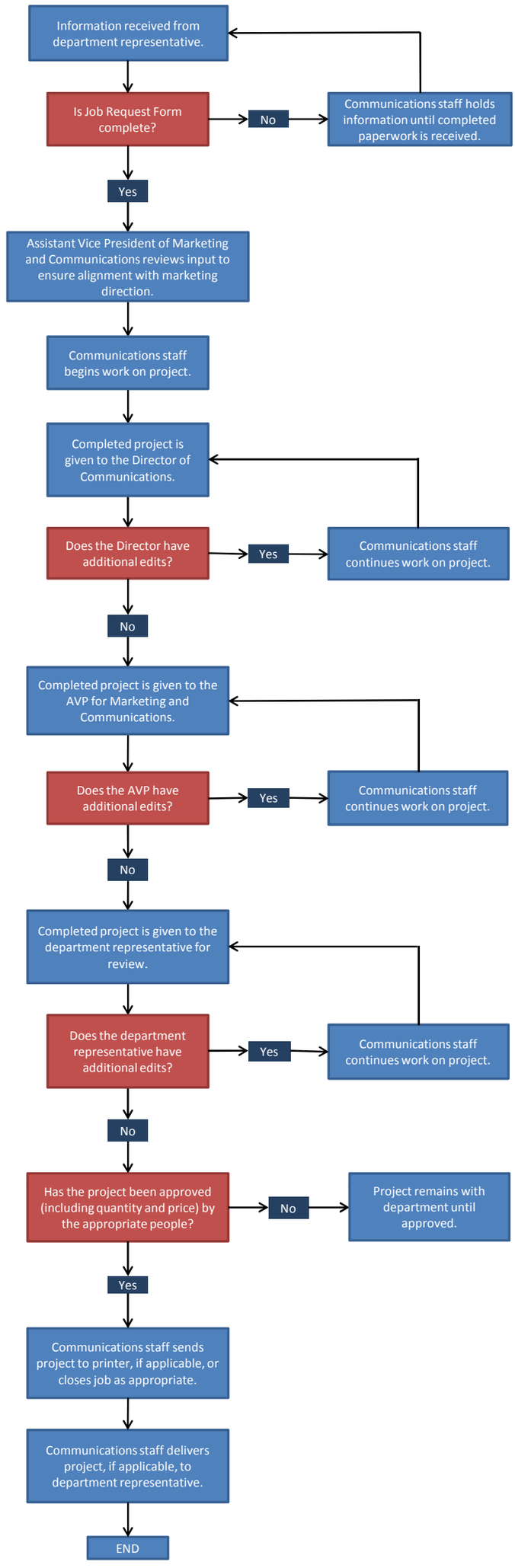Workflow/Approval Process for the Office of Communications