

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(ii) Capital Alterations and Renovations (CAR) (between \$5,000 and \$500,000)	Letter			SRSF	PM 10	As required.
	(iii) Maintenance and Energy Projects	Letter or E-mail			SRSF	PM 10	As required.
	(j) Fine Art Inventory Location Report	Report			SRMZ	MM 13.8	Complete reports only required at the change of HOM. Partial updates required for changes in location or condition.
A.	Library Subscriptions	SXCI List	AUG 21	SEP 1	SXCI		Annual.
	Materiel						
A	(a) Damage/Loss/Theft						
	(i) Accidental loss/damage over \$1000 (original cost and estimated actual value - CAN\$)	Letter/e-mail	As required		AMO	FAA Sec. 91	Mission should send incident report. Distribution: SBF, and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.
	(ii) Loss/damage due to negligence (original cost and estimated actual depreciated value - CAN\$)	Letter/e-mail	As required		AMO	TBM Materiel, Risk Ch. 2-2	Mission should send incident report and recommendation for/against recovery action. Distribution: SBF, JLA, SBE and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.
	(iii) Theft (original cost and estimated actual value - CAN\$)	Letter/e-mail	As required		AMO	FAA Sec. 91	Mission should send incident and police/security report. Distribution: SBF and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.
B	(b) Disposal	EXT 369					Disposal of surplus equipment should be planned early in F/Y in order to spend proceeds from sales. Report retained at mission.

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