

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	Mission Report	Disk update	NOV 1	NOV 15	ABMH	ABMH call letter – Sept./93	Amendment as required. Incorporating General Education Report.
	Occupational Health and Safety						
C	(a) Minutes of the Occupational Health and Safety Committee	Letter or Telegram	End of the month		ABEH	NJC Agreements Vol 1 chap 3-20	Monthly.
C	(b) Reports of the Occupational Health and Safety Committee	Form LAB 499	MAR 1		ABEH	NJC Agreement Vol 1 chap. 3-20 sect. 21	Annually.
	Official Languages						
B	(a) Appointment of Officer responsible for the program	Letter or Telegram	SEP 15	OCT 1	APL		Annual. Copy to the geographic branch.
B	(b) Report on training provided	Letter or Telegram	APR 22	MAY 1	Geographic Branch		Annual. Copy to APL and to CFSI.
B	(c) Response to Official Language Questionnaire	Letter or Telegram	MAR 31		APL		Annual. The questionnaire will be sent to missions in Feb./March.
B	Overtime	EXT 995	1st day of month	10th day of month	ABP		Monthly.
A	Relocation						
A	(a) Inventory of Personal Effects	EXT 378			ABMR	FSD 15	Ad hoc. One month prior to departure.
A	(b) Shipping Details for Outgoing Shipment of Personal Effects	Telex			ABMR	FSD 15	Following removal of personal effects.
A	(c) List of Advances Issued to Employee Prior to Departure	Telex			ABMR	FSD 15	Following departure of employee.
A	(d) Acknowledgement of Personal Effects	Telex			ABMR	FSD 15	Following arrival of personal effects.

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