

D&CP – OFFICE OF THE SECRETARY

Resource Summary (\$ in thousands)

Appropriations	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Positions	461	484	493	9
Funds	106,201	112,111	114,090	1,979

Program Description

The Secretary of State is the President’s principal foreign policy advisor. The offices of the Secretary and the Deputy Secretaries provide overall direction and coordination for Department headquarters’ offices and U.S. missions abroad. They are also the primary interlocutors with the White House, the Congress, members of the interagency foreign affairs community, and foreign leaders. This request also includes the personnel and financial resources for the Secretary's Executive Secretariat and for five of the six Under Secretaries who direct the operation of Department bureaus and offices including: Democracy and Global Affairs; Economic, Energy and Agriculture Affairs; Political Affairs; Arms Control and International Security; and Public Diplomacy and Public Affairs. While the budget for the Under Secretary for Management (M) is presented separately, the Secretary's Executive Secretariat staff provides policy and administrative support to M. The request also supports the special-mission offices that report directly to the Secretary and other Department principals and carry out high-priority, sensitive work. These include:

- Office of the Coordinator for Counterterrorism – develops, coordinates, and implements U.S. counterterrorism policy;
- Office of Policy Planning - provides independent policy advice and analysis to the Secretary;
- Office of Equal Employment Opportunity Civil Rights - fosters a work environment free of discrimination throughout the Department;
- Office of War Crimes Issues - advises the Secretary on efforts to address serious violations of international humanitarian law;
- Office of Global Women’s Issues - leads the Department's efforts in integrating international women's issues into the pursuit of all its strategic objectives;
- Foreign Service Grievance Board - established by the Foreign Service Act of 1980;
- Office of the Director of U.S. Foreign Assistance - charged with directing the transformation of the U.S. Government approach to foreign assistance;
- Special Representative for Afghanistan and Pakistan – coordinates the President’s Strategy on Afghanistan and Pakistan;
- Special Envoy for Middle East Peace – strategizes and carries out new approaches to bringing peace and stability to this region;
- Special Advisor on the Gulf and South West Asia – advises the Secretary on a comprehensive and constructive approach for the region including Iran on the development and formulation of policy approaches.
- Special Envoy for Guantanamo Closure – assists the Secretary with issues related to closing the facility.

D&CP – OFFICE OF THE SECRETARY

Priorities

To accomplish this comprehensive mission in FY 2011, the Office of the Secretary (S) has established the following priorities:

The Executive Secretariat will ensure the prompt, efficient, and organized staffing of policy interests requiring the attention of the Secretary, Deputy Secretaries, and Under Secretaries in the coordination of material presented to them and the implementation of decisions made by them.

The Executive Secretariat will also:

- *Direct the Quadrennial Diplomacy and Development Review (QDDR);*
- Expand crisis management readiness training to increase effectiveness of overseas and Department crisis response efforts through expanded use of collaborative, web-based technologies;
- Link the Department's leadership with overseas posts, handle telephone contacts between the Secretary and her foreign counterparts, and monitor and distribute sensitive message traffic;
- Improve the efficiency and reliability of a robust teleconferencing system to satisfy the Secretariat's core mission of connecting the Secretary and other principals with anyone, anywhere, at any time;
- Manage the flow of information, recommendations and decisions to and from the Secretary to ensure an orderly, streamlined paper flow to maximize efficiency and use of updated technology;
- Right size the logistical support platform and improve electronic distribution of briefing materials to staff and posts and prepare administrative and systems support for overseas and domestic travel by the Secretary and the Deputy Secretary;
- Improve critical infrastructure and responsiveness by sustaining double redundancy in Principals' support and secretariat functions at continuity of operations sites with a full range of capabilities;
- Provide customizable, web-based content and document management tools to allow S personnel to directly manage its information for Department Principals and staff;
- Maintain the highest level security standards and attend to the responsibilities incumbent upon S personnel to protect national security information through strict but seamless access, information control procedures, and active security awareness programs;
- Implement technology upgrades in the Operations Center that will provide the Secretary and other principals with the rapid, synthesized information they require to support the President, especially in conducting diplomacy and participating effectively in interagency policy deliberations;
- Provide the highest quality logistical, financial and managerial support to all the offices in the S family;
- Implement a new Executive Office structure that devolves duties and responsibilities for selected services to other bureaus, including Centers of Excellence, allowing the Executive Office to concentrate on its core mission.

