12.   In summary, authorities proposing amendments to the Alphabetical List of Reports should submit their proposals to the agency listed in column 6, whereas any amendment to the Desk Calendar itself should be forwarded to MIRA.

REFERENCE NUMBERING SYSTEM

13.   When a reference is made in column 7 of the Alphabetical List of Reports to existing manuals, the numbering system is ordered as follows:

    (a)   Manual Designator;

    (b)   Chapter and/or Section; and

    (c)   Annex (if applicable).

14.   The manual designators used are:

    CI — Consular Instruction;

    CC — Correspondence and Communications;

    FINEX — FINEX Manual;

    FM — Financial Management;

    FSD — Foreign Service Directives;

    HR — Human Resources;

    LES — Locally Engaged Staff;

    MM — Materiel Management;

    PA — Post Administration;

    PM — Property Management;

    Proc — Procedures;