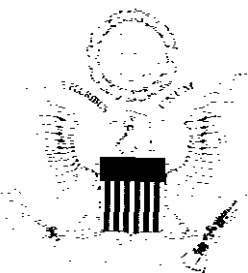
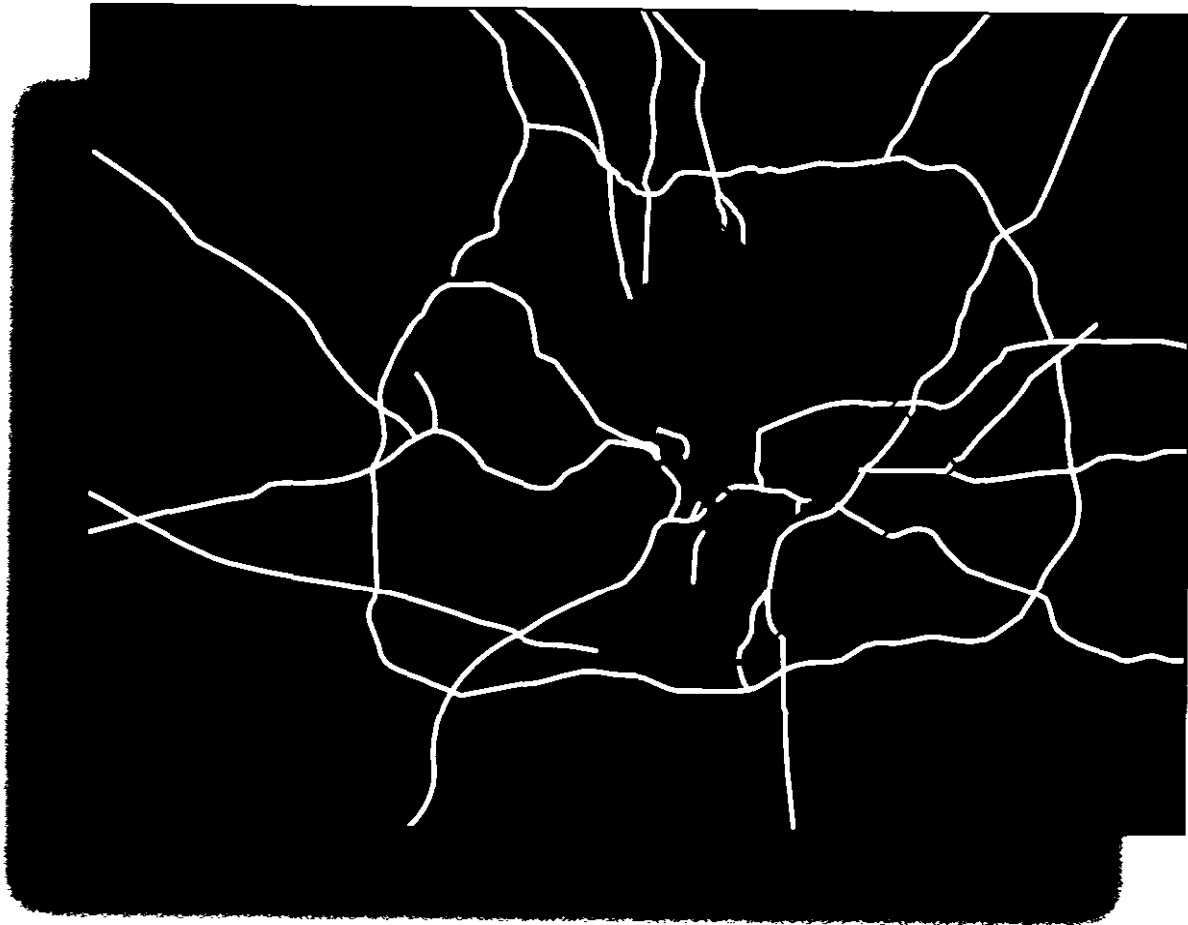


Assignment Washington



Family Liaison Office
U.S. Department of State
May 1997

Introduction

Welcome to Washington! Whether this is your first time here or the latest of many, we hope that the information contained in this book will be helpful in your current move to the Nation's Capital.

Reentry to the United States, after a single tour or many years overseas, can be a difficult transition for both employees and family members. You have changed and life here has changed. The best way to reenter the Washington area is to treat it as a new post. *Assignment: Washington* was developed to provide you with the same type of information that was available to you when you were preparing to go to your overseas post.

Thank you to Meter Beecroft, Linda Curran, Mikiko Stebbings, Joan Deason, Louise Eaton, Michael Ann Dean, and Sharon Featherstone for their work producing previous editions. This edition was produced by Family Liaison Office Publications Coordinator Karen Hansen Lundahl.

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We welcome your comments and suggestions. Contact us at:

Family Liaison Office
Room 12 12A
Department of State
Washington, DC 20520-7512
Telephone: 202-647-1076
Fax: 202-647-1670

We hope you have a good move, a fair adjustment, and enjoy your time in Washington!

Kendall Montgomery
Director
June 1997

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1. LEAVING POST

You have just received a cable, the TM-1 notifying **you** of your new assignment and your thoughts are turning toward Washington. There are many things you can do to prepare for this transfer that will ease the reentry process.

Determine your date of departure from post, travel plans, and date of arrival in Washington. Send this information to Washington in the TM-2 cable. At the same time, it would be appropriate to write or e-mail the person in **charge** of the office where you will be working expressing anticipation of the forthcoming assignment and advising of travel plans.

The Washington Scene

You can obtain helpful information about current living conditions and prices from the Sunday edition of the *Washington Post*. If your post does not subscribe, ask a friend to send copies, including the classified ads.

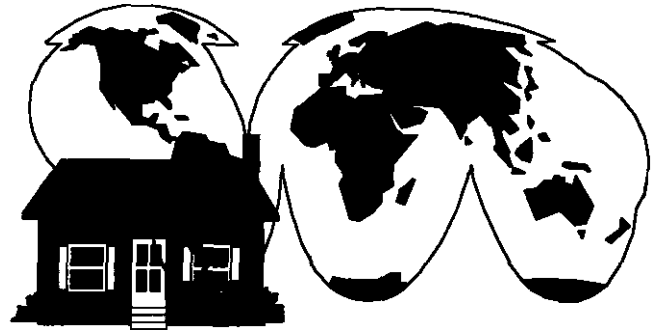
Washingtonian magazine is another way to keep up-to-date with activities in the area. There are articles on shopping services, restaurants, education, home repairs, real estate, and local personalities. For a subscription write:

Washingtonian
1828 L Street NW, Suite 200
Washington, DC 20036
Telephone: 202-331-0715

Note that a subscription to a pouch address is considered local and costs \$18.00. A subscription to an APO address is considered non-local and costs \$34.95. If you are at a post with an APO, you will need to weigh the cost difference against the time difference and decide which address to use.

Temporary Housing

A *temporary lodging* allowance may be claimed for up to 60 day after arrival in Washington. If family members return ahead of the employee, they may claim the allowance. Check with your Administrative Section for the current allowance.



The Housing Office, staffed by volunteers from the Association of American Foreign Service Women (AAFSW), has lists of furnished and unfurnished apartments available on a short- or long-term basis in Washington, Maryland, and Virginia. The office also has lists of those places that accept pets. If the lists are not available at post from the CLO or Admin Officer, contact:

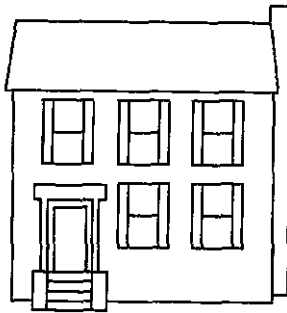
Housing Office
Room 1254
Department of State
Washington, DC 20520
Telephone: 201-647-3573

If **you** are considering buying a home, settlement can take at least 45 day after a contract is signed. Therefore; you may wish to consider renting an unfurnished apartment and renting furniture, linens, and kitchen supplies from one of the area's rental agencies. With the current high cost of furnished housing, some families are finding this a more economical way of meeting their temporary needs. The Housing Office maintains lists of area leasing companies and may be able to provide a preferred customer discount card.

Housing

If you own a home in Washington, notify the tenants and real estate agent of the date you plan to return and the date you wish to terminate the lease. Check your copy of the lease to confirm lease termination conditions.

If you do not already own a house, you will need to study the real estate sections of local newspapers to get an idea of current prices for buying and renting. A number of relocation services are available to help the newcomer decide what is best. These services can be quite elaborate and are free of charge to the consumer. Ask friends for a referral or check the *Yellow Pages* for a good company.



Change of Address

Send a notification of your change of address to family! friends, and businesses, including insurance and credit card companies, magazine and book-club subscriptions, investment firms, and stores with which you have accounts.

Checkout Procedures

Contact the Administrative Section at your post for a detailed list of everything you need to do before you leave. Make your travel arrangements well in advance, particularly if you will be traveling in a peak period. If you plan to stop off in other countries on your way, find out if a visa is required. Some countries require a visa for those traveling on a diplomatic or official passport, whereas they do not for those on a tourist passport.

Getting Ready

Household Effects (HHE)

Before leaving, decide if you want to sell any items. Advance permission is required before selling personal property. For more information about these regulations, check with the Administrative Officer at your post.

Update your inventory of household effects by adding all items acquired at post. Keep bills of sale or estimate their value and condition for your insurance. If you don't have an inventory, you may want to use the sample form found in the back of the *Foreign Service Assignment Notebook (FSAN)*. Making an inventory takes time and effort, but if your household effects are lost or destroyed, it would be very difficult to reconstruct an inventory after the fact.

The weight allowance for household effects, if you have been in furnished quarters, is 7,200 pounds (12,000 pounds for an Ambassador); the allowance for a full shipment is 18,000 pounds. The weight of cartons, crates, and other packing materials is charged against the allowance; the weight of lift vans is not. The weight of your storage plus the weight of your shipment from post may not exceed the total household effects allowance. For complete information on regulations governing the shipment of your effects see *What Do I Do Now?* pages 17-21.

The Transportation Operations Office, Room 1251, Main State, will handle the customs clearance and delivery to your home of your shipment when it arrives in Washington.

For tips on packing, see Chapter 3 of the FSAN.

Baggage

There are certain important papers that you should hand carry and keep in your possession at all times. Never put these documents in baggage that is checked or in air freight.

- Passport for each family member
- International immunization record for each family member
- Copies of insurance policies
- Social Security cards
- Driver's licenses

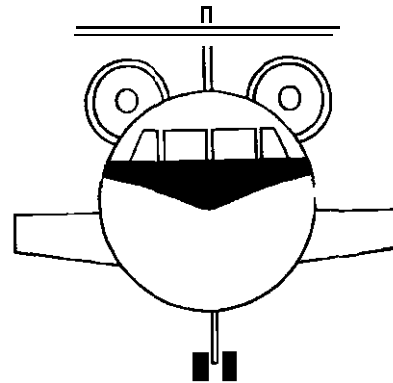
- Spouse employment records (personnel actions, including SF 50s, documenting work at pat or previous government employment; SF-171; resumes)
- . School records
- Medical and dental records: current prescriptions
- Power of Attorney
- Copy of will(s)
- Credit cards
- Inventories of accompanied baggage, air freight, surface shipment, and stored possessions
- Copy of packer's inventory
- . Airway bill number and receipt for air freight
- Travel orders (family members traveling separately should carry their own copy)
- Automobile papers, including record of car serial and motor numbers and extra set of keys
- . Two sets of luggage keys and tagged set of trunk keys

Accompanying Air Baggage

Decide what should be included in your accompanying air baggage. Remember that this luggage will contain the only possessions you will have for several weeks. Baggage regulations vary depending on airline and point of origin, so it is best to check with your carrier for further details.

- Make necessary repairs to your luggage.
 - . All travelers are allowed two checked bags, as well as carry-on luggage that fits under the seat.
- The State Department allows each traveler excess baggage of either one unit (one flat charge) or 22 pounds.

Ask your Administrative Section about authorization for excess baggage or the option of applying the excess baggage allowance to your air freight shipment if you prefer to travel light.



Air Freight

Air Freight Allowance Chart

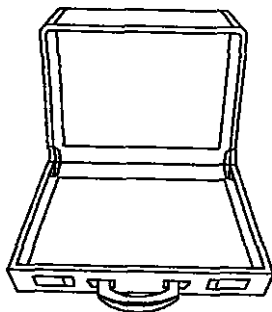
<i>Family</i>	Gross Weight including packing material, containers, and boxes
1st person	250 pounds
2nd person	200 pounds
3rd person	150 pounds
Each additional person	100 pounds

The purpose of sending a portion of your household effects by air freight is to enable you to set up light house-keeping at once. Your air freight shipment should meet basic clothing, linen, and kitchen requirements, since it may be 2-5 months before your household effects arrive in Washington. Take stock of your family's needs and interests and pack accordingly. Air freight should be packed before sea freight, so that excess weight can be removed and sent by ship.

If you pack your own air freight, be sure to obtain the airway bill number from the airline when you call to arrange for pickup. You will need it for tracing and delivery on the other end. When the air carrier or agent picks up your air freight, you must get a receipt for it.

Packing Suggestions

- When arranging for the shipment of air freight, ask for waterproof cartons, if they are available
- If you pack your own air freight, you may want to send clothing and linens in footlockers lined with waterproof paper.
- Exceeding the air allowance is costly. Try to have a scale available, so that you will know when you reach the weight limit.
- Air freight may be "flow" in unpressurized and unheated compartments at high altitudes. This can cause items to freeze or contents of bottles and tubes to be sucked outward by low air pressure. Do not pack any items that may be damaged by freezing or which are not absolutely leakproof.
- Since the gross weight limit includes packing materials, use sheets and towels to wrap fragile items.
- Conserve space by placing smaller items inside larger ones.
- Do not pack flammable or explosive items, such as lighter fluid, matches, aerosol cans, or nail polish and remover in air cargo.
- Do not pack liquids in corked bottles for air shipment. Screw-type bottles are better, and screw-type plastic bottles are best.
- Pack any liquid, even in a screw-type bottle, inside a leakproof plastic bag as a double precaution.



- China and glassware sent by air carry a high risk of breakage. If possible, ship these fragile items in original factory cartons.
- Pack small appliances in their original cartons and ship them in larger boxes or footlockers.

- It is recommended that **you** have your air freight containers steel banded. However, the person who delivers your air freight in Washington may not have wire cutters, so you should have a pair on hand.

Shipping an Automobile

The Administrative Section at your post can advise you on current U.S. regulations on car importation and regulations on shipping a vehicle at government expense. Be sure to keep copies of all paper work, and make a written record of the vehicle's serial and motor numbers.

Any vehicle brought into the United States must meet U.S. Highway Safety Standards and must have a working catalytic converter. If the converter was removed from your car, the U.S. Dispatch Agent will issue a letter to U.S. Customs enabling the car to be released prior to its reconnection.

Moving With Pets

If a small pet is accompanying you, check with the airline to see if the animal may travel in the cabin with you. Reservations are required, and special carriers must be obtained from the airline.

