

MISSION ANNUAL DIARY -- ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(b) Monthly Operational Report	EXT 689	1st working day of month	6th working day of month	OSMA	JID-0019 21 JAN 88 JID-0052 25 MAR 88 OSD 034 5 APR 91	To be sent by facsimile or telegram.
	(c) Monthly Operational Report Supplement	EXT 689A	1st working day of month		OSMA	JID-044 2 MAR 89	May be sent by facsimile or telegram.
	(d) Record of Immigration Cost Recoveries						See item 21 (a)(xi).
34.	Information						
	(a) Annual Summary	Letter	APR 2	APR 15	Program Div	PA 3.8	Annual. Copy to BPF.
	(b) Mission Publications Report	EXT 181	MAR 15	MAR 31	Program Div		Annual, report of expenditures. Copy to BPF.
	(c) Receipt of Materiel	Telegram			BTCE	CD	Ad Hoc. Copy to Program Division.
	(d) Request for Materiel	Letter			BTCE	PA 3.3.5	Ad Hoc in response to a CD. Copy to Program Division.
35.	Initiative Fund, Mission						
	(a) Annual Report	Letter	APR 15	APR 30	Prog. Div	Multiple Letter	Annual.
	(b) Semestrial Summary	Telegram	NOV 1	NOV 1	Prog. Div	Multiple Letter	Annual.
36.	Leave						
	(a) Annual Telegraphic Report on Leave	Telex	APR 8	APR 15	ABP	Telex ABMP 1753 6 JUN 84	
	(b) Leave and Attendance Reports	EXT 989 or GC 178			ABP	HR 7	Ad Hoc. Final submission due in Ottawa by mid-april for close of fiscal year.
	(c) Vacation Travel Assistance	Telegram			ABMA	FSD 50	Ad Hoc - 1 month prior to departure.