

each area to be so equipped. Ideally, each mission library should have a copy, but since for the moment the numbers retiring are small, many would "gather dust".) The Departmental Library in Ottawa should also develop a library of relevant retirement literature. Some useful books are included in the docket, but many are repetitious and it would be best to concentrate on a few of the better ones. Apart from "Today is the First Day of the Rest of Your Life" already mentioned, "The Retirement Handbook" by Joseph C. Buckley and published by Harper & Row, New York, is probably as good a basic book as any - though the latter chapters deal with retiring in the United States, it is still an interesting and convincing argument for adequate and sensible preparation. "Solving the Problems of Retirement" published by the Institute of Directors in London, is a sophisticated series of essays that is readable and authoritative.

4. Each time an employee who comes within the 60-65 zone returns to Ottawa from a posting or is moved to a new assignment in Ottawa, he should be asked to drop in and see the Counsellor for a discussion, when the subject of retirement should be discussed in general terms, and, if needed, any help given on demand.

5. One year before retirement, a second letter from the Under-Secretary should go out, again expressing gratitude, noting that he has one year to go and reminding him that the services of the Counsellor are available if needed.

6. This will be supported by another letter and newly completed personal handbook brought up to date, together with the OAS application forms and a warning that application should be made within six months of reaching 65. This time the letter will give information re leave credits and suggest that plans should be made to liquidate these before reaching 65, and thus to calculate last date on duty. If abroad, he should be told when he should report for duty in Ottawa, for final processing and he should be given shipping instructions concerning his personal belongings. If he has any in storage, he should be told how long they may remain there at Government expense, and the extent to which the Department will pay shipping costs to ultimate place of residence.

7. At the appropriate time, ahead, to enable D.S.S. to process all documents in time to ensure that pension and severance pay are made on due date, forms CT-400 and TD-1 and option form for severance pay will be sent forward for signature. If in Ottawa, the Counsellor will call the retiree in, explain the forms and stress the importance of signing them promptly. (In the meantime it is to be hoped that procedures will be worked out with D.S.S. to ensure that these payments are made on time, the severance pay cheque being post-dated and handed to Superannuation Branch ready to be handed over on the retiree's last day on duty in the Department.)