

## \*\*\* POSTING PROCEDURE \*\*\*

A knowledge of the Head Office administrative side of the posting of foreign service personnel might be useful. This paper is intended to cover departure from Ottawa as well as departure from a post abroad. There are so many points in common to both cases that separate papers would include unnecessary repetition.

The initial step, as far as personnel abroad are concerned, is the arrival of a letter in which advice of the posting is given together with approximate dates. This letter should be acknowledged to the attention of the originator, but letters written about transportation or tour matters which do not go on the F.S.O.'s or F.S.E.'s personal file, should be written separately and addressed as shown in items 3 and 4.

**N.B.** Normally, the only letters to the Director are those concerned with the fact of a posting; the details are handled by the officers noted below and letters should be addressed accordingly.

**OFFICIAL MATTERS** — Here are the main elements:

On notification of Posting

1. **Post Report of Country of Destination — Assistant Director (Personnel).**  
Read the post report carefully; make note of any matters on which you have queries. RETURN THE REPORT PROMPTLY.
2. **“Official Instructions” — Assistant Director (Admin.).**  
Carefully review chapters 4 and 5 of Official Instructions dealing with travel and removal. F.S.E.'s have access to Official Instructions through their chief abroad or the Assistant Director (Personnel) in Ottawa.
3. **Travel Arrangements — Assistant Director (Admin.).**  
If leaving from a post, the F.S.O. or F.S.E. is asked whether he wishes to make his own travel arrangements or have them made for him by the Department. If the former is the case, of course, the arrangements are subject to departmental approval. In either case every effort must be made to arrange for travel by the least expensive route in a class consistent with the person's status and in accordance with official instructions on travel (See *O.I.* 4-20 to 4-29). The post to which the F.S.O. or F.S.E. is destined and any other post touched en route will be kept advised of the person's itinerary.
4. **Tour of Canada — Assistant to the Director — *O.I.* 6-12-1.**  
F.S.O.'s who are to make a tour of Canada should ensure that all arrangements for the tour are coordinated at Head Office well in advance.
5. **Medical Examination — Assistant Director (Personnel). — *O.I.* Section 5-10.**  
On first departure from Ottawa, on transfer between posts and on return to Ottawa from a post abroad an examination is necessary to protect the health of F.S.O.'s, F.S.E.'s and their dependents.