

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

FROM : Advisor for Management

SUBJECT: Report for week ending 21 February, 1947

DATE: 24 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
 1. Preparation of plan for external research programs and foreign study program for graduate students
- 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