

-
8. Provide technical training in records management to divisional and rotational staff.
 9. Provide and maintain departmental manuals.
 10. Administer the forms management program.
 11. Manage reprographics at Headquarters.
 12. Provide desktop publishing for the Department.
 13. Manage a diplomatic courier service charged with escorting time- and subject-sensitive and classified material to all missions.
 14. Provide comprehensive mail and messenger services, using postal and commercial courier facilities, to Headquarters, missions and other governments and government departments.