

Note — Remember that your allowances (Foreign Service Premium — FSP and Post Differential Allowance — PDA) are based on the number of dependants who actually accompany you and will reside with you at the time you arrive at the mission. The amounts payable will be adjusted when your separated dependants finally join you.

3.8 Shipment and Storage of Household Effects

As most of the houses or apartments owned or leased by the Crown are furnished, you will probably not have to ship your furniture abroad (unless you are assigned to the United States where you may have to find your own accommodation and furnish it yourself). In most instances, however, you must decide what items will stay in storage and what items you want to take with you.

Under the 1993 FSD's, (FSD 15.13(a)), packing, crating cartage and storage of household effects subsequent to the original relocation may be authorized if these expenses do not exceed the expenses that would have been incurred had these effects been placed in long-term storage at the time of your relocation.

Removal Companies — Selecting a Mover (Except for moves to the USA)

The reality of the pending move will probably not sink in until you start going through your personal and household effects in preparation for moving day. Information on removal companies is available from the Services Centre (SERV). SBM (Geographic Service Section) will assist you in the tendering for a company to be hired to pack up and store your belongings.

All of the companies used are in the Ottawa/Hull area and have been approved by Public Works and Government Services Canada for packing, crating and storage in Canada. The Department does not favour one company over another. All are required to meet federal and/or provincial standards and to make available performance statistics on their estimated, on-time deliveries and settlement of claims. If you are overly concerned about a particular firm, remember that reputable firms will be eager to answer your questions, explain their procedures and packing methods and even let you visit their storage facilities. Available for your reference in the Services Centre (SERV) are the quality control reports on the packing companies submitted by employees relocated last year.

Moves to the USA

All moves to the USA are handled by Central Removal Services (CRS) of Public Works and Government Services Canada (PWGSC). Employees cannot choose a moving company for moves to the USA. CRS works on a rotational basis so that all companies on their listing get an equal share of the number of Crown moves. Once the date of the pack and move is decided, SBM (Geographic Service Section) will complete a requisition for removal and forward it to PWGSC who will notify the company selected to contact you for an appointment to visit your residence.

Household Effects Survey

Following your interview, SBM (Geographic Service Section) will arrange for one date for representatives from the tendering companies to contact you for an appointment to visit your residence. In order to determine the cost of your move and the weight and volume of your possessions, it is necessary that the representative see everything you intend to have shipped or stored. Don't forget to include items in the attic, basement, storage locker, garage, as well as any items, including non-perishable foodstuffs, that you intend to purchase before packing day. Be sure to advise the representative which items you want to go by air and sea and which items are to be sent to storage.

On the basis of your needs, SBM (Geographic Service Section) will determine the type(s) of shipment you will have, taking into consideration the services and facilities available for shipments to our new mission. Remember that you are subject to weight limitations.