



Frequently Asked Questions

MOVEMENT TO/BETWEEN DUTY STATIONS

Q

What allowances apply when transferring from one duty station to another? Will I receive allowances if I return to the original duty station?

A

A transfer from one duty station to another normally happens when you are selected for a vacant position at a different duty station, or by a lateral move to a post in another duty station but within the department/office. Since it is a permanent move, the staff member has no return rights to the position they left. If you move again at some time in the future, the allowances are based on your individual profile and the assigned duty station.

You are installed at the new duty station when you move there and are then paid allowances based on your individual profile and the assigned duty station.

> Open the [Permanent Movement between Duty Stations HR Factsheet](#) for more information.

Q

What allowances apply when a staff member on temporary assignment relocates from one duty station to another? Will they receive certain allowances when they return to their parent duty station?

A

A temporary movement between duty stations is moving to a different position for a limited period of time within the same Department or Office or in a different Department/Office. The temporary movement between duty stations can be either:

- a) temporary assignment, where you move to a new position and retain the lien to come back to the same position you left when the assignment ends; or
- b) temporary loan, where both you and your post are 'loaned' to a different organizational unit and supervisor for a definite period of time and at the end both you and your position return to the original organizational unit.

Which option selected is a management decision between the two offices. For the staff member, each option has different implications regarding their conditions of service.

> Open the [Temporary Movement between Duty Stations HR Factsheet](#) for complete details.

If you move temporarily to a higher level function in the same category, or to a function in a different category you may be eligible for Special Post Allowance (SPA) or Temporary Grade (PIA to GS, or GS to FS for example) for the duration of the assignment. If you move temporarily to higher level functions in the Professional and above category in a peacekeeping mission for one year or more you will be eligible for a temporary promotion at the higher level.

> Open the [Special Post Allowance Factsheet](#)

Q

How do I arrange for my personal belongings to be sent to my new duty station?

A

Shipping options depend on the type and duration of the assignment/movement, your personal profile, and the assigned duty station you are going to. >Open the **Shipment Options HR Factsheet** for the full details and the conditions that apply to your movement.

Q

What is the difference between removal and non-removal entitlements?

A

The removal entitlement is when the Organization takes care of all the arrangements and pays the cost of shipment of a large part of your belongings (within established weight or volume limits). Under the non-removal entitlement, the Organization will either pay a fixed lump-sum amount,(called a Relocation Grant), or alternatively, if the staff member's chooses, arrange for unaccompanied shipment of a small part of their belongings and pay a monthly non-removal allowance for a duration of five years. Open the **Shipment Options HR Factsheet** for the full details and the conditions that apply to your movement.

Q

How much are the removal and non-removal allowances when moving between duty stations?

A

The allowance amounts depend on the various conditions that apply to your personal profile and the move you are making. >Open the **Shipment Options HR Factsheet** for the full details and the conditions that apply to your movement.

Q

I am going to serve in a field mission designated as a family duty station but I do not think the conditions are suitable for my young children. Can the Organization arrange for my family to move to another location?

A

No. Travel of family members in connection with a staff member's appointment or assignment can be made only to the family duty station that the staff member is assigned to, as the purpose of the travel for the family is to reside with the staff member at the duty station.

Q

I serve in a non-family duty station that may become a family duty station and at that time my family will join me. Why is the lump-sum relocation grant for the shipment of their personal belonging only \$5,000 and not the lump-sum at the dependency rate?

A

When you were initially installed at your duty station, you should have received a relocation grant for \$10,000, which is the amount at single rate (considering that your family did not travel with you at that time). Now when at least one of your family members travels to join you in the duty station, you will be receiving additional \$5,000, which is the difference between the family rate and the single rate.

Please refer to the **guidelines** for the implementation of GA Resolution 65/248 on the harmonization of the conditions of service for internationally recruited staff currently appointed or assigned to a non-family location for one year or longer that will become a regular family duty station. It is stipulated that staff members are eligible for shipment of personal effects of the eligible family members under Staff Rules or payment of \$5, 000 relocation grant in *lieu* of shipment of personal effects.