

CONFIDENTIAL

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TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

SUBJECT: Report for Week Ending 4 April, 1947

DATE: 7 April 1947

- I. Projects carried over from previous week
 1. Work on overall personnel and organization problem
- 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 Communications Division, P&A Branch
- IV. Projects completed during week reported on

None
- V. Projects expected to be completed during coming week

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

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Colonel AGD