

*Three months in advance***13. Invitation and Calling Cards –***Assistant Director (Admin.) – O.I. Sections 10-11 and 10-12.*

Requisitions for invitation cards and calling cards for F.S.O.'s and their wives may be placed through this office.

*Well before departure***14. Shipment and/or Storage of Effects –***Assistant Director (Admin.) – O.I. Sections 5-31, 5-32, 5-33, 5-36, 5-37 and 5-55-1 (a).*

- (i) Obtain a list of reliable packers and movers, select at least two firms from the list and get estimates for packing. Personnel planning to ship part of their effects and to store the balance must make this clear to the packing firms in order that the estimate will be submitted in two parts.
- (ii) Complete an inventory of personal and household effects to be shipped and/or stored (*Form T.C.S.2*). (No removal account will be accepted unless the inventory has been completed.)
- (iii) If household effects are being shipped to Canada from abroad, complete Department of National Revenue form "C-6" and Department of Agriculture form "EXT 346". The former concerns the length of time that goods purchased abroad have been owned while the latter concerns the freedom of the packing materials from foot and mouth disease.
- (iv) Request the Director, through the Assistant Director (Admin.), for permission to ship and/or store personal and household effects, enclosing the estimates received and the personal inventory.
- (v) In Ottawa, the Traffic Officer will be advised which estimate has been accepted and will in turn notify the firm selected.
- (vi) New purchases being shipped direct to the packers from the manufacturer may, if of major size, be shipped at departmental expense. Minor items should be handled at personal expense. The Traffic Officer should be kept advised of such shipments.
- (vii) Personnel wishing to ship effects which are not in Ottawa must discuss such matters with the Assistant Director (Admin.) in order that the most advantageous shipping arrangements may be made.
- (viii) The intention to make household purchases en route to a post must be reported to the Assistant Director (Admin.) with an explanation as to why this is necessary. The Director's approval of such shipments is required if forwarding costs are to be at departmental expense. The personal inventory must also be amended accordingly.