



PERSONNEL MANAGEMENT BUREAU
5. Executive Pool/Heads of Mission
Division

**PERSONNEL
MANAGEMENT
BUREAU**

Overview

Assignments
Division

Recruitment,
Counselling &
Promotion
Division

FSD Policy &
Administration
Division

Executive Pool/
Heads of Mission
Division

Services Centre

Employee
Assistance
Program

OGD ASSIGNMENTS

Delivery Standard

1. Liaise with all appropriate sectors of DFAIT on behalf of sending department	<i>Ongoing</i>	
2. Provide accurate, timely information to OGD	<i>Ongoing</i>	
3. Ensure appropriate funding is forwarded to DFAIT	<i>Ongoing</i>	
4. Issue PCFs, provide coding and distribution	<i>Ongoing</i>	

DIPLOMATIC PASSPORTS

Delivery Standard

1. Review requests for diplomatic passports for non-Canadian spouses and dependents	<i>Ongoing</i>	
2. Consult with HOM, Security, geographic area, SERV	<i>Ongoing</i>	
3. Make decision and advise post, Security, SERV and PPT office	<i>Ongoing</i>	

ORDER-IN-COUNCIL APPOINTMENTS

Delivery Standard

1. Liaise with PCO on OIC and entry of new appointees	<i>Ongoing</i>	
2. Develop and carry out briefing program	<i>As required</i>	
3. Liaise with Pay to ensure action is taken on new pay orders; maintain records	<i>As required</i>	