SCP FOUNDATION
FOUNDATION ARCHIVE

FOUNDATION HANDBOOK EXA
LEVEL 1, RESTRICTED

Department of External Affairs Handbook

The Department of External Affairs deals with everyone outside the Foundation's zones: surviving governments, settlements, traders and groups of interest.

DOCUMENT	**FOUNDATION HANDBOOK EXA**	CLASSIFICATION	**LEVEL 1, RESTRICTED**
APPLIES TO	**ALL MEMBERS OF THE DEPARTMENT OF EXTERNAL AFFAIRS**	KIND	**IN CHARACTER**
REVISION	**1**	ISSUED	[redacted]

1. Ranks

RANK	CLASS	CLEARANCE
Liaison	C	Level 2
Envoy	C	Level 3
Director of External Affairs	B	Level 4

The Clearance column is the Site Clearance a rank usually holds at the member's posting. It is granted by that site's Director and does not carry to other sites or to Site-01 (Directive 001).

2. Duties

1. Represent the Foundation to governments and settlements outside the zones.
2. Negotiate agreements for the O5 Council to approve.
3. Keep a dossier on every outside group in the Archive.
4. Bring outsiders who want to register to a Registry Office.

3. Agreements

1. Envoys negotiate; only the O5 Council can bind the Foundation (Foundation Charter, Article IX).
2. Every agreement is filed in the Archive with its terms and who approved it.

4. What the department writes

Dossiers, meeting records and posts. Reviews and approvals follow Foundation Directive 003.

5. Joining

By appointment of the Director of External Affairs, from personnel at Level 2 or above.

Revisions

REVISION	DATE	CHANGE
0	[redacted]	[redacted].
1	[redacted]	[redacted] is [redacted] at the [redacted] ([redacted]).

Foundation Handbook EXA. Department of External Affairs Handbook, revision 1. The official text is held in the SCP Metaverse repository; printed copies are uncontrolled.