

**PERSONNEL MANAGEMENT BUREAU**  
**4. FSD Policy and Administration**  
**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



**FS ALLOWANCES & BENEFITS (cont'd)**

**Delivery Standard**

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| <p><b>5. Designation of common-law spouse, same-sex couple and other dependents for the purposes of FS allowances and benefits (FSD 2.01(y))</b></p>                                    | <p><i>Within 5 days if all corroborating documents provided and conditions met</i></p>  |
| <p><b>6. Provide authorization of FSD benefits to Missions and employees at post</b></p>  | <p><i>5 days</i></p>    |
| <p><b>7. Payment of Non-Accountable Allowances at HQ - Education (FSD 34), Foreign Service Travel (FSD 45), Vacation Travel (FSD 50), Family Reunion Travel Allowances (FSD 51)</b></p> | <p><i>5 days</i></p>    |

**POSTING LOANS & ACCOUNTABLE ADVANCES**

**Delivery Standard**

|   |  |
|---|--|
| <p><b>1. Authorize and process both new and renegotiated loans for employees at missions or on cross-posting</b></p>  |  |
| <ul style="list-style-type: none"> <li>➔ New loans</li> <li>➔ Renegotiated loans</li> <li>➔ Modification to payment deductions when renegotiating</li> </ul>  | <p><i>5 days (upon receipt of proper authorization)</i></p> <p><i>5 days (upon receipt of proper authorization)</i></p> <p><i>First pay of following month will reflect change in most cases</i></p>  |
| <p><b>2. Provide accountable advances</b></p>   |  |
| <ul style="list-style-type: none"> <li>➔ Process requests where advance for funds are deposited in Canada - Real Estate and Legal Fees (FSD 16), Property Management Fees (FSD 25.09), Medical Advance Travel (FSD 41), Medical/Dental Advance (FSD 42), Emergency Evacuation (FSD 64)</li> </ul> | <p><i>5 days (PWGSC direct deposits or issues cheques for mail delivery to bank)</i></p>    |