
INFORMATION ON OVERSEAS STAFFING

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Why collect this information?

This information is required to analyze the number of overseas employees assigned to a Chief of Mission staff and the cost of total positions assigned. *Overseas position* means an American citizen employed outside the United States and its territories. *Chief of Mission* means the ranking officer in an embassy, permanent mission, legation, consulate general or consulate.

Which agencies need to report?

You must submit information on overseas staffing if your agency assigns employees to overseas positions under a Chief of Mission, as defined in section 58.1 above. Report only those overseas employees assigned to Chief of Mission staffs.

What materials must I provide?

(a) *Information on staffing levels.* Provide information on positions in an EXCEL spreadsheet(s), following the format of exhibit 58, part 1. Display by year, for 2002-2005, the information on all U.S. Government staff under a Chief of Mission. Agencies must separately identify the number of staff associated with each bureau, country, and post. Report on the following types of positions:

- Full-time permanent (FTP) U.S. direct-hire positions (USDH);
- U.S. military positions; and
- Part-time, intermittent, or temporary / personal services contractor (PIT/ PSC) USDH positions

(b) *Information on costs.* Provide information on employment cost data related to existing and new positions in an EXCEL spreadsheet(s), following the format of exhibit 58, part 2. Provide the worldwide average cost per overseas employee. Provide a separate cost estimate sheet for each bureau that must report. For example, Treasury should include separate cost spreadsheets for the Secret Service, the Bureau of Alcohol Tobacco and Firearms, etc. Include all costs associated with contractual services either for support of programs not part of International Cooperative Administrative Support Services (ICASS) (e.g., janitors, gardeners, etc.) that are paid by the agency per benefit/cost category. Be sure to include detail regarding how the agency makes its calculations, including the agency definition of family size (e.g., family of four). **If new assumptions are made a full explanation and rationale must be included.**

Part 1: Information on Staffing Overseas (Positions Filled)

Full-time Permanent US Direct Hire Positions
 US Military
 US Part-time, Intermittent, Temporary / Personal Service Contractor Positions

RESPONSE TO BUDGET REQUEST FOR OVERSEAS STAFFING DATA

AGENCY BUREAU COUNTRY POST USDH US MIL PIT / PSC

2002 Actual

HHS	CDC	Brazil	Rio de Janeiro	1	0	2
HHS	CDC	Mali	Bamako	2	0	0
HHS	CDC	India	Chennai	1	0	0
	Subtotal			4	0	2
HHS	OPHS	Indonesia	Jakarta	3	0	0
HHS	OPHS	Fiji	Suva	3	0	0
	Subtotal			6	0	0
	HHS TOTAL 2002			10	0	2

2003 Estimate

HHS	CDC	Brazil	Rio de Janeiro	1	0	0
HHS	CDC	Mali	Bamako	4	0	0
HHS	CDC	India	Chennai	1	0	0
	Subtotal			6	0	0
HHS	OPHS	Indonesia	Jakarta	3	0	0
HHS	OPHS	Fiji	Suva	3	0	0
	Subtotal			6	0	0
	Delta 2003-2002			2	0	-2
	HHS TOTAL 2003			12	0	0

Indicate change from previous year

2004 Estimate

HHS	CDC	Brazil	Rio de Janeiro	3	0	0
HHS	CDC	Mali	Bamako	2	0	0
HHS	CDC	India	Chennai	3	0	0
	Subtotal			8	0	0
HHS	OPHS	Indonesia	Jakarta	6	0	0
HHS	OPHS	Fiji	Suva	6	0	0
HHS	OPHS	Egypt	Cairo	2	0	0
HHS	OPHS	Switzerland	Geneva	2	0	0
	Subtotal			16	0	0
	Delta 2004-2003			12	0	5
	HHS TOTAL 2004			24	0	0

Also show when new posts are planned.

Indicate change from previous year

Notes: 1. Figures are for illustrative purposes only.
 2. When required, mark with appropriate security classification.

Part 2: Information on Overseas Staffing Costs (Dollars)

Average Annual Cost of Overseas Employee And Their Family

Agency: State Department

Bureau: Office of Human Resources

American salaries and benefits (list assumptions)	94,771
International Cooperative Administrative Support Services (ICASS)	45,036
Average Office furnishings/equipment and info resource mgmt (classified netwo	14,597
Housing (lease cost)	31,761
Residential furnishings/equipment (one time cost)	4,500
Educational allowance (per child)	21,404
Danger pay (in selected posts)	1,000
Language incentive pay	1,271
Post allowance (COLA) or equivalent	2,839
Post differential	7,634
Field travel	1,828
Post assignment travel	3
Rest and recuperation (R&R or EML) travel	30,083
Miscellaneous expenses (supplies, utilities maintenance)	5,274
Representation (estimate)	9,500
Diplomatic security (outside of ICASS e.g.. local guards and alarms)	10,600
Other (please list what is included)	28,000
TOTAL	\$351,598

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Provide detail on how this information was calculated.