

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(i) 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	MFFP	FM 23.5.9	Quarterly and whenever holder changes.
C	Hospitality Annual Report Mission Initiative Fund	Letter	APR 29		AMA	PROT 9	This report need not be exhaustive.
C	(a) Annual Report	Letter	APR 15	APR 30	Prog. Div	Multiple Letter	Annual. Copies to Geographic AMA.
C	(b) Semestrial Summary	Telegram	OCT 22	NOV 1	Prog. Div	Multiple Letter	Annual. Copies to Geographic AMA.
B	Mission Management Plan	Forms provided	APR 29	JUN 10	AMA	CD	Original to AMA.
	(a) Locally-Engaged Staff – Salary Forecast	EXT 864	"	"	"	"	"
	(b) Price Increase Information	EXT 1527	"	"	"	"	"
PERSONNEL							
A	Acting Assignment	EXT 423			Pers Div		Ad Hoc. To stream management division. Attach list of duties actually performed.
B	Appraisal Reports						
	(a) AS	EXT 607	MAY 16	JUL 31	Pers Div	Annual CD	To stream management division.
	(b) CM	EXT 147	MAY 16	JUL 31	Pers Div	Annual CD	To stream management division.
	(c) CO	EXT 743	JUN 15	AUG 31	Pers Div	Annual CD	To personnel management division.
	(d) CR	EXT 270	NOV 15	JAN 31	Pers Div	Annual CD	To stream management division.
	(e) EL	EXT 126	FEB 15	APR 30	Pers Div	Annual CD	To stream management division.
	(f) EX-1, EX-2 EX-3, EX-4, EX-5	EXT 742 EXT 1443	JUN 15	AUG 31	Pers Div	Annual CD	To stream management division.