

## GUIDANCE MANUAL

### \*\*\* INTRODUCTION \*\*\*

1. Guidance Papers recommend useful procedures. These may involve action required because of regulations or may permit the Trade Commissioner's discretion. This is in contrast to "Official Instructions" which, being mandatory, provide definitely what action must or must not be taken under a specific set of circumstances.

2. The Guidance Papers are intended to be complementary to "Official Instructions" and to provide a ready reference to official and personal information known to be useful to officers posted abroad. When the content of a Guidance Paper becomes a departmental instruction, it will be re-written as such in the form of an amendment to "Official Instructions".

3. Requests for information in the form of a Guidance Paper on any subject, whether personal or business, are welcome.

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