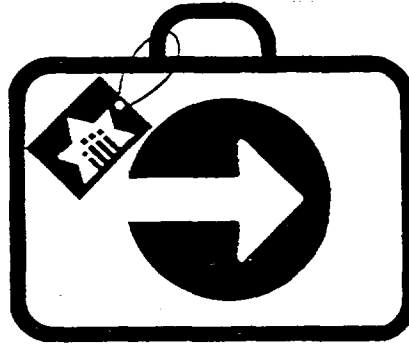


# □ POSTING SERVICES CENTRE UPDATE □

## THE ROLE OF THE POSTING SERVICES CENTRE

As this issue of *Liaison* goes to print, the Posting Services Centre is gearing up for the peak period of the Department's posting season. Posting Confirmations are out or on the way, and the thoughts of many in spring turn to planning a move abroad or a return home this summer. This second article on the role of the Centre and the various services we provide therefore focuses on posting arrangements for assignments abroad and re-entry to Canada.



or bi-weekly until mid-September, these briefings, which group employees where possible according to the region of their destination, comprise over a dozen presentations by Departmental personnel, a HWC doctor, Customs officials, the manager or his assistant from the bank here in the Pearson Building, and a member of the Foreign Service Community Association. Among the topics covered are:

- Overview of the Foreign Service Directives (FSDs)
- FSD Medical, Educational and Personal Travel Benefits
- Staying Healthy Abroad
- Personnel Welfare and the Employee Assistance Program
- Security Awareness and Personal Safety
- FSD Relocation Provisions
- Mail Services
- Financial Services
- Posting Loans, Allowances, Leave, Pay, and Health Plans
- Customs and Excise
- Diplomatic and Consular Privileges and Immunities
- The Foreign Service Community Association

### Rounds

Our Posting Arrangements Clerk sets up appointments with the Passport Bureau

and the Relocation Unit and provides outgoing employees with a Schedule of Mandatory Appointments to ensure that they and their spouses are personally briefed on such things as travel, shipment of effects, accommodation, educational facilities and employment opportunities for dependants, and personal and family travel and leave benefits, that the necessary administrative measures are taken and personnel records updated with regard to health plans, pay, leave, allowances and personal mail, and that employees return library books, office equipment, parking and building passes and material borrowed from the Centre, before departure on an assignment abroad.

Employees returning to Ottawa receive their "rounds sheet" — or Schedule of Calls for Personnel Posted to Headquarters, as it is officially known — when they report to their Assignment Officer. This Schedule directs returning employees to report to various divisions to update personnel records, have mail re-directed, turn in diplomatic passports and obtain building and parking passes, settle any outstanding medical, education, travel and removal expense claims and finalize repayment of posting loans. Included is a call at the Centre where the Posting Arrangements Clerk sets up medical appointments (see above), provides the returning employee with a Welcome Kit and enlists the employee's assistance in evaluating the Re-entry Kit we had sent to the post prior to departure for Canada (see Centre Update in the last issue) and in developing resources for preparing outgoing employees assigned to the same post.

One stop on both outgoing and returning employees' rounds is with our Education and Employment Officer, Lise

## PART II — POSTING ARRANGEMENTS

### Medical Examinations

On receipt of an unsigned Posting Confirmation form from an Assignment Officer, our Posting Arrangements Clerk, Deborah Birrell, makes arrangements for pre-posting medical examinations at the Public Service Health Medical Centre on Elgin Street. Arrangements for re-entry medical examinations are made when returning employees report to the Centre on their incoming rounds (see below). A Notification of Medical Appointment is sent to the employee, together with a Dental Certificate form, if dental examinations are required. Deborah also prepares the examination forms and receives the Health and Welfare Canada (HWC) doctors' reports which are forwarded to the Assignment Officers.

### Pre-Posting Briefings

Once pre-posting medical examinations have been arranged, outgoing employees and their families are invited to attend one of the twenty-six 2 1/2-day Pre-Posting Briefings organized by our Posting Arrangements Clerk. Starting in mid-January and running weekly