The U.S. Government does not pay transportation costs for pets. You should check with the Administrative Section at your post about U.S. regulations regarding the entry of pets and inoculation requirements.

If you are planning to stop en route, make sure your pet will be allowed into the country (The United Kingdom and other island nations require pets to remain in quarantine.) For an extensive trip, it might be easier on the pet to ship it directly to Washington. There are a number of kennels that will pick up a pet from the airline and board it until your arrival. Look in the *Yellow Pages* under Kennels or look for ads in the *Foreign Service Journal*.

If you will be staying in temporary quarters when you arrive in Washington, be sure that the site will accept pets. The majority do not. Ask for the Pet List from the AAFSW Housing Office. See the resource list in Chapter 2 for contact information. Your CLO might also have a copy of the list. For detailed information on traveling with your pet, see Chapter 6 of the *FSAN*.

Other Items Not Covered in U.S. Government Allowances

Boats, outboard motors, aircraft, and plants are not officially considered personal or household effects and may not be shipped at U.S. Government expense. You should check with the Administrative Section about U.S. regulations regarding importation of such items.

Firearms and Ammunition

If you brought firearms to post that you purchased in the United States and declared on Customs Form 4457 when you left the country you need only show this same form upon reentry to receive permission for reimportation. If you buy firearms overseas, you must complete the Bureau of Alcohol, Tobacco and Firearms (ATF) Form 5330.3A (formerly called Form 6, Pan 1), **Application and Permit for Importation of Firearms Ammunitions and Implements of War**. This form can be obtained from:

ATF
P. O. Box 5950
Springfield, VA 22150-5950
Telephone: 202-927-7777
Emergencies Only 703-455-7801

The form should be submitted approximately 60 day **prior** to the intended importation. 4 single permit can cover one or more firearms.

U.S.-purchased firearms being reimported should be included with either your HHE or UAB shipment. They should be labeled clearly on the shipment's inventory, and packed separately for easy access by Customs inspectors. Foreign-purchased firearms being imported must not be included with HHE or UAB shipments, although the **expenses** of shipment may be charged against employees's travel authorization. You must arrange with a customs broker or importer to handle the shipment, which should go separately from your other shipments. Dispatch agents will not handle any shipments of foreign-purchased firearms.

Note: **The Department of State will not ship ammunition as part of your regular household effects. Ammunition is a Hazardous Cargo requiring special handling and labeling.** Check with your Administrative Officer at post for details on how to ship it.

Insurance

The U.S. Government does not insure your household effects. The Military Personnel and Civilian Claims Act provides compensation for loss or damage to personal belongings, but with a number of limitations and exclusions. The maximum amount payable for any one shipment is \$10,000.

Do not rely on shippers and packers to provide insurance coverage. Such insurance may be inadequate or unavailable. Also, when loss or damage does occur, it can be difficult to determine which of the parties involved in the moving process was responsible. Therefore, commercial transit insurance and a household goods floater policy that covers goods taken overseas and items left in storage, are both strongly recommended. Many companies do not **insure** household goods worldwide. Not all policies cover breakage or damage from moisture. For the names of companies that handle transit insurance and policies for overseas locations, check advertisements in the *Foreign Service Journal* ask the Overseas Briefing Center or the Foreign Service Lounge to send you brochures; or see if your CLO has the information.

If you are shipping your automobile back to the United States, make sure you have marine insurance to cover the actual shipment. If your car is covered by insurance in the country in which you are posted, make certain you have purchased U.S. insurance prior to the arrival of your car in the States.

Medical/Health

If your post has a health unit, arrange for a pre-departure physical **examination. It is** also possible to have the examination in the State Department Medical Division after your return (see Section 5). Because Washington area school districts may require a negative TB Tine test within the last 30 days you may want to delay children's exams until you return to Washington so that you can schedule them nearer to the time of enrolling in school.

Obtain copies of health records and X-rays or other medical services rendered while at post. Make sure all inoculations needed for reentry into the United States and any countries you may visit on your trip home are up to date.



Pediatric examinations with private physicians in the Washington area will be paid for by the State Department only for children under 6 years old. Examinations for children over 6 are given by the Medical Division. All schools in the area require a pre-entry physical and some inoculations other than those provided by Medical Services. Be sure to take school forms with you, along with forms required by any athletic programs your child is entering to avoid duplicating costs. The Medical Division will provide photocopies of medical records upon request, but it does not fill out or sign additional medical forms.

Schools

Make certain you have complete documentation of your children's work, including grade reports, test results, teacher evaluations, and samples of work. If you know where you will be living in the Washington area and which school your children will be attending, notify the school of your return and request that space be reserved at

the appropriate grade levels for them. It may be helpful to schedule a meeting with the principal and guidance counselor at the school to discuss placement and courses, especially if your child has been attending a non-American curriculum school overseas. For further information, see *Education Options for Foreign Service Family Members*, Chapter 6, or contact the Education and Youth Officer in the Family Liaison Office in Washington.

If your children are teenagers, sign them up for Around the World in a Lifetime (AWAL) the youth group for children of personnel who have been assigned to American missions abroad. Applications are available in your CLO office or from the Family Liaison Office.

Foreign Service Teenager- At Home In the U.S., by Kay Branaman Eakin is a valuable resource for teenagers and their parents. Copies of this guide are available from your CLO office, the Family Liaison Office, and the Overseas Briefing Center. Another excellent resource on the effects of international mobility on families is *Notes from a Trawling Childhood Readings for Internationally Mobile Parents and Children* You can borrow it from the CLO library at post or send for your own copy from:

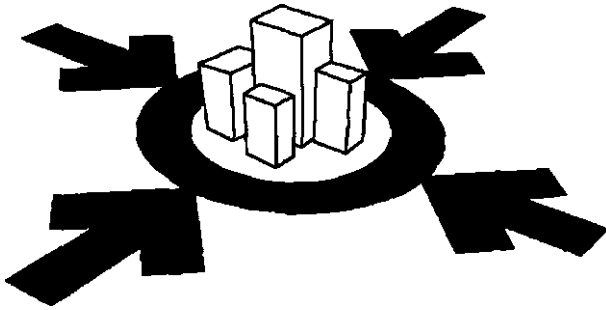
Foreign Service Youth Foundation (Publication)
PO Box 39185
Washington, DC 20016

The cost is 55.95, including postage and handling to APO, pouch, and other addresses within the U.S.

Transfer Allowances

When you return to Washington from an overseas assignment, you are entitled to certain allowances, such as a Temporary Lodging Allowance, Home Service Allowance, and Travel Per Diem. Consult *What Do I Do Now?* for a complete explanation of these allowances. Check with the Administrative Section at your post for specific information on the limits for your family.

2. ARRIVAL IN WASHINGTON, D.C.



Resources

When you arrive in Washington_ contact your agency for check-in procedures and assistance. The State Department and other foreign affairs agencies offer resources to those reentering. The resources listed below might be helpful.

Family Liaison Office

Room 1212.4
Department of State
Washington. DC 20520-7512
Telephone: 202-647-1076

Overseas Briefing Center (OBC)

Foreign Service Institute. Room E2126
NFATC. SA-42
Department of State
4000 Arlington Boulevard
Arlington_ VA 22204-1500
Telephone: 703-302-7276

Association of American Foreign Service Women (AAFSW)

5 125 MacArthur Boulevard NW
Suite 36
Washington, DC 20016
Telephone: 202-362-6514
Fax 202-362-6589
Book Room 202-223-5796
Room 1524

AAFSW Housing Office

Room 1254
Department of State
Washington, DC 20520
Telephone: 202-647-3573

Employee Services Center

Foreign Service Lounge
Room 1252
Department of State
Washington. DC 20520-1252
Telephone: 202-647-3432

AID Learning Support Divison

Room 113. SA-14
Department of State
1100 Wilson Boulevard
Arlinnton. VA 22209
Telephone: 703-875-1635

Farm Service Agency (Int'l Service)

Foreign Agricultural Service (FAS)
USDA/FAS
Room 6067-S
14th and Independence Avenue SW
Washington. DC 20250-1000
Telephone: 202-720-2741

Foreign Commercial Service (FCS)

USFCS/OFSP
Room H3226
Department of Commerce
Washington, DC 20230
Telephone 202-482-2368

USIA Foreign Service Lounge

c/o USIA
Room M-05 Mezzanine
301 4th Street SW
Washington, DC20547
Telephone: 202-619-4605

Transportation Operations Office

State: Main State. Room 1244

Telephone: 202-647-4140

AID: Main State. Room 1247

Telephone: 202-647-8284

Employee Consultation Service (ECS)

Room 3243

Department of State

Washington, DC 20520

Telephone: 202-647-4929

The Transportation Operations Office will handle the customs clearance and delivery to your home of your household shipment when it arrives in Washington.

On return from overseas, household effects (including surface and air shipments) may be stored for up to 3 months at government expense. To receive stored goods and/or shipments from post before the employee has returned, a family member will need a signed statement from the employee or cable instruction sent to the Transportation Operations Office authorizing release of the goods to the family member.

On the day of delivery the packing company is required to uncrate the shipment, place furniture and rugs as you direct, open and unpack boxes, and remove trash. Do not sign a delivery receipt until the work has been done. You may prefer to do some of this work yourself, but be aware that the packer's services are available only on the day of deliver).

Overseas Briefing Center Workshops



Overseas Briefing Center

The OBC Schedule giving times and dates is available from your community Liaison Office Coordinator or Administrative Officer at post. It is also available from FLO and OBC in Washington. The following OBC workshops are of special interest to those coming back to the Washington area.

American Studies covers major trends in American society today. Although designed to explain American culture to those going overseas, it is also valuable to those who have **been overseas for some time**.

Understanding Regulations, Allowances, and Finances in the Foreign Service Context covers allowances, benefits, services, legal matters, and taxes. Should be taken periodically by all Foreign Services personnel and spouses.

The Employment Planning Workshop includes the following stand-alone modules:

Documenting Our Mobile Experience covers self-assessment: resume writing, and Federal application forms:

Marketing Our Foreign Service Spouse Talents covers targeting domestic job market, interviewing skills, and networking;

Post Options for Employment and Training covers professional opportunities overseas:

English Teaching includes a survey of materials, methods, and employment opportunities for teaching English as a second language:

Introduction to Effective Training Skills for Foreign Service Spouses covers the elements of training theory, workshop design, adult learning styles, and presentation skills.

Life After the Foreign Service is open to spouses of the following: retired employees, participants in the Career Transition Seminar, and employees within 1 year of retirement. It looks at leaving the Foreign Service life-style and exploring new pursuits.

Away Day for Students is offered with the Family Liaison Office and Around the World in a Lifetime (AWAL). It builds self-esteem and teamwork concepts in Foreign Service young people ages 10-18.

Transition to Washington for Foreign Born Spouses is an introduction to Washington as a foreign posting including logistical and cultural information.

Reentry Week is six short programs, each addressing a specific reentry concern. There is one program per day during the week.

OBC Wednesday Special Events are scheduled from 6:00 p.m. to 8:00 p.m. several Wednesdays per year. Topics include children, finances, logistics, legal issues, and travel.

Association of American Foreign Service Women (AAFSW)

AAFSW is a nonprofit organization representing spouses, employees, and retirees. As an independent advocate for its membership, it lobbies in the State Department and in Congress to improve the quality of Foreign Services life. It holds monthly meeting in Washington and sends out a monthly newsletter to all members. Membership is open to all employees and adult family members of the foreign affairs agencies who have served or are subject to serve at a U.S. diplomatic mission. For contact information see the beginning of this chapter. AAFSW sponsors the following programs:

Bookfair. A yearly event held in October, runs for 1 week and raises funds for the AAFSW/AFSA Scholarship Program and District of Columbia community projects. Volunteer opportunities are available throughout the year and are a good way to meet people.

Forum. A group created to study the issues arising from the changing role of Foreign Service women, represents the education and advocacy arm of the AAFSW. It seeks solutions to the special problems of Foreign Service families. Volunteers interested in these timely issues are always welcome to participate in Forum activities.

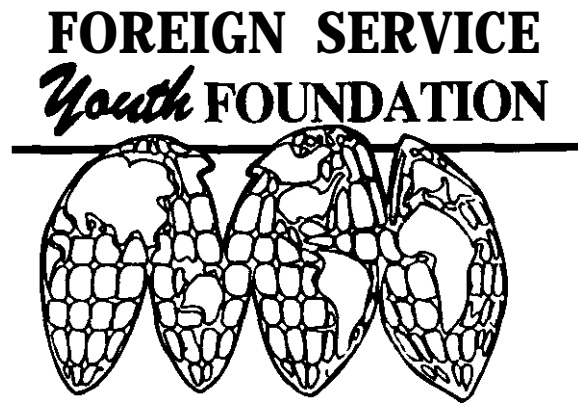
Foreign-Born Spouse Network is a group of U.S.- and foreign-born spouses who share information about living in the Washington area. They discuss the U.S. legal system, education and job opportunities, and the logistics of living in the Washington area. Volunteers introduce new arrivals to their community and address individual concerns. Monthly meetings, social gatherings, and workshops are held to involve members in the ongoing process of entry to life in the United States.

Adult Education Loan Program provides low interest loans to assist selected member applicants who are acquiring new skills or upgrading competencies. Any individual eligible for AAFSW membership is eligible to apply for a loan. (See Section 6.)

Housing Office dispenses information on housing in the Washington area.

Evacuee Support **Network** provides help to Foreign Service and other **government service** families who have been evacuated to the Washington area because of a personal or political crisis.

Around the World in a lifetime (AWAL)



AWAL, an organization established by Foreign Service teens, provides a support network for young people returning to the Washington area from overseas. It also includes programs and activities to help those teenagers going overseas with the challenges of their mobile lifestyle. Membership includes a subscription to the newsletter, Wings of AWAL, and an opportunity to participate in activities such as an annual weekend retreat, Away Day, picnics, and workshops. Membership information is available from the CLO at your post, the Education and Youth Officer at the Family Liaison Office, and at the Overseas Briefing Center.

The Foreign Service Youth Foundation (FSYF)

FSYF is a private, non-profit organization dedicated to providing information, advocacy, and outreach activities for the internationally mobile youth whose parents serve at U.S. diplomatic missions. FSYF supports the activities of AWAL, offers seminars for parents, sponsors the annual

Foreign Service Youth Awards for Community Service and offers programs for preteens and young adults. Contact your CLO at post or the Education and Youth Officer at the Family Liaison Office for more information.

Foreign Affairs Recreation Association (FARA)

FARA is a private, nonprofit organization governed by a Board of Directors. Member agencies include the State Department, the Agency for International Development, Arms Control and Disarmament Agency, United States Information Agency Peace Corps, and ACTION. Employees of other government agencies are eligible to become associate members. The association makes a significant contribution to the welfare and morale of its membership through a number of programs and services. If you wish to become a member, write to FARA Room 2937, Department of State, Washington, DC 20520, or stop in their Service Center.

