

Spouse and Partner Guide to the Foreign Service

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Introduction

Welcome to the Foreign Service!

What is your story? How did you find yourself considering or actually starting your life in the Foreign Service with your spouse/partner/fiancé? Had your “significant other” been dreaming about a Foreign Service career for years, or did you introduce the idea? Regardless of how it started you must have many questions and expectations.

This booklet is intended to help spouses, fiancés, anyone considering “marrying into the Foreign Service”, and partners (known as Members of Household, see chapter one). The Family Liaison Office (FLO) considers all of you to be part of the Foreign Service family. We serve U.S. Government employees and their family members assigned to, serving at, or returning from a U.S. Embassy or Consulate abroad. Our mission is to improve the quality of life for Foreign Service employees and family members by identifying issues and advocating for programs and solutions, providing a variety of client services, and extending services to overseas communities by managing the worldwide Community Liaison Office (CLO) program. The FLO Office is located in room 1239 at the Harry S. Truman building, also known as HST or Main State, in Washington D.C.

To learn more about our programs and services, we invite you to visit the internet page at: <http://www.state.gov/m/dghr/flo/> . Some information is also available through the Department of State’s internal computer network known as the intranet or OpenNet at: <http://hrweb.hr.state.gov/prd/hrweb/flo/index.cfm>.

FLO designed “*The Spouse and Partner Guide to the Foreign Service*” to complement the very thorough *The Foreign Service Assignment Notebook: What Do I Do Now*, produced by the Overseas Briefing Center (OBC) at Foreign Service Institute’s Transition Center (internet <http://www.state.gov/m/fsi/tc/>, intranet <http://fsi.state.gov/fsi/tc/>). The Foreign Service Institute (FSI) located in Arlington, VA, is where employees receive initial orientation known as A-100 or Specialist training. Most subsequent training occurs at this location.

Before you read the booklet, please take a few minutes to answer the following “self-test” questions to see where you are as you start out. Then take a look at the answers at the end. The booklet is designed to give more information on all of these topics. You will also discover that a tremendous amount of information is available through the Department of State intranet and internet websites (internet <http://www.state.gov>, intranet <http://intranet.state.gov/>).

Self Test: What Did You Know or Think Was True When You Signed Up?***Fact or Fiction (see answers on the following page):***

- 1) The Embassy/Consulate will find you a job which matches your qualifications.
- 2) Your housing will be paid for overseas.
- 3) The U.S. Government gives you an allowance to choose your own house overseas.
- 4) The house comes with a maid, paid for by the U.S. government.
- 5) Your partner, fiancé, or parent can go with you to post and have the same benefits as a spouse and children.
- 6) American schools overseas will have the same curriculum as U.S. public schools.
- 7) Since you are with the Embassy, your children are guaranteed a place at the U.S. government sponsored school.
- 8) If you have a special needs child, you will be sent only to where there is an adequate educational program.
- 9) You will be included in the same language and area studies programs as the employee so you are adequately prepared.
- 10) If the situation is unstable at post, the U.S. government will always evacuate you right away.
- 11) The U.S. Government pays to transport your pets to/from post, regardless of the number or type.
- 12) You are entitled to Rest and Recuperation (R&R) and Home Leave trips.
- 13) R&R and Home Leave include both travel and per diem.
- 14) The Embassy or Consulate provides a concierge/tour director who will take care of your needs and wishes.

Answers:

- 1) Fiction. FLO, and post Community Liaison Officers Coordinators (CLO) and/or Global Employment Advisers (GEA) can help facilitate your search for employment, but they are not responsible for finding a job for you. The State Department takes spousal employment very seriously. There are many resources and special programs available to help you. Ultimately, however, as with any job search, you will be most successful if you spend time before you go to post researching job possibilities and networking
- 2) Fact. The government provides housing for employees and their families based on the number of Eligible Family Members (EFMs) at post or provides a Living Quarter Allowance (LQA) or Overseas Housing Allowance (OHA) at posts where there is no official housing. (See definition of EFM, Chapter 1, page 9.)
- 3) Sometimes. Some posts do not have a pool of official government owned housing. At posts where employees receive either a Living Quarters Allowance (LQA) or Overseas Housing Allowance (OHA) you will be able to choose your own house within certain guidelines, including size limitations and safety and security requirements. You will receive an allowance for rent, utilities, and furniture rental, if needed. At non-LQA/non-OHA posts, the Embassy maintains a housing pool and housing assignments are made by a multi-member housing board. Employees can state their housing preferences, but there is never a guarantee that you will get the exact housing you specify.
- 4) Fiction. Employees who have domestic staff must arrange to pay them privately. Ambassadors, DCMs, and Consul Generals pay a percentage of their salary for domestic staff.
- 5) Fiction and Fact. Your unmarried partner or fiancé can usually go to post as a Member of Household (MOH), but they are not eligible to receive the same benefits as spouses. Parents, on the other hand, may accompany you as an “Eligible Family Member” (EFM) under certain circumstances with most, but not all, of the same benefits as spouses and children. The employee must document that they have been paying at least 51% of the parents living expenses for a required period of time.
- 6) Fact and Fiction. Most overseas schools offer many of the same basic courses as comparable to U.S. schools. Research the curriculum carefully before you go to post. Some overseas schools do not offer courses, such as U.S. History and American Government, which are graduation requirements in many states. Overseas schools may have limited opportunities for higher level courses, or

they may have very limited resources available for children with even mild learning issues.

- 7) Fiction. Although the U.S. Government provides small grants to many schools through the Office of Overseas Schools, the grants do not guarantee enrollment for every Embassy/Consulate child. Some schools require that the entering student pass an entrance test and most will want to see detailed transcripts before they admit a new student. Sometimes classes are simply too full by the time a family is able to apply. It is important to thoroughly research the school options at your post before you arrive. If you have school aged children, contact the school you are interested in as soon as you can — even before the assignment has been made, if possible.
- 8) Fact, with qualifier. In order for employees with special needs children to be able to go any post, the Employee Consultation Service (ECS) must review the child's case and determine if there are appropriate medical or educational services available at the post. To best meet your child's needs, it is important that you work closely with ECS, that you are realistic about your child's strengths and weaknesses, and the supports he or she needs to be successful
- 9) Fact and Fiction. State Department EFM's may be eligible to enroll, on a space available basis, for training courses. MOHs are not eligible to take language and area studies courses.
- 10) The Department of State is very concerned about the safety and security of its employees and family members overseas. Every Embassy has an office dedicated to security, which constantly evaluates the local security situation. In the event of a serious security or safety issue at post, the Embassy Emergency Action Committee and the Department will regularly review the situation to determine if it necessary and safe enough for an evacuation. Sometimes, it actually may be safer to have employees and families to stay at post until the situation has been resolved. Be aware that MOHs and individuals not on employees official travel orders are not entitled to paid evacuation travel. Those who are U.S. citizens are treated as private Americans and are offered the same evacuation opportunities and assistance as members of the official community, where appropriate and feasible. MOHs who are not U.S. citizens may also receive evacuation assistance.
- 11) Fiction. It is U.S. Government policy not to pay specifically to transport pets. The miscellaneous expense portion of the Foreign Transfer Allowance and the Home Service Transfer Allowance (DSSR sections 241, 242, 251, and 252) provide for reimbursement of "certain extraordinary costs" related to moving to

and from foreign posts. The employee may choose to use part of this allowance for pet transport. Such costs may include some expenses associated with shipping a pet.

