

~~TOP SECRET~~

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System

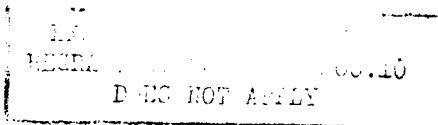
**Administrative Section, Deputy for
Satellite Operations**
Chief: GS-6, Mrs. [REDACTED]
Backup: GS-5, Miss [REDACTED]
A1C Ronald F. Reemts

Duty Subjects:

Responsible to Deputy for Satellite Operations for providing required administrative support to all elements of the Satellite Operations Center.

Action Items:

- a. Performs all dictation, typing, filing and other administrative duties in support of Satellite Operations Center functions.
- b. Responsible for all expendable and non-expendable supply requisitioning and accounting for all expenditures.
- c. Makes changes to all Satellite Operations Center copies of Reports Control Manuals as required.
- d. Renders administrative support during mission operations as directed by project officers.
- e. Responsible for proper control and safeguarding of all outgoing and incoming classified data.
- f. Responsible for proper certification of all classified material destroyed.



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