

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

SUBJECT: Report for Week Ending 18 April 1947

DATE: 21 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

None
- IV. Projects completed during week reported on
  1. Preparation of tentative T/O for FBIB, Office of Operations
  2. Preparation of amended functional statement for Documents Branch, Office of Operations
  3. Preparation of statement on functional procedures between Contact Branch, Office of Operations, and Contact Control Register, ORE
- V. Projects expected to be completed during coming week

None
- VI. Projects expected to be carried over the following week
  1. Section I
  2. Section II

  
Colonel AGD**CONFIDENTIAL**