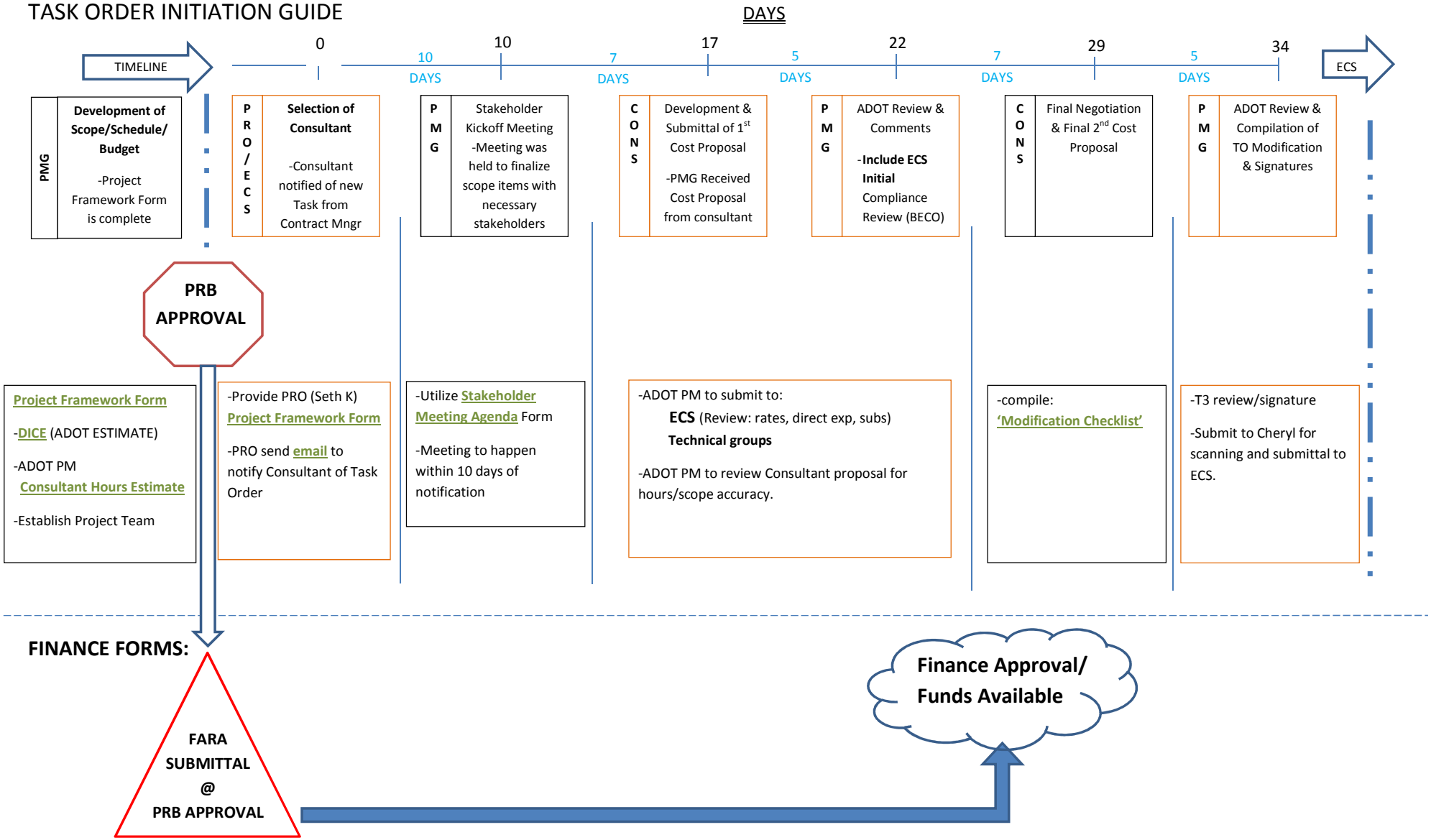TASK ORDER INITIATION GUIDE