

## CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

### Name and address of submitting body:

Groundcrew Examining Board (GEB)  
Air Force Station Chandigarh  
Chandigarh-160003

### Name and contact details of individual dealing with the submission

**Name** : Group Captain CR Sreeji VSM

**Position in the organisation** : Commanding Officer, GEB

**Address if different from above** : Same as above

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### List of documents submitted in support of the Qualifications File

1. Curriculum and Orientation class cum Continuity Training under On Job Training (OJT) as Annexure-I
2. Blue Print of Examination of Administrative Assistant as Annexure-II
3. Air Force Order (AFO) 57/2015 specifying the role of AdmAsst as Annexure-III

**SUMMARY**

<b>1. Qualification Title</b>	SGT : Administrative Assistant
<b>2. Qualification Code</b>	IAF/Adm/022
<b>3. NCO Code and Occupation</b>	3341.9900, Office Supervisor; 1411.0100, Manager Lodging & Catering Services; 5414.0101, Security Officer
<b>4. Nature and purpose of the qualification</b>	A Trade and Rank Certification to perform the duties in the Human Resource Management Section of Air Force Units / Stations.
<b>5. Body/bodies which will award the qualification</b>	Regional Examining Board (Zonal) REB(Z) & Groundcrew Examining Board (GEB)
<b>6. Body which will accredit providers to offer courses leading to the qualification</b>	Directorate of Training, Air Headquarters
<b>7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)</b>	N/A as specific to Defence
<b>8. Occupation(s) to which the qualification gives access</b>	Sergeant of Adm Asst
<b>9. Job description of the Occupation</b>	To perform the functions of Team Leader of HRM Section. For details refer Annexure- III
<b>10. Licensing requirements</b>	N/A
<b>11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be provided)</b>	Air Force Act, Air Force Regulations, Air Force Orders.
<b>12. Level of the qualification in the NSQF</b>	6

<b>13. Anticipated volume of training/learning required to complete the qualification</b>	600 hrs of training consists of:- (a) Theory (orientation classes cum lecture) classes and test/exam on various topics are conducted regularly and assessed by the Chief Administrative Officer (CAAdm O). (b) On Job Practical to develop the practical knowledge and Skill is conducted on daily basis under the guidance of superiors. Details of On Job Training are:- <table border="1" data-bbox="512 436 1332 768"> <thead> <tr> <th>Sl. No.</th> <th>Type of Training</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Orientation Classes cum Lecture</td> <td>120</td> </tr> <tr> <td>(ii)</td> <td>Continuity Training</td> <td>300</td> </tr> <tr> <td>(iii)</td> <td>Practice</td> <td>180</td> </tr> <tr> <td colspan="2" style="text-align: center;">-----</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total</b></td> <td style="text-align: center;"><b>600</b></td> </tr> </tbody> </table>	Sl. No.	Type of Training	Hours	(i)	Orientation Classes cum Lecture	120	(ii)	Continuity Training	300	(iii)	Practice	180	-----			<b>Total</b>		<b>600</b>
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<b>Total</b>		<b>600</b>																	
<b>14. Indicative list of training tools required to deliver this qualification</b>	Classroom with modern AV aids, , Human Resources Management software, Typing Software, Work Services Software, POR software computing appliances. Fire Arms, Range Firing and Ground Training Infrastructure.																		
<b>15. Entry requirements and/or recommendations</b>	<b>Qualification:</b> (i) Should have passed SPE (ii) 13 yrs of service																		
<b>16. Progression from the qualification</b>	Job Progression <b>Sgt* → JWO* → WO → MWO</b> *Subject to clearing promotion exam for Sergeant (Sgt) and Junior Warrant Officer (JWO) called as Corporal Promotion Exam (CPE), Sergeant Promotion Exam (SPE) and Junior Warrant Officer Promotion Exam (JPE)																		
<b>17. Planned arrangements for the Recognition of Prior learning (RPL)</b>	N/A, as each stage is complete.																		
<b>18. International comparability where known</b>	Not known																		
<b>19. Date of planned review of the qualification.</b>	Every 5 yrs or earlier in case of change in training syllabus pattern.																		

