

MISSION DIARY

INTRODUCTION

COMPOSITION

1. The Mission Diary, published annually, comprises this Introduction, the List of Reports, and the Desk Calendar.

DESK CALENDAR

2. The Desk Calendar covers the period from September 1 of the current year to August 31 of the following year. It shows the various reports that missions are required to submit to Headquarters. These reports are entered on the calendar on the dates they are to be prepared. These dates are provided for guidance only, as not all reports have the same preparation time and as some are prepared on a day-to-day basis. Therefore, in many cases, they represent the date on which the responsible officer must gather the necessary data and finalize the report.
3. The letter A, B, C or D is indicated after each item to identify the type of report: A = As required reports; B = Reports that ALL missions must provide; C = Reports that small missions are NOT expected to complete; D = Reports to be completed by the Hub. A small mission is defined as one that has no more than 10 Program Officers (CBS and LES), including OGD staff.
4. Space is provided on the Desk Calendar for noting appointments, local holidays, memos, and for personal use.

LIST OF REPORTS

5. The List of Reports includes all reports shown on the Desk Calendar, plus "ad hoc" reports, and reports to be retained at the mission for audit purposes. With respect to any possible omission from this document, nothing in this directive is to be construed as relieving missions and authorities from rendering all reports due. Rather, it is hoped that this list will be amended and kept up to date to provide a comprehensive ready reference of pertinent and relevant material to assist personnel in compiling reports.