Service Center

Telephone: 202-530-5735

Gen. Manager, Recreation Office

Telephone: 202-530-5752

Fax: 202-530-5657

The Service Center is located on the second floor of Main State above the 21st Street entrance. It offers business cards, discounted ticket sales, theater tickets, sporting event tickets, Flash Passes, tokens, flower and fruit basket sales, parking stickers, and registration and fee collection for all classes and activities. The Center offers the United Buying Service which helps new car buyers purchase a car for \$100 over factory invoice. The Center is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Recreation Office

Telephone: 202-530-5752

Located in Room B-727 below the 21st Street entrance, the Recreation Office offers a wide range of special events, seminars, classes, and concerts. Hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Physical Fitness Facilities

Telephone: 202-647-0880 (women)

Telephone: 202-647-0882 (men)

FARA offers a men's and women's fitness facility in the basement of Main State. Showers, lockers, and exercise equipment are available 25 hours a day. Membership is available through the Recreation Office.

Barber Shop

Telephone: 202-466-5054

The Barber Shop is located in Room B-233 of Main State, just below the right side of the C Street entrance. The shop serves men and women and offers cuts, blow dries, shampoos, and shaves. Appointments are requested but not mandatory. Shop hours are 7:30 a.m. to 4:30 p.m.

Dry Cleaners

Telephone: 202-659-3208

The Dry Cleaners, located in the basement of Main State in Room B-236; handles dry cleaning, laundry, and alterations. One-day service is available on drycleaning items if brought in before 9:00 a.m. and paid in advance. Shop hours are 7:30 a.m. to 5:30 p.m.

Jeweler

Telephone: 202-466-8885

The FARA jeweler is located on the second floor of Main State above the 21st Street Entrance. They offer retail merchandising, watch and jewelry repair, battery replacement, key reproduction, appraisals, and bead and pearl restringing. Prices are discounted for FARA members. The hours are 8:30 a.m. to 4:30 p.m.

FARA Stores

Telephone: 202-530-5748

The Recreation Association operates a retail store for use by its members. The store sells audio-visual equipment, film, men's and women's wear, personal care products, greeting cards, candy, and gift items. Members may place special orders for items not carried in stock through the buying office in Room 2928 of Main State. The store is located above the 21st Street entrance of Main State on the second floor. Hours of operation are 8:15 a.m. to 4:00 p.m., Monday through Friday.

Other Facilities Within the Department of State

American Express Travel (State only)

Room 1243

Main State

Hours: 7:00 a.m. to 6:00 p.m.

Reservations: 703-812-8331

Inquiries: 202-728-0866

American Foreign Service Association (AFSA)

2101 E Street NW
 Washington, DC 20037
 Hours: 8:30 am. 5:00 pm.
 Headquarters: 202-338-4045
 Membership information: 202-944-5510
 Labor/Grievance: 202-647-8160
 Fax: 202-338-6820

Carlson Travel Group (AID only)

Room 1247
 Main State
 Hours: 8:45 a.m. 5:30 p.m.
 General Inquiries: 202-647-8427
 Tickets: 202-835-0995
 Shipping/Travel/Transportation/HHE:
 800-368-0104

Claims. Personal Property

Room 1244
 Main State
 Telephone: 202-736-7648

Department of State Library

Room 3239
 Main State
 Telephone: 202-647-1099

Employee Services Center (ESC)

Foreign Service Lounge
 Room 1258
 Main State
 Telephone: 202-647-3432

Services and facilities include a lounge (CNN and B-Net Monitor). desks. telephones. typewriters Wang word processor and printer. copier. post report lendign library, income tax forms. various government forms, absentee voting ballots. information brochures on insurance ihousehold effects and automobile). salary deposit forms. shopping information of various kinds. power of attorney forms. and a notary public on duty to perform "official" government notarials. There is a CD-Rom with the DOS telephone director)-. the complete FAM. post reports. and a printer. Facilities. including mailboxes. are open 24 hours a day: staff available 8: 15 a.m. to 4:45 p.m.

Equal Employment Opportunity and Civil Rights Office (S/EEOCR)

Room 1216
 Main State
 Telephone: 202-647-9294

National Foreign Affairs Training Center (NFATC)

Foreign Service Institute (FSI)
 4000 Arlington Boulevard
 Arlington, VA ~~2204~~-1500

Registrar

Room F2210
 Telephone: 703-302-7137

Medical Services Office**Alcohol and Drug Awareness Program**

Room 118
 Columbia Plaza
 Telephone: 202-663-1904

Appointments

Room L201
 Columbia Plaza
 Telephone: 202-663-I 779

Claims

Room 113
 Columbia Plaza
 Telephone: 202-663-1931

Health Unit

Room 2313
 Main State
 Telephone: 202-647-2546

Health Unit (USIA)

Room M- 18
 301 Fourth Street SW
 Washington DC 20547
 Telephone: 202-619-4507

Mental Health Services

Room 118
 Columbia Plaza
 Telephone: 202-663-1903

Post Office

Room 2827

Main State

Hours: 8:30 am. 5:00 p.m. weekday

Telephone: 202-523-2574

Lafayette Federal Credit Union

Room 3439

Main State

Hours: 8:30 a.m. 4:00 p.m.

Telephone: 202-466-4711

State Department Federal Credit Union

Room

Main State

Telephone: 703-706-5000

Entering the State Department

Spouses who visit the State Department must obtain a Visitor's Pass at the reception desk upon entering the building. Identification must be presented. A diplomatic passport is always accepted. The only other acceptable forms of identification are a driver's license with a photograph, a U.S. Government photo ID badge or a passport. Without one of the acceptable forms of photo identification, an escort will be required to accompany the visitor at all times.

Dependent children age 16 and older, accompanied by a parent or guardian, will be signed in and issued a Visitor's Pass. During regular working hours, children younger than age 16 will not be issued a Visitor's Pass. The accompanying adult is responsible for escorting the dependent child while in the Department of State facilities, unless the child is placed in an approved child care facility.

Public Information

The public library is an invaluable source of information. Check the public interest section for the latest Metro schedules, community activities, recreation programs, preschool activities, and support groups. The D.C. Public Library system has a Community Information Service that can put you in touch with a broad variety of agencies and groups that deal with issues such as adoption, computers, home heating bills, tax assistance, and voter education. Their phone number is 202-727-0515 In

Maryland. Montgomery County has similar services, and you should stop in at the nearest branch for complete information. In Prince Georges County, you can get information at your branch library or by calling 301-779-9330. In Virginia, Arlington has Citizens Assistance and Information Referral (not part of the library system) that you may contact at 703-358-3000. In Alexandria, the reference librarian will be happy to assist you. In Fairfax County, you can contact Citizen's Assistance at 703-324-3185, or ask the reference librarian in your neighborhood library.

The front of the Yellow Pages telephone directory is a useful guide. It includes maps of D.C. and the Metro, information on tourist sites **and museums**, airport and bus information, and seating charts for local theaters and stadiums, plus information on festivals and annual events. This guide includes information about local parks and the great outdoors. In addition, emergency numbers are listed as well as senior citizen services.

The Washington Visitor's Information Center, located in the Willard Hotel, 1401 Pennsylvania Avenue NW provides tourist information and maps. The telephone number is 202-789-7000.

Both daily newspapers, the *Washington Post* and the *Washington Times* provide extensive information on current events, cultural activities, and consumer information. For home delivery for the Post, call 202-334-6100, for the Times, call 202-636-3333

Each suburban area has a 5-day-a-week journal/newspaper devoted to local news. Residential communities within the District have a biweekly paper that provides information on schools, local government, and a good classified section.

The following recorded services are available:

Smithsonian Institution Dial-a-Museum:

202-357-2020

Skywatcher's Report from the Albert Einstein Planetarium of the Air and Space Museum: 202-357-2000

Weather: 202-936-1212

Guides to Washington

There are many general and specialized guides to Washington. Frommer and Fodor both publish general guides to the Washington, DC area that include information on museums, landmarks, restaurants, nightlife, activities for children, and maps.

EPM Publications publishes a list of local tour guides, including *Walking Tours of Old Washington* and *Alexandria, The Maryland One-Day Trip Book*, and the *Virginia One-Day Trip Book*. For a catalog of publications, write EPM, Box 490 McLean, VA 22101.

One book for museum lovers is *A Museum Guide to Washington, DC* by Betty Ross (Americana Press), which includes listings of 60 local museums, historic houses, and libraries, 80 art galleries, and 46 clubs and historic houses available for private functions.

3. TRANSPORTATION

Washington is a reasonably easy city in which to get around, particularly when you have a general understanding of its design. The city was originally laid out as a 10-mile square. It is divided into the quadrants NW, NE, SE, and SW, which radiate from the Capitol building. North and south are divided by Constitution Avenue; east and west are divided by North and South Capital Streets.

Washington streets form a grid, with the numbered streets running approximately north-south and the lettered streets running east-west. Note that there are no J, X, Y, or Z streets. Two-syllable names appear in alphabetical order after the lettered streets and are followed by three-syllable names. Avenues named after the states run on the diagonal.

Maps of Washington and the suburban areas are available where magazines are sold, at some supermarkets and drug stores, and at gas stations and car rental offices.

Car Rental

If you want to rent a car, you might wish to contact the Foreign Affairs Recreation Association, Room 2932, Main State, telephone 202-530-5735. They offer discount cards on car rentals for FARA members.

Because car rental agencies change location and phone numbers frequently, we suggest calling companies listed in the Yellow Pages. When discussing price, ask if they give a discount to U.S. Government employees.

Taxicabs

There are many taxis in Washington, and usually there is no trouble hailing one. However, if you are off a main thoroughfare or wish to order one for a specific time, you can call one of the following numbers.

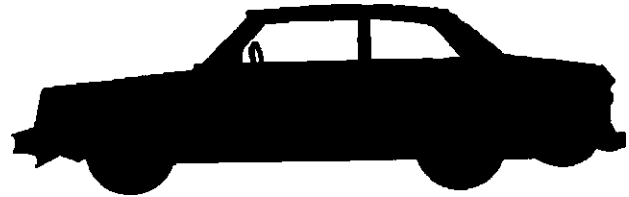
Barwood Cab: 301-984-1900 service to or from Montgomery County, Maryland

Capitol Cab: 202-546-2400 service to all airports

Diamond Cab: 202-387-6200

Red Top Cab: 703-522-3333 service to or from Virginia

Yellow Cab: 202-544-1212



For fare information, contact the District of Columbia Taxicab Commission at 202-645-6018.

Cab companies will normally tell you if there is a delay due to weather or traffic conditions.

Taxis licensed in the District work on a zone system, not a meter. It is wise to be familiar with the zone boundaries (see the map) as sometimes walking a block can save **you** money. For instance, one zone boundary runs right through the Main State Department building. Zone maps must be posted in each cab.

In addition to the regular taxi fare, there is a \$1.50 charge for each additional passenger after the first. There is a \$1.00 surcharge per trip during rush hour, 7:00 a.m. to 9:30 a.m., and 4:00 p.m. to 6:30 p.m.

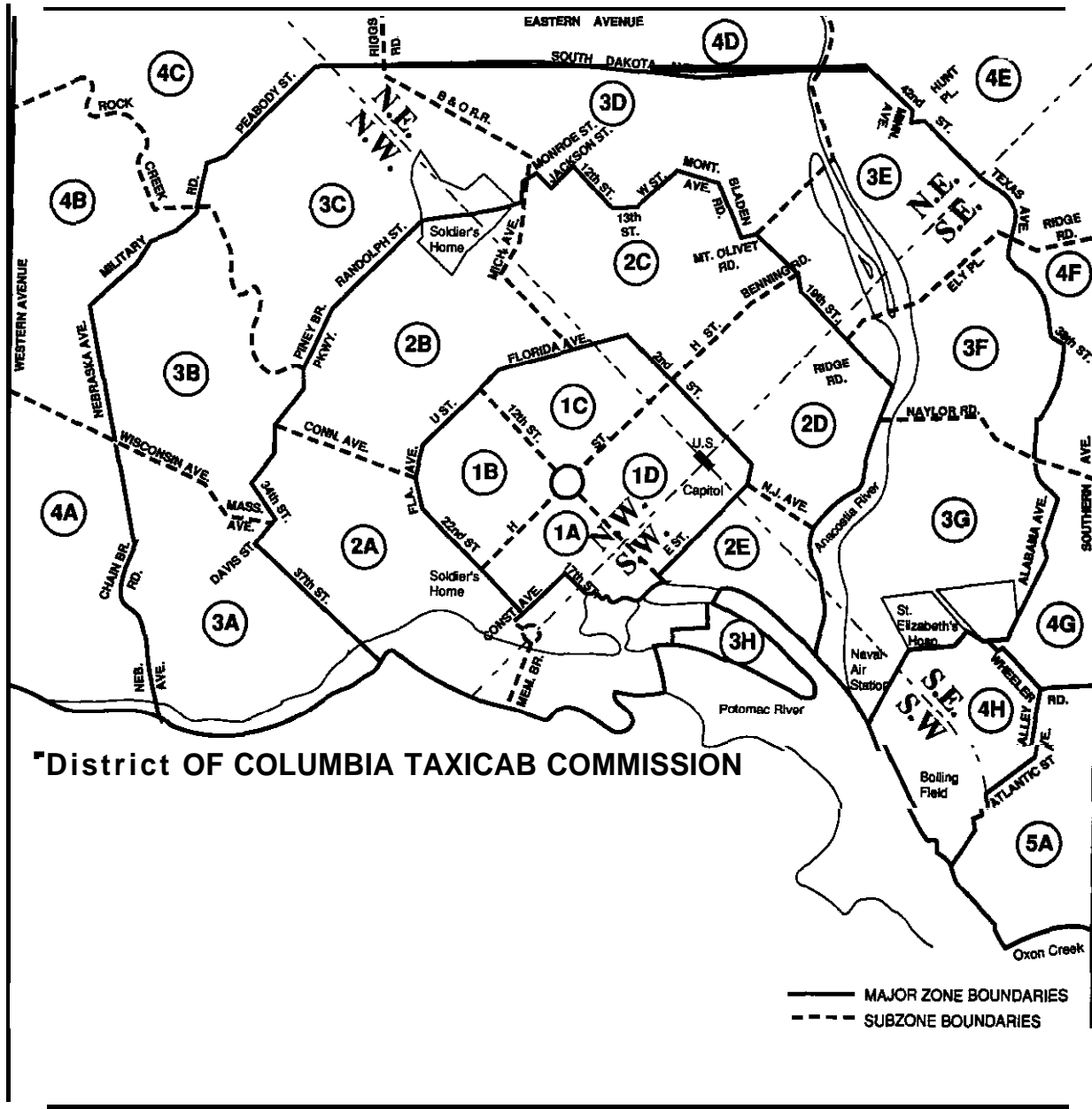
Suburban Maryland and Virginia have metered cabs. Check the rate with the company when you call for a cab or ask the driver when you hail one.

