

As you go through each chapter, notice that special features have been included to simplify preparation for your new assignment:

Questions Lists - help relate the FSDs to your personal circumstances and isolate points for discussion or more specialized guidance;

Checklists - clarify your responsibilities, help you plan your time and remind you of things to be taken care of before your departure;

Illustrations - such as forms used under the Directives and the recommended way to fill them out;

Personal Data Worksheets - help organize a permanent record of critical information e.g. salary, allowances, important addresses, standing instructions, that will be accessible at all times.

In Ottawa, it is suggested that you (and your spouse) read this Handbook before going on pre-posting rounds. Later, the easiest way to use the Handbook is to recognize where you are in your own posting cycle, find the corresponding chapter, check the list of major headings at the beginning and then turn to the appropriate pages in the text. Any time you need quick reference, consult the Subject Index. If you are looking for applications of a specific Directive, you will find that Appendix A - Condensed Foreign Service Directives - is helpful. If you are wondering about which section is responsible for administering a given matter, check Appendix B - Who Does What At Headquarters? There is also a Glossary which explains terms that are not formally defined in the FSDs. These terms are denoted by an asterisk (*) and are set apart from the main text to avoid losing the gist of the broader topic under discussion. Finally, there is a Selected Bibliography for those who would like to see how other authors have addressed the issues of relocation and life in a foreign environment.