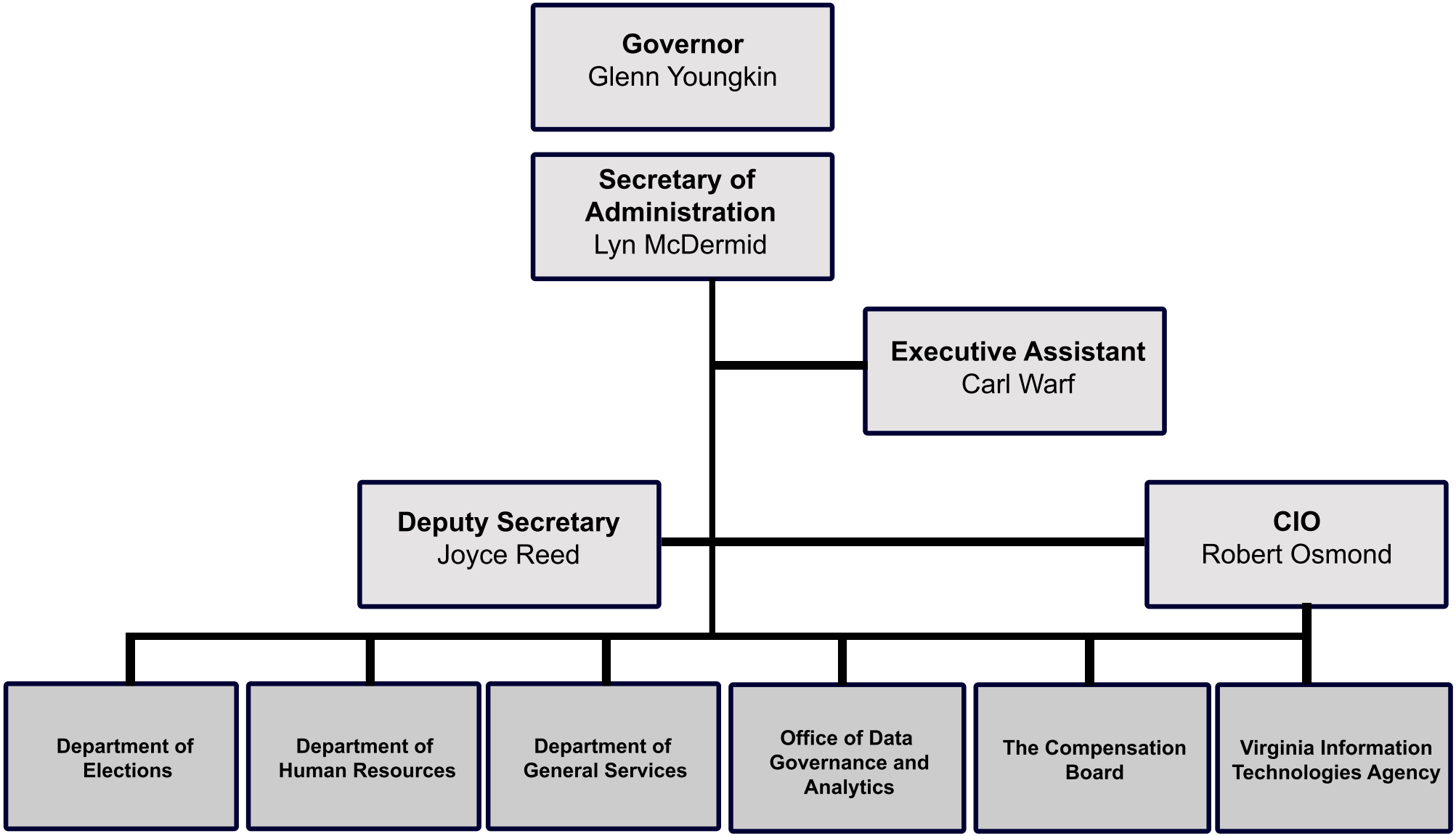The Office of the Secretary of Administration