- 12) Fact, depending on your length and type of tour. It is actually a statutory requirement that employees take home leave, usually at the end of their tour. Depending on the where you are posted, you may also be entitled to Rest and Recuperation (R&R) trips during your tour. For State employees, EFMs may choose to go on R&R and Home Leave.
- 13) Fiction. Travel, in accordance with 3 FAM 3721 regulations, is covered for State employee and EFMs. Per diem is not, so it is important to factor this into your planning. MOHs or individuals not on employee's official orders must pay their own travel costs.
- 14) Fiction. The Community Liaison Office guides you to resources to empower you to explore your new world. With your help, they may organize activities with and for the community

You are about to embark on a great adventure. If you are open to exploring new cultures, are flexible about your expectations, and can embrace this life with your eyes open and a lot of creativity, patience and humor, you will have a fascinating and rewarding experience. Like any career, long-term experience, or relationship, there will be periods when things are going well and some when they may not be so terrific. The bumps in the road can occur within your family, your Embassy or Consulate community, or the country where you are posted.

A Foreign Service life will offer many unknowns, which are part of the adventure. What you can expect is a life very different from what you have had before, and a change of locations every one to three years. Each time, at least to some degree, you will have to re-establish your identity in your new location. It may be that your interests and skills are a great match at country "X" and seem to be no help at all in country "Y". You will probably feel very frustrated at times and at others amazed at the inner strength, talent, and coping skills you never realized you had. Having a comfortable sense of your own identity in each place is very important and deserves your time and attention—along with helping your loved ones settle in.

If you have children, you will be considering how the Foreign Service life will affect them. You may decide at the outset to create a possible assignment strategy for you and your family. For example, will you try for no more than two consecutive tours overseas followed by one back in the U.S., so you and your family can keep up with life and times at home? Should you try to plan to be in the United States for their high

school years? Where would you live if the employee spouse or partner goes on an Unaccompanied Tour right away? There is no one correct answer to these questions or any one ideal strategy to deal with a difficult situation; it depends on your family's needs and the circumstances at the time. You may find that your appreciation of life in the Foreign Service depends on *having realistic expectations*.

Remember that FLO and the Transition Center at FSI are here to help you as you start out in the Foreign Service and before, during and after all of your assignments, both overseas and domestic. Check FLO's website for a full range of topics: internet <http://www.state.gov/m/dghr/flo/> and intranet <http://hrweb.hr.state.gov/prd/hrweb/flo/index.html>. Also, download all the personal preparation training options available to you at the Transition Center at: <http://www.state.gov/documents/organization/64896.pdf>. From spouse/partner orientation during A-100 or Specialist training to workshops and the "Going Overseas" seminar series, spouses and MOHs are encouraged to attend as many classes as possible to ease the adjustment to the Foreign Service lifestyle. A quick list of the current class calendar is at: <http://www.state.gov/m/fsi/tc/training/c21089.htm>.

Chapter 1

Who We Are: Spouses and Partners

You may have noticed in the introduction that that we have drawn a distinction between by what are known as Eligible Family Members (EFMs) and Members of Household (MOHs). It is important that you understand these distinctions because they will have an impact on your life in the Foreign Service. By law, all allowances and benefits that are part of the Foreign Service go to the employee. You may be eligible for these benefits, which include housing, education, medical services, and travel to post, among others, if you meet the definition of EFM under the Foreign Affairs Manual (FAM), the policy document that defines the structure and operations of the Department of State. However, by law, many of the benefits that EFMs are eligible for are not generally available to MOHs.

EFMs

Under the FAM (3 FAM 7121) an EFM is: a spouse, unmarried children under the age of 21, and parents, sisters, or brothers who are at least 51% dependent on the employee or the employee's spouse for support.

Members of Household

A Member of Household (MOH) is an individual who resides with a Foreign Service employee at post, has been declared to post management, but is not on the employee's official travel orders. MOHs may include domestic partners, elderly family members, other relatives of the employee, and adult dependents over the age of 21 who do not have any special needs. A MOH is outside of the Department of State's current legal and statutory definition of an EFM.

For additional information on MOHs, including information regarding the accommodations and limitations, see FLO's "Members of Household: Information for Family Members Not on Employee's Official Travel Orders" on the internet at <http://www.state.gov/m/dghr/flo/24051.htm>. It states that although the Department of State wants to do whatever it can to support all of our employees in keeping their households intact, specific laws, regulations, and legal interpretations require that certain privileges and allowances may only be extended to family members. The Standardized Regulations (DSSR) specify those family members who are eligible to be placed on an employee's orders. Those who are not on orders should be aware that: under definitions outlined in the Defense of Marriage Act (P.L. No. 104-199, 110 Stat. 2419), domestic partners are not entitled to the same federal benefits as "spouses" of employees; MOHs are not covered by bilateral work agreements between the

Department of State and foreign countries; and, MOHs are ineligible for education allowances, medical services at post, per diem, and travel expenses. MOHs also do not receive the privileges and immunities that flow from diplomatic and consular status. See “Foreign Affairs Assignment Notebook: What do I do Now?”, Chapter 21 on Privileges and Immunities: <http://www.state.gov/m/fsi/tc/22052.htm>.

There is some variation regarding access to facilities among posts. FLO has MOH policies for a number of posts on its intranet: <http://hrauthor.hr.state.gov/hrweb/flo/policy/MOH.cfm>. Otherwise, you may contact the posts you are considering putting on your bid list to request theirs.

MOHs are eligible for all FLO and Community Liaison Office (CLO) services. Additional resources listed at the end of this pamphlet may also be useful. All spouses and partners (MOHs) are welcome to participate in year-round spouse/partner orientation sessions at the Overseas Briefing Center. These full day briefings bring Department resources together on topics such as bidding and medical and educational concerns overseas, with emphasis on how family members can prepare for this portable, new lifestyle. Contact the Overseas Briefing Center at (703) 302-7276 or FSIOBCInfoCenter@state.gov for more information about participating in an upcoming scheduled orientation.

Getting Married

Although the average of age of the entering class is now about 35, a number of people in the incoming classes are considering marriage when they “receive the call”. If this applies to you, please review FLO’s “The Getting Married Checklist” on the internet at <http://www.state.gov/m/dghr/flo/c23168.htm>, or the intranet at: <http://hrauthor.hr.state.gov/hrweb/FLO/worklife/GettingMarriedChecklist.cfm>. If you will be getting married overseas, please go to Consular Affairs section on marriage and divorce (internet http://www.travel.state.gov/law/info/marriage/marriage_644.html).

Foreign-Born Spouses

Approximately one-third of Foreign Service Officers’ spouses were born outside the United States. The Foreign Service welcomes each spouse into our diverse community and offers several support programs to help foreign-born spouses adjust to the Foreign Service way of life.

