

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(b) Personnel Utilization Profiles		SEP 13	OCT 15	SCBA		instructions to missions. SCBA will issue annual instructions to missions.
D	(c) Price Increase Survey	EXT 1527	MAY 1	JUN 24	SCBA	CD	Copy to the AMA. SCBA will issue annual instructions to missions.
D	NAFTA Procurement Reports	E-mail, diskette or mail	SEP 30 DEC 31 MAR 27 JUN 30	OCT 15 JAN 15 APR 14 JUL 15	SBDC	CD 2/95 10/1/95	Quarterly reports of procurement of goods, services and contracts over NAFTA thresholds.
<b>PERSONNEL</b>							
B	Appraisal Reports (Available on JetForm)						
	(a) AS (JUL 1 to JUN 30)	EXT 607	MAY 15	JUL 31	SPV	Annual CD	Non-rotational ASs to SPV.
	(b) CO (AUG 1 to JUL 31)	EXT 1664	JUN 13	AUG 31	SPF	Annual CD	
	(c) CR (JAN 1 to DEC 31)	EXT 270	NOV 15	JAN 31	SPV	Annual CD	
	(d) CS (JUL 1 to JUN 30)		MAY 1	JUL 31	SPV	Annual CD	Form is being finalized.
	(e) EL (APR 1 to MAR 31)	EXT 126	JAN 31	APR 30	SPV	Annual CD	
	(f) FI (APR 1 to MAR 31)	EXT 1097	FEB 14	APR 30	SPS	Annual Letter	
	(g) FS (AUG 1 to JUL 31)	EXT 1664	JUN 13	AUG 31	SPF	Annual CD	Consular Officers to SPV.
	(h) Management Category (AUG 1 to JUL 31)	EXT 1665	JUN 13	AUG 31	SPE/SPV/SPF	Annual CD	To stream management concerned. For non-rotational EXs consult SPE.
	(i) PE (APR 1 to MAR 31)	EXT 1097	FEB 14	APR 30	SPS		
	(j) ST-SCY (OCT 1 to SEP 30)	EXT 269	AUG 15	OCT 31	SPV	Annual CD	
	<b>Arrival and Departure of Employees and Dependents</b>						
A	(a) All temporary absences from Mission (If shelter cost affected included)	E-mail			SBM	FSD 25, 55, 56, 58	

Types of reports: **A** = As required reports  
**C** = Reports that small missions are **NOT** expected to complete

**B** = Reports that **ALL** missions must provide on a regular basis  
**D** = Reports to be completed by the Hub