

tidbits of information and the Pre-Posting schedule of relocation appointments, or as it is more commonly known, the "Rounds Sheet".

Once you've had your Administrative Briefing, you are ready to start your Rounds. As you proceed on your Rounds, have each of the sections initial the "Rounds Sheet" and return it to SERV when all appointments have been completed. Do not hesitate to call or visit the Services Centre to check any points that are not clear. For example, if you need help in completing a form, the Service Advisors at SERV will be only too pleased to assist.

Applicable to Divorced or Legally Separated Employees

Allowances, benefits and entitlements normally authorized for accompanied employees and their dependants may be very limited or not applicable in cases where family members are living apart either voluntarily or pursuant to Court-imposed arrangements. Employees in this situation are advised to seek special counselling from their Assignment Officer and the relevant sections at headquarters prior to departure.

Personal Safety and Security Briefing (ISS)

The Department is concerned about the personal safety of its employees and their families abroad, as well as the security of information handled and stored. Any potential threat to Canadian personnel can be lessened by taking appropriate counter-measures. Classified and protected information are protected by implementing the approved, universal departmental standards.

During the Pre-Posting Administrative Briefings, you will be required to attend a Security Briefing at which time the roles and responsibilities of the Canada-based staff, the mission and the Department will be discussed. Particular emphasis will be placed on approved personal safety measures commensurate with the evaluated threat.

With the growing incidence of international terrorism, it is unwise to be blasé about the basic steps you can take to reduce the possibility of personal involvement. At the required Security Briefing, you will also be reminded of your personal responsibilities with respect to the control and storage of sensitive documents, following correct lock-up procedures, dealings with nationals of the host country and related subjects.

Pre-Posting Arrangements

During your interview, your service adviser located in The Services Centre (SERV) can provide some direct services for you because you have now received your final Posting Confirmation form. The Employment Counsellor can telex the Mission regarding job opportunities and can forward your spouse's résumé. The Education Counsellor will be making the final communications with the Mission in order to confirm enrolment at the school you have chosen. Don't forget to see the Employee Assistance Program (EAP) Counsellor as part of your Rounds, if you haven't done so already.

Chapter 2 is devoted to some of the most important topics that will be discussed during your Rounds. Read it over very carefully, making constant reference to the applicable FSDs. Be on time for your appointments and ask as many questions as you want. Remember that there are always changes being made to the FSDs, so any knowledge that you gain now will make things easier to understand during your posting.

2.3 Personal Mailing Privileges

One of the concerns you will have on being posted abroad for a few years involves maintaining both your personal and business contacts. You will also no doubt be concerned about receiving items