

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
D	(f) List of employees at mission on April 1, shelter costs to be paid and of occupied SQs and certification by HOM that signed occupancy agreements exist for all employees	Telegram	APR 4	APR 4	SBM	Tel announcing revised shelter costs and FSD 25.07C	Annual. Also annual update information (do not send new form).
A	(g) Mission Property Management Plans (MPMP)	Report	OCT 5	OCT 13	SRS		Annual updates of existing reports.
A	(h) Occupancy Agreements -SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.
A	(i) PHREDS STATEMENTS NOTE: A new software application, Physical Resources Information - Mission Environment (PRIME), is to be provided to missions during the summer of 1995 and will replace the PHREDS forms. Future provision of property-related data to HQs will be delivered via diskette or e-mail. Instructions will be provided at that time.						
	(i) PHREDS 1	EXT 1666			SRMC		Upon property acquisition; construction and information update.
	(ii) PHREDS 2	EXT 1667	OCT 5	OCT 13	SRMC		To record leasing data, disposals and five-year cost forecast.
A	(j) Private Accommodation - Application for Shelter assistance	EXT 68			SBMC	FSD 25	On arrival at mission. Annual - update information (do not send new form).
A	(k) Project Requests						
	(i) Major Capital Projects (Those costing in excess of \$500,000)	Letter			SRSR	PM 10	As required.

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