Justification of Request

The Department's FY2011 request of \$114.090 million for the Office of the Secretary (S) includes increases to maintain current services and support several key initiatives. The current service increase of \$1.349 million supports COLA annualization for a base staffing level of 484 positions, domestic wage and price increases, and maintains the FY2010 level of activity. The FY 2011 request includes an increase of \$0.630 million, including nine positions, above the FY 2010 base of \$112.111 million to support international and domestic legal policy. The FY 2011 request includes:

D&CP – OFFICE OF THE SECRETARY

Information Technology: \$67,000 including 1 position

Information technology continues to be a critical component of the Executive Secretariat's Office of Information Resource Management's (S/ES-IRM) day-to-day operations. There was no base funding provided in FY 2010 for this project. Due to the increased demand for real-time discussions, our video teleconference (VTC) sessions have realized a dramatic increase. From year 2005 to year 2008, there has been an increase in the number of VTCs from 490 to 3109; staffing has remained the same. The request provides for one position in S/ES-IRM to support increasing demand for VTC support creation and support for SharePoint sites has increased significantly during 2008.

Technical Information Specialist: \$43,000 including 1 position

The requested funding provides for one Technical Information Specialist position to address the increasing workload within the Office of Correspondence and Records (S/ES-CR). Calendar year 2009 was quite demanding for the Office of Correspondence and Records (S/ES-CR) since the arrival of Secretary Clinton and the two Deputy Secretaries. There was a 15 percent increase in the number of documents processed and archived by the staff. One additional Technical Information Specialist will insure the influx of time-sensitive correspondence are cleared and processed within 48-hours.

Office of Civil Rights (S/OCR) Title VI and IX Responsibilities: \$59,000 including 1 position

The requested position and funding above an FY 2010 overall base of \$1.132 million will support beneficiaries of programs that receive funding in whole or in part by the Department of State. The beneficiaries have a right to be free from discrimination based his/her race, color, or national origin, and has a right to contact the Department of State to initiate a complaint about such discriminatory treatment under Title VI of the Civil Rights Act of 1964. Similar rights exist under Section 504 of the Rehabilitation Act of 1973 for beneficiaries who believe they have experienced discrimination based on disability. Beneficiaries of federally supported education programs also have a right to be free from discrimination based on sex under Title IX of the Civil Rights Act of 1964. To comply fully with statutory requirements, the Office of Civil Rights (S/OCR) will establish a Title VI, Title IX, and Section 504 Program Unit to ensure grant recipients comply with all relevant laws and policies to prevent unlawful discrimination against the beneficiaries of their services. The unit will be responsible for developing a complaints management process, a system of pre- and post-award surveys, and developing and sharing best practices gleaned from other agencies.

The Office of the Coordinator for Counterterrorism (S/CT) Positions: \$461,000 including 6 positions

The requested funding above a FY 2010 base of \$3.120 million will provide for CT policy oversight and guidance within geographic regions for all U.S. Government agencies. Since 2001, the growth of the U.S. Government's counterterrorism efforts and the State Department's role has steadily placed increased demand on S/CT. Old programs have expanded and new programs, such as the Regional Strategic Initiative (RSI) and Countering Violent Extremism (CVE) have been established and implemented. More of these programs – especially the Regional Strategic Initiative – are being conducted through embassies abroad. S/CT is determined to emphasize the importance of translating CT strategy into field action. S/CT coordinates and implements key CT programs in real-time situations. This request will help to sustain and support the increased pace of program activities that S/CT has been tasked to perform by both the Secretary and the President.

D&CP – OFFICE OF THE SECRETARY

Resource Summary

	Positions			Funds (\$ in thousands)			
	American		FSN	Pos	Bureau	American	Funds
	Domestic	Overseas		Total	Managed	Salaries	Total
FY 2009 Actual	461	0	0	461	51,771	54,430	106,201
FY 2010 Estimate	484	0	0	484	56,357	55,754	112,111
FY 2011 Built-in Changes							
Annualization of FY 2010 COLA	0	0	0	0	52	258	310
Domestic Inflation	0	0	0	0	491	0	491
FY 2011 American COLA	0	0	0	0	210	338	548
Total Built-in Changes	0	0	0	0	753	596	1,349
FY 2011 Current Services	484	0	0	484	57,110	56,350	113,460
FY 2011 Program Changes							
S/ES-IRM Information Technology	1	0	0	1	6	61	67
S/ES-CR Technical Information Specialist	1	0	0	1	6	37	43
S/OCR Title VI and IX Responsibilities	1	0	0	1	5	54	59
S/CT Positions	6	0	0	6	54	407	461
Total Program Changes	9	0	0	9	71	559	630
FY 2011 Request	493	0	0	493	57,181	56,909	114,090

