## TABLE OF CONTENTS

MISSION STATEMENT / OUR VALUES	i
FOREWORD	iii
ACCESS TO INFORMATION AND PRIVACY PROTECTION  "ACRONYMS" - DEPARTMENTAL SYMBOLS  ADMINISTRATIVE NOTICES  ADMINISTRATIVE RESPONSIBILITIES  "AFTER HOURS"  APPRAISAL FORMS  APPRAISALS AND PROMOTIONS  FS-1D ASSIGNMENT OFFICERS	1 3 3 4 4 5
BENEFITS PACKAGE BICO BIOGRAPHICAL REGISTER OF OFFICERS BUILDING FACILITIES BUSINESS CARDS	5 5 6 6 7
CIRCULAR DOCUMENTS COLLECTIVE AGREEMENT COMCENTRE CONFLICT OF INTEREST AND CODE OF CONDUCT CONSULAR OPERATIONS DIVISION COSICS COURSE REIMBURSEMENT POLICY CROSS-STREAM ASSIGNMENTS	7 8 8 8 8 9
DIARY	9 10
EDUCATION - FOREIGN SERVICE FAMILIES  EMPLOYEE ASSISTANCE PROGRAMME  EMPLOYEE COUPLES  EMPLOYMENT EQUITY PROGRAMME  EXTERNAL AFFAIRS RECREATIONAL ORGANIZATION	10 10 11 11 11
FOREIGN LANGUAGE TRAINING  FOREIGN SERVICE BENEFITS DIVISION  FOREIGN SERVICE COMMUNITY ASSOCIATION  FOREIGN SERVICE DIRECTIVES  FOREIGN SERVICE OFFICER AWARD  FOREIGN SERVICE OFFICERS WOMEN'S ADVISORY COMMITTEE  FORMAT FOR LETTERS, TELEXES AND MEMORANDA	11 12 13 13 14 14 14 15