

| TYPE | REPORT/SUBMISSION | FORMAT | SUBMISSION DATE (MISSION) | DATE DUE IN OTTAWA | TO: HQ DIVISION | REFERENCES | REMARKS |
|---------------------------|---|-------------------|---------------------------|--------------------|----------------------|----------------------------------|--|
| A | Resignation, Retirement or Leave Without Pay | Telegram | | | 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 | | | SBMC | FSD 25 | On initial or subsequent occupancy or on change of SQ. |
| A | (b) Damage/Loss | | | | | | |
| | (i) Accidental loss/damage over \$1000 (CANS) | Letter/ e-mail | As required | | AMA | FAA Sec. 91 | Mission should send incident report. Distribution: SBF, SRMM. |
| | (ii) Loss/damage due to negligence (CANS) | Letter/ e-mail | As required | | AMA | FAA Sec. 91 | Missions should send incident report and recommendation for/against recovery section. Distribution: SBF, JLA, SRMM, SBE. |
| A | (c) Deficiency Adjustment | | | | | | |
| | (i) Application – 10% to 30% | EXT 328 | | | Mission | FSD 25.10 | Information telegram to SBMC giving standard stop dates for action. |
| | (ii) Application – over 30% | EXT 328 | | | SBM | FSD 25 | As required. |
| | (iii) Review by HOM or Mission Housing Committee | Telegram | OCT 2 APR 4 | OCT 2 APR 4 | SBM | Appendix to FSD 25 Para 11 | Distribution copy to AMA. |
| C | (d) Interior Photos and Floor Plans (Staff Accommodation, Official Residence, Chancery) | Letter | | | SERV | | After property acquisition. Exception will be made for small missions that have no MAO or CC. |
| A | (e) Leases (Staff Quarters including garage, storage – Official Residence, Chancery) | | | | SRMC | | Original of chancery and OR lease to be sent to SRMC. All others to be retained at mission. |

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