

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
37.	(d) Request for Materiel <b>Initiative Fund, Mission</b>	Letter			BMP	PA 3.3.5	Ad Hoc in response to a CD. Copy to Program Division.
	(a) Annual Report	Letter	APR 15	APR 30	Prog. Div	Multiple Letter	Annual. Copy to BMP.
	(b) Semestrial Summary	Telegram	NOV 1	NOV 1	Prog. Div	Multiple Letter	Annual. Copy to BMP.
38.	Inventory of Personal Effects	EXT 378			ABMR	FSD 15	Ad Hoc. One month prior to departure.
39.	<b>Leave</b>						
	(a) Annual Telegraphic Report on Leave	Telex	APR 8	APR 15	ABP	Telex ABMP 1753 6 JUN 84	
	(b) Leave and Attendance Reports	EXT 989 or GC 178			ABP	HR 7	Ad Hoc. Final submission due in Ottawa by mid-april for close of fiscal year.
	(c) Vacation Travel Assistance	Telegram			ABMA	FSD 50	Ad Hoc - 1 month prior to departure.
40.	<b>LES</b>						
	(a) Application for Pension Payment	EXT 394			ABPS		Ad Hoc - 1 month prior to S.O.S. date.
	(b) Appraisal Reports	EXT 122/123			ABL*	LES 1 & 2, 4.1.8	Annual, to coincide with increments. *Retain on employee's file at mission.
	(c) Compensation Survey	EXT 97 EXT 98			ABL	LES 1 & 2, 2.3	Ad Hoc - at least annually.
	(d) Deduction Sheet for Locally Engaged Canadians	EXT 633	1st working day of OCT, JAN, APR, JUL	10th working day of OCT, JAN, APR, JUL	ABL	LES 1 & 2, 4.1.12	Quarterly.
	(e) Employer's Report of Accident	FORM 7			ABPS	LES 1 & 2, 4.2.12	Ad Hoc.