Public Transportation

Metro, the Washington area's public transportation authority, consists of Metrobus and Metrorail. They are designed to complement rather than compete with one another.

Metrobus has approximately 400 routes in the city and suburbs. Stops are designated by red, white, and blue Metrobus signs. Some routes, including many to and from the State Department, operate only during rush hours. The AAFSW Housing Office, Room 1253, has bus schedules.

TAXICAB ZONE MAP



You must have exact change, a Metrobus token, or a Flash Pass to ride the bus. The Flash Pass and other transportation passes are for sale in the FAR.4 Service Center on the second floor of Main State above the 21st Street entrance. Fares vary depending on your destination, and there is a rush-hour surcharge. Until you become familiar with the fares on your routes, 42 in change will avoid

frustration. If you need to use more than one bus to reach your destination, bus-to-bus transfers are available from the driver. There are Metrorail to Metrobus transfers, which you must get at machines located inside the subway stations before you board the trains. However, there are no Metrobus to Metrorail transfers.

Metro offers reduced fares for senior citizens (65 years or older) and handicapped individuals. Special identification cards are required, which you can obtain at your local public library. For further information, call 202-62-1215. Students may also use reduced fares during the school year. DC schools should have a copy of the regulations.

Metrorail has five lines. Blue, Orange, Red, Green, and Yellow. The stations are designated by tall brown columns with a large "M" on top. Directly below the "M" is a colored stripe or stripes that indicate the lines serving that station. Maps are posted in all stations and train cars and are available from station attendants, as well as in the Yellow Pages.

To ride the subway, you have to use a farecard both to enter and exit. The fare depends on the time of day and distance traveled. Although you may buy a card for a one-way trip, many commuters purchase one worth up to \$45. A 10 percent bonus is automatically added to a card of \$10 or more. The value of the card is printed on the front and is encoded on the side on magnetic tape. When you insert your card at the entrance and exit gates your distance is automatically computed and the fare deducted from the value of the card. The remaining value will appear on the front.

Metro trains run Monday Friday from 5:30 a.m. to midnight; Saturday and Sunday from 8:00 a.m. to midnight. Most outlying subway stops have all-day parking lots for a fee.

Montgomery County Maryland operates its own bus service called Ride-On, which, although not affiliated with Metro, provides access from a number of residential areas to Metrorail stations. The Alexandria Transit Company operates a similar service. The city of Fairfax offers a service called Cue. Route maps and schedules are available in the AAFSW Housing Office.

Shuttle Bus Service

The State Department offers free shuttle bus service to all employees and dependents with appropriate identification to and from Main State and its annexes in" service to SA-1 or SA-2 which are walking distance from the State Department. Spouses can use the shuttle by showing their diplomatic passport or visitor's pass. Buses leave the State Department from the D Street entrance. The time schedule and annex locations are posted at the D street entrance and are listed in the State Department telephone directory. For the latest information on shuttle bus service, call 202-647-1672.

Other Information

Driving in downtown Washington can be frustrating because of traffic and parking difficulties. Meter parking in most downtown areas is \$0.25 for each 20 minutes. Some meters are for a maximum of 1 hour; those around the State Department are for 2 hours. Parking lots in the center of town cost about \$4 per hour or \$8.50 or more a day. The parking lot at Columbia Plaza, SA-1 is \$ 12 per day.

In Virginia, Interstate 395 and Interstate 66 have rush-hour express lanes for cars or vans with two or more riders. These lanes are marked HOV-2 (high-occupancy vehicle). It should be noted, however, that the lanes are part of a trial and are subject to change. Because of HOV lanes and priority for parking passes at Main State, carpools are very popular. If you want to join a carpool, you will find a board with sign-up cards at the D Street entrance of Main State. USIA does not have a formal system, but you may post a notice on the board in the Foreign Service Lounge.

Some parts of the year in Washington are ideal for bicycling. During those times, it can be a pleasant means of transportation. Some parking garages offer facilities for bikers at nominal prices. The State Department has several bike racks in the basement that employees may use free of charge.

4. RELOCATION CONCERNS

Housing

For those interested in renting an apartment or house, the classified sections of the newspapers (see Section 2) are among the best places to begin. The AAFSW Housing Office in Room 1255 Main State is also an excellent source of information.

If you want to buy, the sources are numerous. A recent phenomenon in the Washington area is the emergence of Relocation Centers. These centers offer their services free of charge to the consumer and make their money in ultimate purchase referral fees from real estate brokers. They do not sell real estate themselves.

Check the *Yellow Pages* of your phone directory under "Relocation" for names of companies. They will be happy to send you information folders containing thumbnail sketches of many communities in the area: explanations of mystifying terminology such as the difference between "coop" and "condo;" an explanation of points: a list of fees the buyer usually pays: the types of mortgages available; and charts showing how much you would pay per month for various mortgages at various rates. The staffs of these centers are highly skilled in assessing the needs and concerns of relocation. They can give you up-to-date information on community, schools, tax structures, and recreational facilities. They can help you narrow your choices and focus on the best locations to meet your needs. They will also refer you to a real estate agent if you wish, but you are under no obligation.

The New Settler's Guide is another source of useful material on the housing situation in each community; including price range, tax rates, public transportation, schools, recreation, medical facilities, and shopping. You may order a copy from:

Robert Minoque, Publisher
The New Settler's Guide
8824 Tuckerman Lane
Potomac, MD 20854

A number of Foreign Service spouses and retired Foreign Service officers are in the real estate business in the Washington area. Some of them advertise in the *Foreign Service Journal*, *The Saturday* and *Sunday* real estate sections of the *Washington Post* are good sources as well.



Useful Publications

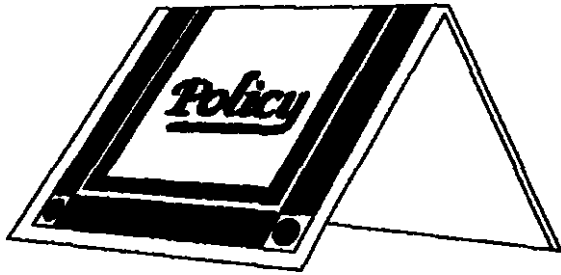
Kass, Benny L. *Home Buyer's Checklist* National Home Buyers and Home Owners Association, Suite 602, 1225 9th Street NW, Washington DC 20036. This is a step-by-step summary of the home buying process in clear terms. It contains a sample contract with suggested clauses and other useful forms.

Rusk, Rufus S. *Real Estate Statistics* 1824 Jefferson Place NW, Washington, DC 20036. Compares property values in various neighborhoods over the past 5 years.

What Do I Do Now? A Sourcebook on Regulations, Allowances and Finances. pages 59-61.

Homeowners Insurance

The primary consideration in buying insurance is knowing exactly what it would cost to replace the home itself. The lot, of course, retains its value. Usually homeowners insurance is a package that provides coverage



for fire, theft, liability, and a host of other protections. There are basically six standard policies, which all insurance companies use with some variation.

HO-1 is not considered adequate coverage in this area.

HO-2 is a broader form and insures against 18 perils, including rupture of heating and cooling systems; plumbing leaks, weight of ice and snow, etc.

HO-3 covers the contents of the house and provides more comprehensive coverage on the building itself.

HO-1 is for renters and covers only personal property.

HO-5 is a deluxe package that insures a home and contents ~~against~~ nearly all perils. Many companies don't carry this form of insurance because settlement is so costly.

HO-6 is for condominium owners and also insures the owner for any additions or alterations made.

All policies exclude coverage for flood, earthquake, war, or nuclear attack but include the following (except HO-4):

- \$25,000 in personal liability per incident not only on your property, but ~~damage~~ caused by family members elsewhere if they are found at fault. Check the current trend in court settlements to see if this is adequate coverage.
- \$500 per person medical payment if anyone is hurt on your property.
- Additional living expenses if your house is ~~aged~~ and you must live elsewhere while it is being repaired. Check the percentage payment for each policy.
- Personal property is insured for up to 50 percent of the dwelling's coverage, but the insuree can alter this percentage and add special floaters.

Check the deductibles on each policy. A lower deductible costs more but may be worth it. A floater offers special protection, as it will cover the cost of replacing an item without factoring depreciation. The depreciation factor in standard policies is a bane of policyholders, with the replacement costs for standard household items increasing yearly. If an entire kitchen is destroyed by fire, calculate the replacement cost of aging but functional equipment along with the replacement value of 5-year-old cookware, dishes, etc. This might give you some indication of the insurance coverage required for adequate protection.

In making claims, an inventory is a must. Photographs or videotapes that verify the condition of your home, special features, and your possessions will help. If you have specific questions, get the answers in writing from a company representative.

Many companies offer premium deductions if the house has smoke detectors or burglar alarms. It is worth checking with your insurance agent to see if your home qualifies. You might also want to check on the few companies that offer no-depreciation insurance.

Services

In the process of getting settled, everyone encounters automobile, appliance, and household repairs, and needs information on remodeling, telephones, etc. The Washington Consumer's Checkbook is a magazine published by the Center for the Study of Services, which surveys and rates goods and services in the Washington area. This organization also has a special issue on the comparison of the many health benefit programs open to government employees during "Open Season" each fall. Every January, subscribers receive a price comparison list of some 600 products and a guarantee of that price for 30 days to *Checkbook* subscribers. Copies of back issues are available in public libraries. Newsstand copies sell quickly. For a subscription, write:

733 15th Street NW, Suite 820
Washington, DC 20005
Telephone: 202-347-9612

Some of the topics covered have been home repair and maintenance firms; banks; savings, loans, and mortgage services; and physicians.

The *Washingtonian* magazine is also a useful resource. See Section 1 for subscription information.

Utilities

Because each Washington area jurisdiction has its own utility companies, it is often difficult to find correct information on utilities. The following list gives the telephone numbers of the companies in each jurisdiction.

District of Columbia

<i>Power</i>	Potomac Electric Power co. (PEPCO)	202-833-7500
<i>Gas</i>	Washington Gas Light Company	703-750-1000
<i>Sewage/Water</i>	Washington Water and Sewer	202-727-5210

Maryland

Anne Arundel County

<i>Power</i>	Baltimore Gas and Electric	410-685-0123
<i>Gas</i>	Baltimore Gas and Electric	410-685-0123
<i>Sewage/Water</i>	Anne Arundel County Waste/Water	410-222-1774

Howard County

<i>Power</i>	Gas and Electric	410-685-0123
<i>Sewage/Water</i>	Howard County Department of Public Works	410-313-4900

Montgomery County

<i>Power</i>	Potomac Electric Power co. (PEPCO)	202-833-7500
<i>Gas</i>	Washington Gas Light Company	703-750-1000
<i>Sewage/Water</i>	Washington Sub-urban Sanitary Commission	301-206-4001

Prince George's County

<i>Power</i>	Potomac Electric Power co. (PEPCO)	202-833-7500
<i>Gas</i>	Washington Gas Light Company	703-750-1000
<i>Sewage/Water</i>	Washington Sub-urban Sanitary Commission	301-206-4001

Virginia

City of Alexandria

<i>Gas</i>	Washington Gas Light Company	703-750-1000
<i>Power</i>	Virginia Power	703-934-9670
<i>Sewage/Water</i>	City of Alexandria Sanitation Authority	703-549-3381
<i>Water</i>	Virginia American Water	703-549-7080

Arlington County

Gas Washington Gas 703-750-1000
Light Company

Power Virginia Power 703-931-9670

Sewage/Water Arlington County 703-358-6485
Water Department

Fairfax City

Gas Washington Gas 703-750-1000
Light Company

Power Virginia Pow21 703-934-9670

Sewage/Water Fairfax City 703-385-7920
Department of
Water and
Sewage Services
Accounts 703-385-7915

Fairfax County

Gas Washington Gas 703-750-1000
Light Company

Power Virginia Power 703-934-9670

Sewage Fairfax Department 703-324-5015
of Public
Works

Water Fairfax Count!_ 703-698-5800
Water Authority

City of Falls Church

Gas Washington Gas 703-750-1000
Light Company

Power Virginia Power 703-934-9670

Sewage/Water Department of 703-241-5071
Public Utilities

Loudoun County

Gas Washington Gas 703-750-1000
Light Company

Power Virginia Power 703-934-9670

Sewage/Water Loudoun County 703-771-1095
Sanitation
Authority

Prince William County

Gas Columbia Gas of 703-361-3181
Virginia
Washington Gas 703-750-1000
Light Company

Power Northern Virginia 703-335-0500
Electric Coopera-
tive
Virginia Power 703-934-9670

Sewage/Water Dale Services 703-590-4495
Corp.(sewage)
Manassas 703-257-8200
Manassas Park 703-335-8805
Water Authority
Prince William 703-335-7900
County Water
Authority
Virginia Ameri- 703-491-2136
can Water (Dale
City only)

Telephones

In the Washington area; most local calls are handled by Bell Atlantic.

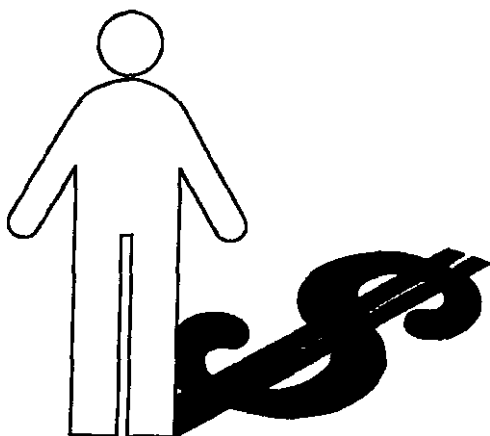
Before you ask Bell Atlantic to start your telephone service you will need to decide the type of phone and the type of long-distance service you want. For an in-depth study of these questions, as well as information on where to buy phones, how to handle repairs, and how to install your own phone, take the time to look at the index of the *Washington Consumer Checkbook* for the latest relevant issue.

You might want to consider having call-waiting or call-forwarding. These added services allow you to answer an incoming call while already on the phone and transfer your calls to another phone number, respectively. Call-waiting is one way to reduce stress for families with teenagers.

You may want to consider buying an answering machine for your phone. This enables you to receive messages when you are not present to answer the phone. It can also act as a security device if you wish to screen calls, or even give the impression that you are not home.

Consumer Education

Returning to the United States, you may find that you have long shopping lists and limited funds. Because of this, it is important to find the best for your money.



You may also feel overwhelmed by the *consumer* goods available and need some help sorting out the choices.

One excellent resource is the newspaper. In addition to daily ads, both daily newspapers and many community newspapers contain special sections each week on food, housewares, appliances, and clothing. There are numerous articles on comparison shopping and tips on consumer safety. After several weeks of careful reading, you will become familiar with the specialty and discount stores in your vicinity.

The Yellow Pages are another valuable resource. Some communities have their own version of the Yellow Pages. If you're dying to try your hand at some of those oriental or Arabic delicacies you became so accustomed to, check the grocer and gourmet listings. If one shop doesn't have what you need, chances are the proprietor can tell you where you can find it.

Again, the *Washington Consumer Checkbook* and the *Washingtonian* magazine are staples for newcomer and oldtimer alike.

