

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
B	(b) Report on training provided	Letter or Telegram	APR 18	MAY 1	Geographic Branch		Annual. Copy to SPL and to CFSI.
B	Overtime	EXT 995	1st working day of month	10th working day of month	SBP		Monthly.
A	Relocation						
A	(a) Acknowledgement of Personal Effects	Telex			SBMR	FSD 15	Following arrival of personal effects.
A	(b) Inventory of Personal Effects	EXT 378			SBMR	FSD 15	Ad hoc. One month prior to departure.
A	(c) Shipping Details for Outgoing Shipment of Personal Effects	Telex			SBMR	FSD 15	Following removal of personal effects.
A	Resignation, Retirement or Leave Without Pay	Telegram			Pers Div/ SBP		Ad Hoc. To stream management division and SBP. 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			SRSRM	FSD 25	On initial or subsequent occupancy or on change of SQ.
A	(b) Damage Claim (Negligence)	Letter or Telegram			AMA	FAA Sec. 91	Report circumstances to HQ for decision. Copies to SBMA, JLA, SRMM.
A	(c) Deficiency Adjustment						
	(i) Application – 10% to 30%	EXT 328			SRSRM	FSD 25.10	Information Telegram to SRSRM giving standard stop dates for action.
	(ii) Application – over 30%	EXT 328			SRSRM	FSD 25	As required.

Types of reports:

A = As required reports

C = Reports which small missions are NOT expected to complete

B = Reports which ALL missions must provide on a regular basis

D = Reports to be completed by the Hub