

SECTION 58—INFORMATION ON OVERSEAS STAFFING

Table of Contents

- 58.1 Why collect this information?
 58.2 Which agencies need to report?
 58.3 What materials must I provide?
 Ex-58 Information on Overseas Staffing

Summary of Changes

Requires agencies with personnel assigned to overseas embassies to report on staffing levels (i.e., positions filled) and support costs associated with new positions.

Drops the requirement for information on Inspectors General for designated Federal entities.

58.1 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 new positions being assigned. *Overseas employee* 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.

58.2 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.

58.3 What materials must I provide?

(a) *Information on staffing levels.* Provide information on positions filled in an EXCEL spreadsheet(s), following the format of exhibit 58, part 1. Display by year, for 2002-2004, 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 new positions in an EXCEL spreadsheet(s), following the format of exhibit 58, part 2. Provide the worldwide average cost per new 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, please explain.

Information on Overseas Staffing

Full-time permanent U.S. direct hire positions
 U.S. military positions
 U.S. part-time, intermittent, temporary / personal service contractor positions

Part 1: Information on Staffing Levels

(Positions Filled)

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
2004 Estimate						
HHS	CDC	Brazil	Rio de Janeiro	3	0	5
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

Indicate change from previous year

Indicate 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 Costs	
Average Annual Cost For New Employee And Their Family (Amounts in dollars)	
Agency: Health and Human Services	
Bureau: Center for Disease Control and Prevention	
American salaries and benefits.....	88,100
International Cooperative Administrative Support Services (ICASS).....	59,300
Office furnishings/equipment and info resource mgmt (classified networks).....	16,000
Housing (lease cost).....	22,300
Residential furnishings/equipment.....	40,000
Educational allowance (per child).....	19,500
Danger pay (in selected posts).....	800
Language incentive pay.....	3,100
Post allowance (COLA).....	4,100
Post differential.....	8,700
Field travel.....	2,300
Post assignment travel.....	20,400
Rest and recuperation (R&R) travel.....	3,000
Miscellaneous expenses (supplies, utilities maintenance).....	24,600
Representation (estimate).....	1,000
Diplomatic security (e.g.. local guards and alarms).....	25,900
Other (please list what is included).....	0
TOTAL	339,100

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

Provide detail on how this information was calculated