

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
COMMUNICATIONS							
Telecommunications							
A	(a) CDCS EL Installation Reports	Letter	As required		MST		On occasion of each installation or technical inspection trip.
A	(b) CDCS EL Maintenance Reports	Letter	As required		Responsible RTM Reporting Centre, mission visited, and MST		On occasion of each regional maintenance trip.
C	(c) CDCS EL Quarterly Report	Letter	OCT 1 DEC 31 MAR 31 JUL 4	OCT 30 JAN 30 APR 30 JUL 30	MST		Quarterly. From missions with resident ELs.
C	(d) CDCS EL Test Equipment Inventory	Letter	MAR 1	APR 1	MST		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
C	(e) CDCS EL Tool Inventory	Letter	MAR 1	APR 1	MST		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
B	(f) Communication Services Expenditures	EXT 474	5th working day of each month	As per courier schedule	MST		Monthly.
B	(g) Monthly Traffic Report	EXT 592	5th working day of each month	As per courier schedule	MST		Monthly.
A	(h) Transfer and Receipt Voucher	EXT 606	As required		Respons. Centre, MST or MSX		On transfer of accountable communications materiel.