

posts and assists post-managers by providing machine print-outs of these accounts for verification on a periodic basis. Specialist staff administer the initial procurement and replacement of, and procurement of spares support for, a fleet of 320 motor vehicles of various types in use abroad, as well as administering third-party liability insurance coverage on all Canadian Government-owned vehicles in use outside Canada except for purely operational military bases.

The *Property Management Division* is a service division responsible for the provision, management, maintenance and operation of real property abroad for chanceries, offices, official residences, staff housing, ancillary buildings and grounds, either through building purchase, new design and construction, or Government lease. This service is provided for all federal departments with overseas accommodation requirements, except operational military establishments, at approximately 116 posts in 70 countries. The Government-owned and Government-leased accommodation is managed, maintained and operated in accordance with policy and technical guidance provided by the division and administered by the posts.

Short-range and long-range programs are developed for leasing and capital projects in accordance with priorities, requirements and budgetary limitations. Capital project briefings, design reviews, financial and project control are a headquarters responsibility. The alterations, partitioning, space allocation, and standards of accommodation for offices, official residences and housing are prepared in the division. Frequent site-visits abroad are made by property management officers in connection with accommodation projects. A record system of properties and photographs, building plans, legal documents and occupancy is maintained at headquarters.

The *Bureau of Personnel* consists of the Personnel Planning and Development Division, the Personnel Operations Division and the Staff Relations and Compensation Division.

The *Personnel Planning and Development Division* is responsible for manpower planning, including the forecasting, accounting for and reporting of personnel utilization; the development and implementation of training programs, including language-training; the conduct of special projects and studies with the aim of increasing managerial effectiveness and making the best use of staff resources; and for the administration of a position-classification system for the determination of the relative worth of departmental jobs.

The *Personnel Operations Division* is responsible for the recruitment, assignment, posting, secondment, transfer and separation of Canada-based personnel in the Department, including officers, clerks, stenographers, communicators, security guards and specialists personnel (a total of over 2,000 in 1971). The division is also responsible for conducting promotion competitions. In addition, it deals with the administrative arrangements relating to assignments abroad and the designations of personnel of other departments and agencies at posts.