

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	Resignation or Retirement of Employees or Employees Proceeding on Leave Without Pay	Telegram			Pers Div/ ABP		Ad Hoc. To stream management division and ABP. Include effective date of res. or ret. and last day on duty.
	Travel						
A	Report on First Class travel	Letter or Telegram	DEC 15	JAN 1	ABMT	HR 11	Ad Hoc.
A	Worker's Compensation	Form 7			ABPS	LES 1&2, 4.2.12	Ad Hoc.
	PHYSICAL RESOURCES						
	Accommodation						
A	(a) Crown Accommodation Statement	EXT 783			MRSM	FSD 25	On initial or subsequent occupancy or on change of SQ.
A	(b) Damage Claim (Negligence)	Letter or Telegram			AMA	FAA Sec. 91	Report circumstances to HQ for decision. Copies to MFF, JLA, MRMM.
A	(c) Deficiency Adjustment						
	(i) Application – 10% to 30%	EXT 328			MRSM	FSD 25.10	Information Telegram to MRSM giving standard stop dates for action.
	(ii) Application – over 30%	EXT 328			MRSM	FSD 25	As required.
	(iii) Review by HOM or Mission Housing Committee	Telegram	OCT 1 APR 5	OCT 1 APR 5	MRSM	Appendix to FSD 25 Para 11	Distribution copy to AMA.
A	(d) Interior Photos and Floor Plans (Staff Accommodation, Official Residence, Chancery)	Letter			ABMH		After property acquisition.
A	(e) Leases (Staff Quarters including garage, storage – Official Residence, Chancery)				MRSM		Original of signed lease.

A = As required reports B = Reports which ALL missions must provide on a regular basis C = Reports which small missions are NOT expected to complete