

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(h) PRIME (Physical Resources Information - Mission Environment)	E-mail/ diskette	SEP 24 DEC 23 MAR 24 JUN 24	OCT 1 JAN 2 APR 1 JUL 2	SRMI		Software application that enables missions to record and update a wide variety of data on their property. Provides a mechanism to create or dispose of PRIDS, to update Property Forecasts and to print a series of standard reports and upload revised data to the SRD database.
A	(i) Private Accommodation - Application for Shelter Assistance	EXT 68			SBMC	FSD 25	On arrival at mission. Annual - update information (do not send new form).
A	(j) Project Requests						
	(i) Major Capital Projects (in excess of \$500,000)	Letter			SRSR	PM 10	As required.
	(ii) Capital Alterations and Renovations (CAR) (between \$5,000 and \$500,000)	Letter			SRSF	PM 10	As required.
	(iii) Maintenance and Energy Projects	Letter or E-mail			SRSF	PM 10	As required.
B	(k) Fine Art Inventory Location Report	Report			SRMZ	MM 13.8	Complete reports only required at the change of HOM. Partial updates required for changes in location or condition.
A	Library Subscriptions Materiel	SXCI List	AUG 21	SEP 1	SXCI		Annual.
A	(a) Damage/Loss/Theft						
	(i) Accidental loss/damage over \$1000 (original cost and estimated actual value - CAN\$)	Letter/ e-mail	As required		AMA	FAA Sec. 91	Mission should send incident report. Distribution: SBF, and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.

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