

## D&CP – BUREAU OF HUMAN RESOURCES-SPECIAL COMPLEMENT

### *Resource Summary*

(\$ in thousands)

<b>Appropriations</b>	<b>FY 2010 Actual</b>	<b>FY 2011 CR</b>	<b>FY 2012 Request</b>
American Positions	865	865	865
Funds	110,084	110,084	110,084

### *Program Description*

The Bureau of Human Resources administers a special complement of positions as part of its overall management of human resources. This special complement is for initial orientation and training of new recruits and for career development assignments for both Civil Service and Foreign Service personnel. Employees spend a limited amount of time in these positions either before assignment or in special assignments and then return to regular positions within the Department.

The special complement includes the following types of positions:

Faculty Advisors – Positions at various military facilities which have quotas for enrollment of Department of State personnel. These advisors typically teach courses, provide guidance and counseling for Department students, serve as the Department’s liaisons with the institutions, and serve as senior advisors to the commandants/presidents of the institutions. There are currently 6 positions established as Faculty Advisors.

Pre-Assignment General Schedule (GS) Training – Positions that are established for newly hired Civil Service employees awaiting clearance and permanent assignment. There are currently 46 positions dedicated to Pre-Assignment GS training.

Career Mobility Program – Positions to which employees are assigned for professional development. There are currently 8 positions supporting the Career Mobility Program.

Assignment to Non-governmental Organizations – Positions used to assign or detail employees to non-governmental organizations such as the Carnegie Foundation and the Council on Foreign Relations, as well as the Diplomats-in-Residence program. There are currently 15 positions dedicated to Assignments to NGOs.

Entry-Level Officer FSI Training – Positions that are used for intake of entry level officers and specialists while in initial domestic orientation training. Entry level officers typically spend three to four months in orientation and basic training prior to being assigned to an overseas position. There are currently 561 positions established for Entry-Level Officer FSI training.

Non-reimbursable Details – Positions used to detail employees to other executive departments on a non-reimbursable basis. There are currently 39 positions serving non-reimbursable details.

Presidential Management Fellow Program – Positions for the government-wide program to recruit graduate students upon completion of their degree for an initial two-year appointment. There are currently 35 positions supporting the Presidential Management Fellow Program.

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Special Domestic Assignment Program (SDAP) – Positions established to allow the assignment or detail of employees to the Congress and state/local government agencies. There are currently 19 positions in support of the Special Domestic Assignment Program.

Una Chapman Cox Sabbatical Leave Program – Allows a twelve-month sabbatical for Foreign Service employees with exceptional performance and potential to pursue a project mutually beneficial to the employee and the Department. The Una Chapman Cox Foundation funds all other expenses of the project. The Department continues to pay the employee's salary and benefits. There are currently 2 positions dedicated to the Una Chapman Cox Sabbatical Program.

### *Justification of Request*

The Department's FY 2012 request of \$110.084 million includes base funding to continue ongoing operations.

### *Resource Summary*

	Positions				Funds (\$ in thousands)			
	American			FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
	CS	FS Dom	Overseas					
FY 2010 Actual	81	753	31	0	865	6,479	103,605	110,084
FY 2011 CR	81	753	31	0	865	6,479	103,605	110,084
FY 2012 Current Services	81	753	31	0	865	6,479	103,605	110,084
FY 2012 Request	81	753	31	0	865	6,479	103,605	110,084

### *Staff by Program Activity*

(positions)

Bureau of Human Resources-Special Complement	FY 2010 Actual	FY 2011 CR	FY 2012 Request
<b>Domestic Administrative Support</b>	<b>865</b>	<b>865</b>	<b>865</b>
Specialized Employee Assignments	865	865	865
<b>Total</b>	<b>865</b>	<b>865</b>	<b>865</b>

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### *Funds by Program Activity*

(\$ in thousands)

Bureau of Human Resources-Special Complement	FY 2010 Actual	FY 2011 CR	FY 2012 Request
<b>Domestic Administrative Support</b>	<b>110,084</b>	<b>110,084</b>	<b>110,084</b>
Specialized Employee Assignments	110,084	110,084	110,084
<b>Total</b>	<b>110,084</b>	<b>110,084</b>	<b>110,084</b>

### *Program Activities*

Department Of State	Positions				Funds (\$ in thousands)		
	American		FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
	Domestic	Overseas					
<b>Domestic Administrative Support</b>	<b>834</b>	<b>31</b>	<b>0</b>	<b>865</b>	<b>6,479</b>	<b>103,605</b>	<b>110,084</b>
Specialized Employee Assignments	834	31	0	865	6,479	103,605	110,084
<b>Total</b>	<b>834</b>	<b>31</b>	<b>0</b>	<b>865</b>	<b>6,479</b>	<b>103,605</b>	<b>110,084</b>

### *Staff by Domestic Organization Unit*

(positions)

Bureau of Human Resources-Special Complement	FY 2010 Actual	FY 2011 CR	FY 2012 Request
Career Mobility Program	8	8	8
Faculty Advisors	6	6	6
Junior Officer Training	561	561	561
Mid-Level Complement	5	5	5
Non-Governmental Organizations	15	15	15
Non-Reimbursable Details	39	39	39
Other Human Resources-Special Complement	129	129	129
Pre-Assignment GS Training (PAC)	46	46	46
Presidential Management Fellows	35	35	35
Special Domestic Assignment Program (SDAP)	19	19	19
Una Chapman Cox Sabbatical Leave Fellowship Program	2	2	2
<b>Total</b>	<b>865</b>	<b>865</b>	<b>865</b>

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### *Funds by Domestic Organization Unit*

(\$ in thousands)

Bureau of Human Resources-Special Complement	FY 2010 Actual	FY 2011 CR	FY 2012 Request
Career Mobility Program	936	936	936
Faculty Advisors	702	702	702
Junior Officer Training	68,162	68,162	68,162
Mid-Level Complement	585	585	585
Non-Governmental Organizations	1,755	1,755	1,755
Non-Reimbursable Details	4,563	4,563	4,563
Other Human Resources-Special Complement	22,917	22,917	22,917
Pre-Assignment GS Training (PAC)	5,382	5,382	5,382
Presidential Management Fellows	2,625	2,625	2,625
Special Domestic Assignment Program (SDAP)	2,223	2,223	2,223
Una Chapman Cox Sabbatical Leave Fellowship Program	234	234	234
<b>Total</b>	<b>110,084</b>	<b>110,084</b>	<b>110,084</b>

### *Funds by Object Class*

(\$ in thousands)

Bureau of Human Resources-Special Complement	FY 2010 Actual	FY 2011 CR	FY 2012 Request
1100 Personnel Compensation	72,526	72,526	72,526
1200 Personnel Benefits	37,558	37,558	37,558
<b>Total</b>	<b>110,084</b>	<b>110,084</b>	<b>110,084</b>