

November 18, 1946

MEMORANDUM FOR MR. EDGAR:

Subject: Report for Week 11-16 November 1946.

I. Projects carried over from previous week.

1. Draft of functions for OCD and ORE. These drafts have been delayed all week awaiting comment of ICAPS members, which are still not completed.
2. Implementation of OCD plan for teletype collection and dissemination. No information returned to me since draft given to Chief of ICAPS.

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. Designated as Personnel Representative by Director to improve personnel procurement for CIG.
2. Reviewed and reported on activities of Personnel Division, P & A Branch.
3. Attended first meeting of Joint Civil Service Committee of Examiners for Intelligence positions. Nothing accomplished at meeting except development of discussion to point when it was necessary to adjourn to work out individual proposals for consideration at next meeting.

IV. Projects completed during week reported on.

Item 2 - Section III.

V. Projects expected to be completed during coming week.

None.

VI. Projects expected to be carried over to following week.

All matters covered in Sections I, II and III (except Item 2).
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