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strategy for use by an administrative office manager, taking into consideration the evolutionary nature of the broader field of management. After studying chapter 2, you should be able to develop an appropriate philosophy

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an office, your office is automatically a parent to this new office. If you have If you have administrative rights to more than one office, select the office that will become the

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1 . Director of Administration and Management . Office of the Deputy Chief Management Officer . ADMINISTRATIVE INSTRUCTION . NUMBER . 2 . February 22, 2012

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