

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(ii) Capital Alterations and Renovations (CAR) (Projects costing between \$5,000 and \$500,000)	Letter			SRMM	PM 10	As required.
	(iii) Maintenance and Energy Projects	Letter or Telegram			SRMM	PM 10	As required.
B	(I) Works of Art Inventory	Art Inventory Form	MAY 16	MAY 31	SRMZ	MM 13.8	Every 3 years – update by mission of art inventory.
A	Library Subscriptions	SKS List	AUG 21	SEP 1	SKS		Annual.
	Materiel						
	(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.
	(ii) Loss/damage due to negligence (original cost and estimated actual depreciated value - CAN\$)	Letter/ e-mail	As required		AMA	TBM Materiel, Risk Ch. 2-2	Mission should send incident report and recommendation for/against recovery action. Distribution: SBF, JLA, SBE and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.
	(iii) Theft (original cost and estimated actual value - CAN\$)	Letter/ e-mail	As required		AMA	FAA Sec. 91	Mission should send incident and police/security report(s). Distribution: SBF and HQ commodity specialist if HQ disposal authority is required or SRMP for vehicles.
B	(b) Disposal	EXT 369			SRMC		Disposal of surplus equipment should be planned early in F/Y in order to spend proceeds from sales.
B	(c) Distribution Accounts						
	(i) Chancery	EXT 337			SRMD	MM 3	Once every 3 years.

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