

CONFIDENTIAL

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

DATE: 3 February 1947

FROM : Advisor for Management

SUBJECT: Report for week ending 31 January, 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. Preparation of plan for external research programs and foreign study program for graduate students

IV. Projects completed during week reported on

1. Tentative T/O's and personnel ceilings for CIG activities approved for publication

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, II, and III

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Colonel AGD