

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	Security						
C	(a) Head Guard's or Security Manager's Report		SEPT 30 DEC 30 MAR 31 JUN 30	OCT 10 JAN 10 APR 10 JUL 10	ISS	SI 7	Quarterly.
D	(b) Personal Safety Contingency Plan	Document	JUN 15	JUL 1	ISS	SI 9.2.5	Annual or as required.
	TECHNICAL SECURITY						
	Technical Security						
A	(a) Appointment Certificate for COMSEC Custodians	EXT 688	As required		STX		On change of COMSEC, alternate or relief custodians.
A	(b) Certificate of Custody	EXT 300	As required		STX		On appointment of new COMSEC, alternate or relief custodians.
C	(c) Certificate of Destruction	EXT 608	3rd working day of month	Submit as per courier schedule	STX		Monthly and as required.
C	(d) EL Technical Security Equipment Inventory	Letter	When requested		STX		Annually from missions with resident technical inspector/EL.
B	(e) Inventory of COMSEC Accountable Materiel	Letter			STX		Annual.
C	(f) Technical Security Inspection Trip Reports	Letter	As required		STX		On occasion of each technical inspection trip.
C	(g) Technical Security Quarterly Report	Letter	OCT 3 JAN 3 APR 3 JUL 4	OCT 30 JAN 30 APR 30 JUL 30	STX		Quarterly. From missions with resident EL inspectors.

Types of reports:

A = As required reports

C = Reports which small missions are NOT expected to complete

B = Reports which ALL missions must provide on a regular basis

D = Reports to be completed by the Hub