

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(ii) Loss/damage due to negligence (original cost and estimated actual depreciated value - CAN\$)	Letter/ e-mail	As required		AMA	TBM Materiel, Risk Ch. 2-2	Mission should send incident report and recommendation for/against recovery action. Distribution: SBF, JLA, SBE and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.
	(iii) Theft (original cost and estimated actual value - CAN\$)	Letter/ e-mail	As required		AMA	FAA Sec. 91	Mission should send incident and police/security report. Distribution: SBF and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.
B	(b) Disposal	EXT 369			SRMI		Disposal of surplus equipment should be planned early in F/Y in order to spend proceeds from sales.
B	(c) Distribution Accounts						
	(i) Chancery	EXT 337			SRMD	MM 3	Once every 3 years. Retain copy on file at mission.
	(ii) Staff Quarter	EXT 179			N/A		At change of occupant. Retained at mission.
	(iii) Official Residence	EXT 343			SRMD	MM 3	At change of occupant.
A	(d) Loan to Staff Card	EXT 385			N/A	MM 3 & 14	Retained at mission.
A	(e) Message Demand	E-mail			SRMP SRMG SRMR SRMA	MM 5	As required.
A	(f) Requisition of Stationery	E-mail			SRMP SRMG SRMR SRMA	MM 12	As required.

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