

directive is to be construed as relieving missions and authorities from rendering all reports due. Rather, it is hoped that this list will be amended and kept up to date to provide a comprehensive ready reference of pertinent and relevant material to assist personnel in compiling reports.

6. The Alphabetical List of Reports is designed as an aid to compiling reports. Information on format, references, and remarks has been included and should serve to standardize reports and eliminate searching through the manuals to discover the requirement. The absence of any required or relevant information should draw management's attention to the gaps and spur the rectification of the fault. Users noting any such omission are requested to bring it to the attention of MISA.

7. In most instances only one action addressee has been listed for each report. When other headquarters addressees are to receive copies of a particular report, missions need only indicate the departmental symbols for those recipients in the distribution column of the covering letter or telex with the notation "By Ottawa"; and distribution will be made at headquarters.

8. Information provided in the "References" column is not limited to the manuals within the Departmental Manuals System. Although this column should ultimately include all references useful in the compilation of the report, duplication has been avoided, and where an extensive or complex report is listed, only the primary reference is indicated.

9. To assist users and to preserve alphabetical integrity, some reports are listed twice in the Alphabetical List of Reports. The duplicates, however, do not contain additional information; they simply list identical information or make reference to the item listed elsewhere.

10. Missions are requested to bring to the attention of the Department (MISA) suggestions for reports which should be included in the Desk Calendar and suggestions for improving the reporting mechanism. Suggestions for other amendments are to be governed by the principles of the amendment procedure outlined below.