

*Note:* Lengthy storage prior to shipment is costly. Care must be exercised to ensure that as short a period of time as possible exists between delivery of goods to the packers and shipment date. Storage arrangements must be discussed with the Assistant Director (Admin.).

(ix) All personnel should take careful note (see *O.I. Section 5-37*) that the weight and volume maximums:-

I apply to the combined total of goods shipped, goods stored and goods purchased en route and shipped at government expense, and

II mean that neither limit may be exceeded.

**N.B.** The Department does not pay insurance charges; insurance on effects is a personal matter.

**15. Shipment of Automobile -**  
*Assistant Director (Admin.) O.I. Section 5-45.*

F.S.O.'s buying an automobile may request the Director, through the Assistant Director (Admin.), for permission to ship it to the post at departmental expense. Once this has been obtained, the manufacturer should be asked for information on model, weight, length, value, delivery date, etc., for the use of the Assistant Director (Admin.) in order that arrangements may be made for shipment. Diplomatic prices of Canadian manufactured cars together with illustrations and other information on automobiles are kept on file in Ottawa.

**16. Tropical Clothing Grant -** *Assistant Director (Admin.) O.I. Section 5-80.*  
Personnel, posted to a tropical post, will automatically receive the grant if such allowance has not been accorded within the previous 5 years.

**17. Purchase of Luggage -** *Assistant Director (Admin.) - O.I. 5-90-1.*  
Personnel requiring luggage may find it possible to arrange for a discount on luggage purchases. 50 per cent of the approved net cost of luggage may be claimed under Dislocation Expenses.

**18. Personal Document Information -** *Assistant Director (Personnel).*  
Make sure that the personal information on file is up-to-date.

Three Weeks Before Departure

**19. Advance for Removal Expenses -**  
*Assistant Director (Admin.) O.I. Section 5-15.*

Application for an advance for removal expenses should be made to the Director, through the Assistant Director (Admin.), in writing, giving a breakdown of the amount required.