

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
Passport							
B	(a) Missions Passport – Label Inventory and Record of Issues	PPT 034 (95-09)	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Generated in electronic format automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD. Non-SIGNET missions must continue to provide manual reports.
B	(b) Monthly Register of Passport Services	EXT 765	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions. Non-SIGNET missions must continue to provide manual reports.
C	(c) Passport Services Report by Passport Number	Printout	As required		JWD		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD only.
A	(d) Passport Services Report by Sumame	Printout	As required		JWD		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD only.
ENVIRONMENT							
C	Mission Environmental Management Plans (MEMP)	E-mail Internet	OCT 26	DEC 15	JEN	CD 3/98	Annex to Circular Document contains guidelines for completing the templates on the Internet. Objective/target amounts required to demonstrate an accuracy of +/- 5%. Percentage reduction or increase are to reference the established baseline year and amount. Recommend montly or bi-monthly tracking.
FINANCIAL MANAGEMENT							
Finance							
D	(a) Audit Observation Responses	E-mail		See Notes	SBRM		Ad hoc – 30 days from receipt of EXT 631.

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