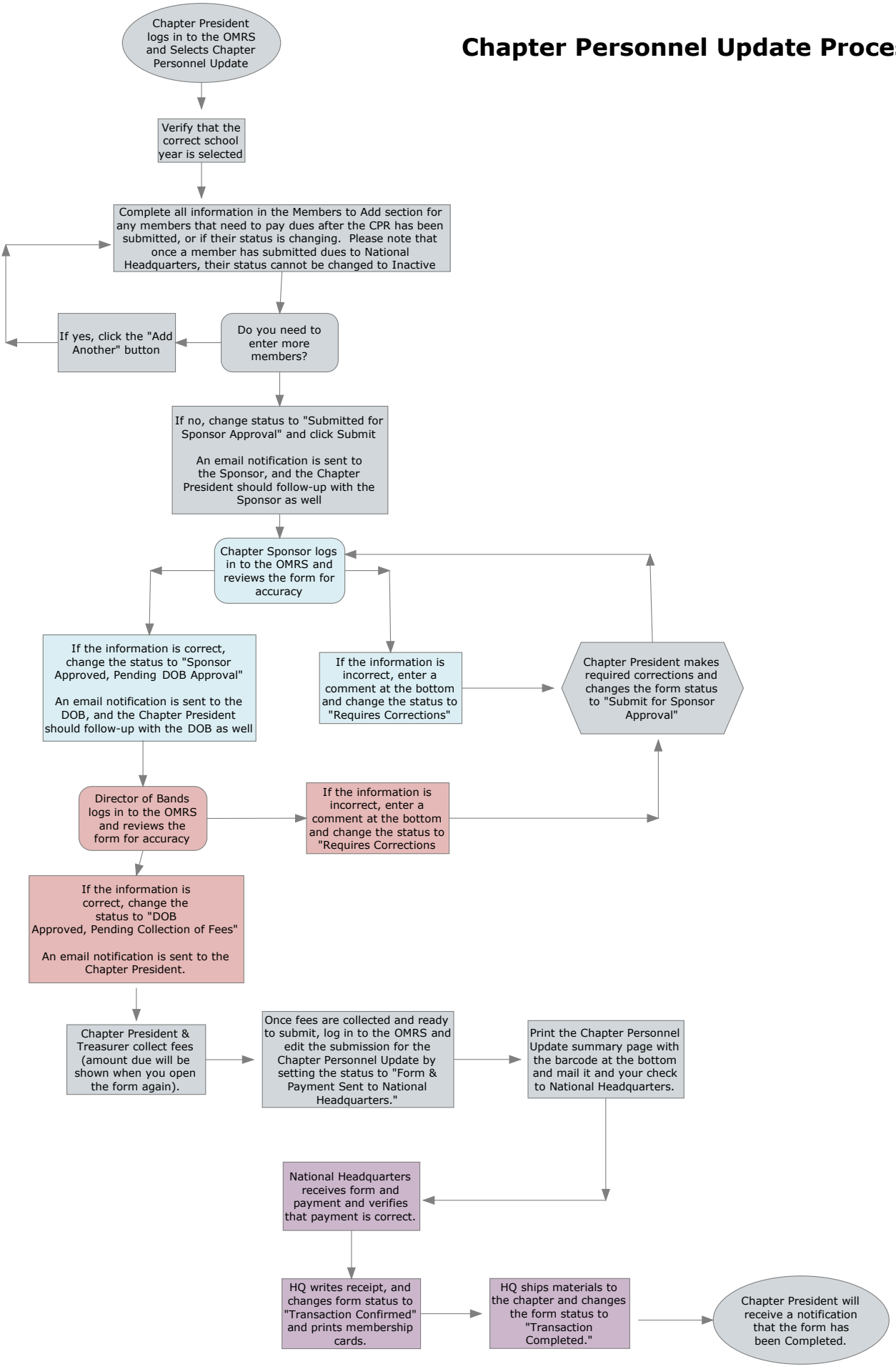Chapter Personnel Update Process Guide