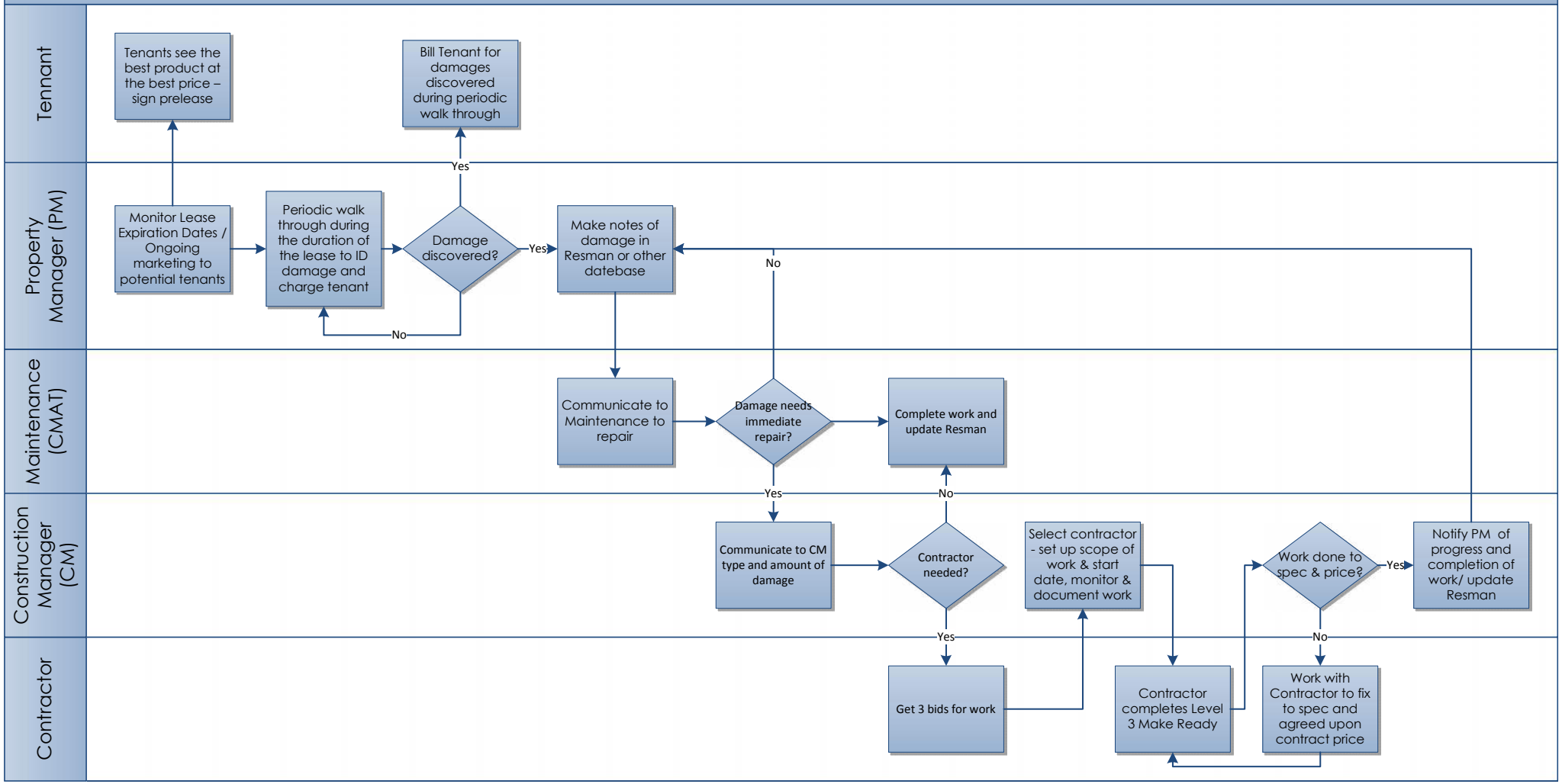PREMOVE OUT PROCESS: Ongoing monitoring and strategic planning for vacancies