

you may have to find your own accommodation and furnish it yourself). In most instances, however, you must decide what items will stay in storage and what items you want to take with you.

Under the 1993 FSD's, (FSD 15.13(a)), packing, crating cartage and storage of household effects subsequent to the original relocation may be authorized if these expenses do not exceed the expenses that would have been incurred had these effects been placed in long-term storage at the time of your relocation.

Removal Companies — Selecting a Mover (Except for moves to the USA)

The reality of the pending move will probably not sink in until you start going through your personal and household effects in preparation for moving day. Information on removal companies is available from the Services Centre (SERV). Employees cannot choose a moving company for moves to the USA.

All of the companies used are in the Ottawa/Hull area and have been approved by Public Works and Government Services Canada for packing, crating and storage in Canada. The Department does not favour one company over another. All are required to meet federal and/or provincial standards and to make available performance statistics on their estimated, on-time deliveries and settlement of claims. If you are overly concerned about a particular firm, remember that reputable firms will be eager to answer your questions, explain their procedures and packing methods and even let you visit their storage facilities. Available for your reference in the Services Centre (SERV) are the quality control reports on the packing companies submitted by employees relocated last year.

Moves to the USA

All moves to the USA are handled separately. You should talk to your service adviser in the Services Centre (SERV) if you are moving to the United States.

Household Effects Survey

You must contact a representative of the moving company you have chosen. In order to determine the cost of your 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, SERV (Services Centre) will determine the type(s) of shipment you will have, taking into consideration the services and facilities available for shipments to our new mission. Remember that you are subject to weight limitations.

Packing and Moving Dates

Confirm dates personally with the mover's representative and SERV (Services Centre). If for some reason the dates have to be changed, make sure that SERV 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