJECT: Report for Week Ending 2 May, 1947

DATE: 5 May 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

1. Extension of Communications survey to survey of intelligence flow throughout CIG.
2. Assisted Documents Branch, O/O, in preparation of T/O
3. Preparation of standard form for T/O's

IV. Projects completed during week reported on

1. Section III, 3

V. Projects expected to be completed during coming week

1. Section III, 2

VI. Projects expected to be carried over the following week

Section I
Section II
Section III, 1

25X1A

For

Colonel, AGD