

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, Relocations (ABMR) will determine the type(s) of shipment you will have, taking into consideration the services and facilities available for shipments to your new mission. Remember that you are subject to weight limitations (See shipment and storage of household effects below) and that excess charges are entirely your responsibility.

Packing and Moving Dates

These dates will have been established at the time of your interview with Relocations (ABMR) so as to keep time spent in temporary accommodation to a minimum. Reconfirm dates personally with the mover's representative and if for some reason the dates have to be changed, make sure that ABMR and the moving company are informed. Depending on the size of your accommodation and the amount of goods to be moved, you are entitled to be absent from your job for a reasonable period of time while the movers are at your home [See FSD 15.01 (f)]. (These arrangements should be made directly with your supervisor.) Misunderstandings can be avoided by submitting a leave application form. Moves are normally planned to occur on consecutive working days with the following day set aside for house cleaning. This means that you will need temporary accommodation for the period that you are unable to occupy your home.

WARNING — Supervise the packing of your effects. Often articles marked or selected for shipment to the mission end up in long-term storage and vice versa. Most of this can be avoided if you pay close attention to what is happening when packers and movers are in your home. It is strongly suggested that, if at all possible, effects be segregated, marked or labelled before packing day to lessen the chance of error as to where everything is to go.

Motorcycles

These may now be included as a part of the shipment of the employee's household effects. Employees should, however, ensure that local laws and regulations do not prohibit, restrict or otherwise govern their importing a second vehicle, or first vehicle in the case of some support staff and many others who may not benefit from special privileges granted by the country of assignment. In the event of loss/damage, the employee may claim reimbursement for the cost of restoring the motorcycle to a serviceable condition or the cost of replacement.

The following steps must be followed:

1. the battery must be disconnected;
2. state the type of battery (dry or wet cell);
3. the gas tank must be purged;
4. the crank case must be emptied, and
5. the points taped
6. If equipped with a locking gas cap, the employee must leave the key.

If the above are not taken care of, the motorcycle will be refused by the moving company. You will also need a letter from the firm carrying out the above that the work has been done.

Provide Relocations (ABMR) with the name of the firm where the vehicle was picked up. Note that wet cell batteries cannot be shipped, except in a vehicle.