

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TD: HQ DIVISION	REFERENCES	REMARKS
	Mission Program Allocation						
B	(a) Survey of Mission Personnel utilization by Program		SEPT 15	OCT 15	SCBA		SCBA will issue annual instructions to missions.
	(b) Costing of Mission Operations by Program						This document is sent by SCBA to missions for information.
D	(c) Locally-Engaged Staff – Salary Forecast	EXT 864	MAY 1	JUNE 10	AMA	CD	SCBA will issue annual instruction to missions.
D	(d) Price Increase Survey	EXT 1527	"	"	"	"	"
D	NAFTA Procurement Reports	E-mail, diskette or mail	SEPT 29 DEC 29 MAR 29 JUN 28	OCT 11 JAN 12 APR 12 JUL 12	SBDC	CD 2/95 10/1/95	Quarterly reports of procurement of goods, services and contracts over NAFTA thresholds.
	PERSONNEL						
B	Appraisal Reports						
	(a) AS	EXT 607	MAY 15	JUL 31	Pers Div	Annual CD	To stream management division.
	(b) CS		MAR 15	MAY 31	Pers Div	Annual CD	To stream management division. Prepare on white 8.5" x 14" bond. Form is being designed.
	(c) CO	EXT 743	JUN 14	AUG 31	Pers Div	Annual CD	To personnel management division.
	(d) CR	EXT 270	NOV 15	JAN 31	Pers Div	Annual CD	To stream management division.
	(e) EL	EXT 126	FEB 15	APR 30	Pers Div	Annual CD	To stream management division.
	(f) EX-1, EX-2 EX-3, EX-4, EX-5	EXT 1665	JUN 14	AUG 31	Pers Div	Annual CD	To stream management division.
	(g) FI	EXT 1097	APR 12	MAY 31	Pers Div	Annual Letter	To personnel management division.
	(h) FS	EXT 743	JUN 14	AUG 30	Pers Div	Annual CD	To stream management division.
	(i) GS-MES	EXT 1097	NOV 15	JAN 31	Pers Div	Annual Letter	To personnel management division.
	(j) GS-PRC	EXT 581	AUG 15	OCT 31	Pers Div	Annual CD	To personnel management division.

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