As a foreign-born spouse, you are invited to join the Associates of the American Foreign Service Worldwide (AAFSW) Foreign Born Spouse group <http://www.aafsw.org/> or call (703) 820-5420). Also FSI’s Transition Center course called

“*Transition to Washington for Foreign Born Spouses*” is a great introduction to the DC area. Contact FSITCTraining@state.gov or (703) 302-7268 to register.

FLO also has several different resources that you may find helpful and maintains a list of support and advocacy organizations from some countries and regions. FLO’s Naturalization Program Specialist assists direct-hire Department of State employees and their spouses through the Expeditious Naturalization process. Please visit FLO’s internet site on naturalization for more information at <http://www.state.gov/m/dghr/flo/c1966.htm>. If you have suggestions on areas where FLO could provide additional support for foreign-born spouses please email FLO at flo@state.gov.

Important Things to Know about Expeditious Naturalization from FLO’s Naturalization Program Specialist (FLOAskNaturalization@state.gov)

- The U.S. Citizenship and Immigration Services (USCIS) is the adjudicating authority for all citizenship applications. FLO can only advise direct-hire DOS employees and spouses about Expeditious Naturalization and offer limited assistance with the processing of cases.
- Obtaining U.S. citizenship is not required by the Department of State, however many job opportunities at U.S. posts overseas require U.S. citizenship.
- The U.S. government will not pay any costs associated with naturalization.
- You must be a legal permanent resident (LPR) of the U.S. to qualify.
- You (employee and applicant) must be stationed at an overseas post or be assigned to and departing for an overseas post. Spouses of Department of State employees on unaccompanied or domestic tours are not eligible. The applicant must be physically present in the U.S. at the time of naturalization.
- If stationed in the U.S. the applicant must go overseas within 45 days of completing naturalization.
- If stationed abroad you must have at least one year left on your overseas assignment at the time of completion of your naturalization.
- Plan ahead. The average processing time is four to six months after your application reaches USCIS.
- If your U.S. citizen spouse is a Department of State employee, please contact FLO at: floasknaturalization@state.gov for further information.

Chapter 2

What Will My Life Be Like?

To help spouses new to the Foreign Service, some years ago Melissa Hess and Joanne Grady-Huskey wrote “Thriving as a Foreign Service Spouse”(<http://www.state.gov/documents/organization/2081.pdf> and Chapter 11, Additional Resources). From their own experiences, they have observed that while life in the Foreign Service can appear glamorous - travel, introduction to new cultures and experiences, and acquisition of new languages – the reality is often not quite so glamorous. Foreign Service life offers many opportunities and advantages but it also requires accepting and dealing with the disruptions and difficulties that are inherent in a very mobile lifestyle. Though Foreign Service employees also experience these disruptions, they have the continuity of their chosen careers as respected representatives of the U.S. Government, they may have more language training, they have the support of colleagues, and they usually spend much of each day in a familiar, American-style work environment.

Spouses and Members of Household (MOHs), meanwhile, do not have this level of continuity and often feel like they are starting over with each move. Soon after your arrival, you may find yourself spending considerable time trying to meet your families’ needs in the new city. Things you took for granted at home, like buying groceries, dry cleaning, or making doctor’s appointments can be very difficult and time consuming when you also have to cope with a new language and culture. Although spouses or partners do share in these responsibilities, in many cases you are still the one “out on the street” doing the initial exploration, while your employee spouse/partner is at the Embassy learning his or her new job. If you are interested in working, finding a job can be more challenging than it was before you entered the Foreign Service, and you may find it difficult to use your prior educational and professional experience.

Your reactions to all of this may take the form of mild frustration, temporary depression, attempts to flee the cause of the problem, and, in extreme cases, you may find yourselves considering a separation or even divorce. It is not surprising that as spouses/MOHs you have to work hard to regain a sense of control in your lives. It is essential to remember that you are not alone if you have feelings of isolation and loss of control. An initial sense of frustration or anger is normal, not just at your first post but also subsequent posts. Some of this is due to the initial period of cultural adaptation which happens to all of us. Don’t be too hard on yourself. There are resources at hand to assist you and your family through this period, including your Community Liaison Officer, your post Medical Unit, the Regional Psychiatrist (RMO/P), and, in Washington, the FLO and the Employee Consultation Service (ECS). Don’t hesitate to call so we can help you through this period. We have all experienced some

ups and downs...and ups again, at one time or another.

There are no magic solutions to making adjustments to the Foreign Service life, but there are a few strategies that have proven successful for others:

- Consider you and your spouse/partner as part of a team in this adventure: face challenges and make decisions together.
- Play an equal part in the bidding process. Visit the Overseas Briefing Center (OBC) (internet <http://www.state.gov/m/fsi/tc/c6954.htm>, intranet <http://fsi.state.gov/fsi/tc/default.asp?Sec=Overseas%20Briefing%20Center> for information on posts, overseas relocation and personal training and preparation for yourself and your family. Extensive bidding information may be found at: <http://www.state.gov/m/fsi/tc/c6954.htm>.
- Learn more about the Foreign Service life and resources you can use by visiting FLO's internet site at www.state.gov/m/dghr/flo or intranet site at <http://hrweb.hr.state.gov/prd/hrweb/flo/index.html>. Check the A-Z section to find a topic quickly.
- Learn as much of the language as possible.
- Immerse yourself in the culture of your post.
- Travel as much as possible.
- Set goals for yourself, including what you want to accomplish.
- Find ways to keep your career alive.
- Make your home a wonderful place.
- Find something positive to do.
- Find or create support.
- Maintain contact with family and friends.
- Be conscious of your reactions to stress.

As soon as your home is basically set up, and especially if your immediate goal is not to seek employment, try to put structure in your day and week so you can begin

regaining your feeling of control in your life. You may want to sign up for additional language classes once a week or agree to meet a friend for coffee at the same time every week to share your experiences.

During the course of your life overseas, you may need to gently remind your partner, if necessary, that family comes first. Too much ambition can lead to a lonely retirement. Maintaining a good relationship and, if part of your life, raising well-adjusted kids are far more satisfying in the long run for many people. Never assume that your spouse/partner is a mind reader, especially when she/he is having to make many adjustments too. As author Robin Pascoe states in *A Moveable Marriage*, “Hard work, clear thinking about your own needs, and a willingness to take responsibility for keeping your marriage on track will be required to ensure that a precious relationship doesn’t get broken in transit. Remember, the two of you love each other. Why else, at the end of the day, would you turn your life upside down?”

Try to take everything with a grain of salt and ask questions if things don’t make sense, especially with regard to “regulations”. Sometimes, even well meaning people do not really know what they are talking about. Consider educating yourself through the FSI Transition Center course, *Regulations, Allowances, and Finances in the Foreign Service Context* (MQ 104). A full list of class offerings is at: <http://www.state.gov/m/fsi/tc/training/c21090.htm>.

