

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(b) Report on training provided	Letter or e-mail	APR 14	MAY 1	Geographic Bureau		Annual. Copy to SPSP and to CFSI.
B	Overtime	EXT 995 JetForm	1st working day of following month		SBP		Monthly.
A	<b>Relocation</b>						
A	(a) Acknowledgement of Personal Effects	E-mail			SBM	FSD 15	Following arrival of personal effects.
A	(b) Inventory of Personal Effects	EXT 378			SBM	FSD 15	Ad hoc. One month prior to departure.
A	(c) Shipping Details for Outgoing Shipment of Personal Effects	E-mail			SBM	FSD 15	Following removal of personal effects.
A	Resignation, Retirement or Leave Without Pay	E-mail			Pers Div/ SBP/SBM		Ad hoc. To stream management division, SBP and SBM. Include effective date of res. or ret. and last day on duty.
A	Worker's Compensation	Form 7			SBP	LES 1&2, 4.2.12	Ad hoc.
<b>PHYSICAL RESOURCES</b>							
<b>Accommodation</b>							
A	(a) Crown Accommodation Statement	EXT 783				FSD 25	On initial or subsequent occupancy or on change of SQ. Retain at mission.
A	(b) Damage/Loss						
	(i) Accidental loss/damage over CAN\$1000	Letter/ e-mail	As required		AMO	FAA Sec. 91	Mission should send incident report. Distribution: SBR, SRMW.
	(ii) Loss/damage due to negligence (CAN\$)	Letter/ e-mail	As required		AMO	FAA Sec. 91	Missions should send incident report and recommendation for/against recovery section. Distribution: SBR, SRMW, SBMC.

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