

| TYPE | REPORT | FORMAT | PREPARE REPORT | DATE DUE IN OTTAWA | TO: HQ DIVISION | REFERENCES | NOTES |
|------|---|------------------|----------------|--------------------|-----------------|---------------------------|--|
| | (iii) Maintenance and Energy Projects | Letter or E-mail | | | SRSF | PM 10 | As required. |
| B | (k) Fine Art Inventory Location Report | Report | | | SRMZ | MM 14 | Complete reports only required at the change of HOM. Partial updates required for changes in location or condition. |
| A | Library Subscriptions | SXCI List | AUG 18 | 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. 79 | Mission should send incident report. Distribution: SBR, and HQ commodity specialist if HQ disposal authority is required or SRMS for vehicles. |
| | (ii) Loss/damage due to negligence (original cost and estimated actual depreciated value - CAN\$) | Letter/e-mail | As required | | AMO | TB Risk Management Policy | 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 SRMS for vehicles. |
| | (iii) Theft (original cost and estimated actual value - CAN\$) | Letter/e-mail | As required | | AMO | FAA Sec. 79 | Mission should send incident and police/security report. Distribution: SBR and HQ commodity specialist if HQ disposal authority is required or SRMS 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