<b>20. Formal Structure of the Qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory / Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
1. General Administration IAF/Adm/022/01	Mandatory	<b>100</b>	<b>6</b>
2. Office Management IAF/Adm/022/02	Mandatory	<b>75</b>	<b>6</b>
3. Personnel administration Officers & airmen IAF/Adm/022/03	Mandatory	<b>150</b>	<b>6</b>
4. Personnel administration Civilians IAF/Adm/022/04	Mandatory	<b>100</b>	<b>6</b>
5. Publishing of Routine Orders IAF/Adm/022/05	Mandatory	<b>75</b>	<b>6</b>
6.IT & Cyber Security IAF/Adm/022/06	Mandatory	<b>100</b>	<b>6</b>
<b>TOTAL</b>		<b>600</b>	

Syllabus of all OJT and Continuity Training Annexed as Annexure-I

## **SECTION 1**

### **ASSESSMENT**

#### **21.Body/Bodies which will carry out assessment:**

There are two bodies, which carry out the assessment:

1. Senior Administrative Officer (S Adm O) is responsible for testing for OJT and Continuity Training.
2. Regional Exam Board (Zonal) REB (Z) is responsible for conducting the SPE for gauging the skill & knowledge acquired by the airwarrior.

#### **22. How will RPL assessment be managed and who will carry it out?**

N/A

#### **23.Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

Assessment at Units is carried out by S Adm O.

Assessment will be done by independent REB (Z) to assess the skill acquired by Airwarrior.

The field units and the boards have all necessary infrastructure and pool of qualified Examiners and Assessors to carry out detailed assessments.

REB (Z) uses all the modern trends like Online Testing and Evaluation System (OTES) for conducting the exams, evaluation and in-depth analysis of the result. The exams are conducted in the following manner:-

- (a) Written Exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application), are conducted on OTES platform for testing the knowledge of Airwarrior in his trade.
- (b) Practical Exam is used to test the:-
  - (i) Professional Skill
  - (ii) Core Skill of the Airwarrior
- (c) Viva Voce is used to gauge the overall knowledge of the Airwarrior.

## ASSESSMENT EVIDENCE

**Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.**

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e Learning Outcomes to be assessed, assessment criteria and the means of assessment.

### 24. Assessment Evidences

**Title of Component:**

Outcomes to be assessed	Assessment criteria for the outcome
1. General Administration	1. Thorough knowledge of AF Regulations 1964, AF Act 1950, AF Rules 1969, AF Law, IAP 3902, IAP 2501, Leave Rules, Travel Regulations, Financial Regulation and Allowance Regulations, Air Force Instructions, Air Force Orders. Besides more advance knowledge of latest policies on Human Resource Management.
2. Office Administration	2. Must be able to Guide to Junior in:- <ul style="list-style-type: none"> <li>(a) Handling of Incoming and outgoing mails including maintenance of files and folders.</li> <li>(b) Preparation of Railway Forms and issue of e-tickets.</li> <li>(c) Promulgation of PORs in respect of Officers/ Airmen/NCs(E).</li> <li>(d) Maintenance of Service Documents of all Personnel.</li> <li>(e) Publishing of SRO/ URO.</li> <li>(f) Preparation of SOC for time barred case i.e. Regularization of Leave, various allowances etc.</li> <li>(g) Preparation of AFIC/TIC.</li> <li>(h) Conduct of BOO, COI, FI in various cases.</li> <li>(j) Interpretation of various rules and regulations including changes in AFI, AFO. Imparting the knowledge of latest policies.</li> <li>(k) Correspondence of various types of subjects</li> </ul>

