

Apart from direct counselling, the office turns out regular articles that are published throughout Canada and overseas in the armed forces press services. The articles contain practical suggestions that will help a man to find a new job best suited to his qualifications and cover the usual psychological problems related to retirement from one environment (protected) to civilian unprotected environment.

The counsellors also help the men to prepare career resumés and will run off twenty copies of them for use when job hunting.

For details of this programme, see Canadian Government Department and Agency Papers. Although the thrust of this programme is necessarily different from that required by External Affairs where job counselling and seeking will be well down the list of priorities, nevertheless, I have included these details in order to show how one Department is responding in a practical way to a definite need through co-operation with another Department.

POST OFFICE DEPARTMENT:\* This Department has developed an employee benefit book which is sent out each year to every employee. This describes the various benefits available through the superannuation plan, the Canada Pension Plan/Quebec Pension Plan, severance pay, Old Age Security, Unemployment Insurance, Workmen's Compensation, Medical Plans, leave credits and procedures to be followed in the event of death of an employee. The book also includes a Benefit valuation form which is a do-it-yourself form to help in financial planning for the future. It is made clear that if an employee has any difficulty in understanding any points in the book or in filling in the Valuation Form, the supervisor or personnel office will provide additional help. This Benefit Valuation Form is a forerunner to a computerized print-out that is planned. It is understood that the Department is planning to develop a post-retirement counselling service. Each employee taking the pre-retirement course is provided with an excellent and readable book (the only one of its sort published and written by a Canadian for

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\*See statement "Postal Corporate Policy" attached.