

New forms

- Input forms EXT 1666 and EXT 1667 (PHREDS 1 and PHREDS 2) replace the old forms EXT 1173 through EXT 1178. Missions are responsible for photocopying the originals locally as required. Originals have been included with this Circulation Document.
- Data requirements and reporting frequency are significantly reduced.
- A new Forecast table is used to record property costs. This forecast table supplements reporting for ROs 25, 26, 29, 30, 35, 40, 41, 42 and 43 in the Mission Management Plan (MMP). New ROs are anticipated to be in place April 1, 1994. The completed table is required from Missions for each PRID once a year only, coinciding with the MMP. This means that Missions are no longer required to inform Headquarters every time there is change in the rental amount (escalation) during a lease term.

New numbering

- Effective immediately, only one number will be used to identify each property, i.e., one number will be used to refer to the accommodation, the building, the site, the detached garage and any other supplemental properties that are covered under the same legal contract. Note that properties have not been renumbered: the commonly used number is retained.
- To conform with FINEX, this number will be known as the PRID, short for 'Property ID'. The term 'fty-id' (facility id) is no longer employed. For all existing properties, the PRID is the same as the old number except that a 0 (zero) is inserted in the middle, i.e. 4120012. The 0 is pre-printed on the forms between the two parts of the PRID.

New procedures

- Commencing April 1st, 1994, to improve control and the Department's ability to report on property expenditures, the use of a PRID reference is mandatory for all property related transactions. For FINEX Missions, a software control will be activated that will require input of the PRID number. For TID Missions entry of the PRID number in the correct field code is necessary. Accuracy of reporting will be improved if care is taken to select the correct line object pertaining to the transaction.
- At the time of property acquisition all data (PHREDS 1 and PHREDS 2 and attachments) must be sent to MRSK. HQ will return, within two weeks, completed forms to the sender confirming the data entered into PHREDS.

New products

- Reports based on the modified HQ database will be available. These reports, available on request in hardcopy or on diskette, will offer a variety of property detail, summary and roll-up formats.
- MRSK is now the 'one-stop shop' for all information that is collected through the PHREDS forms. If Missions are asked to provide information that has already been given to PHREDS, the Mission may respond by referring the request to MRSK.