

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(f) Questionnaire, Determination of Requirements	MM 9 Annex A			MRMT	MM 9	As required.
	(g) Receipt by Mission	Telegram			MRMT	MM 9	On receipt of vehicle at mission.
	(h) Register of Gas Coupons		Monthly		*N/A		*For mission records.
	(i) Registration Confirmation	Telegram			MRMT	MM 9	When licence issued by host country.
	(j) Vehicle Logs		Continuous		*N/A	MM 9	*For mission records.
51.	Nugatory Payments	Letter or Telegram			MFF	FM 14.3	Report circumstances to HQ for decision. Copy to JLA.
52.	Occupational Health and Safety						
	(a) Minutes of the Occupational Health and Safety Committee	Letter or Telegram	20th of the month		ABR		Monthly.
	(b) Reports of the Occupational Health and Safety Committee	Form LAB 499	20th of the month		ABR	NJC agreement Vol 1 chap. 3-20 sect. 21	Monthly.
53	Official Languages						
	(a) Program Forecast	Letter or Telegram	FEB 15	MAR 31	ADL		Annual, by request.
	(b) Training and Expenditure Report	Letter or Telegram			ADL		When course completed or as requested.
	(c) Appointment of Officer responsible for program	Letter or Telegram	mid-OCT		ADL		Annual.
54.	Ordinary Residence	Form 18			ABM		Ad Hoc.
55.	Overtime	EXT 995	1st day of month	10th day of month	ABP		Monthly.