Local television news broadcasts regularly carry consumer reports on topics of interest to all of us. Neighbors, too, are always happy to share their latest finds.

Sales go on all the time, and, together with numerous discount houses, enable the shopper to find most items at prices below the "suggested retail price."

Discount stores can be found in every suburban jurisdiction. They sell everything from food, to clothing, to outdoor home supplies. Potomac Mills, located outside Dale City, Virginia, is an entire mall of discount stores.

local Consumer Offices

If you have purchased an item or service that is not satisfactory and are unable to work out a satisfactory arrangement with the store or manufacturer, the following offices may be able to assist you.

District of Columbia

Office of Consumer Complaints
Room 108
611 H Street NW
Washington DC 20001
Telephone: 202-727-7080

Better Business Bureau of
Metropolitan Washington
1012 14th Street NW
Washington, DC 20005
Telephone: 202-393-8000

Maryland

Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202.2022
Telephone: 410-528-8662

Office of Consumer Affairs
675 1 Columbia Gateway Drive
Columbia, MD 21046
Telephone: 410-313-6420

Montgomery County Office of Consumer Affairs
Room 330
100 Maryland Avenue
Rockville MD 20850
Telephone: 301-217-7373

Office of Citizen and Consumer Affairs
City Administration Building, Suite L-15
11711 Governor Oden Bowie Drive
Upper Marlboro, MD 20772
Telephone: 301-952-4700

Maryland Public Service Commission
(gas electric, telephone
and transportation complaints)
6 St. Paul Place
Baltimore, MD 21202
Telephone: 410-333-6000

For Maryland telephones only: 1-800-492-0174

Virginia

Alexandria Office of Consumer Affairs
City Hall
PO Box 178
Alexandria, VA 2213
Telephone: 703-838-4350

Arlington County Office of Citizen
and Consumer Affairs
2100 Clarendon Boulevard, Suite 3 14
Arlington VA 22201
Telephone: 703-358-3260

Fairfax County Department of Consumer Affairs
12000 Government Parkway, Suite 433
Fairfax, VA 22035
Telephone: 703-222-8435

Virginia State Division of Consumer Affairs
PO Box 1163
Richmond, VA 23209
Telephone: 804-786-2041

Home Improvement Contractors: 804-367-8511
Cable Complaints (Prince William Co.): 703-792-7380
Questions (only for touch tone!): 703-792-4636

Useful Publications

The Consumer Information Index lists more than 250 Federal consumer-oriented publications and pamphlets on how to buy, use, and care for consumer products, child care, financial planning, health and nutrition, and consumer protection. Available free from:

Consumer Information Catalog
Public Documents Distribution Center
Pueblo, CO 81009
Telephone: 719-948-3334

Consumer *Reports* published monthly by the nonprofit Consumers Union, gives results of their tests on household items, large and small. It evaluates tested

items and suggests which are good buys. This is recommended reading before you buy any household item to save money both at the time of initial purchase and later for repairs. Available in any public library.

The Consumer *Reports Annual Buying Guide* gives name ratings on previously tested products. Available in any public library.

Washington Consumer Checklist can be ordered from:

Checkbook
733 15th Street NW, Suite 820
Washington, DC 20005
Telephone: 202-347-7283

Licenses and Registrations

Driver's License Information

The District of Columbia, Virginia, and Maryland have different requirements for obtaining a driver's license. With a valid, out-of-state license, you have 30 days until a resident license is required. For information regarding driving codes, testing, and license costs, pick up a copy of your state driver's code in the AAFSW Housing Office, Room 1254, Main State. It also has application forms. For specific information, you can call the following:

District of Columbia Bureau of Motor Vehicles
Telephone: 202-727-6680 (recorded information)

Virginia Division of Motor Vehicles
Telephone: 703-761-4655

Maryland Motor Vehicle Administration
Telephone: 1-800-950-1682

Bicycle registration is mandatory in Washington, Alexandria, Greenbelt, and Montgomery County.

Services and Information

District of Columbia

Automobile inspection and registration: *Cars* must be inspected annually at either 1827 West Virginia Avenue NE, or 1001 Half Street SW. Telephone: 202-727-6680. Repairs for cars that fail, and the subsequent reinspection, can be performed at any of the 50 privately licensed garages in the District.

Register your car at the Municipal Center, 301 C Street NW. Telephone: 202-727-6680. The District has instituted a staggered tag-renewal schedule. Fees for tags vary according to the weight and size of the car. In DC, you can register to vote when you register **your** car or get a driver's license.

In many neighborhoods, you need a permit to park for more than 2 hours on weekdays from 7:00 a.m. to 6:30 p.m. Residential parking stickers cost \$10 per year and may be purchased in Room 1063 of the Municipal Center. Telephone: 202-727-6680.

Building permits: *ii.* Potomac Building 611 H Street NW, Room 200. Telephone: 202-727-7050.

Dog licenses: *N.* Potomac Building, 614 H Street NW. Telephone: 202-727-7100. The fee is \$35 for an unspayed or unneutered animal; \$10 for other animals.

Liquor: *You must* be 21 to buy beer, wine, or other alcoholic drinks. District liquor stores can stay open on holidays; but cannot sell liquor on Sundays. For more liquor law information call 202-727-7375.

Marriage licenses: Superior Court Building, 500 Indiana Avenue NW, Room 1485. Telephone: 202-879-4840. The fee is \$35. Blood test required. Open 9:00 a.m. to 4:00 p.m.

Voter registration: 441 4th Street NW, Suite 250. You can also register to vote when you register your car or get a driver's license. Pick up a form at any public library

Maryland

In Maryland cars can be registered at any motor vehicle administration office.

A vehicle emissions inspection program is in effect in eight Maryland counties, including the four listed below. Residents are notified by mail about when their cars must be inspected.

There are 10 emission inspection stations in Maryland. All cars are required to be tested, except those made in late 1976 or before. If your car fails inspection, you have 30 days to make repairs, which can be done at any service station. For more information about the emissions inspection program, call 800-638-8347 (from a Maryland home!).

Convenient MVA offices are listed below for those counties where many Foreign Service people live. Registration costs 5 percent of the car's book value. A general inspection must be performed at a certified service station when a title changes hands or when the owner moves to Maryland.

You must be 21 to buy beer, wine, or higher proof drinks. Liquor store hours in Maryland are locally regulated.

Voter registration can be done in person or by mail in Maryland.

AnneArundel County

Automobile registration: Call 410-768-7000 for a recorded message giving addresses and hours of operation for Division of Motor Vehicle offices.

Building permits: Heritage Office Complex, 2661 Riva Road, Annapolis or Glen Burnie Satellite Office, Arundel Center North, 101 Crane Highway NW, Call 410-222-7700 for a recorded message. There is a \$25.00 application fee in addition to the permit fee.

Dog Licenses: 7409A Baltimore and Annapolis Boulevards Glen Burnie. Telephone: 410-222-6692 Tag fees are \$10 for an unaltered animal; \$4 for an altered animal.

Emissions inspections; 721 Ordnance Road, Glen Burnie. Telephone: 410-760-0400.

Marriage licenses: County Courthouse, Room 106, Church Circle, Annapolis. Telephone: 410-222-1434 The fee is \$55 cash. So blood test is required.

Voter registration: Office of Elections, 101 Crane Highway, Arundel Center North Glen Burnie. Telephone: 410-222-6600. You can also pick up an application at any public library, full service bank, or savings and loan.

Howard County

Automobile registration: Call 410-768-7000 for a recorded message giving addresses and hours of operation for Division of Motor Vehicle officer.

Building permits: 3430 Courthouse Drive, Ellicott City. Telephone: 410-313-2455.

Dog licenses: 3430 Courthouse Drive, Ellicott City. Telephone: 410-313-2455. The fee is \$6 per year for altered animals, \$12 per year for unaltered animals.

Emissions inspections: For general information, call 1-800-638-8347.

Marriage licenses: 8360 Court Avenue, Ellicott City Maryland Telephone: 410-313-2111. Marriage license costs \$35 A civil ceremony at the Court House costs \$25 So blood test is required.

Voter registration: Call 410-313-2714 to receive an application. Call 410-313-2727 for any other information.

Montgomery County

Automobile registration: Call 301-948-3177 for a recorded message listing hours of operation and addresses for Division of Motor Vehicles offices.

Building permits: 250 Hungerford Drive, Second Floor, Rockville. Telephone: 301-217-6370.

Emissions inspections: White Oak- 2121 Industrial Parkway, off US 29, 3/4 mile north of New Hampshire Avenue, Montgomery County- West-7407 Lindbergh Drive off Woodfield Road (Route 124). 2 miles north of

Gaithersburg: 15910 Chieftain Avenue. Derwood, off Redland Road. 1/2 mile east of Frederick Avenue (Route 355). For general information, call I-800-638-8347.

Marriage licenses: 50 Maryland Ave., Room 111. Rockville. Fee is \$55 cash. No blood test is required. Call 301-217-7075 for a recorded announcement giving specific information.

Voter **registration:** Call N-217-8683 for a recorded announcement giving information on registering to vote. Forms can also be picked up at county public libraries.

Note: Rockville is a separate municipality within Montgomery County) and has its own ordinances.

Prince George's County!

Automobile registration: Call 301-350-9770 for a recorded message giving addresses and hours of operation.

Building permits: Inglewood 3. 9400 Peppercorn Drive, Largo, MD 20774. Telephone: 301-883-5784.

Dog **licenses:** 8311 D'Arcy Road, Forrestville. Telephone: 301-499-8300. The fee is \$5 for a haltered animal \$12 for an unaltered animal.

Emissions inspections: Prince George's North-301 Hampton Park Boulevard. Prince George's County Prince George's South-7200 Old Alexander Ferry Road. Clinton, 301-856-3535. Glen Arden-7401 Jefferson Avenue. south of US 50. For general information in Maryland call 1-800-950-1682 or outside of Maryland call 301-729-4550.

Marriage **licenses:** 14735 hlai" Street. Upper Marlboro. Call 301-952-3288 for a recorded message giving specific information. The fee is \$55 cash. No blood test is required. Civil ceremonies can be performed at the courthouse for a \$25 fee.

Voter **registration:** 11701 Governor Oden Bowie Drive. Suite 101. Upper Marlboro. Call 301-627-2814 for a recorded announcement and to request a" application.

Virginia

Statewide, cars must be inspected once a year at any certified service station. 4 sticker costs \$10. Counties and municipalities require separate registration and stickers.

An emissions inspection is required in the municipality and counties listed, except Loudoun County. The cost is \$ 13.00 for cars that have been made in the last 20 years.

The inspection can be performed at any certified safety inspection station properly equipped: about two-thirds of them are. If your car fails, you have 30 days to make repairs, which can be performed at any service station. Depending on how old your car is and the cost of repairs; you can receive a" exemption sticker for your car. Call 703-583-3900 for detailed information regarding inspections.

The age for purchasing beer, wine, and liquor is 21.

You must register to vote in person. Many election offices have evening hours in libraries, and some in shopping malls as well.

Alexandria

City auto registration: 301 King Street. Telephone: 703-838-4560. City sticker costs \$25 residential parking stickers cost \$15 for first car, \$20 for second car. \$50 for third car.

State auto registration: The DMV office in Alexandria is located at 930 North Henry Street. Telephone: 703-761-4655.

Building permits: 301 King Street, Room 1200. Telephone: 703-838-4360.

Dog **licenses:** 301 King Street. Room 1510. Telephone: 703-838-4775. Fee is \$2 for an altered animal. \$10 for an unaltered animal.

Marriage **licenses:** Courthouse Building. 520 King Street. Telephone: 703-838-5046. Fee is \$30 cash only. No blood test is required.

Voter **registration:** 421 King Street, Room 300. Telephone: 703-838-4050.

Arlington

County auto **registration:** 1 Courthouse Plaza, 211 Clarendon Boulevard. Telephone: 703-358-3135. Free residential stickers are available at fire stations.

State auto **registration:** The DMV office in Arlington is at 4150 South Four Mile Run Drive Telephone: 703-761-4655.

Building permits: 2100 Clarendon Boulevard, Room 804. Telephone: 703-358-3800.

Dog **licenses:** Can be purchased at the Animal Welfare League in Shirlington or at the County Courthouse, Courthouse Square. Call 703-358-3081 to receive an application or information about licenses. The fee for all dogs is \$10 for one year or \$25 for three years.

Marriage **licenses:** Courthouse Building, 1400 North Courthouse Road. Telephone: 703-358-4510. The fee is \$30 cash. No blood test is required.

Voter **registration:** 2100 Clarendon Boulevard, Suite 320. Telephone 703-358-3456. You can also register at public libraries (Saturday or Thursday evening), Ballston Commons (Saturday or Thursday evening or Pentagon City (Thursday evening.)

Fairfax County

General information: 703-324-2000

County auto **registration:** Can be purchased at any Fairfax County Governmental Center: 12000 Government Center Parkway, Fairfax; 4080 Chain Bridge Road, Fairfax; 2511 Parkers Lane, Mount Vernon; 6121 Franconia Road, Franconia; 6507 Columbia Pike, Annandale; 6140 Rolling Road, Springfield; 1437 Balls Hill Road, McLean; or 12000 Bowman Town Drive, Reston. Call 703-222-8231 for general information.

State auto **registration:** There are several DMV offices in the county: 6208 Grovedale Road, Franconia; 1968 Gallows Road, Vienna; and 14950 Northridge Drive, Chantilly Call 703-761-4655 for information.

Building Permits: 12055 Government Center Parkway, Second Floor, Fairfax. Telephone: 703-222-0801.

Dog **Licenses:** Can be purchased at any Fairfax County Governmental Center. See county auto registration above for locations. Call 703-222-8234 for information. The cost is \$5 for an altered animal, \$10 for an unaltered animal.

Marriage **licenses:** Judicial Center, Jennings Building, 4100 Chain Bridge Road, Fairfax City. The fee is \$30 cash only. Call 703-246-2993 for a recorded message.

Voter **registration:** The main office is at 12000 Government Center Parkway, Fairfax. Telephone: 703-222-0776. You may also register to vote at the five regional libraries, at Department of Motor Vehicle offices (Mondays and Thursday), and at the DMV express offices at Springfield Mall and Fair Oaks Mall on Monday and Thursdays.

Fairfax City

City auto **registration:** City Hall, 10455 Armstrong Street, Room 210. Telephone: 703-385-7880.

State auto **registration:** DMV office in Fairfax City is located at 14950 Northridge Drive Telephone: 703-761-4655.

Building **Permits;** City Hall, 10455 Armstrong Street, Room 103. Telephone: 703-385-7880.

Dog **Licenses:** Treasurer's Office, 10455 Armstrong Street. The fee is \$5.00 for an altered animal (veterinarian's certificate needed), \$10 for an unaltered animal. Telephone: 703-385-7900.

Marriage **licenses:** See Fairfax County information above.

