

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(iii) Major	CF1417/1418	As directed		CIS	CFAO 26-6	CIS Admin Instruction 6.
	(iv) WO/Sgt	DND 197	As directed		DCFAP	CFAO 26-15	
17.	Education Allowance						
	(a) Claim	FS 34-1 TB 330-31			ABMA	FSD 34	On receipt of school receipt. See item 23 (h)(ii).
	(b) Proposal	FS 34-2 TB 330-36	OCT 15	OCT 30	ABMA	FSD 34	Annual.
18.	Education Facilities						
	(a) General Education Report		NOV 30	DEC 10	ABMA	PA 6.6	Every three years.
	(b) Public and Private Schools questionnaires	EXT 997 EXT 988	NOV 30	DEC 10	ABMA	PA 6.6	Annually.
19.	Employee's and dependants						
	- Arrival and Departure	Telegram			Pers Div/ABPF	FSD 55	Ad Hoc. To stream management division and ABP.
	- And all temporary absences from Mission	Telegram			ABPF	FSD 58	
20.	Employee's Resignation or Retirement	Telegram			Pers Div/ABP	PA 8.12.2	Ad Hoc. To stream management division and ABP. Include effective date of res. or ret. and last day on duty.
21.	Ex Gratia Payments	Letter or Telegram			MFF	FM 14.2	Ad Hoc. Report circumstances to HQ for decision. Copy to JLA.
22.	Film Libraries						
	(a) Booking Activity Report	NFB print-out	OCT 5 JAN 5 APR 5 JUL 5	OCT 15 JAN 15 APR 15 JUL 15	NFB		Quarterly. Report should include the frequency of usage of each NFB film, identify each borrowed film and the type of audience.