Whether it is your first or final move to a new post, four generally recognized stages of cultural adaptation, *may* happen to you:

- 1) The first stage is often known as the “**honeymoon**” stage, where everything is exciting and exotic – visiting castles, temples, markets, crafts, different language, different foods, smells, and sounds....
- 2) This is followed by the stage where all those things you initially found quaint are suddenly intensely **irritating** and incomprehensible (different language, different foods, smells, sounds – different way of thinking...). This is the “why can’t they do things *right*, the way *we* do it” stage. If your reaction is severe or you find that you don’t get out of this stage, you may be experiencing “**culture shock**.” The good news is – it’s almost always temporary, and:
- 3) Hopefully, you do get out of this stage and you are well on the way to **adapting**, starting to accept how things work, and managing day-to-day routines.
- 4) The best stage to be in is when you are finally comfortable, you don’t have to consciously think about doing everything, you appreciate the way many things are done in the new country, and you even occasionally prefer some things to your

“home” culture – in fact, you have **adjusted**.

How do you know if you're going through culture shock, and how do you get past it if you are? First of all, you should know what some of the common symptoms are so that you can monitor yourself. Secondly, you should already have some strategies worked out. It's very difficult when you're negative and/or depressed to cheerfully come up with positive coping strategies! So, we are including a few basic strategies on which you can build.

Some of the most common *symptoms* of culture shock are:

- marital stress
- too much sleep
- boredom
- loneliness
- stereotyping
- exaggerated cleanliness
- low work productivity
- alcohol/drug/food abuse
- avoiding people
- constant complaints
- physical illness

Everyone needs to develop his/her own approach to coping with “culture shock” or adaptation challenges, but here are a few strategies which most people find helpful:

- Recognize that it's natural and normal - everyone goes through it to one degree or another.
- Become a student again: find out as much as you can about the new culture and new ways of doing things. Venture out, explore, and get lost.
- Find people who like it! People who like the culture and country will be happy to share all the positive aspects with you, and this will help you develop an appreciation for the differences much sooner. Conversely, try to avoid those who are eager to share their complaints and horror stories.
- Find things you like to do - and DO them.

- Take care of your health: eat and sleep properly, exercise regularly.
- If you aren't employed, become active in adult education, exploring the local community, volunteer work - whatever is appropriate to your interests and situation.
- And above all, *maintain a sense of humor!*

Things are never going to be the way there were at home, but if you maintain your sense of humor, stay curious, and go exploring, you will discover that every post has something uniquely wonderful about it. It is your task to discover what it is that will help you grow, give you new experiences, and develop new skills. It may take longer in some posts than in others, but keep looking. It's there somewhere, though you may have to turn your focus inward to see it.

Refer to the resources section at the end of this pamphlet. Finally, try to keep things in perspective and keep your sense of wonder alive!

Chapter 3

Rights and Responsibilities

When you join the Foreign Service, by law, all basic benefits and entitlements flow to the employee. All *official* members of a Foreign Service family (EFMs) enjoy privileges, such as payment for official travel, housing and schooling, etc. while overseas.

It is Department of State policy to recognize spouses and other eligible family members (EFMs) as private individuals, not U.S. government employees, thus they are not required to perform official duties, carry out representational responsibilities (hold or attend social events on behalf of the government), or participate in charitable activities, clubs, and social gatherings. Although as an EFM you do not have to participate in these activities, many EFMs and MOHs enjoy spending time in groups and at events of personal interest. These activities may help you to integrate into the community.

No EFM has authority over members of other families based on the employees' respective positions. Family members cannot be evaluated as part of employees' official performance reports but are required to behave in a manner "which will not reflect discredit on the United States" (*Foreign Service Assignment Notebook: What Do I Do Now?*, p. 104, www.state.gov/m/fsi/tc/22052.htm).

Family members should be careful not to:

- Accept items of monetary value from people seeking official action by or trying to do business with the Department of State;
- Make local investments while at post (including real estate, except for personal occupancy; and, stocks, bonds, or shares in companies headquartered in the country, etc.); or,
- Participate in partisan political activities.

For more information contact the Office of Government Ethics: <http://www.usoge.gov/index.html> or the employee can check the Department of State intranet site: <http://ethics.state.gov>.

Chapter 4

Personal Contingency Planning: Things to Consider as You Prepare to Come to Washington for Training

As soon as you learn that your spouse/partner will be joining the Foreign Service be sure to:

- Establish your own line of credit, if you don't already have one. This will be especially important if you return to the U.S. and need to make a major purchase.
- Set up a joint bank account which you can both easily access. Know your I.D. and pin numbers. *Ensure that your permission must have to be given in writing (and notarized) before your name can be removed.*
- Obtain an ATM card.
- Get general, durable, bank, and medical powers of attorney.
- If you have children, provide for necessary powers of attorney and guardianship for when both of you may be traveling or if anything should happen to you.
- Familiarize yourself with your health, life, and property insurance policies and know where to find them.

Once your partner receives his/her official post assignment notification, you may want to consider the following:

- Prepare a notarized letter authorizing you to take your children out of the country you will reside in. Some countries and airlines will not allow you to take your children out of that country without the permission of the other parent (in some cases the father is specified). In the event of divorce, written authorization by the employee is also required for a child(ren) to leave the post permanently.

- Be aware that if you and your spouse decide to separate, with the intention of divorce while at post, you may return home early on Advance Travel Orders. The employee spouse must provide written authorization for you to have access to Household Effects (HHE) from wherever you are posted overseas, and HHE from storage. (See “The Foreign Service Family and Divorce” on the internet at: <http://www.state.gov/m/dghr/flo/c23129.htm> . Please note that either the employee’s written authorization or a court order is required to access HHE; it is important to get the former notarized.

Chapter 5

The Bidding Process, Regulations, and Allowances

Just a few days after your spouse/partner begins the entry class (A-100 generalist or specialist class), you may hear her/him talking about “bidding” for an assignment to Embassies and Consulates. With the whole world seemingly before you, bidding for the first time can be an exciting prospect. It can, however, also seem overwhelming because of the various career-related and family-related factors that need to be taken into consideration.

Certain special rules apply for entry-level professionals . The first assignments for both A-100 generalists and specialists are "directed" by the Entry Level Division of the Bureau of Human Resources. In most cases, however, you will still have a wide range of choices and your own preferences and interests are very much considered by the Entry Level Division. For A-100 officers, there will generally be over 60 posts on which you will be asked to “bid”, stating your preferences as "high," "medium," or "low." In bidding on your second assignment the possibilities will be even greater though, again, considerations related to career development and family will enter into play.

For Foreign Service specialists the process is similar, though the range of posts will vary depending on the number of openings within any specific specialist category. Also, for some specialist categories, the initial assignment may be a domestic posting, though foreign assignments will inevitably follow. Each specialist group has its own unique career path which will be discussed in detail with your spouse/partner and with you by the Counselors in the Entry Level Division.

Once your spouse/partner submits the “bid list”, the excitement builds as you wait to hear where you will be going and begin to imagine your life in a new country. Remember that although your spouse/partner can be sent to any post on the bid list, CDA/EL does try to take your preferences, high, medium, and low choice, into account. Make sure that you are both happy with the manner in which you rank your selections before you submit the list. Also, be sure to take advantage of the opportunity to join with your spouse/partner in meeting with the Career Development Officers (CDOs) in the Entry Level Division. The CDOs are delighted to meet with spouses/partners and are an invaluable resource for career counseling and mentoring and are a great resource for answering the questions about life and work in the Foreign Service.