	related toHRM Section.
3. Personnel Administration Officers & Airmen	3. Must be Able to:- (a) Maintaining of service documents of Officers/Airmen (b) Publishing of Personnel Occurrence Reports of Officers/Airmen (c) Maintaining of records of payment and allowance including travelling allowances, etc of Officers/Airmen
4. Personnel administration Civilians	4. Must be able to: (a) Maintaining of service documents of Civilians (b) Publishing of Office Order of Civilians (c) Maintaining of records of payment and allowance including travelling allowances, annual increment, MACP etc. of Civilians.
5. Publishing of Routine Orders	5. Must be able to: (a) Publication Routine Orders, Unit Routine Orders and Standing Orders. (b) Miscellaneous Typing jobs
6. IT/Cyber Security	6. Must be able to : (a) Handle the E-ticketing software for booking of tickets for airman and officers while proceeding on various movements' i.e. temporary duty, leave, posting etc. (b) The typing of service letters and messages within the organization. (c) Awareness of cyber security
<p><b><u>Means of assessment 1</u></b></p> <p>There are two types of Assessments viz. Formative and Summative.</p> <ol style="list-style-type: none"> <li>1. The Formative Assessment is carried out continuously during the conduct of OJT and continuity training conducted by Adjt.</li> <li>2. Summative Assessment is carried out by REB (Z)</li> </ol> <p>Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test and Viva- voce</p>	

**Means of Assessment 2**

1. Examination will be conducted by Groundcrew Examining Board and Regional Examining Board (Zonal) on General Education and Trade Proficiency respectively.
2. Online exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application based questions), are conducted on OTES platform for testing the knowledge of Airwarriors in his trade and General Education.
3. Marks allotted for each paper is:-
  - (a) System Theory on General Education : 50 Marks
  - (b) Written test for Trade Skills component : 50 Marks
  - (c) Practical Exam (100 Marks) divided in two parts:-
    - (i) Job Practical : 50 Marks
    - (ii) Viva voce for Practical Component. : 25 Marks
    - (iii) Typing Test : 25 Marks

**Pass/Fail**

Should pass within 3 attempts

**SECTION 2****25. EVIDENCE OF LEVEL****OPTION - A**

<b>Title/Name of qualification/component: Sergeant (Sgt) of Admin Assistant</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
Process	Airwarrior carry out duties and responsibilities of Administrative Assistant in HRM Section and guides to subordinates on assigned tasks	The air warrior as Sergeant of Administrative Assistant trade is able to undertake and guide to subordinates on the entire range of works of Administrative Assistant in HRM Section on General Administration.	6
Professional knowledge	Air warrior to possess fair knowledge of the various policies related to General Administration and through knowledge of Defence Service Rules (India) Leave Rules, Pay & Allowances, Travel Regulations, AF Act 1950, AF Law, AF Regulations 1964, AF Rules 1969 etc.	2. Must be able to Guide to Junior in:- <ol style="list-style-type: none"> <li>(a) Handling of Incoming and outgoing mails including Maintenance of files and folders.</li> <li>(b) Preparation of Railway Forms and issue of e-tickets.</li> <li>(c) Promulgation of PORs in respect of Officers/Airmen/NCs(E).</li> <li>(d) Maintenance of Service Documents of all Personnel.</li> <li>(e) Publishing of SRO/ URO.</li> <li>(f) Preparation of SOC for time barred case i.e. Regularization of Leave, various</li> </ol>	6

<b>Title/Name of qualification/component: Sergeant (Sgt) of Admin Assistant</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
		allowances etc. (g) Preparation of AFIC/TIC. (h) Conduct of BOO, COI, FI in various cases. (j) Interpretation of various rules and regulations including changes in AFI, AFO. Imparting the knowledge of latest policies. (k) Correspondence of various types of subjects related to HRM Section.	
Core skill	Able to communicate well. Able to implement the instructions/ policies/orders in administrative services. Basic knowledge of safely procedure and handling of arms	A good communication skills and adequate knowledge on various rules/regulations on authorisation of pay and allowances to officers, airmen & civilians, their traveling entitlement and understanding importance of Aerospace, Maintenance and ground safety.	6
Responsibility	Able to carry out assigned duties and responsibilities of Admin Asst.	With sound knowledge of relevant policies and procedures he will be able to control and guide a team of Adm Asst placed under him. He is also responsible for the work and development of his team members	6



