

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(c) Deficiency Adjustment						
	(i) Application – 10% to 30%	EXT 328				FSD 25.10	Retain at mission.
	(ii) Application – over 30%	EXT 328			SBMC	FSD 25	As required.
	(iii) Review by HOM or Mission Housing Committee	E-mail	OCT 1 APR 1	OCT 9 APR 9	SBMC	Appendix to FSD 25 Para 11	
C	(d) Interior Photos and Floor Plans (Staff Accommodation)	Letter			SERV		After property acquisition. Exception will be made for small missions that have no MAO or CC.
A	(e) Leases (Staff Quarters including garage, storage – Official Residence, Chancery)				SRS		Original of chancery and OR lease to be sent to SRS. All others to be retained at mission. Translation into English or French required if written in a foreign language.
B	(f) Mission Property Management Plans (MPMP)	Report	OCT 3	OCT 13	SRS/AMO		Annual updates of existing reports.
A	(g) Occupancy Agreements – SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.
A	(h) PRIME (Physical Resources Information – Mission Environment)	E-mail/ diskette	SEP 24 DEC 23 MAR 24 JUN 24	OCT 1 JAN 2 APR 1 JUL 2	SRMI		Software application that enables missions to record and update a wide variety of data on their property. Provides a mechanism to create or dispose of PRIDS, to update Property Forecasts and to print a series of standard reports and upload revised data to the SRD database.
A	(i) Project Requests						
	(i) Major Capital Projects (in excess of \$500,000)	Letter			SRSR	PM 10	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