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TO : Chief, ICAPS 25X1A

FROM : , Advisor for Management

SUBJECT: Report for week ending 3 January, 1947

DATE: 6 January 1947

- I. Projects carried over from previous week
 1. Work on overall personnel procurement problem
 2. Continued action toward procuring a librarian
- II. Projects planned but not yet initiated
 1. Preparation of chart presentation on organizational matters for Director's budget hearings
 2. Review and revision of internal administrative procedures
 3. Overall intelligence chart for all government agencies
 4. Review of organization and personnel requirements for OSO
 5. 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.

25X1A


Colonel, AGD**CONFIDENTIAL**