Voter **registration:** The Sisson House, City Hall, 10455 Armstrong Street. You may also register at any voter registration location in Northern Virginia. See Fairfax County listing above. For information, call 703-385-7890.

Falls Church City

Public Info Office: 703-241-5003.

City auto registration: 300 Park Avenue. Telephone: 703-241-5018.

State auto **registration:** See Fairfax or Arlington County DMV offices listed above Telephone: 703-761-4655

Building Permits: 300 Park Avenue. Telephone: 703-241-5087.

Dog Licenses: 300 Park Avenue. Telephone: 703-241-5046. The fee is \$5 for an altered animal (veterinarian's certificate needed), \$10 for an unaltered animal.

Marriage licenses: See Arlington County information above.

Voter registration: 300 Park Avenue Telephone: 703-211-5085.

Town of Vienna

General Information: 703-255-6300

Town auto registration: City Hall. 127 Center Street South. Telephone: 703-255-6323.

State auto **registration:** DMV office in Vienna is located at 1968 Gallows Road. Telephone: 703-761-4655.

Building Permits: 300 Park Avenue. Telephone: 703-241-5087.

Dog Licenses: City Hall. 127 Center Street South. Telephone: 703-255-6323. The fee is \$5 for an altered animal (veterinarian's certificate needed), \$10 for an unaltered animal.

Marriage licenses: See Fairfax County information above.

Voter registration: 12000 Government Center Parkway. Telephone: 703-222-0776. You may also register at any voter registration location in Northern Virginia. See Fairfax County listing above.

Loudoun County

County **auto registration:** County of Loudon Office of Commissioner of Revenue. P. O. Box 347 Leesburg or 2 1400 Ridgetop Circle. Sterling. Telephone: 703-777-1781.

State auto **registration:** The DMV office in Leesburg is located at 705-H East Market Street. Telephone: 703.761.4655.

Building Permits: 1 Harrison Street SE; Leesburg. Telephone: 703-777-0220.

Dog **Licenses:** 1 Harrison Street SE_ Leesburg or 31100 Ridgetop Circle. Sterling. Telephone: 703-777-0280. The fee is \$5 for an altered animal_ \$10 for an unaltered animal.

Marriage licenses: Circuit Court Clerk's Office; North King Street. The fee is \$30 cash. Telephone: 703-777-0270.

Voter registration: 26C Fairfax Street SE. Telephone: 703-777-0380

Prince William County

County auto registration: 7987 Ashton Avenue. Manassas. 703-792-6731; 1 County Complex Court. Woodbridge. 703-792-6730; or 15941 Cardinal Drive. Woodbridge. 703-792-4333.

State auto **registration:** The DMV office in Manassas is located at 9002 Mathis Avenue. Telephone: 703-761-4655.

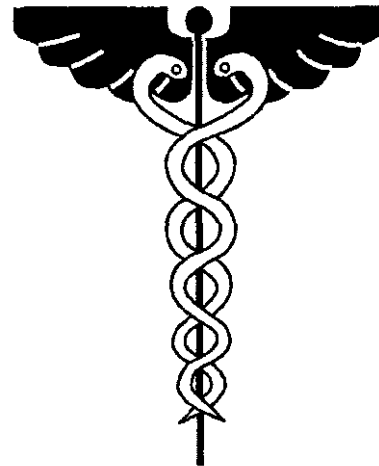
Building Permits: 1 County Complex Court. Woodbridge. Telephone: 703-792-6924.

Dog **Licenses:** See Building Permits above for location. Telephone: 703-792-6710. Fee is \$5 for all dogs. Dog must have a current rabies certificate.

Marriage licenses: Courthouse. First Floor. 93 11 Lee Avenue. Manassas. T&phone: 703-792-6028. The fee is \$32.50 cash. So blood test is required. The Clerk of the Court can perform ceremonies. Call 703-792-6019 to make an appointment to get married.

Voter registration: Room 102, City Hall. 9027 Center Street. Manassas. Telephone: 703-257-8230.

5. HEALTH CONCERNS



Physical Examination

While no medical clearance is required for your Washington assignment, there is a requirement for biennial physical examinations. The Office of Medical Services (M/MED) suggests that you have a physical examination done at the conclusion of your overseas tour either at post or upon arrival in the Department. If you prefer to have the exam in M/MED you may cable in advance for an appointment, or call 202-663-1779 on arrival.

Medical Care

The medical care in Washington provided at government expense is considerably less than it is overseas. In Washington, you must rely on your private physician for treatment. It would be prudent to review your health insurance policy prior to departing post to ensure adequate coverage. M/MED will do physical exams, immunizations for overseas travel, and provide minor treatment for an illness or injury incurred while at work. There are two health clinics operated by M/MED: Main State and USIA. If you require treatment for an illness, injury, or medical condition incurred while overseas; check with M/MED to ascertain your eligibility for treatment at government expense. Have your post medical unit forward your medical records to M/MED for addition to your main medical file.

Doctors

Choosing a doctor can be a difficult task in a metropolitan area. Physician referral services have been developed to assist those seeking medical consultation. These services are free and are often run by local hospitals. The list below will give you a few names, but for a more complete directory, check the Yellow Pages.

877-DOCS refers general practitioners and specialists. They cover the Virginia and Maryland suburbs, but have a concentration in Washington. Telephone: 202-877-3627

Cross *Connect* refers physicians for Holy Cross Hospital in Silver Spring, MD. Telephone: 301-754-7164
Doctor's Appointment Desk. Fairfax Hospital System. Telephone: 703-204-334.

First Call refers physicians for Arlington, Alexandria, and Reston Hospitals. Telephone: 703-845-4848.
Georgetown *M.D.* Telephone: 202-342-2400.

Counseling Services

The Employee Consultation Service (ECS) and the Advisory Referral and Counseling Services (ARCS) are available to employees and family members in Washington for counseling and referrals. They also assist special needs children and dependent parents and offer support groups. A family returning from overseas (or on home leave or travel in the United States) can arrange for a consultation. ECS and ARCS also provide information in response to requests from individuals overseas. All consultations with ECS are completely confidential and are not tied to the medical clearance process. ECS and ARCS records are maintained separately from those of the Department of State's Medical Program.

ECS (State and AID)
Room 3243
Department of State
Washington, DC 20520
Telephone: 202-647-4929

ARCS (USIA)
 Room 544
 30 I 4th street SW
 Washington. DC 20547
 Telephone: 202-619-6694

The Alcohol and Drug Awareness Program of the Department of State offers diagnostic, referral, and counseling services on a medically confidential basis to employees and family members concerned about substance abuse. By law, an employee of the Department may receive counseling and referral for treatment without prejudicing job security or promotion opportunities. The program is available to employees and family members of all agencies who receive their medical clearances from the Department of State Office of Medical Services.

Alcohol and Drug Awareness Program
 Room 118
 Columbia Plaza
 Washington. DC 20520
 Telephone: 202-663-1904

Insurance

While you are in the United States, your medical expenses are your responsibility, so you should check to make sure that you have sufficient and appropriate medical insurance. You have 30 days in which to elect health insurance coverage or to change insurance plans after transfer to or from an overseas post. Insurance information is available in the employee's regional bureau executive office and in the personnel offices. This information includes individual brochures on each of the company policies as well as a comparison chart of the different benefits. To further evaluate the various programs available, obtain a copy of the Guide to **Health Insurance Plans for Federal Employees**, published annually by Washington Consumers' Checkbook, available in the personnel office and at local bookstores.

See **What Do I Do Now?**, pages 55-57, for discussion of Federal Employees Health Benefits plans.

Emergency Rooms

If you do not have a physician and find yourself in need of immediate medical care, you may find the following list of hospital emergency rooms helpful. You should locate the closest facility to your home prior to need and always carry your insurance identification card with you to expedite hospital treatment.

District of Columbia

Northwest

Children's Hospital of the District of Columbia
 111 Michigan Avenue NW
 Telephone: 202-745-5000

George Washington University Hospital
 901 23rd Street NW
 General Information: 202-994-1000
 Emergency: 202-994-3211

Georgetown University Hospital
 3800 Reservoir Road NW
 General Information: 202-87-5055
 Emergency 202-784-2118

Howard University Hospital
 2041 Georgia Avenue SW
 General Information: 202-865-6100
 Emergency: 202-865-1131

Sibley Memorial Hospital
 5255 Loughboro Road NW
 General Information: 202-537-4000
 Emergency: 202-537-4080

Washington Hospital Center
 110 Irving Street NW
 General Information: 10X477-7000
 Emergency: 202-877-6701

Southeast

D C. General Hospital
 19th and Massachusetts Avenue SE
 General Information: 202-675-5000
 Emergency 202-675-7888

Greater Southeast Community Hospital
 1310 Southern Avenue SE
 General Information: 202-574-6000
 Emergency 202-574-6514

Southwest

Hadley Memorial Hospital
4601 Martin Luther King Jr. Avenue SW
General Information: 202-574-5700
Emergency: 202-574-5750

Northeast

Providence Hospital
1150 Vamum Street NE
General Information: 202-269-7975
Emergency 202-269-7001

Maryland

Bethesda

Suburban Hospital
8600 Old Georgetown Road
General Information: 301-896-3117
Emergency 301-896-3880

Cheverly

Prince George's General Hospital
Landover Road and Baltimore/Washington Parkway
General Information: 301-618-2000
Emergency: X-618-3750

Olney

Montgomery General Hospital
18101 Prince Phillip Drive
General Information: 301-774-8882
Emergency: 301-774-8900

Silver Spring

Holy Cross Hospital
1500 Forest Glen Road
General Information: 301-754-7000
Emergency: 301-754-7500

Takoma Park

Washington Adventist Hospital
7600 Carroll Avenue
General Information: 301-891-7600
Emergency: 301-891-5070

Virginia

Arlington

Columbia Arlington Hospital
1701 North George Mason Drive
General Information: 703-558-5000
Emergency: 703-558-6161

**National Hospital for Orthopedics
and Rehabilitation**
2455 Army-Navy Drive
General Information: 703-920-6700
Emergency 703-553-2417

Vencor Hospital
601 South Carlyn Springs Road
General Information: 703-671-1200
Emergency: 703-578-2080

Alexandria

Alexandria Hospital
1370 Seminary Road.
Information: 703-504-3000
Emergency: 703-504-3066

Falls Church

Fairfax Hospital
3300 Gallows Road
General Information: 703-698-1110
Emergency 703-698-3111

Loudoun

Loudoun Hospital Center
224 Cornwall St. NW
General Information: 703-777-3300
Emergency: 703-777-3300

A recent development is small, private clinics, usually located in the suburbs, that provide regular and emergency treatment, usually without an appointment. These clinics are open evenings and weekends, and some offer 24-hour service. Consult the Yellow *pages* under Physicians for complete listings.

Inova Emergency Care
24 hours a day

Fairfax

1315 Chain Bridge Road
 Telephone: 703-591-9322

Reston/Herndon

11901 Baron Cameron Avenue
 Telephone: 703-471-0175

Inova Urgent Care
Open 9 a.m. to 9 p.m. weekdays
and 10 a.m. to 6 p.m. weekends

Burke

Burke Centre Towne Center
 6045-KLM Burke Centre Parkway
 Telephone: 703-239-0300

Centreville

Centrewood Shopping Center
 Telephone: 703-830-5600

Springfield

6307-72 Springfield Plaza II
 Telephone: 703-569-7554

Vienna

100 Maple Avenue East
 Telephone: 703-93X-5300

24-Hour Pharmacies

There are a number of 24-hour pharmacies in the Washington, DC area. Many pharmacies are open late, and some areas rotate 24-hour services.

District of Columbia

CVS Drug Store, Thomas Circle
 1199 Vermont Avenue NW
 Telephone: 202-628-0720

CVS Drug Store
 6-7 Dupont Circle NW
 Telephone: 202-785-1466

Maryland

Langley Park

CVS Drug Store.
 7939 New Hampshire Avenue
 Telephone: 301-434-3121

Bethesda

CVS Drug Store
 6917 Arlington Road
 Telephone: 301-656-2522

Gaithersburg

CVS Drug Store
 546 North Frederick Avenue
 Telephone: 301-948-3250

Virginia

Arlington

CVS Drug Store
 3133 Lee Highway
 Telephone: 703-522-0260

Falls Church

CVS Drug Store, Yorktown Center
 8124 Arlington Boulevard
 Telephone: 703-560-7280

Manassas

CVS Drug Store
 9201 Sudley Road
 Telephone: 703-368-9146

Springfield

CVS Drug Store
 6436 Springfield Plaza
 Telephone: 703-451-1400

In addition, pharmacies can also be found in some large food stores, such as Giant and Safeway. Most pharmacies now operate on a computerized system. It is therefore wise to go to one store, so that a continuous record of your prescriptions can be kept to ensure safety and to avoid the dangerous mixing of medicines.

Special Emergency Services

In a life-threatening situation, the following numbers should bring you help within 15 minutes. Paramedics are trained to deal with emergency first-aid procedures. Most paramedics are assigned to the fire department, so don't be surprised if they arrive on the fire truck. They have all emergency medical equipment on hand, maintain direct radio contact with physicians in the nearest hospital emergency room, notify the hospital of the medical situation, receive instructions for initial treatment, and estimate the patient's arrival time at the hospital. By this time, the ambulance will be on hand to transport the patient. All service is free except for the ambulance.

Fire and Rescue

Telephone: 9 11

Covers District of Columbia, the Maryland suburbs, and Northern Virginia

Poison Control Center

Telephone: 202-625-3333

Covers District of Columbia, Northern Virginia, and Prince George's County and Montgomery County in Maryland

6. ADULT EDUCATION



For Foreign Service people living in Washington, there are a variety of adult education programs available. If you are undecided about your academic goals or unsure how to proceed, the Family Liaison Office will help sort out the wealth of information to find a program that suits your needs. Be sure to take the time to do a self-assessment and long-range planning before committing time and money to a course of study. Many colleges and universities offer interest test, self-analysis programs, counseling, and life management courses.

If you are interested in taking enrichment courses without specific educational goals, you will find a smorgasbord of tempting classes available. Costs are generally low and classes easily accessible in neighborhood schools, recreation centers, and churches. No matter how promising a course title, you should look carefully into the exact content to avoid disappointment. Shopping around for prices is important too, as individuals who teach expensive university courses may also work for public schools at a much **lower** cost.

For current class schedules and course descriptions, contact local colleges, universities, county education and recreation departments, and the public library.

COLLEGE-LEVEL EXAMINATION PROGRAM

The College-level Examination Program (CLEP) serves high school students, enrolled college students, international students, and adults returning to college. It is designed to allow students to get college credit for knowledge learned outside the classroom. The heart of

CLEP is a series of examinations rewarding you for what you know, whether you learned it in school, on the job, through reading, by observation, or in the course of your life experiences.

There are five general examinations and 30 subject-specific examinations. The general examinations are in English composition, humanities, college mathematics, natural sciences, and social sciences. The tests are at the level of courses taken in the first 2 years of college. Subject examinations include composition and literature, foreign languages, history and social science, mathematics and science, and business. The general and subject examinations are multiple choice questions limited to 90 minutes. The subject examinations, requiring a higher degree of specialized knowledge and training, demonstrate the specific knowledge and skills you may have gained through job experience, outside course work or independent reading.

