

# **Employment Services Available to Family Members and Employees of Foreign Affairs Agencies**

## **FAMILY LIAISON OFFICE**

Room 1239  
Department of State  
Washington, DC 20520-7512

Tele: (202) 647-1076

Tele: (800) 440-0397

FAX: (202) 647-1670

### **Client Population:**

All Foreign Affairs agencies' employees and their dependent family members.

### **Services:**

***Individual Counseling Appointments.*** Advice on overseas job market, reentry into US job market, and functional training opportunities for spouses.

***Employment Options.*** A comprehensive guide to the job search process for the Foreign Service spouse.

***Employment Planning Workshops.*** Courses on job hunting strategies to meet needs of Foreign Service spouses, co-sponsored by Family Liaison Office and Overseas Briefing Center.

***FAMER - Family Member Employment Report.*** The Family Member Employment Report, better known as the FAMER, is a report that lists all positions available to family members in Embassies overseas. It also lists options for family members looking to work on the local economy. It can be accessed via the FLO Intranet web site at <https://hrweb.hr.state.gov/flo/famer.html>

***NETWORK.*** Bi-weekly newsletter on Washington employment and training opportunities.

***Presentations.*** The Employment Program presents briefings to spouses of many foreign affairs agencies in preparation for employment seeking overseas and in the Washington area.

## **CAREER DEVELOPMENT CENTER**

Room L321, State Annex 1  
2401 E Street NW  
Washington, DC 20522-0108

Tele: (202) 663-3042  
FAX: (202)-663-3146

### **Client Population:**

All Civil Service and Wage Grade employees at the U.S. Department of State as well as Foreign Service family members.

### **Services:**

***Individual Career Counseling.*** A professional counselor in a strictly confidential appointment will aid clients in the assessment of one's skills and talents, setting of educational and career goals, the development of a realistic Individual Development Plan (IDP), learning how to network, writing effective Federal Applications, and improving interviewing skills.

***Resume and Federal application critiques.***

***Group workshops and seminars on career related topics.***

***Customized presentations to individual bureaus and departments. Regional consultation services to offices located outside of the Washington, D.C. area***

### **Materials:**

***Career Resource Library.*** A self-help, walk-in resource includes books, pamphlets, newspapers, newsletters, audio and video tapes.

***Computer Station Resources.*** The Quick and Easy Federal Jobs Kit software is available for completing an OF 612, SF 171 or Federal Resume. Internet stations where individuals can conduct World Wide Web searches. FOCIS (Federal Occupational and Career Information System) station with access to information on more than 500 federal occupations.

## **THE CAREER TRANSITION CENTER**

Room E2101, SA-42  
NFATC  
4000 Arlington Boulevard  
Arlington, VA 22204-1500

Tele: (703) 302-7407

FAX: (703) 302-7416

### **Client Population:**

U.S. citizen employees of the Department of State, other foreign affairs agencies and other federal agencies planning for retirement or having separated from the USG.

### **Services:**

***Retirement Planning Seminar.*** One-week seminar held at U.S. Department of State four times a year, covering various aspects of retirement.

***Financial Management and Estate Planning Seminars.*** One-day seminars providing basic knowledge of financial management and estate planning.

***Job Search Program.*** Wide variety of speakers and activities emphasizing skills, values and interests, assessment, resume preparation, interview techniques, and networking. The Retirement Planning Seminar is a prerequisite for this program.

***Talent Bank.*** Employees and retirees who wish to be informed of job leads developed by the Center receive a monthly newsletter along with the job leads.