

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	b) Facilities		DEC 18	JAN 1	ABMA	PA 6, 6B	Annex to Mission Report - Annual
	c) Travel - HOM authority	Telegram or Letter			ABMA	FSD 41	Ad Hoc - Copies to HWC Ottawa (for info only)
47.	Mission Plan	Forms provided with call letter	OCT 19	OCT 31	CMA	Circ. Document	Original to CMA. One copy each to CMA, MFR and the A.M.A.
48.	Mission Report	Telegram	DEC 1	DEC 15	ABC	PA 6.4 PA 6B	Amendment required only if conditions change
49.	Monthly Register of Passport Services	EXT 765				FM 23.12	See item 23(h)(viii)
50.	<u>Motor Vehicles</u>						
	a) Accident Report	Telegram/ EXT 253			MRMT	MM 9	As required
	b) Disposal	EXT 369			MRMC	MM 8 & 9	As required
	c) Local Insurance Confirmation	Telegram			MRMT	MM 9	Annual
	d) Operating Report Recap	Telegram or Letter	JUN 21	JUN 30	MRMT	MM 9	Annual
	e) Operational Records on Vehicles		Monthly		*N/A		*For mission records
	f) Questionnaire, Determination of Requirements	MM 9 Annex A			MRMT	MM 9	As required
	g) Receipt by Mission	Telegram			MRMT	MM 9	On receipt of vehicle at mission
	h) Register of Gas Coupons		Monthly		*N/A		*For mission records
	i) Registration Confirmation	Telegram			MRMT	MM 9	When licence issued by host country
	j) Vehicle Logs		Continuous		*N/A	MM 9	*For mission records