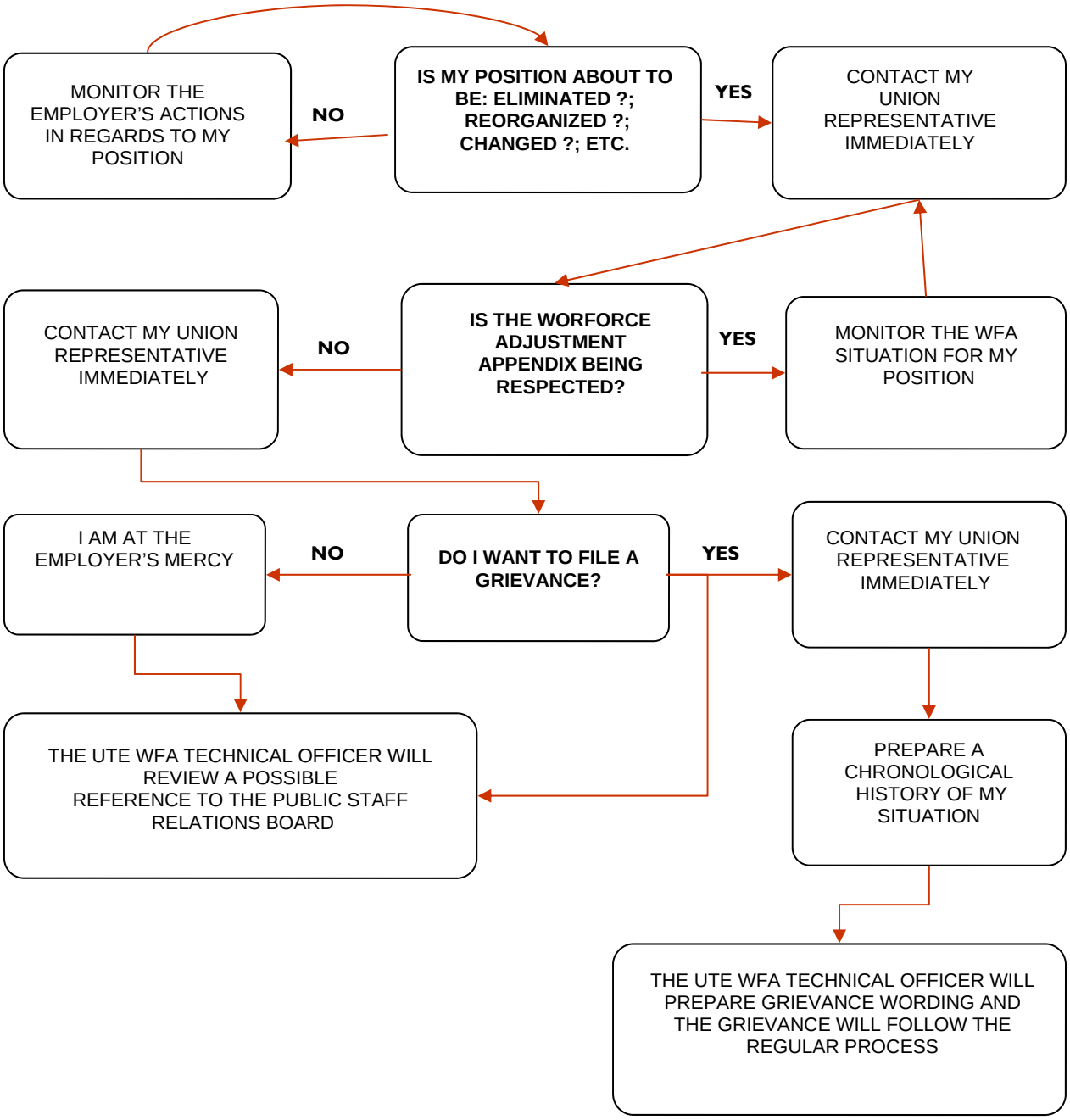UTE WORK FORCE ADJUSTMENT FLOWCHART FOR MEMBERS