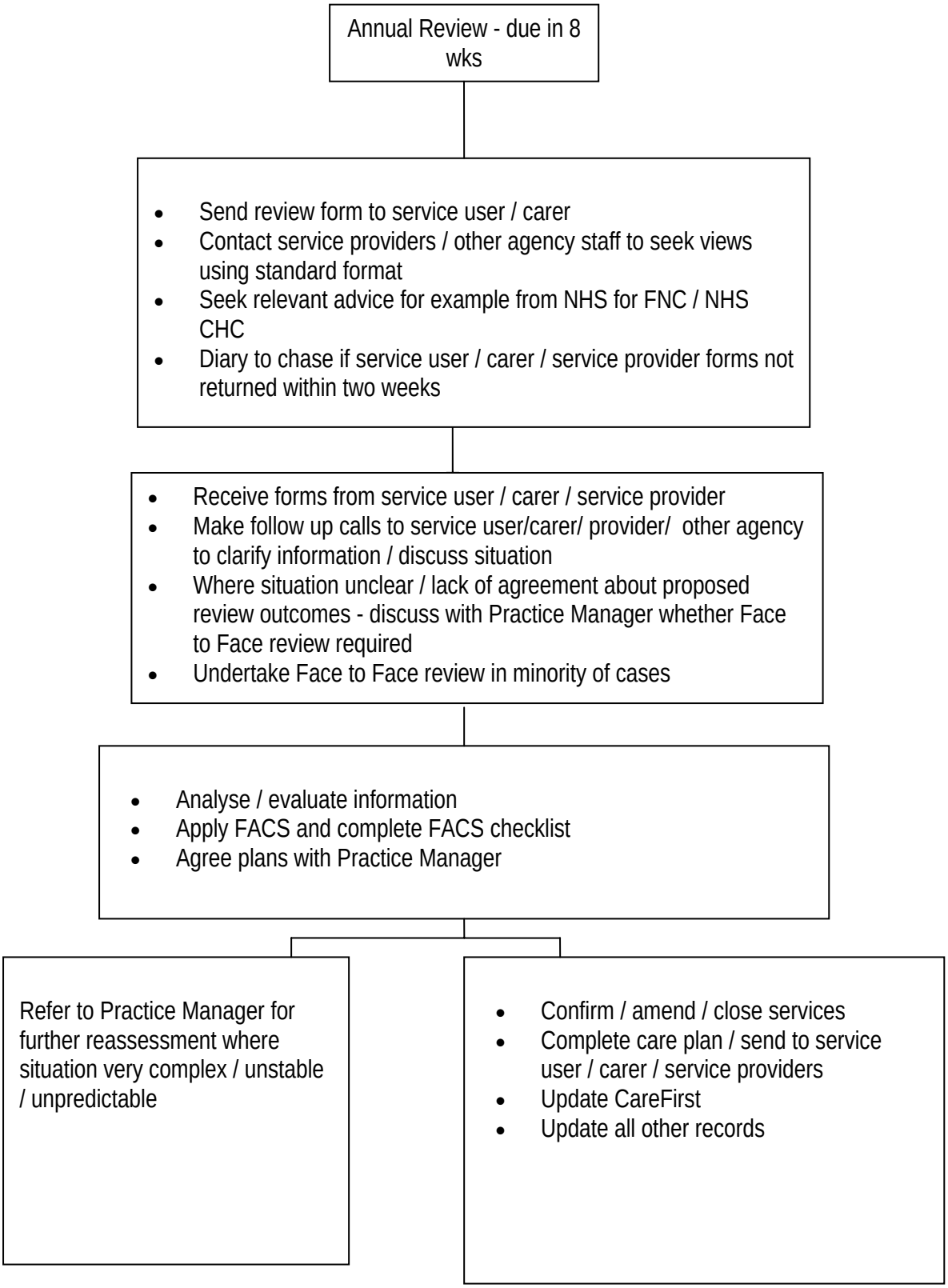Appendix A - Desk Top Planned Review Process