The Office of Career Development and Assignments (CDA) publishes an annual

“*Instructions on Biddings and Assignments*” document that is worth your while to read, as the posts your spouse/partner bids on will have a big impact on your life. Of particular importance is the “bidding tool” (discussed below) that provides helpful information about posts around the world. The CDOs in Entry Level can also offer you a broad understanding of how the bidding and assignment process has evolved to meet the Department’s new focus on transformational diplomacy and meeting the challenges of the 21st Century.

About Assignments

Most entry level assignments are two years (with generally no possibility of an extension) and, at the more difficult posts, will include at least one Rest and Recuperation (R&R) trip back to the R&R location(s). The purpose of R&R is to give employees relief from challenging conditions at the post of assignment. Approximately 70 percent of all posts worldwide are certified for R&R, with the majority of the non-certified posts located in Western Europe. If a post is R&R certified, employees are eligible to take one R&R trip during a two-year tour and two trips during a three-year tour unbroken by home leave. Employees have the choice of traveling to the designated overseas relief point, to any other overseas location on a cost-constructed basis using the travel costs to the designated relief point (provided that the purpose and objectives of R&R travel are met), or they may elect the option of traveling to any city in the United States. For further information, please see 3 FAM 3720 (intranet <http://arpsdir.a.state.gov/fam/03fam/03fam3720.html>).

EFMs may also have the possibility of taking Home Leave (HL) back to the United States after your tour. The purpose of Home Leave is to ensure that all employees sent overseas for extended periods to represent the United States undergo periodic reorientation and re-exposure to the United States. All employees must take home leave, as it is a statutory requirement. Home leave can be used only in the United States and is normally taken at the end of the tour. Most tours are 24 to 36 months depending upon the post differential rate. A minimum period of 18 months continuous overseas service is required to qualify for home leave. The only expense paid by the U.S. Government in connection with home leave is the round-trip air fare (and per diem ONLY while in travel status) for the employee and EFMs from post to the home leave address of record that is officially documented on the OF-126, Residency and Dependency Report Form. See FAM 3430 for further guidance and regulations.

Bidding Resources

FSI’s Transition Center is your starting point for the bid process. The OBC offers

extensive online and print resources at the FSI location and staff are available to answer your questions weekdays 8:15 am to 5:00 pm.

OBC online resources for family members are accessible at on the internet at <http://www.state.gov/m/fsi/tc/c6954.htm>. Country-specific information (including a special section on Iraq) compliments a lengthy list of topics such as pet travel, preparing to go overseas checklists and publications for easy downloading.

Many online resources that are available to employees through the OpenNet may also be shared with family members via email distribution. Post Info to Go (intranet <http://fsi.state.gov/fsi/tc/epb/epb.asp>) allows employees to sort through OBC's database of post welcome materials, housing photos, recreation choices, security guidelines, pet importation and school entry requirements. Another OpenNet resource available to employees are Personal Post Insights (intranet <http://fsi.state.gov/fsi/tc/default.asp?Sec=Overseas%20Briefing%20Center&Cat=Personal%20Post%20Insights>). Frank and anonymous insights provide first-person accounts of life at post from any mission member under Chief of Mission authority. Insights peel back the layers of standard info and ask practical daily living questions like: How do security concerns at post impact daily activities; how reliable are Internet connections; and, what do people do for fun?

If you are near Arlington, VA you may want to visit the OBC and view any of the 1,200 post videos or books and materials on relocation topics. Additional post videos and some seminars such as "Managing Your Rental Property From Overseas" are also available via B-NET on demand through the OpenNet at: http://obc.bnet.state.gov/category.asp?category_id=146.

When bidding pay attention to considerations including freedom of movement and availability of entertainment, as well as employment possibilities and schools. These factors will have an impact on your well-being and morale. View Chapter 12 "Post Morale" in the "*Foreign Service Assignment Notebook: What Do I Do Now?*" (Internet <http://www.state.gov/m/fsi/tc/22052.htm>) for more details.

FLO can also help you during the bidding process:

- Family Member Employment Report (FAMER). Intranet: <http://hrauthor.hr.state.gov/hrweb/flo/employment/famer.cfm>
- Employment advising. internet <http://www.state.gov/m/dghr/flo/c1959.htm>; intranet <http://hrauthor.hr.state.gov/hrweb/flo/employment/employment.cfm>
- Educational issues and advising including special needs, home schooling, and

boarding schools: internet <http://www.state.gov/m/dghr/flo/c1958.htm>, intranet <http://hrauthor.hr.state.gov/hrweb/flo/train/education.cfm>

- Contingency planning: internet <http://www.state.gov/m/dghr/flo/c1960.htm>, intranet <http://hrauthor.hr.state.gov/hrweb/flo/worklife/contingency.cfm>
- Preparation for Unaccompanied Tours: internet <http://www.state.gov/m/dghr/flo/c14521.htm>
- Community Liaison Office (CLO) program office at post (see following section)
- Web resources
- Email FLO@state.gov with specific questions

Regulations and Allowances

To find out about the allowances which will cover travel, education, cost of living, post differential, danger pay, etc., check the Office of Allowances website on the internet at <http://aoprals.state.gov/> or on the intranet at <http://aoprals.a.state.gov/>. Under cost-of-living allowances be sure to review the Foreign Transfer Allowance, Education Allowance, and Educational Travel Allowance. If you are considering staying behind at some point in your Foreign Service life or your spouse goes on an Unaccompanied Tour, you would be eligible for a Separate Maintenance Allowance. There is also an allowance available to Eligible Family Members if they are required to come home on an evacuation, etc. The site includes the Department of State Standardized Regulations (DSSR) which govern the allowances. The Frequently Asked Questions (FAQs) are also very helpful. Check with FSI's Transition Center to see when the next course MQ104: Regulations, Allowances & Finances in the Foreign Service Context course geared to employees and family members is offered: internet <http://www.state.gov/m/fsi/tc/training/>.

What about the move itself? Who do you call and when? The Department of State's Transportation Division's *It's Your Move*: intranet http://lm.a.state.gov/index.cfm?fa=user_list_content&Folder_ID=146 can help you with this. See Chapter 10 Resources for details.

Chapter 6

The Community Liaison Office Program

The Community Liaison Office Coordinator's role is to address quality of life issues that affect morale at post. Basically, the CLO Coordinator functions as post's "morale officer". The CLO Coordinator is your advocate, your resource, and maybe even your friend.

Once you know where you are going, give FLO a call at (202) 647-1076 or (800) 440-0397 to get the name and contact information for the CLO Coordinator at your post. Contacting the CLO in advance can result in information you can use before packing out, such as notice of employment opportunities at post, connecting you with a sponsor for when you first arrive, and other benefits.

When you first arrive at post, your sponsor will be required to go through a check-in process, which will include a briefing by the CLO Coordinator. You do not want to miss this briefing!

The CLO Coordinator provides post-specific programs and services across the following eight areas of responsibility:

Family Member Employment Liaison

- Advocate for family member employment opportunities within the Mission and on the local economy and recommend policy initiatives to post management.
- Organize and facilitate career planning workshops and employment seminars for family members; encourage and assist family members in applying for functional training.
- At posts with the Strategic Network Assistance Program (SNAP) or Global Employment Initiative (GEI), CLO Coordinators will coordinate outside the mission employment program activities with the Global Employment Advisor (GEA).

