TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	Passport						
B	(a) Missions Passport – Label Inventory and Record of Issues	PPT 034 (95-09)	5th working day of month	10th working day of month	JWS	FM 23.12 CI, Vol. 2XI	Generated in electronic format automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWO. Non-SIGNET missions must continue to provide manual reports. All missions to forward printout to JWS.
B	(b) Passport Supplementary Services	COSMOS or EXT 765	5th working day of month	10th working day of month	JWS	FM 23.12 CI, Vol. 2XI	Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions. Non-SIGNET missions must provide manual report. All missions to forward printout to JWS.
C	(c) Passport Services Report by Passport Number	COSMOS or EXT 765	5th working day of month	10th working day of month	JWS		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions . Non-SIGNET missions must provide manual report. All missions to forward printout to JWS.
	ENVIRONMENT						
C	**Mission Environmental Management Plans (MEMP)**	E-mail Internet	OCT 26	OEC 15	AES	CO 3/98	Annex to Circular Oocument contains guidelines for completing the templates on the Internet. Objective/target amounts required to demonstrate an accuracy of +/- 5%. Percentage reduction or increase are to reference the established baseline year and amount. Recommend monthly or bi-monthly tracking.
	FINANCIAL MANAGEMENT						
	Finance						
O	(a) Audit Observation Responses	E-mail		See Notes	SBRA		Ad hoc – 30 days from receipt of EXT 631.

Types of reports: **A** = As required reports   **B** = Reports that **ALL** missions must provide on a regular basis
                       C = Reports that small missions are **NOT** expected to complete   **D** = Reports to be completed by the Hub