

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	Official Languages						
B	(a) Appointment of Officer responsible for the program and Response to Official Languages Questionnaire	Letter or e-mail	SEP 13	OCT 1	SPSP		Annual. Copy to the geographic bureau.
B	(b) Report on training provided	Letter or e-mail	APR 14	MAY 1	Geographic Bureau		Annual. Copy to SPSP and to CFSI.
B	Overtime	EXT 995 JetForm	1st working day of following month		SBP		Monthly.
A	Relocation						
A	(a) Acknowledgement of Personal Effects (in and out)	E-mail			SERV (in and out of Canada) SBM (for cross-postings)	FSD 15	Following arrival of personal effects.
A	(b) Inventory of Personal Effects (in and out)	New inventory system			SERV (in and out of Canada) SBM (for cross-postings)	FSD 15	Ad hoc. One month prior to departure.
A	(c) Shipping Details for Outgoing Shipment of Personal Effects	E-mail			SERV (when shipping to Canada) SBM (when shipping to missions, incl. cross postings)	FSD 15	Following removal of personal effects.

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