

**2.7.1 Notice of intent to marry or cohabit Form EXT 332.** Members of the Department who intend to marry or enter into a spousal relationship are required to submit *Notice of Intent to Marry or Cohabit* form EXT 332.

### **2.7.2 Purpose of form EXT 332**

- (1) **Security.** The principal purpose of completing such a form is to permit the usual security checks to be made on the future spouse or cohabitant and his or her immediate relatives. The possibility exists that an employee's security clearance might be affected by a marriage or spousal relationship. Some of the information on the form is also useful to Personnel Branch for allowance and assignment purposes. Completion of Form 332 does not, however, automatically qualify a person as a dependant for purposes of the *Foreign Service Directives*.
- (2) **Avoidance of conflict of interest.** The form contains sections on employment and activities of the intended spouse or cohabitant which are relevant to the possibility of conflict of interest. The establishment of a marriage or spousal relationship by a rotational employee with an employee of a foreign government, a representative of a foreign government or an active member of a political party in a foreign country for example, might raise serious concerns about actual, potential, or perceived conflict of interest which in turn might bring into question the assignability and hence the rotationality of the employee.

**2.7.3 Submission of form EXT 332.** At Headquarters, rotational personnel should submit the form to their assignment officers, non-rotational personnel to their line managers. Personnel serving abroad should submit the form to the appropriate assignment officer through the Head of Mission. The forms are transmitted by the assignment officer or the line manager to the Departmental Security Officer (ISSV) and retained on file in the Security Services Bureau. Information contained in Part A of the form may be retained in Assignment divisions. Part B is for purposes of security checks only. The forms, when completed, are considered to be Personal Information as defined under Section 3 of the *Privacy Act* and are given enhanced protection.

**2.7.4 Exception.** There is no need to complete Form 332 when one member of the Department marries or establishes a spousal relationship with another. Personnel Branch should, however, be informed in cases involving rotational personnel, because of obvious relevance to the assignment process.

**2.7.5 Locally-engaged staff.** At missions abroad, locally-engaged staff members who have access to information classified in the national interest should be subject to the same requirements as apply to Canada based staff.

**2.7.6 Divorce.** Rotational employees who divorce, separate or terminate a spousal relationship are required to inform the Department. Non-rotational employees are encouraged to do so, in the interest of sound administrative practice.

## **2.8 Indebtedness**

An employee who becomes indebted so that he/she can no longer meet his/her financial obligations must at once submit a detailed report on his/her financial situation to the Department. If the employee is serving abroad the report should be made through the Head of Mission.

## **2.9 Political Activity**

Public servants are naturally entitled to be active participants in community affairs and to fulfil their obligations as Canadian citizens. Given the nature of employment in the federal public service, however,