CLEP is the most widely accepted credit-by-examination program. Nearly two-thirds of accredited institutions of higher education give credit for satisfactory scores on CLEP examinations. Colleges have found that CLEP students are motivated, intellectually curious, and independent learners, qualities they look for and value in their students.

The Official *Study Guide for the CLEP Examinations* contains descriptions of the exams, sample exam questions and answers, updated lists of reference materials for test preparation in every subject, test-taking strategies, and general information about credit by examination. It can be purchased in bookstores or ordered from:

College Board Publications

Box X86

New York, NY 10101-0886

Telephone: 1-800-323-7155

A booklet, **CLEP Colleges**, lists addresses and phone numbers to contact for testing schedules. It also lists colleges that award CLEP credits. For a copy, write to:

CLEP

P.O. Box 6600

Princeton, NJ 08541.6600

Telephone: 609-771-7865

COLLEGES

The following colleges offer adult and continuing education programs:

In the District of Columbia

American University

Special Programs Advising

McKinley Building

4400 Massachusetts Avenue NW

Washington, DC 20016

Telephone: 202-885-2500

Fax: 202-885-2542

adults@american.edu

Catholic University

Metropolitan College

321 Pangborn Hall

Washington, DC 20061

Telephone: 202-319-5256

Fax: 202-319-4446

Corcoran School of Art

17th and New York NW

Washington DC 20006.4899

Telephone: 202-639-1800

Fax: 202-639-1802

Gallaudet University

800 Florida Avenue NE

Washington_ DC 20002

Telephone: 202-651-5733

<http://www.gallaudet.edu>

George Washington University

Center for Career Education

2020 K Street NW, Suite B100

Washington, DC 20052

Telephone: 202-973-1100

<http://www.gwu.edu>

Georgetown University

Summer and Continuing Education

37th and O Streets NW

Washington, DC 20057

Telephone: 202-687-5942

<http://guweb.georgetwon.edu./ssee>

Johns Hopkins University

School of Continuing Studies

1625 Massachusetts Avenue NW

Washington_ DC 20036

Telephone: 202-588-0597 or

1-800-468-6548

Fax: 202-588-0589

fcfinfo@jhu.edu

Levine School of Music

1690 36th Street NW

Washington DC 10007

Telephone: 202-337-2227

Fax: 202-337-2268

Mount Vernon College

2 100 Foxhall Road NW

Washington, DC 20007

Telephone: 202-625-4682

Fax: 202-625-4688

National-Louis University

529 14th Street NW Suite 1125

Washington, DC 20045

Telephone: 202-783-1658

Courses also given in Virginia.

Telephone: 703-749-3000

Strayer College

1025 15th Street NW

Washington, DC 20005

Telephone: 202-408-2400

Fax: 202-289-1831

<http://www.strayer.edu>

Trinity College
 125 Michigan Avenue SE
 Washington, DC 20017
 Telephone: 202-884-9400
 Fax: 202-884-9229
<http://www.consortium.org/trinity>

In Maryland

Anne Arundel Community **College**
 Continuing Education
 101 College Parkway
 Arnold, MD 21012
 Telephone: 410-541-2325 or
 301-261-2842, ext. 7325
<http://aacci.aacc.cc.md.us>

Catonsville Community **College**
800 S. Rolling Road
 Catonsville, MD 21228
 Telephone: 410-455-4304
 Fax: 410-455-4504
<http://www.cat.cc.md.us/>

Charles County Community College
 PO Box 910
 La Plata, MD 20646
 Telephone: 301-934-2251 Ext. 552
 Fax: 301-934-7698

Columbia **Union College**
 External Degree Program
 7600 Flower Avenue
 Takoma Park, MD 20912
 Telephone: 301-891-4143 or
 1-800-391-4769
 Fax 301-891-4023

Hood **College**
 Brodbeck Scholars Program for Adults 23+
 401 Rosemont Avenue
 Frederick, MD 21701.8575
 Telephone: 301-696-3500
 Fax: 301-696-3819
brodbeckscholars@nimue.hood.edu.

Howard Community College
 Continuing Education
 Hickory Ridge Road
 Columbia, MD 21044-3197
 Telephone: 410-992-4856

Howard University
 1100 Wayne Avenue
 Suite 600
 Silver Spring, MD 20910
 Telephone: 301-585-2295
 Fax: 301-585-8911
<http://www.con-ed.howard.edu>

Johns Hopkins University
 School of Continuing Studies
 9601 Medical Center Drive
 Rockville, MD 20850
 Telephone: 301-294-7040
 Fax: 301-294-7010
fefinfo@jhu.edu

For courses in Baltimore:
 Telephone: 1-800-468-6548
 Fax: 410-659-8210

For courses in Columbia:
 Telephone: 1-800-468-6548
 Fax: 410-290-0007

Maryland Public Television College of the Air
 11767 Owings Mill Boulevard
 Owings Mill, MD 21117
 Telephone: 1-800-873-6154 or
 410-581-4123
 Fax: 410-581-0980
maryanne_spangler@ccmail.mpt.org

Montgomery College
 51 ~~Manakee~~ Street
 Rock\-ills, MD 20850
 Telephone: 301-279-5046
 For courses in Takoma Park:
 Telephone: 301-650-1493

Prince George's Community College
 301 Largo Road
 Largo, MD 20772
 Telephone: 301-322-0878

University of Maryland
 University College
 University Boulevard and Adelphi Road
 College Park, MD 20732
 Telephone: 301-985-4636
 Fax: 301-985-7678
<http://www.umuc.edu>

The Writer's Center
4508 Walsh Street
Bethesda, MD 20815
Telephone: 301-654-8664
Fax: 301-654-8667

In Virginia

ATI Career Institute
7777 Leesburg Pike
Suite 100 South
Falls Church, VA 22013
Telephone: 703-821-8570
Fax: 703-556-9892

George Mason University
FAST-TRAIN Program
Graduate School of Education
4400 University Drive
Fairfax, VA 22030-4444
Telephone: 703-993-3689
Fax: 703-993-3336
jlevy@gmu.edu
<http://www.gmu.edu>

Marymount University
Center for Comprehensive Learning
2807 North Glebe Road
Arlington, VA 22207
Telephone: 703-522-5600
For courses in Sterling:
Telephone: 703-430-7118

Northern Virginia Community College
Annandale Campus
8333 Little River Turnpike
Annandale, VA 22003.3796
Telephone: 703-323-3168
Fax: 703-323-3399
<http://www.nv.cc.va.us>

University of Virginia
Continuing Education
7054 Haycock Road
Falls Church, VA 22043
Telephone: 703-536-1100
Fax: 703-536-1111
<http://www.virginia.edu/continued/northern/nhome.htm>

Virginia Art League School
Torpedo Factory Art Center
105 North Union Street
Alexandria, VA 22311
Telephone: 703-683-2323
Fax: 703-683-5786
<http://www.theartleague.org>

Virginia Polytechnic Institute
Northern Virginia Graduate Center
7054 Haycock Road
Falls Church, VA 22033
Telephone: 703-538-8475
Fax: 703-53X-8465
<http://www.nvgc.vt.edu>

Washington Business School
1980 Gallows Road
Vienna, VA 22182
Telephone: 703-556-8888
Fax 703-556-0953

For more information about state colleges and universities write or call the following addresses:

State Council of Higher Education for Virginia
James Monroe Building
101 North 14th Street
Richmond, VA 23219
Telephone: 801-225-2137
Fax: 804-225-2604
<http://www.schev.edu>

State Council of Higher Education for Maryland
Jeffrey Building
16 Francis Street
Annapolis, MD 21401-1781
Telephone: 410-974-2971
Fax: 410-974-5376
<http://www.ubalt.edu/www/mhec>

ENRICHMENT PROGRAMS

The following institutions offer a variety of courses:

First Class
1726 40th Street NW
Washington, DC 20009
Telephone: 202-797-5102
Fax: 202-797-5104
ficlassinc@aol.com

Glen Echo Park
7300 MacArthur Boulevard
Glen Echo, MD 20812
Telephone: 301-492-6266
Fax: 301-492-5384

**Jewish Community Center of
Greater Washington**
6125 Montrose Road
Rockville MD 20852
Telephone: 301-881-0100
Fax: 301-881-6549

Paragon Associates
1203 Buchanan Street_ Suite 800
McLean, VA 22 101
Telephone: 703-356-9533
Fax: 703-893-5247
hbuerger@aol.com

Smithsonian Institution
Resident Associate Program
1110 Jefferson Drive SW
Room 3077
Washington, DC 20560
Telephone: 202-357-3030
Fax: 202-786-2034
<http://www.si.edu>

YMCA
1711 Rhode Island Avenue NW
Washington, DC 20036
Telephone: 202-862-9622
Fax: 202-833-9571

YWCA
624 9th Street NW
4th Floor
Washington, DC 20001
Telephone: 202-628-5672
Fax: 202-628-5493

PUBLIC SCHOOLS

Most area public school systems offer adult education programs:

DC Public Schools
Vocational Adult Education
1709 3rd Street YE
Washington, DC 20002
Telephone: 202-576-6308
Fax: 202-576-7899
<http://www.k12.dc.us>
or nrc% "bell@mercury.k12.dc.us

Alexandria Public Schools
Adult Education Department
3330 King Street
Alexandria VA 22302
Telephone: 703-824-6845
Fax: 703-824-6902

Arlington Public Schools
Adult Education
Clarendon Education Center
280 I Clarendon Boulevard
Arlington, VA 22201
Telephone: 703-358-7200
Fax: 703-358-7205
<http://www.co.arlington.va.us>
aedclass@erols.com

Fairfax County Public Schools
Adult & Community Education
5775 Spindle Court
Centreville, VA 22020
Telephone: 703-227-2200
Fax: 703-227-2327

Loudoun County Public Schools
Adult Education
102 North St.
Leesburg VA 20 176
Telephone: 703-771-6406
Fax: 703-771-6409

Prince William County Public Schools
Adult Education
P.O. Box 389
Manassas, VA 20108
Telephone: 703-791-7357
Fax: 703-791-8889

Montgomery County Public Schools
Alternative Programs
12518 Greenly Street
Silver Spring, MD 20906
Telephone: 301-929-2025
Fax: 301-929-2099

Prince George's County Public Schools
Adult Education
3021 Bel Air Drive
Bowie, MD 20715
Telephone: 301-805-2710
Fax: 301-805-2713

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) GRADUATE SCHOOL

USDA offers day, evening, weekend, and self-study courses, residential training programs, and technology-delivered instruction. It is open to all adults and has no admission requirements. It does not grant degrees but does grant Certificates of Accomplishment. Some courses have been recommended to receive college credit by the American Council on Education's Program on Noncollegiate Sponsored Instruction (ACE/PONSI).

For general information or a course catalogue, contact the Public Affairs Office at:

USDA Graduate School
600 Maryland Avenue SW, Room 129
Washington, DC 20021
Telephone: 202-401-9129
Fax: 202-401-1888
<http://grad.usda.gov>
or pubaffairs@grad.usda.gov

USDA **evening** and weekend courses include accounting, career development, foreign languages, science, paralegal, computers, business management, and others. contact:

Telephone: 202-720-5885
Fax: 202-488-1382
evening@grad.usda.gov

USDA **correspondence courses** include English and writing, math and statistics, management and supervision, computer communications, accounting, editing, engineering; library techniques, paralegal studies, elder-law, and others. Contact:

Telephone: 202-720-7123
Fax: 202-690-1516
<http://grad.usda.gov/corres/corpro.html>
or correspond@grad.usda.gov

USDA programs include the following:

Government Audit Training Institute offers courses in performance auditing, financial auditing, information systems auditing, fraud prevention and detection, federal grants and contracts, auditing supervision and management, federal requirements, and management controls.

Telephone: 202-401-9401 or
1-800-326-7813
Fax: 202-401-9452
audittrng@grad.usda.gov

Center for Applied Technology offers a computer science curriculum.

Telephone: 202-401-9194
Fax: 202-401-9417
careerdev@grad.usda.gov

Communication Skills offers courses in writing, English, interpersonal skills, professionalism, and career and life planning.

Telephone: 202-401-9194
Fax: 202-401-9441
careerdev@grad.usda.gov

Procurement, Grants and Property Management offers courses covering statements of work; ADP procurements; contracts, proposal evaluation, negotiation; government purchase card, ethics, grants, property management, OSHA, facilities management, storage and warehousing, and supply analysis.

Telephone: 203-401-9119
Fax: 202-401-9417
careerdev@grad.usda.gov

Information Resources Management offers courses in office technology records management, electronic record keeping, and on-line information.

Telephone: 202-401-9119
 Fax: 202-401-9417
 efriedfe@grad.usda.gov

Center for Applied Management offers courses in conflict resolution, strategic planning, performance measurement, sexual harassment, *front* end analysis, financial management, customer service, teambuilding and business process reengineering.

Telephone: 703-312-7300
 Fax: 703-235-5935
 careerdev@grad.usda.gov

The *International Institute for Training and Education* (IITE) the Graduate School's international arm, offers courses on conflict resolution, privatization environmental management, management skills and systems development governance and democratization.

IITE
 600 Maryland Avenue SW, # 140
 Washington, DC 20024-2520
 Telephone: 202-401-9279
 Fax: 202-401-9133
 intlinst@grad.usda.gov

FINANCIAL AID

While many traditional forms of financial aid are increasingly difficult to find, opportunities are still available. The first step is to decide on the degree you want to earn and the university you want to attend. The financial aid office at each university should be your first stopping place. Individuals working at the graduate level will find a wealth of information by contacting day professors in their major fields. In addition, the following organizations can provide information:

American Association of University Women (AAUW)

Educational Foundation
 Fellowship Program Director
 1111 16th Street NW
 Washington, DC 20036
 Telephone: 202-785-7700
 Fax: 202-872-1425
 info@mail.aauw.org

The AAUW provides fellowships and grants for women in more than 100 countries. It also supports women for scholarly research, advanced graduate study, and community action projects.

AAFSW Adult Education Loan Adult Education Chair P.O. Box 7005 1

Washington, DC 20024-0051
 Telephone: 202-362-6514
 Fax: 202-362-6589

Business and Professional Women's Foundation

2012 Massachusetts Avenue NW
 Washington, DC 20036
 Telephone: 202-293-1200

Foundation Center

1001 Connecticut Avenue NW
 9th Floor, Room 938
 Washington, DC 20036
 Telephone: 202-331-1400
 Fax: 202-331-1739

The Foundation Center has a library of material on special collections, fundraising, nonprofit management, scholarships, and grants to representatives of nonprofit organizations.

National Science Foundation

Information Center
 4201 Wilson Boulevard
 Arlington, VA 22230
 Fax: 703-306-0202

Provides grants for basic research, medical sciences, and educational studies.

