

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
D	NAFTA Procurement Reports	E-mail, diskette or mail	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 15 APR 15 JUL 15	SBRP	CD 2/95 10/1/95	Quarterly reports of procurement of goods, services and contracts over NAFTA thresholds.
	PERSONNEL						
B	Appraisal Reports (Available on JetForm)						
	(a) AS (JUL 1 to JUN 30)	EXT 607 JetForm	MAY 14	JUL 30	SPV	Annual CD	Non-rotational ASs to SPS.
	(b) CO (AUG 1 to JUL 31)	EXT 1664 JetForm	JUN 14	AUG 31	SPF	Annual CD	
	(c) CR (JAN 1 to DEC 31)	EXT 270 JetForm	NOV 13	JAN 29	SPV	Annual CD	
	(d) CS (JUL 1 to JUN 30)	EXT 1713 JetForm	MAY 3	JUL 30	SPV	Annual CD	
	(e) EL (APR 1 to MAR 31)	EXT 126 JetForm	JAN 29	APR 30	SPV	Annual CD	
	(f) FI (APR 1 to MAR 31)	EXT 1097 JetForm	FEB 12	APR 30	SPS	Annual Letter	
	(g) FS (AUG 1 to JUL 31)	EXT 1664 JetForm	JUN 14	AUG 31	SPF	Annual CD	Consular Officers to SPV.
	(h) Management Category (AUG 1 to JUL 31)	EXT 1665 JetForm	JUN 14	AUG 31	SPE/SPV/SPF	Annual CD	To stream management concerned. For non-rotational EXs consult SPE.
	(i) PE (APR 1 to MAR 31)	EXT 1097 JetForm	FEB 12	APR 30	SPS		
	(j) ST-SCY (OCT 1 to SEP 30)	EXT 269 JetForm	AUG 16	OCT 29	SPV	Annual CD	
	Arrival and Departure of Employees and Dependents						
A	(a) All temporary absences from Mission (If shelter cost affected included)	E-mail			SBM	FSD 25, 55, 56, 58	

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