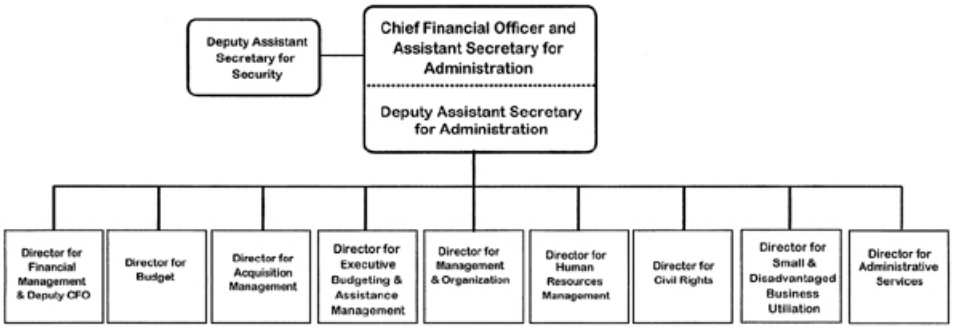CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION