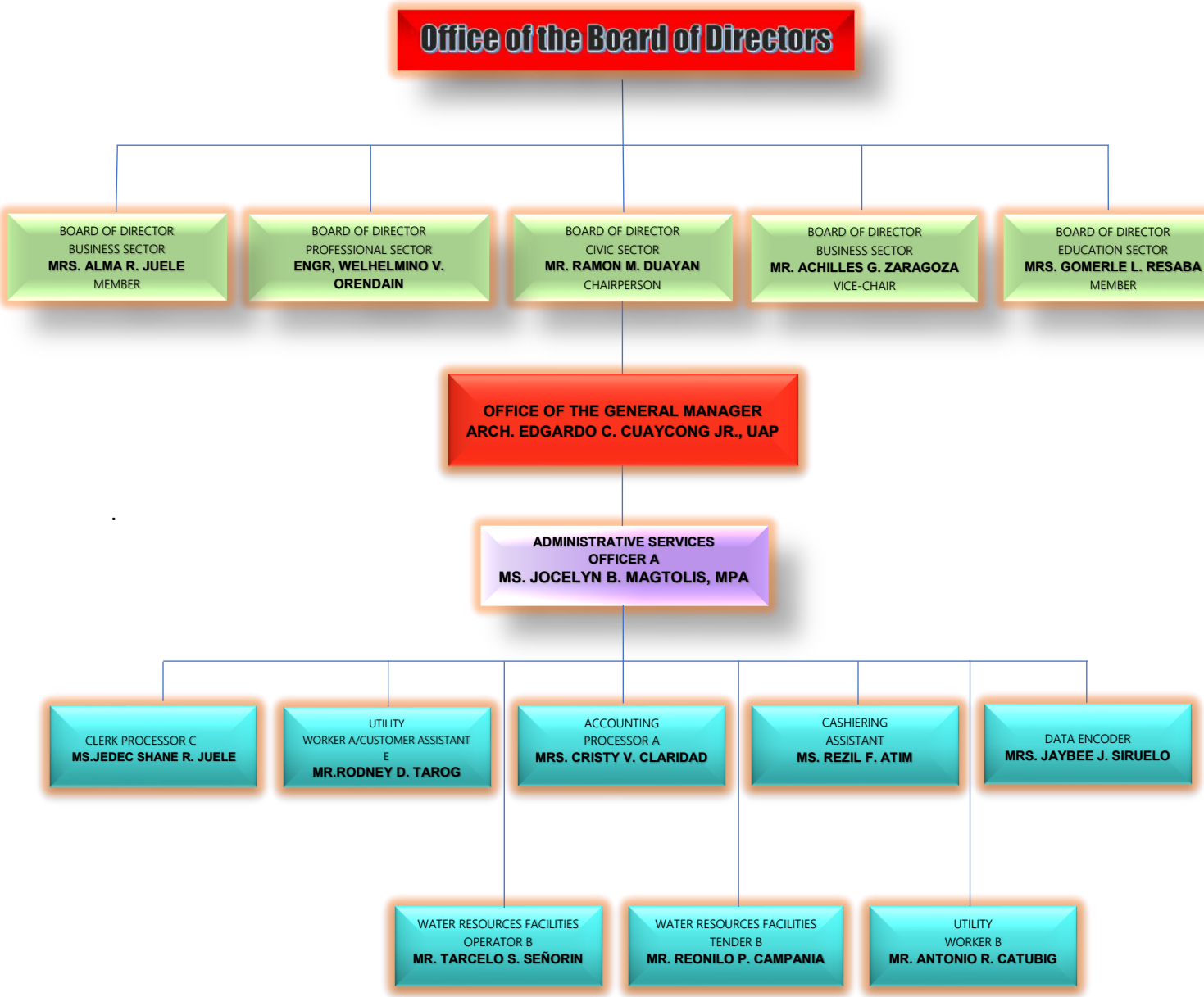I. ORGANIZATION AND RESPONSIBILITIES