

SECTION 58—INFORMATION ON OVERSEAS STAFFING

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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.

EXHIBIT 58