

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	f) Domestic Report	Letter		Six months prior to return to Canada	CIS/DCFAP		
	g) Estimate Hospitality Funds	Letter	OCT 15	OCT 31	CIS/DCFAP	CFAO 205-24	CIS Admin. Instruction 19
	h) Foreign Language Training	Telegram		As directed			NHQ OPI/DLT
	i) Periodic Report on Activities	Letter	As directed	JAN 31	CIS/DCFAP		(1) A-SI-288-002/SI-000 (2) CIS Policy Instructions (3) CIS Annual Tasking Letter
	j) Personnel Evaluation Reports						
	(i) BGen	CF1417	As directed		CIS	CFAO 26-6	CIS Admin. Instruction 6
	(ii) Col/LCol	CF1417/1418	As directed		CIS	"	"
	(iii) Major	CF1417/1418	As directed		CIS	"	"
	(iv) WO/Sgt	DND 197	As directed		DCFAP	CFAO 26-15	"
17.	<u>Education Allowance</u>						
	a) Claim	FS 34-1 TB 330-31			ABMA	FSD 34	On receipt of school receipt. See item 23(h) (ii)
	b) Proposal	FS 34-2 TB 330-36	OCT 15	OCT 30	ABMA	FSD 34	Annual
18.	<u>Education Facilities</u>						
	a) General Education Report		NOV 30	DEC 10	ABC	PA 6.6	Every three years
	b) Public and Private Schools questionnaires	EXT 997 EXT 998	NOV 30	DEC 10	ABC	PA 6.6	Annually
19.	Employee's Arrival and Departure	Telegram			Pers Div/ ABMP		Ad Hoc. To stream management division and ABM