Crisis Management and Security Liaison

- Relay critical security information between post management and the community.
- Represent the interests and concerns of community members when security or crisis situations arise.
-

- Support communities before, during, and after an evacuation.
- Crisis aftermath - work with post management to rebuild the community.

Education Liaison

- Establish and maintain liaison with schools used by post families.
- Provide current information and resources on overseas schools, Washington area schools, boarding schools, education allowances, special needs resources, home schooling, distance learning, adult education opportunities and child care issues.

Information and Resource Management

- Gather, maintain and disseminate information to the community, post management, and appropriate functional offices in the Department.
- Establish and maintain a community resource center that includes Internet/ Intranet access.

Guidance and Referral

- Provide confidential support to individuals and groups within the community (divorce, spouse/child abuse, adoption, death, mental health concerns) and recommend referrals as appropriate.

Welcoming and Orientation

- Provide pre and post arrival information and resources to ensure successful acclimation to post environment including the sponsorship program and welcome activities.

Community Liaison

- Establish and maintain an effective working relationship with all agencies and sections of the Mission and with community organizations and local resources that can benefit members of the post community.

Events Planning

- Coordinate the development and implementation of relevant programs to enhance post morale in the following three categories:
 - U. S. traditions
 - Host country culture
 - Social, educational and recreational activities

Chapter 7

Education and Youth

Important Things to Know About Education and Youth from FLO's Education and Youth Officer (FloAskEducation@state.gov)

As you are thinking about taking your children overseas you will want to know that:

- There are several resource offices within the Department, including FLO's Education and Youth Officer (floaskeducation@state.gov), FLO's website (internet <http://www.state.gov/m/dghr/flo/c1958.htm>, intranet <http://hrauthor.hr.state.gov/hrweb/flo/train/education.cfm>), the Office of Overseas Schools (internet <http://www.state.gov/m/a/os/>, intranet <http://aopros.a.state.gov/>) and the Employee Consultation Service ((202) 663-1815 or intranet: <http://medical.state.gov/index.cfm?fuseaction=public.display&shortcut=4XTB>). All are eager to help.
- It is also important to research the schools at post yourself to learn firsthand if they offer the programs/curriculum you are seeking.
- Children who have special interests they can share with others often have an easier time adjusting. Encourage your child(ren) to pursue a sport, music, art, computer skills, and/or get involved in the local community.
- Allow your child(ren) opportunities to show they have some control. Let them decide how they want to decorate their room, choose what they want to visit first in the city, etc.
- Try to get the computer set up as quickly as possible so they feel "connected" again.
- Remind yourself if you start feeling guilty about your kid(s) having to move, that FS kids are fortunate in many ways. They develop resilience and most turn out very well.
- Watch for indications that your child(ren) may have a learning or emotional problems. Act on it; this should have priority over concerns about hurting/limiting career options.

- Keep in mind that although a child has reached college age he/she is not necessarily all grown up. They still need a lot of support especially if you are separated by a great distance.
- Keep an open mind when weighing the quality of international schools versus U.S. schools. There are advantages and disadvantages to both.
- A school which is rated “inadequate” by the Office of Overseas Schools may have a good basic program. Investigate why it is rated inadequate (i.e. privately owned, parochial, etc.).
- If you think it might be a good option for your child(ren) at some point, consider boarding schools. There are some excellent boarding schools, both in the U.S. and abroad.
- Read some of the literature on “Global Nomads” and “Third Culture Kids”. A partial list can be found at: <http://www.state.gov/m/dghr/flo/c22009.htm>
- Encourage your children to join the Foreign Service Youth Foundation (FSYF) at www.fsyf.org and (301) 404-6655. FSYF sponsors three youth development programs: Around the World in a Lifetime (AWAL) for FS Teen High Schoolers, Globe Trotters for Middle Schoolers and Diplokids for elementary school age kids.

Chapter 8

Employment and Training

If working outside the home is as important to you as it is to 90% of Foreign Services spouses and MOHs in a recent survey, you may want to seek employment or use your time overseas to take an online course, start a home business, work on language skills, or consider preparing an alternate skill set which would give you additional employment possibilities.

Many spouses and MOHs find that it is more difficult than they understood it would be to maintain a traditional “career”. They find themselves having “lively” discussions about this at home. It is extremely important that you and your spouse/partner communicate frequently, openly, and honestly about how you plan to pursue this life together as a unit. Will you enroll in language and other training classes before you go? Should you look for work right away or wait until you are unpacked and settled?

Important Things to Know About Finding Employment from FLOs Employment Section (FLOAskEmployment@state.gov)

- The FAMER (Family Member Employment Report) found on the intranet <http://hrauthor.hr.state.gov/hrweb/flo/employment/famer.cfm> gives a snapshot of the employment scene at post. There is also a wealth of employment information on the employment section of the FLO internet website (intranet <http://www.state.gov/m/dghr/flo/c1959.htm>).
- “Inside the Mission” jobs are usually support and clerical in nature and pay accordingly.
- Three hiring mechanisms are used to hire family members: Family Member Appointment (FMA), Temporary, and Personal Services Agreement (PSA).
- U.S. citizenship is required to be hired to an FMA or Temporary position. To be eligible for a security clearance you must be a U.S. citizen, and you must be offered a position before requesting a security clearance.
- FMA is a five-year appointment that conveys Civil Service (CS) type benefits, including: pension credit, life and health insurance, and Thrift Savings Plan (TSP) eligibility. You also earn non-competitive CS hiring status, Executive Order 12721 eligibility, after 52 weeks of work overseas.

- There are well over 100 bilateral working agreement treaties around the world and many de facto work arrangements, which can help you obtain work permits more easily.
- Global Employment Advisors at many posts and regionally can assist you with managing your career and locating employment on the local economy.
- Distance Learning (DL) opportunities are available through FSI, universities, and Manpower Inc.
- Functional training is provided on a space available basis through the Foreign Service Institute (Consular, General Services, Human Resources, Contracting, Information Management).
- Returning to Washington: THE NETWORK is a listserv of job opportunities; Job Seekers Network Group is a support group for family members seeking employment; and the Career Development Resource Center offers assistance for resume writing.
- Volunteering can provide unique opportunities and possibilities.

For much more information on employment, please see <http://www.state.gov/m/dghr/flo/c1959.htm> or make an appointment to speak with a FLO Employment specialist by calling: (202) 647-1076.

Chapter 9

Guidance and Referral

Counseling and Referral

As you will be leaving the extended family, friends, house of worship, doctors, etc. you are used to, you may be wondering where you can go to try to replace this support network. Once you become part of the Foreign Service family, you are eligible for many support services. FLO's Crisis Management and Support Officer (FLOAskSupportServices@state.gov) is available to help you. Also, as part of the Employee Assistance Program with the Department of State (and other agencies), Eligible Family Members (not Members of Household) are entitled to use the services of the Employee Consultation Service, (202) 663-1815 or intranet <http://med.state.gov>. The experienced clinical social workers can help you discuss your concerns and consider options to solve or cope with them in a variety of areas including but not limited to:

- Life transitions, new career, pre-post departure and reentry concerns
- School adjustment, parent/child problems
- Single parent/blended family concerns
- Job stress
- Separation, loss and grief
- Acute and chronic medical illness
- Financial concerns

Also, Information Quest (IQ) (intranet <http://hrweb.hr.state.gov/prd/hrweb/er/worklife/dependentcare/ig/informationquest.cfm>, internet <https://www.worklife4you.com/>) is a great free resource and referral service, available to employees and family members as part of the Worklife Program. This is managed through Human Resources/Employee Relations (HR/ER). You may contact an IQ specialist in any work/life area and receive initial free counseling. To request these enhanced services or any other customized research and referrals, email the Specialist directly at Specialist@LifeCare.com or call IQ:Information Quest's easy-to-remember toll-free number: **1-866-552-IQ4U (4748)** or **TTY/TDD 800-873-1322**. Specialists are available any time of the day or night, every day of the year.

