

HUMAN RESOURCES SPECIAL COMPLEMENT

Resource Summary

(\$ in thousands)

Appropriations	FY 2012 Actual	FY 2013 CR ⁽¹⁾	FY 2014 Request	Increase/Decrease From FY2012
Positions - Enduring	842	842	842	0
Enduring Funds	119,957	118,848	122,037	2,080

(1) The FY 2013 CR is based on the annualized continuing resolution calculation for FY 2013 (P.L. 112-175).

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, training of new recruits, and career development assignments for Civil Service and Foreign Service personnel. Employees spend a limited amount of time in these positions either before assignments or on special assignments, and then return to their regular positions within the Department.

The special complement includes the following types of positions:

Entry-Level Officer 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 (considered short-term) in orientation and basic training prior to being assigned to an overseas position. There are currently 561 positions established for Entry-Level Officer training.

Faculty Advisors

Positions at various military facilities that 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 30 positions established as Faculty Advisors.

Assignments to Non-Governmental Organizations (NGOs)

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 30 positions dedicated to NGO assignments.

Non-Reimbursable Details

Positions used to detail employees to other executive departments on a non-reimbursable basis. There are currently 40 positions serving non-reimbursable details.

Other Human Resources Special Complement

Positions used for appropriate education, training, and professional development and exchanges. There are currently 111 positions dedicated to this program.

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 50 positions supporting this 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 18 positions supporting this 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 Department continues to pay the employee's salary and benefits. The Una Chapman Cox Foundation funds all other expenses of the project. There are currently two positions dedicated to the program.

The **Expanded Professional Associates Program (EPAP)** has several objectives: 1) addressing a key morale issue by providing new career opportunities for Foreign Service spouses; 2) increasing overall overseas staffing levels; and 3) filling critical positions with well-qualified personnel. Appointment Eligible Family Members (AEFMs) vetted through the application process can be assigned to entry-level and mid-level positions overseas using bureau managed funding. There are currently 139 authorized EPAP assignments. They are not considered as positions, but rather as part-time intermittents. These assignments are made to existing regular Foreign Service positions.

Justification of Request

The Department's FY 2014 Request of \$122 million is \$2.1 million above the FY 2012 Actual level. The request includes \$2 million for the EPAP program which supports 139 eligible family members (EFMs) at an average cost of \$85,000 per assignment.

Resource Summary

	Positions					Funds (\$ in thousands)		
	American				Pos	Bureau	American	Funds
	CS	FS Dom	Overseas	FSN	Total	Managed	Salaries	Total
FY 2012 Actual	84	727	31	0	842	10,232	109,725	119,957
FY 2013 Estimate	84	727	31	0	842	9,123	109,725	118,848
FY 2014 Built-in Changes								
American COLA	0	0	0	0	0	39	1,150	1,189
Total Built-in Changes	0	0	0	0	0	39	1,150	1,189
FY 2014 Current Services	84	727	31	0	842	9,162	110,875	120,037
FY 2014 Program Changes								
EPAP	0	0	0	0	0	2,000	0	2,000
Total Program Changes	0	0	0	0	0	2,000	0	2,000
FY 2014 Request	84	727	31	0	842	11,162	110,875	122,037

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Staff and Funds by Domestic Organization Units

(\$ in thousands)

Human Resources Special Complement (HRCOMP)	FY 2012			FY 2013			FY 2014			Increase/Decrease		
	Actual			CR			Request			From FY2012		
	Am	FSN	Funds	Am	FSN	Funds	Am	FSN	Funds	Am	FSN	Funds
Entry-Level Officer Training	561	0	70,135	561	0	70,135	561	0	70,869	0	0	734
Faculty Advisors	30	0	4,439	30	0	4,439	30	0	4,486	0	0	47
Non-Governmental Organizations	30	0	4,439	30	0	4,439	30	0	4,486	0	0	47
Non-Reimbursable Details	40	0	6,619	40	0	6,619	40	0	6,688	0	0	69
Other Human Resources-Special Complement	111	0	25,302	111	0	24,193	111	0	26,390	0	0	1,088
Presidential Management Fellows	50	0	6,241	50	0	6,241	50	0	6,306	0	0	65
Special Domestic Assignment Program (SDAP)	18	0	2,532	18	0	2,532	18	0	2,559	0	0	27
Una Chapman Cox Sabbatical Leave Fellowship Program	2	0	250	2	0	250	2	0	253	0	0	3
Total	842	0	119,957	842	0	118,848	842	0	122,037	0	0	2,080

Funds by Object Class

(\$ in thousands)

Human Resources Special Complement (HRCOMP)	FY 2012 Actual	FY 2013 CR	FY 2014 Request	Increase/Decrease From FY2012
1100 Personnel Compensation	83,970	83,193	85,425	1,455
1200 Personnel Benefits	35,987	35,655	36,612	625
Total	119,957	118,848	122,037	2,080

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