

5. Medical Examination (cont'd.)

The necessary appointments will be made to suit the convenience of the individual concerned. When personnel are cross-posted, the necessary forms for medical examination are sent to the Trade Commissioner so that he can arrange for local medical examination.

6. Passport Photographs – Assistant Director (Personnel).

The Department is able to arrange for sittings at the National Film Board without charge to the F.S.O., the F.S.E. or their dependents. Times can be arranged to suit the individual.

7. Passport Applications – Assistant Director (Admin.).

New passports or renewals required in Ottawa are all handled by this office. A supply of application forms is on hand at all times and the necessary photographs can be obtained from the Assistant Director (Personnel).

8. Posting Loan – Assistant Director (Admin.) O.I. Section 5-85.

After discussing this matter with the Assistant Director (Administration), the individual should fill in and return to him form T.C.S.1, which the Assistant Director (Admin.) then submits to the Director.

9. Appliances – Assistant Director (Admin.) – O.I. Section 12-42 and 12-61.

Any need for departmental purchase of appliances for use at the next post should be discussed with the Assistant Director (Admin.).

10. Housing – Assistant Director (Admin.) – O.I. Chapter 12.

Conditions of housing, and especially accommodation provided or furnished by the Department, should be discussed with the Assistant Director (Admin.).

11. Accreditation

When an F.S.O. is posted or transferred, we send the Department of External Affairs a letter requesting that the officer be accredited to the country concerned. This usually means that he will be accorded full diplomatic privileges. When a posting is to a mission, we request that the head of mission be informed. A copy of the officer's curriculum vitae is enclosed.

12. Leave – Assistant Director (Personnel) – O.I. 2-1-7.

Personnel planning to take leave before departure from a post abroad or en route should ensure that their plans are known to and approved by the Department. The Department is then in a position to see to it that all concerned are advised. This is particularly important in order to ensure the proper and prompt payment of allowances. Application for leave, Form CSC 263 should be completed in advance.