

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	Resignation, Retirement or Leave Without Pay	E-mail			Pers Div/ SBP/SBM		Ad hoc. To stream management division, SBP and SBM. Include effective date of res. or ret. and last day on duty.
A	Worker's Compensation	Form 7			SBP	LES 1&2, 4.2.12	Ad hoc.
PHYSICAL RESOURCES							
Accommodation							
A	(a) Crown Accommodation Statement	EXT 783				FSD 25	On initial or subsequent occupancy or on change of SQ. Retain at mission.
A	(b) Damage/Loss						
	(i) Accidental loss/damage over CAN\$1000	Letter/ e-mail	As required		AMO	FAA Sec. 91	Mission should send incident report. Distribution: SBR, SRMW.
	(ii) Loss/damage due to negligence (CAN\$)	Letter/ e-mail	As required		AMO	FAA Sec. 91	Missions should send incident report and recommendation for/against recovery section. Distribution: SBR, SRMW, SBMC.
A	(c) Deficiency Adjustment						
	(i) Application – 10% to 30%	EXT 328				FSD 25.10	Retain at mission.
	(ii) Application – over 30%	EXT 328			SBMC	FSD 25	As required.
	(iii) Review by HOM or Mission Housing Committee	E-mail	OCT 1 APR 1	OCT 9 APR 9	SBMC	Appendix to FSD 25 Para 11	
C	(d) Interior Photos and Floor Plans (Staff Accommodation)	Letter			SERV		After property acquisition. Exception will be made for small missions that have no MAO or CC.

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