

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(b) Damage/Loss						
	(i) Accidental loss/damage over CAN\$1000	Letter/ e-mail	As required		AMA	FAA Sec. 91	Mission should send incident report. Distribution: SBF, SRMM, SRMI.
	(ii) Loss/damage due to negligence (CAN\$)	Letter/ e-mail	As required		AMA	FAA Sec. 91	Missions should send incident report and recommendation for/against recovery section. Distribution: SBF, JLA, SRMM, SBE, SRMI.
A	(c) Deficiency Adjustment						
	(i) Application – 10% to 30%	EXT 328				FSD 25.10	Retain at mission.
	(ii) Application – over 30%	EXT 328			SBM	FSD 25	As required.
	(iii) Review by HOM or Mission Housing Committee	E-mail	OCT 2 APR 4	OCT 9 APR 11	SBM	Appendix to FSD 25 Para 11	Distribution copy to AMA, SRMW.
C	(d) Interior Photos and Floor Plans (Staff Accommodation)	Letter			SERV		After property acquisition. Exception will be made for small missions that have no MAO or CC.
A	(e) Leases (Staff Quarters including garage, storage – Official Residence, Chancery)				SRS		Original of chancery and OR lease to be sent to SRS. All others to be retained at mission. Translation into English or French required if written in a foreign language.
B	(f) Mission Property Management Plans (MPMP)	Report	OCT 4	OCT 13	SRS		Annual updates of existing reports.
A	(g) Occupancy Agreements – SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.

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