

APPENDIX B

WHO DOES WHAT AT HEADQUARTERS?

This is a ready reference to some of the Divisions and Sections responsible for the administration of the Foreign Service Directives, Personnel Policy and related areas.

<u>Area of Concern</u>	<u>Communicate With</u>
Accommodation	MRML
Allowances (Calculation and Payment)	ABRB
Allowances (Policy)	ABRA
Assignments, Officers	APG
Assignments, Support Staff	APS
Canada-Savings Bonds (Payroll deductions)	ABRB
Collective Agreements	ABRS
Compassionate Travel	ABRA
Conflicts of Interest	PUAN
Discipline	ABRS
Educational Allowances	ABRA
Education Travel	ABRA
Employee Assistance Program	ABRN
Family Reunion Travel	ABRA
Foreign Service Directives (Policy)	ABRA
Foreign Service Leave/Option	ABRB
Foreign Service Travel Assistance	ABRA
Grievances	ABRS
Hardship Post Committee	ABRX
Health Care Expenses	ABRA
Health Insurance	ABRA
Leave and Attendance	ABRB
Leave Without Pay	ABRS
Loans, Issuance	ABRB
Loans, Recovery	ABRB
Mailing Privileges	MGIM
Meal Rates	ABRR
Medical Expense Advances	ABRA
Medical Travel	ABRA