

PERSONNEL MANAGEMENT BUREAU

6. Services Centre

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

MEDICAL APPOINTMENT COORDINATION *Delivery Standard*

<p>1. Arrange medical appointments with Occupational Health and Safety Agency (Health Canada) for DFAIT/ administrative arrangement personnel, assigned to and returning from abroad</p>	<p><i>Within 5 days of on-line request (PeopleSoft)</i></p> <p><i>Approximately 20 days for Health Canada to confirm results</i></p> 
<p>2. Liaise between Department, divisions, employees and Occupational Health and Safety Agency (Health Canada)</p>	<p><i>Preliminary reply within 2 days of initial request</i></p> 

DOMESTIC RELOCATIONS

Delivery Standard

<p>1. Coordinate relocations within Canada for new recruits, employees and their families</p>	<p><i>Schedule appointment within 5 days of receipt of travel authority (usually require more than 1 interview)</i></p> <p><i>Transit time of HHE effects will vary depending on location</i></p> 
<p>2. Provide financial disbursements to new recruits and employees for relocation</p>	<p><i>Contact client within 2 days of receiving letter of offer</i></p> 
<p>3. Provide guidance with claims for accountable advances</p>	<p><i>Respond to initial enquiry within 2 days</i></p> 