

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(f) List of employees at mission on April 1, shelter costs to be paid and of occupied SQs and certification by HOM that signed occupancy agreements exist for all employees	Telegram	APR 5	APR 5	MRSM	Tel announcing revised shelter costs and FSD 25.07C	Annual. Also annual update information (do not send new form).
A	(g) Occupancy Agreements –SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.
A	(h) PHREDS STATEMENTS						
	PHREDS 1	EXT 1666			MRSK		Upon property acquisition; includes exterior photo and map.
	PHREDS 2	EXT 1667			MRSK		Upon property acquisition.
	PHREDS 3	EXT 1668			MRSK		Upon property acquisition, lease renewal, forecast or disposal.
	PHREDS 4	EXT 1669			MRSK		Ad hoc; office and OR only.
							Upon receipt of facility identifiers. N.B. use actual form (exclude privately leased facilities).
A	(i) Private Accommodation – Application for Shelter assistance	EXT 68	APR 5	APR 10	MRSM	FSD 25	On arrival at mission. Annual – update information (do not send new form).
A	(j) Project Requests						
	(i) Major Capital Projects (Those costing in excess of \$500,000)	Letter			MRSR	PM 10	As required.
	(ii) Capital Alterations and Renovations (CAR) (Projects costing between \$5,000 and \$500,000)	Letter			MRMM	PM.10	As required.
	(iii) Maintenance and Energy Projects	Letter or Telegram			MRMM	PM 10	As required.