

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
B	(b) Personnel Utilization Profiles		SEP 3	OCT 15	SMR		SMR will issue annual instructions to missions.
D	(c) Price Increase Survey	EXT 1527	MAY 1	JUN 23	SMR	CD	Copy to the AMO. SMR will issue annual instructions to missions.
D	NAFTA Procurement Reports	E-mail, diskette or mail	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 14 APR 14 JUL 14	SBRP	CD 2/95 10/1/95	Quarterly reports of procurement of goods, services and contracts over NAFTA thresholds.
PERSONNEL							
B	Appraisal Reports (Available on JetForm)						
	(a) AS (JUL 1 to JUN 30)	EXT 607 JetForm	MAY 15	JUL 31	SPV	Annual CD	Non-rotational ASs to SPS.
	(b) CO (AUG 1 to JUL 31)	EXT 1664 JetForm	JUN 15	AUG 31	SPF	Annual CD	
	(c) CR (JAN 1 to DEC 31)	EXT 270 JetForm	NOV 15	JAN 31	SPV	Annual CD	
	(d) CS (JUL 1 to JUN 30)	EXT 1713 JetForm	MAY 1	JUL 31	SPV	Annual CD	
	(e) EL (APR 1 to MAR 31)	EXT 126 JetForm	JAN 28	APR 28	SPV	Annual CD	
	(f) FI (APR 1 to MAR 31)	EXT 1097 JetForm	FEB 15	APR 28	SPS	Annual Letter	
	(g) FS (AUG 1 to JUL 31)	EXT 1664 JetForm	JUN 15	AUG 31	SPF	Annual CD	Consular Officers to SPV.

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