

ANNUAL CORPS MEMBERSHIP REVIEW & STRATEGIC PLANNING 2017 MISE À JOUR ANNUELLE DES REGISTRES ET DU PLAN STRATÉGIQUE 2017 DES POSTES

STEP 1 - Prepare for the review

Download the <u>ACMRSP_working_copy</u> to preview the questions and collect information for the on-line form.

Download the <u>ACMRSP_forms.docx</u> which includes the ADDITIONS/REMOVALS page, WM ADDITIONS/REMOVALS page. Indicate names of all individuals on these forms who have been enrolled, transferred, PTG, etc. (<u>Instructions</u>)

Generate a SAMIS Corps Review Report from your <u>SAMIS</u> account. (Image below)



STEP 2- Complete the on-line review.

Click here to access the <u>ANNUAL MEMBERSHIP REVIEW & STRATEGIC PLAN</u> on-line. (Use password AMR2017)

Complete all the questions.

The last step provides instructions for uploading the SAMIS Corps Review and the ADDITIONS/REMOVALS pages.

When you complete the review and click 'Submit' an automatic email will be sent to you and to DHQ on your behalf which includes all the information you submitted on-line, including the SAMIS report and ADDITIONS/REMOVALS document.