

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	PERSONNEL						
B	Appraisal Reports (Available on JetForm)						
	(a) AS (JUL 1 to JUN 30)	EXT 607	MAY 15	JUL 31	SPV	Annual CD	Non-rotational ASs to SPS.
	(b) CO (AUG 1 to JUL 31)	EXT 1664	JUN 15	AUG 31	SPF	Annual CD	
	(c) CR (JAN 1 to DEC 31)	EXT 270	NOV 14	JAN 31	SPV	Annual CD	
	(d) CS (JUL 1 to JUN 30)		MAY 1	JUL 31	SPV	Annual CD	Form is being finalized.
	(e) EL (APR 1 to MAR 31)	EXT 126	JAN 30	APR 30	SPV	Annual CD	
	(f) FI (APR 1 to MAR 31)	EXT 1097	FEB 13	APR 30	SPS	Annual Letter	
	(g) FS (AUG 1 to JUL 31)	EXT 1664	JUN 15	AUG 31	SPF	Annual CD	Consular Officers to SPV.
	(h) Management Category (AUG 1 to JUL 31)	EXT 1665	JUN 15	AUG 31	SPE/SPV/SPF	Annual CD	To stream management concerned. For non-rotational EXs consult SPE.
	(i) PE (APR 1 to MAR 31)	EXT 1097	FEB 13	APR 30	SPS		
	(j) ST-SCY (OCT 1 to SEP 30)	EXT 269	AUG 17	OCT 31	SPV	Annual CD	
	Arrival and Departure of Employees and Dependants						
A	(a) All temporary absences from Mission (If shelter cost affected included)	E-mail			SBM	FSD 25, 55, 56, 58	
A	(b) Date of occupancy and departure from permanent or temporary SQ	E-mail			Pers Div SBMC	FSD 25, 55	Ad hoc.. To stream management division and SBMC.
A	Compassionate Travel – HOM only	E-mail			SBM	FSD 54	
	Currency Conversion						
B	(a) Exchange Rate Summary Report by HOM (Monthly)	FA 55-1 TBC 330-35	1st working day of month	5th working day of month	See remarks	HR 2.17.3	Monthly to Stats. Canada – Govt. Allowances Indexes Section.
B	(b) Monthly Currency Exchange Rate Report by Employees	Pro forma	1st working day of month	N/A	N/A	FSD 55 Instruction HR 2.17.3	Retained at mission for three 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