### **SECTION 3**

#### **EVIDENCE OF NEED**

**26. What evidence is there that the qualification is needed?**

In current changing environment around the world, defence forces also need to accomplish the assigned task with utmost perfectness and within shortest time period. For that, organisation needs competent and well trained and highly skilled manpower. These airwarriors, should be able to sense the onset of the problem and take corrective actions to solve the arisen problems. Thus, after the JBPT, the TPT course gives to recruits in depth knowledge to handle various situations, which are likely to be encountered in the office during the course of actual field deployment both during war/ peace.

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

It is totally based on the cadre, and actual figures cannot be revealed.

**27. Recommendation from concerned Line Ministry of Govt/Regulatory Body. To be supported by documentary Evidences.**

The trade has been cleared by MoD and notification to the same effect is confidential in nature.

**28. What steps were taken to ensure that the qualification(s) does / (do) not duplicate already existing or planned qualifications in the NSQF?**

This qualification is especially tailor made to suit the specific Air Force requirements. In some parts it does have some similarity with civilian office working culture setup for which the NOS have been equated.

**29. What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?**

IAF has a well defined Directorates responsible for monitoring both the training and testing aspects. **Directorate of Training** is responsible for ensuring that right training is imparted to the recruits. The syllabus is based on various studies and feedback received from field units/ REB (T).

**Directorate of Education** is responsible for Trade Testing and evaluation of the knowledge and skill level of the airwarriors passing out from the training institute and their performance in field units.

This qualification will be reviewed and revised at an interval of five years or earlier, in case of change in syllabus based on the feedback from field Units/REB(T/Z).

**SECTION 4**

**EVIDENCE OF PROGRESSION**

**30. What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

A Corporal (Cpl) with 8Yrs of service becomes eligible for appearing for his next promotion exam called the SPE. During this period he also undergoes On Job and Continuity Training on various aspects of the administration carried out in Human Resource Management Section in the field units. On successful completion of SPE, Cpl gets promoted to Sergeant (Sgt). As per new policy in vogue, ACRs have been linked to skill levels. So, he will be motivated to enhance his skill levels and get them tested by appearing for Skill Gradation Test (SGT).

Cpl → **Sgt\*** → JWO\* → WO → MWO

\*Subject to clearing promotion exam for Sgt and JWO called as SPE and JPE

**TOPICS OF ORIENTATION CLASS AND CONTINUITY TRAINING**

<b>Sl No</b>	<b>TOPICS</b>	<b>Orientation Classes cum Lecture (Hours)</b>	<b>Continuity Training &amp; Skill development (Hours)</b>
1	Leave rules Airmen/NCs(E), TR Rules, LTC, Preparation of Railway forms (FRW & CV)	5	10
2	Action to be taken on Posting out and grant of Joining time and action to be taken on arrival of Officers on posting In, Temporary duty, Attachment , Detachment, Course of instruction & Exam.	5	10
3	Action to be taken on Posting out and grant of Joining time and action to be taken on arrival of Civilians on posting In, Temporary duty, Attachment , Detachment, Course of instruction & Exam.	5	10
4	Allowances and Claims (local allowances and TD, LTC, CEA, TA advance etc), Allowance paid by AFCAO (CPMA, TPT) through IRLA. Authorization of various allowances to Technical trades (ATA, FCA, AWAetc).	5	10
5	Maintenance of service documents(endorsement of various occurrence in UCSR), receipt and dispatch of service documents,	5	10
6	Dealing with Discharge, dismissal and removal, pre-release Courses, Finalization of Non effective documents at unit level, non effective benefits.	10	10
10	Introduction to the Air Force Act 1950, Regulations for the IAF 1964 and Air Force Rules 1969, Offences punishable under AF Act 1950	07	30
11	Powers of punishment of a CO, Subordinate Commander , Red Ink / Black Ink entries, Arrest and custody, Charge sheet IAFF(P) 13 and Minor Offence Report IAFF(P) 24, Application of Rule 24, CO's Orderly Room Procedure/ Summary disposal of charges under section 82 & Section 86	10	20
12	Maintaining of Armed Forces Identity Cards, Retired Officers Identity Cards, Demand / Supply and custody of Armed Forces Identity Cards, Temporary Identity cards and its preparation, Dependent Identity Cards and its preparation and actions to be taken in case of losses.	10	35
13	Demand and supply procedure of Air Force Forms, Railway Forms & Stationery. Demand and disposal procedure of Rubber stamps. Demand and supply procedure of filing cabinets, steel almirah and iron safes.	08	20

