

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
(b)	CDCS EL Inspection Trip Reports	Letter	As required		MSX		On occasion of each technical inspection trip.
(c)	CDCS EL Installation Reports	Letter	As required		MST		On occasion of each installation or technical inspection trip.
(d)	CDCS EL Maintenance Reports	Letter	As required		Responsible RTM Reporting Centre, mission visited, and MST		On occasion of each regional maintenance trip.
(e)	CDCS EL Quarterly Report	Letter	OCT 1 DEC 31 APR 1 JUL 2	OCT 30 JAN 30 APR 30 JUL 30	MST		Quarterly. From missions with resident ELs.
(f)	CDCS EL Technical Security Equipment Inventory	Letter	When requested		MSX		Annually from missions with resident technical inspector/EL.
(g)	CDCS EL Test Equipment Inventory	Letter	MAR 1	APR 1	MST		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
(h)	CDCS EL Tool Inventory	Letter	MAR 1	APR 1	MST		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
(i)	Certificate of Custody	EXT 300	As required		MSX		On appointment of new COMSEC, alternate or relief custodians.
(j)	Certificate of Destruction	EXT 608	3rd working day of month	Submit as per courier schedule	MSX		Monthly and as required.
(k)	Communication Services Expenditures	EXT 474	Submit as per courier schedule	Submit as per courier schedule	MST		Monthly.
(l)	Inventory of Comsec Accountable Materiel	Letter			MSX		Annual.