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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

FROM : Advisor for Management, ICAPS

SUBJECT: Report for week ending 7 March, 1947

DATE: 10 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
- None
- IV. Projects completed during week reported on
- None
- 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.

25X1A


Colonel, AGD

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

DATE: 3 March 1947

FROM : Advisor for Management

SUBJECT: Report for week ending 28 February, 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

None

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

All matters covered in Sections I and II.

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Colonel, AGD