

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	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: SBR, 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: SBR, 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: SBR 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.
B	(c) Distribution Accounts						
	(i) Chancery	EXT 337			SRPD	MM 3	Once every 3 years. Retain copy on file at mission.
	(ii) Staff Quarter	EXT 179			N/A		At change of occupant. Retained at mission.
	(iii) Official Residence	EXT 343			SRPD	MM 3	At change of occupant.
A	(d) Request for Materiel	E-mail			SRMP SRMT SRMR SRMA	MM 5	As required.

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