Health and Medical Care

To be placed on official Travel Orders (remember, you must be an official family member to be on orders) and receive medical care at post, EFMs *must* receive a medical clearance from the Office of Medical Services. Most posts have a Health Unit which is staffed by one or more of the following: the Regional Medical Officer (RMO), a U.S. Health Practitioner, a local doctor selected by MED, and often an U.S. or locally trained nurse. It is a good idea to have comprehensive health insurance. If there is an emergency which your post is not able to handle (i.e. emergency surgery, severe burn, etc.) you may be medevaced to a medevac center (i.e. London) or the U.S. Members of Household should consider purchasing Medivac Insurance before they leave the country, as they are not entitled to the same medivac benefits as EFMs.

Parents at Post

Neither the employee's nor the spouse/partner's parents who come to post as an EFM or MOH are covered by Medical Services at the Health Unit. However, some Health Units may provide recommendations for physicians. These parents should not come to post without adequate health care and medevac insurance. Medicare is not available overseas other than in some parts of Mexico and Canada.

Eldercare

For general information see FLO's "Caring for Elderly Parents" (internet <http://www.state.gov/m/dghr/flo/c23133.htm>, intranet <http://hrweb.hr.state.gov/prd/hrweb/flo/worklife/eldercare.cfm>), which covers eldercare options, insurance, resources, eldercare in the Foreign Service (including putting parents on your orders), Eldercare Emergency Visitation Travel (e-EVT), etc. The Department's Human Relation/Employee Relations (HR/ER) has a full program, including the e-EVT. Also, ECS counselors have considerable experience in helping with eldercare issues.

Pregnancy

MED recommends that expectant mothers return to the U.S. approximately six weeks before the due date to have their babies, regardless of the capabilities at post. Despite this recommendation some couples decide to have their babies at post. See <http://med.state.gov/obstetricaltravel.htm> on the Intranet and cable STATE 39214 for more details.

Intercountry Adoption

FLO's "Intercountry Adoption Guidelines for the Foreign Service" (internet <http://www.state.gov/m/dghr/flo/7308.htm>, intranet <http://hrweb.hr.state.gov/prd/hrweb/flo/worklife/adoption.html>) has updated and useful information. The Office of Children's

Issues (internet http://www.travel.state.gov/family/family_1732.html) is the primary source of up-to-date information, including adopting from individual countries.

Separation and Divorce

Foreign Service life is very exciting and dynamic, but it can also be very stressful on couples/families. Anyone experiencing these difficulties is urged to seek counseling. If that is not successful and you are considering separation you may want to read FLO's "*The Foreign Service Family and Divorce*" (<http://www.state.gov/m/dghr/flo/c23129.htm>.) FLO's Crisis Management and Support Officer and the Employee Consultation Service (ECS) are available to help you with your questions and concerns. For general information on divorce and the state from which you may be filing, consult an attorney through I.Q. For divorce guidance overseas, Consular Affairs has some guidance on their internet site at http://www.travel.state.gov/law/info/marriage/marriage_644.html.

Chapter 10

Unaccompanied Tours

Important Things to Know About Considering an Unaccompanied Tour from the Program Specialist on Unaccompanied Tours (FLOAskUT@state.gov)

In today's Foreign Service, an Unaccompanied Tour is almost certainly going to be part of your partner's career. Some tips for successfully managing the separation:

- Discuss things thoroughly in advance of his/her volunteering.
- Be clear about the reasons for going – every officer/family has a different matrix of professional, personal, patriotic, and pragmatic reasons for going.
- Be supportive of your spouse/partner.
- Contact the Family Liaison Office (internet <http://www.state.gov/m/dghr/flo/c14521.htm>) to access their many services. Suggest new ideas, identify your needs; don't be shy!
- Maintain the contacts in your support network and be willing to lean on people from time to time. Use the Involuntary Separate Maintenance Allowance (ISMA) to pay for someone else to do the chores the absent spouse/partner did and to indulge in occasional stress-busting treats for yourself. ISMA is not/not intended to provide all your living expenses, just the 'extras' caused by separation.

Additional Resources

State Department Resources and Offices:

The Family Liaison Office (FLO)

Room 1239, Main State

2201 C Street, NW

Washington, D.C. 20520

Tel: (202) 647-1076 or (800) 440-0397

Email: flo@state.gov

Internet: <http://www.state.gov/m/dg/hr/flo/>

Intranet: <http://hrweb.hr.state.gov/prd/hrweb/flo/index.cfm>

The Family Liaison Office serves U.S. government employees and their family members assigned to, serving at, or returning from a U.S. embassy or consulate abroad. FLO's mission is to improve the quality of life for Foreign Service employees and family members by identifying issues and advocating for programs and solutions, providing a variety of client services, and extending services to overseas communities by managing the worldwide Community Liaison Office (CLO) program.

Overseas Briefing Center/Transition Center (OBC/TC)

4000 Arlington Blvd.

Arlington, VA 22204

Tel: (703) 302-7276/7

Email: FSIOBCInfoCenter@state.gov

Internet: <http://www.state.gov/m/fsi/tc/>

Intranet: <http://fsi.state.gov/fsi/tc/>

The Transition Center serves U.S. government employees and family members assigned to diplomatic posts abroad, providing information, training, and referrals, as well as retirement planning services for Department of State and other foreign affairs agency employees.

Foreign Service Assignment Notebook: What Do I Do Now?

Internet: <http://www.state.gov/m/fsi/tc/22052.htm>

Resource book on all aspects of making a foreign service move, complete with a checklist and description of how to prepare for all facets of an international assignment. It is available in the Overseas Briefing Center at FSI.

OBC's "Find Your Way" CD will be a great tool throughout your FS career to help you navigate what is on the internet with regard to what is new in the Foreign Service, going overseas, returning to the U.S. and eventually retirement. It is a Department template which is automatically updated.

Employee Consultation Service (ECS)

Department of State Medical Office

Main Office

Room H246, SA-1

2401 E Street NW

Washington, D.C. 20520-2256

Tel: (202) 663-1815

Fax: (202) 663-1454

Email: MEDECS@state.gov

Intranet: http://med.state.gov/mentalhealth_ecs.htm

ECS provides confidential employee assistance in the areas of short-term counseling and referral assistance; consultation and support to families with children who have special educational needs; psychosocial and administrative support to families experiencing domestic violence; administrative review and assistance with compassionate curtailments, breaks and extensions of service.

