

CHAPTER 2

POSTING CONFIRMATION

2.1 Introduction

Now things are becoming more certain. You feel that you might actually be leaving, and soon! And with that comes the tension, as all of those time-consuming details must be resolved. By now most of the parameters of your upcoming move have been defined. Medical examinations have been successfully completed. Your Posting Confirmation has finally come through. Many of the essential questions that you were asking yourself only a few weeks ago have now been answered, at least in a general way. Now it's time to absorb the details needed to make your Pre-Posting Countdown and your early days at the new mission pass as smoothly as possible.

2.2 Pre-Posting Administrative and Security Briefings and Rounds

Around the same time as you get your appointment for medical examinations, you and your spouse will be invited to attend a special group session at The Services Centre (SERV). At this Pre-Posting Administrative Briefing, representatives from various sections at headquarters, plus other experts, will provide you with important information and answer some of your basic questions about preparing for a posting. Some of the areas typically covered are:

- Diplomatic Privileges and Immunities
- Diplomatic Passports
- Mailing Privileges
- Management of Money Abroad
- Medical Benefits
- Packing, Shipment and Storage of Personal Effects (FSD 15)
- Employee Assistance Program
- Preparation of Inventories; Insurance; Damage Claims (FSD 15)
- Salary; Allowance Entitlements (FSD 55, 56, 58)
- Shipment of Automobiles (FSD 15)
- Staying Healthy Abroad
- Travel Arrangements; Living Expenses During Removal (FSD 15)
- Travel and Leave Benefits (FSD 44, 45, 47, 50, 51, 54)

One of the reasons why it is important for you, as well as your spouse, to attend this mandatory briefing is because the information you receive will help you to identify your needs and personal questions to ask during Pre-Posting Rounds. Remember that FSD 12 will cover reimbursement for child-care expenses, where these are in excess of any existing permanent child-care arrangements while you and/or your spouse attend briefings and workshops. Be sure to get receipts.

Important!!! To get the most out of this briefing, go through the FSDs mentioned above before you attend.

As there are usually hundreds of other employees also preparing to leave headquarters within the next couple of months, this briefing is the key event that will coordinate your upcoming visits to various sections responsible for the administration of the Foreign Service Directives (FSDs) and personnel policy. At the time of the Administrative Briefing you will be presented with a Pre-Posting Kit containing some of the forms you will have to submit shortly, other important tidbits of information and the "List of Mandatory Appointments", or as it is more commonly known, the "Rounds Sheet".

Once you've had your Administrative Briefing, you are ready to start your Rounds. As you proceed on your Rounds, have each of the sections initial the "Rounds Sheet" and return it to SERV when all appointments have been completed. Do not hesitate to call or visit the Services Centre to check any points that are not clear. For example, if you need help in completing a form, the Service Advisors at SERV will be only too pleased to assist.