14	Principles of service writing, general rules, convention of lay out and superscription, references and attachment, listing of references and attachments, use of various headings and syllabification, use of paragraphs, numbering and spacing of typescript, preparation of personal application, service letter, service notes and letter to civilians.	08	30
15	Handling procedure for granting various commissions in Indian Air Force i.e. Permanent Commission, Service Entry Commission, Short Service Commission and Honorary Commission etc	08	20
1	Receipt and dispatch of mail, handling of classified documents, maintenance of files and folders etc.	08	20
3	Action to be and grant taken on Posting out of Joining time and action to be taken on arrival of airmen on posting In, Temporary duty, Attachment , Detachment, Course of instruction & Exam.	08	25
6	Promulgation of POR(Operating of electronic POR, Purpose of POR, various occurrences promulgated in POR), Updation of e-POR in AFCAO web	08	25
16	Logistic Procedure (IMMOLS)	5	10
17	Aerospace / Maintenance Safety	5	05
	Hours	<b>120</b>	<b>300</b>
<b>Practice</b>		<b>180</b>	
<b>Total Hours</b>		<b>600 (120 + 300 + 180)</b>	

**REGIONAL EXAMINING BOARD (WEST)****BLUE PRINT: SERGEANT PROMOTION EXAMINATION (IPT) SYSTEM THEORY**

Type of Exam : SPE Time : 50 Mins  
 Trade : Adm Asst  
 System : Adm Asst  
 Pattern of Training : IPT Marks : 50

SI No	SUBJECT	TRG HRS	WEIGH TAGE OF MARKS	MULTIPLE CHOICE QUESTIONS			
		THEO RY		FAC T 20%	COM P 50%	APP L 30%	QUE S/ MAR KS
1	Organisation	60.75	6.99	2	3	2	7/7
2	Service Writing- (Principles & Layout, Type of Message and Principle of writing, Signals, Central Registry, Handling of classified correspondence).	90.00	10.36	2	5	3	10/10
3	P2 (Personnel Administration Officers) (commissioning, posting, TD, attachment, leave, personnel documents, ARs, PORs etc)	25.50	2.93	1	1	1	3/3
4	P3 (Personnel Administration Airmen/ NCs(E), Posting, TD. Attachment, Leave, Personnel Documents, ARs, Discharge, PORs etc)	71.25	8.20	2	5	1	8/8
5	Routine Orders, Return, Typing, Basic computer handling and security, dictation	51.00	5.87	2	3	1	6/6
6	Personnel Administration Civilians( Office Order, Leave, LTC, Service book etc), Discipline Civilians	24.75	2.85	1	1	1	3/3
7	P1-Discipline Airwarriors/NCs(E), (BOO, COI, FI, Court Martial, AF Act 1950, AF Law, SOE, MOR, Court of Inquest, Attestation, AWL/Desertion, PHO/HO, AFIC, Commendation, Medal etc)	66.00	7.60	2	4	2	8/8
8	Works Services (Types of works, Maintenance/ Repairs, Original Works etc)	18.75	2.15	-	2	-	2/2
9	Logistic Procedure (IMMOLS).	-	2	1	-	1	2/2
10	Aerospace /Maintenance Safety	-	1	-	1	-	1/1
<b>Total Question / Marks</b>		<b>408.00</b>	<b>50</b>	<b>13</b>	<b>25</b>	<b>12</b>	<b>50/50</b>

Authy: Air HQ/S 18934/2/Trg (G-3) dated 28 Dec 12 (N-11) & Air HQ/ATG/79/ dated 23 Jan 15.

