

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
52.	Relocation	EXT 378		ABMR	FSD 15		Ad hoc. One month prior to departure.
	(a) Inventory of Personal Effects						
	(b) Shipping Details for Outgoing Shipment of Personal Effects	Telex		ABMR	FSD 15		Following removal of personal effects.
	(c) List of Advances Issued to Employee Prior to Departure	Telex		ABMR	FSD 15		Following departure of employee.
	(d) Acknowledgement of Personal Effects	Telex		ABMR	FSD 15		Following arrival of personal effects.
53.	Remittance Statement	EXT 20					See item 19 (k).
54.	Resignation or Retirement of Employees	Telegram			Pers Div/ ABP	PA 8.12.2	Ad Hoc. To stream management division and ABP. Include effective date of res. or ret. and last day on duty.
55.	Security						
	(a) Annual threat and risk assessment	Letter and Questionnaire	JAN 15	FEB 1	ISSN		Questionnaire provided by ISS.
	(b) Head Guard's or Security Manager's Report		OCT 1 DEC 31 MAR 30 JUN 30	OCT 10 JAN 10 APR 10 JUL 10	ISS	SI 7	Quarterly.
	(c) Mission	Letter			ISS		When circumstances warrant.
	(d) Mission Periodic Return	Letter	JUN 15	JUL 1	ISS	SI 8.4.2	Annual.
	(e) Personal Safety Contingency Plan	Document	JUN 15	JUL 1	ISS	SI 9.2.5	Annual or as required.
56.	Statement of Ordinary Residence of Public Service Elector	Form 18			ABM		Ad Hoc. As required per the Canada Election Act Special Voting Rules.
57.	Telecommunications						
	(a) Appointment Certificate for COMSEC Custodians	EXT 688	As required		MSX		On change of COMSEC, alternate or relief custodians.