

MON	28 FEB	TUE	1 MAR	WED	2 MAR	THU	3 MAR	FRI	4 MAR	SAT	5 MAR		
<ul style="list-style-type: none"> <li>- OCCUPATIONAL HEALTHY AND SAFETY: MINUTES - <b>C</b></li> </ul>		<ul style="list-style-type: none"> <li>- TELECOMMUNICATIONS: CDCS EL TOOL AND TEST EQUIPMENT INVENTORIES - <b>C</b></li> <li>- FINANCE: VERIFICATION OF CASH ACCOUNT OR PETTY CASH ADVANCE - <b>B</b></li> <li>- CURRENCY CONVERSION: MONTHLY REPORTS - <b>B</b></li> <li>- LES: PAY LIST FOR LOCALLY-ENGAGED CANADIANS - <b>B</b></li> <li>- LES: SALARY DEDUCTION SHEET FOR LOCALLY-ENGAGED CANADIANS - <b>B</b></li> <li>- OCCUPATIONAL HEALTH AND SAFETY: REPORTS OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE - <b>C</b></li> <li>- OVERTIME - <b>B</b></li> <li>- LEAVE AND ATTENDANCE REPORT - <b>B</b></li> </ul>				<ul style="list-style-type: none"> <li>- TECHNICAL SECURITY: CERTIFICATE OF DESTRUCTION - <b>C</b></li> </ul>		<ul style="list-style-type: none"> <li>- FINANCE: REMITTANCE STATEMENT - <b>B</b></li> <li>- FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - <b>B</b></li> </ul>				EVENING	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING			
										<b>SUN</b>	6 MAR		

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