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TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

SUBJECT: Report for week ending 14 March, 1947

DATE: 17 March 1947

I. Projects carried over from previous week

1. Work on overall personnel and organization problem
(Personnel Division, P&A Branch, now 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. Survey of Security Division, P&A Branch

IV. Projects completed during week reported on

1. Survey of Security Division, P&A Branch

V. Projects expected to be completed during coming week

1. Survey of Personnel Division, P&A Branch

VI. Projects expected to be carried over the following week

All matters covered in Sections I and II, except survey
of Personnel Division).

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Colonel, AGD