**Annexure-III**

**ROLE OF SERGEANT (ADMINISTRATIVE ASSISTANT): GROUP 'Y' AS PER AFO 57/2015**

<b><u>SERGEANT</u></b>	
<p>Under takes the entire range of work of Cpl independently and in addition: -</p> <p>(a) Runs sub-sections of Orderly Room.</p> <p>(b) Liaison between his subordinate and immediate supervisors.</p> <p>(c) Prepare appropriate draft letters, signals, notes etc, and summaries of cases for his superiors.</p> <p>(d) Carry out general duties on administration.</p> <p>(e) Holds and operate inventory.</p>	<p>Same as for Cpl and in addition, detailed knowledge of: -</p> <p>(a) (i) The organisation of an Orderly Room, Central Registry (including S&amp;C Registry), demand, custody and disposal of Railway Warrants, forms "D" and concession vouchers and points to be remembered in their preparations; entitlements of Officers, airmen and NCs (E) to Railway Warrants (where applicable) including baggage, entitlement, periodical returns, procedure for local printing of forms etc and local purchase of stationery.</p> <p>(ii) The use and application of Air Force Act and Air Force Rules, Regulations for the IAF 1964 (Revised), Pay &amp; allowances Regulations, Air Force List, Air HQs Routine Orders and Station Standing Orders, Procedure for repairs or replacement of duplicates and typewriters.</p> <p>(b) The organisation and functions of Air Headquarters, Command Headquarters, Station/Wings and units in general, functions, in general of the various Directorates of Air Headquarters and branches at Command Headquarters; object of Office Organisation, aid to efficiency in the working of an Orderly Room.</p> <p>(c) Aim of Service writing and basic requirement of good service writing; conduct of correspondence and methods of correspondence in the IAF, purposes and thorough knowledge of lay-out of service writing and principles of precis writing.</p> <p>(d) Definition, object, procedure, composition, occasion, manner of recording, proceedings and the disposal thereof in respect of court of inquiry; formal investigations and Summaries of evidence; types of courts Martial, under the Air Force Act, their composition and powers; action by the Orderly Room before and after a Court Martial is held, action by the Orderly Room on placing and officer, airmen/NCs (E) under close arrest; summary disposal of charges by AOC/AOC-in-C commands, AOA and CAS, difference types of commissioning in the IAF and there difference in relations to each other; procedure for and condition governing commissioning of airmen in IAF; procedure for and condition governing selection of airmen aircrew/NCs (E) and terms and conditions of the air service;</p>

	<p>processing of works services; preparation of statement of cases; acceptance of necessity; issue of administrative approval; execution of work, public &amp; non-public funds, financial powers of difference Air-Force officers, CAS, AOsC-in-C, AOC/Stations Commanders and Unit Commanders, hiring of service MT by IAF personnel and entitlement of free conveyance, IAF Benevolent Fund and CO's Benevolent Fund, Medals, Ribbons and Gallantry Awards, rules regarding the grant of flying pay to officers and airmen AFPO, first aid, hygiene and sanitation, fire fighting and fire precautions.</p> <p>(e) (i) Equipment accounting procedure applicable to inventory holder, categorisation of equipment, their disposal, preservation security.</p> <p>(ii) Knowledge of Handling of inventory items.</p> <p>Knowledge of Maintenance of Service books/ documents respect of officers/airmen/NCs (E). Issue and maintenance of Air Warriors cards for all warriors.</p> <p>To be conversant with present Appraisal Report Systems.</p> <p>Knowledge of Handling of protected/ classified documents except 'Top Secret'.</p>
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NSQC Approved