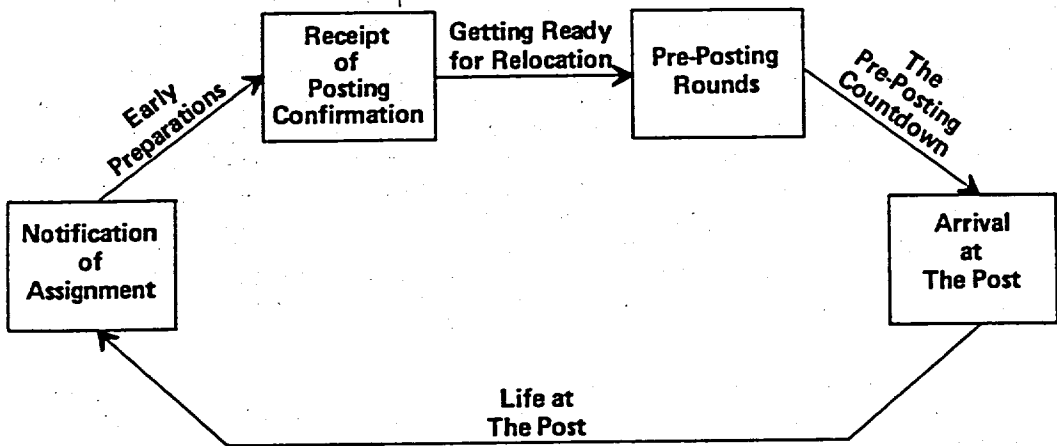


HOW TO USE THIS HANDBOOK

This Handbook is designed for use by all employees and their families whether in Ottawa or abroad. If you have a spouse and/or older children, share the Handbook with them so that they, too, can gain some idea of what to expect.

Figure 1
THE POSTING CYCLE



The Posting Cycle

The "Posting Cycle" illustrated in Figure 1 is a useful way of looking at some of the key events that occur repeatedly in the career of a foreign service employee. Rather than discuss the FSDs in the order that they appear in the Personnel Manual, this Handbook follows the natural sequence of the posting cycle and relates each Directive to a real situation you might find yourself in at any given time. For example, Insurance requirements are discussed in Chapters Two and Three while Claims are discussed in Chapter Four. Organization of topics is based on the personal assumption that "It's never too early to start thinking about how such and such a Directive will affect me and my family". Thus, you will find that topics like the Foreign Service Premium and Salary Equalization are introduced in the chapter entitled "Early Preparations" even though they do not come into play until you actually arrive at the post.