

## APPENDIX B

### WHO DOES WHAT AT HEADQUARTERS?

The following provides a quick reference to some of the Divisions and Sections responsible for the administration of the Foreign Service Directives, Personnel Policy and related areas.

Area of Concern	Communicate With
Absence from Mission (in excess of 25 compensation days)	ABPF
<b>Accommodation:</b>	
Temporary In Canada	ABMR
Temporary At Mission	ABMR
Permanent	Mission/MRSK
<b>Accountable Advances:</b>	
Incidental Relocation Expenses	ABMR
Medical Expenses (Recovery Only)	ABMA
Pending Settlement of Loss/Damage Claim	ABMR
Travel (including Living Expenses)	ABMR
<b>Allowances (Calculation, Payment and Deposit):</b>	
Educational	ABMA
Post Differential	ABPF
<b>Appraisals:</b>	
Employee Performance	(B)
Valuables on Inventories	ABMR
<b>Assignments:</b>	
AS/AT	APV
Commercial/Economic	APT
Development Assistance	CIDA
Executive	APE
Political/Economic	APG
Secondments Abroad (Coordination)	APE
Social Affairs	CEIC
Support Staff	APV
<b>Automobile:</b>	
Crown-owned	ABMA
Personal Motor Vehicle Expenses	
1. At Mission (FSD 30)	ABMA
2. For Relocation Travel	ABMR
Shipping/Storage	ABMR
Rented Vehicle	
1. At Mission	ABMA
2. On Relocation	ABMR
<b>Baggage, Excess</b>	
On Assisted Foreign Service Travel	ABMA
On Relocation	ABMR
Bilingualism Bonus	APL
Canada Savings Bonds	ABMA
Payroll Deductions	ABP
<b>Claims:</b>	
Expense	
1. Family Separation	ABMR
2. Health Care (See Medical and Related Expenses)	ABMA
3. Real Estate and Legal	ABMR
4. Relocation Travel	ABMR
5. Temporary Accommodation (Canada Only)	ABMR
Loss/Damage Compensation	

- (A) Personal Responsibility
- (B) Assignment Division
- (C) Supervisor
- (D) Area Management Advisor