

**REFERENCE NUMBERING SYSTEM**

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

- (a) Manual Designator;
- (b) Volume (if applicable);
- (c) Chapter and/or Section; and
- (d) Annex (if applicable)

15. The manual designators used are:

- CI – Consular Instructions;
- CC – Correspondence and Communications;
- FINEX – FINEX Manual;
- FM – Financial Management;
- FSD – Foreign Service Directives;
- HR – Human Resources;
- LES – Locally-Engaged Staff;
- MM – Materiel Management;
- PM – Property Management;
- PROT – Protocol;
- SI – Security Instructions;
- TBCON – Treasury Board, Contracting Volume.

**Examples of Reference Numbering System**