U. S. Department of Education

Center for International Education
 1280 Maryland Avenue SW
 Washington, DC 20202
 Telephone: 202-401-9798
 Fax: 202-205-9489

The Center for International Education administers some individual and institutional Fulbright awards for Americans to study and do research abroad.

Financial **Aid for Minor-irrec** is a set of catalogs with information about aid for different areas of study. Contact:

Garrett Park Press
P.O. Box 190 B
Garrett Park, MD 20896
Telephone: 301-946-2553
Fax: 301-949-3955

The Student Guide, a free catalogue on current federal financial aid_ is available from:

Financial Aid Information Office
U.S. Department of Education
Washington, DC 20212.

Books on Financial Aid and College Study

Most of these materials are revised annually.

Bear, John B. and Marcia P. Bear. Bear's **Guide To Earning College Degrees Nontraditional**, C&B Publishing, New York. Telephone: 707-747-5950. Fax: 707-745-2245.

Bear, John B and Marcia P. Bear. **Finding Money fro College**. Ten Speed Press, New York. Telephone: 1-800-811-BOOK. Fax: 510-524-1052.

Blum, Laurie. *Free Money For College From The Government*. Henry Holt & Co., New York.

Blum, Laurie. **Free Money For Graduate School**. Henry Holt & Co.. New York.

The College Cost Book College Board. Sew York. Telephone: 212-713-8165 Fax: 212-713-8143.

Duffy, James P. *How To Earn an Advanced Graduate Degree Without Going to Graduate School*. John Wiley & Sons, Inc., New York.

The Independent Study Catalog: A Guide to Over 10,000 Continuing Education Correspondence Courses. Peterson's Publisher, Inc. New Jersey.

Need A Lift? The American Legion. Indianapolis. IN. Telephone: 317-630-1200. Fax: 317-630-1322.

Octameron Associates: *The A's and B's of Academic Scholarships; The Winning Edge: The Student Athlete's Guide to College Sports; Loans and Grants From Uncle Sam: Am I Eligible and For How Much?; Financial Aid FinAncer Expert Answers To College Financing Questions*. P.O. Box 2748, Alexandria, VA 22301. Telephone: 703-836-5480.

Paying for Your Education A Guide For Adult Learners. College Board Publications. PO Box 886. New York_ NY 10101.

Peterson's Paying Less for College 1996. Peterson's Guide, Inc. New Jersey.

Peterson's Education Center on the Internet: <http://www.petersons.com>
Telephone: 609-243-9111.

Thorson, Marcie Kisner. **Campus-Free College Degrees**. Thorson Guides. Oklahoma. Telephone and fax: 918-622-2811.

7. JOB MARKET STRATEGY



Finding the right job is never an easy task. If you have been out of the job market and/or living overseas for a period of time, you may feel overwhelmed by the complexity of the job search process. It can also be difficult balancing family care and job hunting. However, the following guidelines and resources may help by giving you an idea of what is involved in the job search today.

Job Search Process

The process of finding a job is complex and ever-changing. Today's growing and active job market requires that the job seeker be resourceful and persevering. Of all job openings, 80 percent are never advertised. Penetrating this hidden job market requires using certain techniques that job seekers in recent years have found helpful. These techniques are applicable in locating employment overseas as well as in the States. They are useful for seeking a new career field or a specific job, and for locating unpaid as well as paid employment. They should be considered part of a process that continues throughout life.

The job search process must begin with a careful self-assessment: analyzing one's values, interests, and skills and setting some life and work goals. Next, it is necessary to identify those skills that are marketable and analyze the current and projected job market to see which jobs require those skills. A Foreign Service spouse should determine which skills are portable as well as marketable, and which skills could be developed to enhance employment possibilities overseas. At the same time, the spouse should carefully assess the international job market as well as the Washington job market and make long-term projections.

Following a good look at one's self and the projected job market at home and abroad, a spouse should then research several career fields, keeping in mind probable future assignments, and select the one that best satisfies all needs. The Foreign Service spouse who has already selected and trained for a particular career should determine how to make the career portable and/or whether additional training and the development of new skills will improve employment prospects overseas. In some cases, the spouse may choose to transfer skills from an earlier career field to one that is more easily portable.

Researching is a primary technique for identifying the right career field or, at a later stage, for locating a job in a specific field or organization. This research can be done in libraries and by studying organizational and association directories and other career-related sources.

The Internet offers expanding opportunities for job seekers to research institutions and companies and spot vacancy announcements. Technology has changed the way large human resource departments scan and screen applications. Keeping this in mind, job seekers may have different resumes tailored for specific jobs and varying technology, including scannable resumes.

Valuable research can also be done by talking to people in an informational interview. The informational interview gives you the opportunity to get specific answers to career and job-related questions. It is also invaluable in developing a network of contacts in a career field. Networking, the act of developing personal contacts with those whose expertise or knowledge can be beneficial to you, is essential in helping you locate that hidden job and provides a useful support system of contacts.

Volunteering is a useful technique to test your interest in a career field, to acquire new skills, to make contacts, and to demonstrate interest and qualifications should a paid position become available. Foreign Service spouses certainly have many opportunities to volunteer overseas. As long as the unpaid employment supports one's career interests and helps develop new marketable skills, volunteering can be a rewarding technique in the career or job search process.

Developing a good resume and conducting a job interview are two other essential techniques in the job search. A resume is a necessary prerequisite for getting a job interview. In order to be effective, a resume must relate skills and accomplishments to the requirements of the job offered by an employer. The job interview is the final stage in the process and is an opportunity for an applicant to demonstrate an ability to meet an employer's needs. Resumes and job interview can be equally important in obtaining unpaid employment.

These techniques of self/skill/market assessment, locating a career field through research, interviewing for information, networking and developing contacts, volunteering, writing an effective resume, and job interviewing are essential steps in the process of locating satisfactory employment. A final post employment step, especially for the mobile Foreign Service spouse, is the collection and retention of documentation pertaining to each job. This should include letters of recommendation, work evaluations, certification of volunteer work, and writing or art samples if appropriate. Such documentation can be most **useful in** supporting qualifications and applications for employment in different parts of the world where it may be difficult if not impossible to contact previous employers for references.

Resources Within the Department of State

Family Liaison Office Employment Program

Employment Program
Family Liaison Office
Room 1212A
Department of State
Washington, DC 20520-7512
Telephone: 202-647-1076
Fax: 202-647-1670

The Employment Section of the Family Liaison Office offers individual employment counseling appointments and information on the functional training available to spouses at the Foreign Service Institute. There is a small resource library containing self-help books and guides on the job search.

Employment Options for Foreign Service Family Members

Employment Options for Foreign Service Family Members published by FLO, is an excellent resource book written to address the unique employment situation of Foreign Service spouses. It covers assessment, job-search techniques, Washington area employment, government employment, overseas employment, portable careers and skills, applications and resumes, interviews, volunteer options, and adult educational opportunities. It ends with a look at the employment options in the future plus a resource list and bibliography. It is available from the Family Liaison Office and the Overseas Briefing Center.

Career Development Resource Center (CDRC)

CDRC
Columbia Plaza
Room L-321, SA-1
2401 E Street NW
Washington, DC 20522-0108
Telephone: 202-663-3042
Fax: 202-663-3146

CDRC offers individual career counseling appointments, counseling on life/career planning, and job hunting strategies for Federal and private sectors. They have a multimedia resource library including a self-guided career development program customized with Department of State-specific information. The CDRC career counselor will review your application or resume and offer feedback on how to make it more effective.

Job seekers in the Washington area may call or write the Family Liaison Office to receive the biweekly Network a list of Federal Government and private job opportunities.

Employment Workshops

The Overseas Briefing Center and the Family Liaison Office offer career planning workshops at the Foreign Service Institute throughout the year. Check the FSI course schedule or call the Overseas Briefing Center. 703-302-7268 to register.

Other Career Counseling Resources

If you have been away from the Washington job market for even a few years, you will see that major changes have occurred, and you will probably find it "seful to have some career counseling. Most universities and community colleges, as well as county adult education programs, offer career **counseling** workshops and usually have a career library and other useful resources. The following organizations offer career counseling:

Commission for Women Counseling and Career Center

Nations Bank Building, 4th Floor
255 North Washington Street
Rockville, MD 20850-1703
Telephone: 301-279-1800
Fax: 301-279-1318

This Montgomery County agency offers individual counseling and career workshops to Montgomery County women, including a free displaced homemaker workshop and counseling to those women who are 35 years or older who have lost all or part of their primary source of income due to separation, divorce, disability, death of breadwinner, or loss of aid to dependent children. All services available by appointment only.

Fairfax County Career Development Center for Women

550 Backlick Road, Suite 110
Springfield, VA 22151
Telephone: 703-913-7468

Fairfax County residents can participate in various programs including three 12-hour workshops for reentering women, for former teachers; and for the currently employed who are interested in changing careers or moving up. Career library, **job** bank, and placement assistance. Reasonable fees/sliding scale.

Association of Part-time Professionals

7700 Leesburg Pike, Suite 216
Falls Church, VA 22043
Telephone: 703-734-7975

Membership organization with regional branches in the District, Maryland, and Virginia. Offers career counseling workshops, talent bank, and monthly newsletter with job openings for permanent part-time employment. Reasonable membership fee.

The Women's Center

133 Park Street NE
Vienna, VA 22180
Telephone: 703-281-2657
Fax: 703-242-1454
<http://www.btg.com/women>

Free services to displaced homemakers living in Fairfax County: all other workshops/services open to anyone with payment of variable but reasonable workshop fees. Offers individual, personal, and career counseling as well as small group workshops on a variety of topics. Workshops include financial planning for the woman on her own, separation and divorce information, math anxiety, self-assessment for reentry into job markets, interests testing, ongoing self-help support groups, job-hunting clinics. Has career library.

Forty Plus of Washington Inc.

1718 P Street NW
Washington, DC 20036
Telephone: 202-387-1582
Fax: 202-387-7669
<http://www.fpgw.org>

An organization of executives and professionals, age 40 and older, who help each other find jobs. It is a nonprofit cooperative servicing over 2,000 Washington area employers. Members must have a marketable skill, have been in management, and be recommended by three or more former employers. Workshops and resume/career counseling offered. Small initial fee and monthly dues cover the expenses of the organization.

over-60 Counseling and Employment Service
4700 Norwood Drive
Chevy Chase. MD 20815
Telephone: 301-652-8072
Fax: 301-652-8076

Contrary to the name of the organization, this service provides counseling, career advice, and job placement for men and women 50 and older.

Other Sources of Information

Many professional organizations now have a women's caucus or task force to further the career development of women in that professional field through research projects, placement services, educational efforts, individual advisement, and other means. For a comprehensive listing of women's units of professional organizations, contact:

American Association of University Women
1111 16th Street NW
Washington_ DC 20036
Telephone: 202-785-7700
Fax: 202-872-1425
<http://www.info@mail.aauw.org>

Association of American Colleges
Project on the Status and Education of Women
1818 R Street NW
Washington. DC 20009
Telephone: 202-387-3760
Fax: 202-265-9532
<http://www.aacu-edu.org>

Informative quarterly bulletin and other research reports on topics related to women's issues, current legislation, and professional development available Free.

Association for Women in Science. Inc.
1200 New York Avenue N W #650
Washington. DC 20005
Telephone: 202-326-8940
F a x 202-326-8941
<http://www.awis@awis.org>

Professional society with talent bank, information on professional associations, list of sources for grants and scholarships. Nominal membership fee.

Business and Professional Women's Foundation
2012 Massachusetts Avenue NW
Washington DC 20036
Telephone: 202-293-1200
Fax 202-861-0298

Good resource for research projects related to women's education, career development, business enterprises, and management issues. Sponsors workshops in different cities several times a year.

Catalyst
14 East 60th Street
New York. NY 10022

A national nonprofit organization devoted to expanding employment opportunities for college educated women who want to combine career and family responsibilities. Ask for the publications list.

**Federation of Organizations
for Professional Women**
1825 I Street NW
Washington, 0006
Telephone: 28-1415
Fax: 202-429-9574

A group of women's professional organizations that coordinates efforts, shares resources, and promotes professional career opportunities.

Hanna Harrison Career School of the YWCA
624 9th Street NW
Washington DC 20001
Telephone: 202-628-5672

Offers tuition-free program for widowed, divorced, or separated women who need help in career planning, training, and job placement.

National Organization for Women (NOW)
1000 16th Street NW Suite 700
Washington. DC 20036.5705
Telephone: 202-331-0066
Fax: 202-785-8576
<http://www.now.org>

Sponsors a wide range of educational and legislative activities Washington area task forces include: legislation: consciousness-raising: **media: international feminism: volunteerism women and addiction: marriage, divorce, and family sexuality: women and work compliance: and women convicted of crimes.** National organization task forces include: women and poverty: education: reproduction/population: rape: and minority women.

SCORE (Service Corps of Retired Executives), Chapter One

409 Third Street Sw, Suite 5900
Washington, DC 20024-3212
Telephone: 202-205-6762
Fax: 202-205-7636

SCORE sponsors workshops to help those interested in setting up their own businesses.

Substantive Volunteer Opportunities

If you are not looking for paid employment, or if you are having difficulty finding it, there are many substantive, worthwhile volunteer activities available in the Washington area. Carefully chosen volunteer work can help to keep you current in your profession or occupation, to test out a new career field, or to get your foot in the door of an organization you would like to work for as a paid employee. It is also useful in expanding your expertise through on-the-job training.

It is sometimes useful to take a part-time substantive volunteer position in a relevant career field in order to list it on your resume as "current experience" while you look for permanent paid employment. This is a useful technique for Foreign Service spouses just returning! from overseas who have been out of the job market in their career field for a while. If, in the future, you are looking for a paid job, you can list your volunteer work on your resume. If you are applying for a Civil Service rating it can be added to your paid work experience.

Maryland

Montgomery County Department of Human Resources

Volunteer Services
401 Hungerford Drive
Rockville, MD 20850
Telephone: 301-217-4949
Fax: 301-217-4946

Virginia

Arlington County Volunteer Office

Volunteer Office
1 Court House Plaza, Suite 310
2100 Clarendon Boulevard
Arlington, VA 22201
Telephone: 703-358-3222
Fax: 703-358-3295

Useful Publications

Bastress, Frances. *The New Relocating Spouse's Guide to Employment*. Impact Publications, Manassas Park, VA, 1993.

Bastress, Frances. *Teachers in New Careers: Stories for Successful Transitions*. Carroll Press Publishers, Cranston, RI, 1989.

Bolles, Richard. *What Color is Your Parachute?*
Ten Speed Press, published annually.

Bolles, Richard. *Your Ideal Job or Next Career*.
Ten Speed Press, 1991.

Jackson, Ellen and Tom. *The New Perfect Resume*.
Doubleday, 1996.

Peterson's Business and Management Jobs. Peterson
Annual Guides, Princeton, New Jersey.

Yate, Martin. *Knock 'Em Dead*. Adams Media Corporation, Holbrook, Massachusetts, 1997.