Office of Overseas Schools (A/OPR/OS)

Room H328, SA-1

2401 E Street NW

Washington, D. C. 20522-0132

Phone: (202) 261-8200

Fax: (202) 261-8224

Email: overseasschools@state.gov

Internet: <http://www.state.gov/m/a/os/>

Intranet: <http://aopros.a.state.gov/>

The mission of the Office of Overseas Schools is to promote quality educational opportunities at the elementary and secondary level for dependents of American citizens carrying out our programs and interests of the U.S. government abroad.

Career Development Resource Center (CDRC)

Room L321, SA-1

2401 E Street, NW

Washington, D.C. 20520

Phone: (202) 663-3042.

Fax: (202) 663-3146

Email: CDRC@state.gov.

Intranet: <http://hrweb.hr.state.gov/prd/hrweb/csp/cdrc/index.cfm>

The CDRC provides comprehensive career development services to help individuals make effective career decisions. The CDRC is available to all Civil Service and Wage Grade employees at the U.S. Department of State as well as to Foreign Service family members. Experienced Career Counselors are available to provide individual, confidential coaching by appointment. A library and computer resources are also

available.

Office of Casualty Assistance (OCA)

Room 1241, Main State
2201 C Street, NW
Washington D.C. 20520
Tel: (202) 736-4302
Email: oca@state.gov

Intranet: <http://hrweb.hr.state.gov/prd/hrweb/oca/index.cfm>

The Office of Casualty Assistance (OCA) provides administrative assistance and ongoing support following the death of a direct hire U.S. citizen Department of State employee serving abroad or their family member, or of a Department of State employee in the United States. OCA also offers support to all direct hire U.S.G employees serving under Chief of Mission authority and their family members, including Foreign Service Nationals (FSNs), and Department of State employees in the United States who are victims of terrorism, mass casualty, or certain other critical incidents, whether the victims are killed, injured or impaired.

Human Resources/Employee Relations (HR/ER)

Room H-236, SA-1
2401 E Street NW
Washington, D.C. 20522-0108
Tel: (202) 261-8180
Fax: (202) 261-8182

Intranet: <http://hrweb.hr.state.gov/prd/hrweb/er/work-lifebalance.cfm>

The Office of Employee Relations (HR/ER) promotes the effective use of Department human resources by developing, implementing and promoting quality of life policy and programs, maintaining human resources regulations, administering the discipline process, and communicating to employees on the work of Department people and programs. Travel, leave, work-life balance programs, “having a baby cable”, eldercare programs are all under HR/ER.

Information Quest

Intranet: <http://hrweb.hr.state.gov/prd/hrweb/er/worklife/DependentCare/IQ/InformationQuest.cfm>

IQ is a free resource and referral service, available to employees and family members as part of the Worklife Program managed by Human Resources/Employee Relations (HR/ER). You may contact a specialist in any work/life area and receive initial free counseling. To request these enhanced services or any other customized research and referrals, email the Specialist directly at Specialist@LifeCare.com or call IQ:Information Quest’s easy-to-remember toll-free number: 1-866-552-IQ4U (4748) or TTY/TDD 800-873-1322. Specialists are available any time of the day or night, every day of the year.

Department of State Intranet and OpenNet

OpenNet Plus is the Department of State's internal network (intranet), providing access to State-specific Web pages, email, and other resources. In addition, users can access the larger Internet via OpenNet Plus. Individual access to OpenNet Plus, which includes Internet, may be granted to EFM's and MOH's of U.S. Direct Hire employees assigned to the post. This is an optional benefit, not a requirement, and all regulations set forth in 5 FAM must be followed.

How to access information from the intranet if you do not have OpenNet access:

1. Ask your employee spouse/partner to print the information for you.
2. If you are overseas at an Embassy or Consulate, there may be an OpenNet computer for family members to use. It is frequently located in the CLO office

Diplopedia

Intranet: <http://diplopedia.state.gov/>

Diplopedia is an online encyclopedia of foreign affairs information. Like [Wikipedia](#), it is a Web site that can be edited with an OpenNet Web browser. Subject to the principles and guidelines for Diplopedia, anyone who can access Diplopedia is invited and encouraged to contribute his or her experience, knowledge and expertise in the form of articles, discussion or editing of material submitted by others.

Department of State Operations Center (for emergencies only)

Tel: (202) 647-1512

Email: SES-O@state.gov

Department of State Main Operator

Tel: (202) 647-4000

Non-State Department Resources:

Associates of the American Foreign Service Worldwide (AAFSW)

5555 Columbia Pike

Suite 208

Arlington, VA 22204-3117

Tel: (703) 820-5420

Fax: (703) 820-5421

Email: office@aafsw.org Internet: <http://www.aafsw.org/> AAFSW is an independent advocate for its membership, giving members a stronger voice when working on common concerns and a chance to enjoy shared interests. AAFSW represents the changing interests and concerns of spouses and families in today's dynamic Foreign

Service.

American Foreign Service Association (AFSA)

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AFSA's principal missions are to enhance the effectiveness of the Foreign Service, to protect the professional interests of its members, to ensure the maintenance of high professional standards for both career diplomats and political appointees, and to promote understanding of the critical role of the Foreign Service in promoting America's national security and economic prosperity.

Publications

It's Your Move is a guide to your move from the Transportation Division (A/LM/OPS/TTM). It is intended to give you a basic understanding of how you and your effects move to and from post, so that you will be better prepared to play your part in this process.

Realities of Foreign Service Life I and II was produced by the Association of American Foreign Service Worldwide (AAFSW). It is full of serious and humorous essays on topics ranging from the Nairobi bombing to kids' education, from culture shock to culinary adventures. Order through <http://www.amazon.com>, call (202) 362-6514 or email: office@aafsw.org.

A Moveable Marriage: Relocate Your Relationship Without Breaking It, Culture Shock: A Wife's Guide, Culture Shock: A Parents Guide, and Homeward Bound are by Robin Pascoe, a Canadian journalist who put her own career on hold to join her diplomat spouse. Her books are informative, irreverent and enjoyable.

Diplomatic Baggage, The Adventures of a Trailing Spouse is an insightful book by Brigid Keenan, who was a glamorous, successful London fashion journalist, who fell in love with a British diplomat and "saw her leave behind the gilt chairs of the Paris salons for a large chicken shed in the forests of Nepal".

There are days when some of us who are foreign born feel just like the title of the book ***Foreign at Home and Away: Foreign Born-Wives in the U.S. Foreign Service*** by Margaret Bender (order from Association for Diplomatic Studies and Training at (703) 302-6990; <http://www.iUniverse.com>; or local and on-line bookstores).

“Thriving as a Foreign Service Spouse” Family Liaison Office Direct Communication Project, Paper No. 32, October 1997, Updated January 2008. Written by Foreign Service spouses Melissa Brayer Hess and Joanne Gready-Huskey.

The Art of Crossing Cultures , by Craig Storti , Intercultural Press, Inc., 2007

The Art of Coming Home, by Craig Storti , Intercultural Press, Inc., 2001

Survival Kit for Overseas Living, Fourth Edition: For Americans Planning to Live and Work Abroad, by L. Robert Kohls Intercultural Press, Inc., 2001