

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(j) Telegraphic Input Financial Data	Telegram	As pages of EXT 412-1 completed		MFFP*	CDCS Instr. 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington) (Minimum report once a week) *Telegraphic address for report: FMSOTT.
	(k) Verification of Cash Account or Petty Cash Advance	EXT 699	SEP 1 DEC 1 MAR 1 JUN 1	SEP 10 DEC 10 MAR 10 JUN 10	MFFW	FM 23.5.9	Quarterly and whenever holder changes.
24.	<b>Fire Safety</b>						
	(a) Emergency Evaluation Drills and Staff Training		SEP 30 MAR 31		*N/A		*Retained at mission.
	(b) Fire Reports	Priority Telegram			MRPS	PM 17 CD 4/84 3/2/84	Ad Hoc. Priority Telex - detailed report within 7 days.
	(c) Inspection	EXT 881	OCT 15 MAY 15		*N/A		*Retained at mission.
25.	<b>Foreign Language Training</b>						
	(a) Expenditures	Telegram	1st working day of month	10th working day of month	APF		Monthly.
	(b) Requirements	Telegram	MAR 15	APR 1	APF		Annual.
26.	Gasoline Costs for Mission Mileage Rates	Telegram	APR 2	APR 15	ABMR	Regs 4	TB Travel Directive.
27.	Grievance	TB 330-5			ABR	Grievance Booklet	Ad Hoc.
28.	Headquarters Payment Voucher	EXT 1369			MFFG		Ad Hoc. See Item 23 (h)(xvi).
29.	Holidays Observed at Missions	Letter	DEC 18	JAN 4	ABP/MIT	PA 8.11 FSD 44	Annual.