

AMENDMENT PROCEDURE

11. The Mission Annual Diary is part of the Departmental Manuals System and as such is issued as a Supplement to the Summary Manual (EA 1). Amendment procedure for all manuals in the Departmental Manuals System is to be outlined in the EA 1. As this manual is not yet published, the following are some of the basic principles:

- (a) The bottom centre of each page of every manual indicates the organization responsible for the content and amendment of material on that page. In the case of the Alphabetical List of Reports, however, it should be noted that, for each report, the agency listed in Column 6 is the agency responsible for all information promulgated regarding that report.
- (b) The agency responsible for subject matter is also responsible for:
 - (i) content;
 - (ii) obtaining any approval required;
 - (iii) amendment of any other manuals affected by the change (if applicable);
 - (iv) arranging for translation; and
 - (v) forwarding the material to MISA.
- (c) MISA is responsible for:
 - (i) co-ordinating the annual review;
 - (ii) editing and formatting all submissions from divisions;
 - (iii) printing production; and
 - (iv) distribution of the Diary and any necessary amendments between editions.