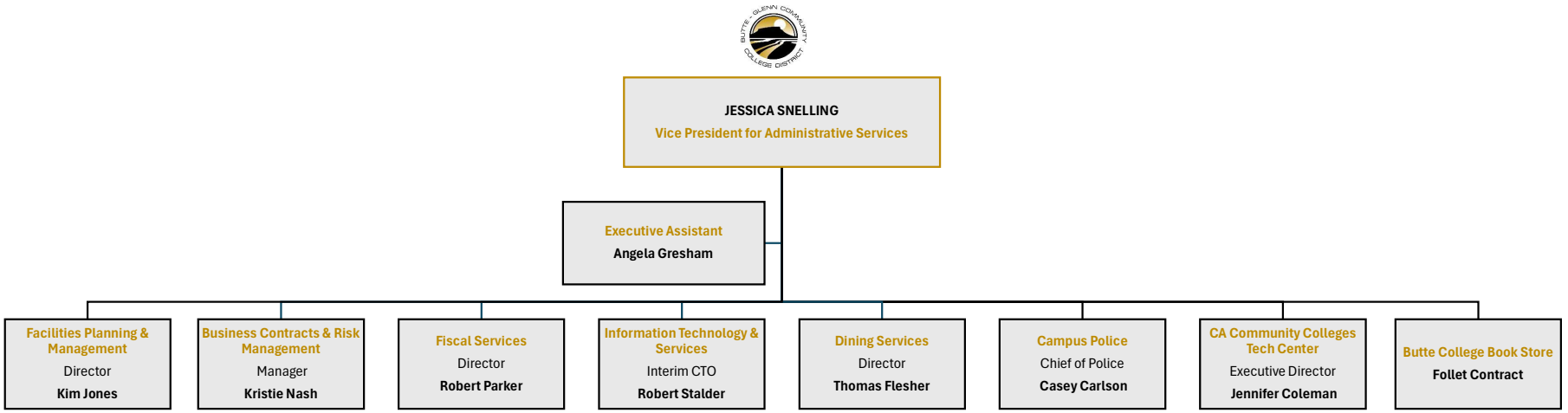ADMINISTRATIVE SERVICES ORGANIZATIONAL STRUCTURE