D&CP – OFFICE OF THE SECRETARY

Staff by Program Activity (positions)

Office of the Secretary	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Counter-Terrorism Programs	53	55	61	6
Domestic Administrative Support	61	64	65	1
Domestic Administrative Management	0	64	65	1
Information Resource Management	65	65	66	1
Office Automation	0	65	66	1
Policy Formulation	259	277	278	1
Department Direction	0	277	278	1
Public Diplomacy	23	23	23	0
Department Direction	8	8	8	0
Public Diplomacy - Program Costs	15	15	15	0
Total	461	484	493	9

Funds by Program Activity (\$ in thousands)

Office of the Secretary	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Counter-Terrorism Programs	7,846	10,321	10,802	481
Domestic Administrative Support	14,750	14,169	15,448	1,279
Domestic Administrative Management	14,750	14,169	15,448	1,279
Information Resource Management	14,136	15,582	15,650	68
Office Automation	14,136	15,582	7,584	(7,998)
Policy Formulation	58,315	34,602	65,242	61
Department Direction	58,315	34,602	65,242	61
Public Diplomacy	11,154	6,858	6,948	90
Department Direction	2,579	2,401	964	(1,437)
Public Diplomacy - Program Costs	8,575	4,457	5,984	1,527
Total	106,201	112,111	114,090	1,979

D&CP – OFFICE OF THE SECRETARY

Program Activities

Department Of State	Positions			Funds (\$ in thousands)			
	American Domestic	Overseas	FSN	Pos Total	Bureau Managed	American Salaries	Funds Total
Counter-Terrorism Programs	61	0	0	61	2,659	8,143	10,802
Domestic Administrative Support	65	0	0	65	7,989	7,459	15,448
Domestic Administrative Management	65	0	0	65	7,989	7,459	15,448
Information Resource Management	66	0	0	66	8,066	7,584	15,650
Office Automation	66	0	0	66	0	7,584	7,584
Policy Formulation	278	0	0	278	34,986	30,256	65,242
Department Direction	278	0	0	278	34,986	30,256	65,242
Public Diplomacy	23	0	0	23	3,481	3,467	6,948
Department Direction	8	0	0	8	0	964	964
Public Diplomacy - Program Costs	15	0	0	15	3,481	2,503	5,984
Total	493	0	0	493	57,181	56,909	114,090

D&CP – OFFICE OF THE SECRETARY

Staff by Domestic Organization Unit (positions)

Office of the Secretary	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Amb at Large for Counter-Terrorism	53	55	61	6
Amb at Large for War Crimes Issues	10	10	10	0
Civil Rights	27	30	31	1
Deputy Secretary of State	12	12	12	0
Executive Office	30	30	30	0
Executive Secretariat	32	32	33	1
Foreign Service Grievance Board	4	4	4	0
Information Resource Management	65	65	66	1
New Policy Positions	0	18	18	0
Office for International Women's Issues	8	8	8	0
Office of Resources, Plans, & Policy	8	8	8	0
Office of the Counselor	5	5	5	0
Office of the Director of U.S. Foreign Assistance	25	25	25	0
Office of the Secretary	18	18	18	0
Operations Center	53	53	53	0
Policy Planning Staff	33	33	33	0
Under Secretary for Arms Control	15	15	15	0
Under Secretary for Economic Affairs	15	15	15	0
Under Secretary for Global Affairs	18	18	18	0
Under Secretary for Political Affairs	15	15	15	0
Under Secretary for Public Diplomacy	15	15	15	0
Total	461	484	493	9

D&CP – OFFICE OF THE SECRETARY

Funds by Domestic Organization Unit (\$ in thousands)

Office of the Secretary	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
Amb at Large for Counter-Terrorism	9,380	10,320	10,850	530
Amb at Large for War Crimes Issues	1,442	1,457	1,465	8
Civil Rights	3,918	4,576	4,680	104
Deputy Secretary of State	2,383	2,368	2,401	33
Executive Office	6,236	6,175	7,557	1,382
Executive Secretariat	4,299	4,292	4,421	129
Foreign Service Grievance Board	1,494	1,501	1,518	17
Information Resource Management	14,110	13,990	14,177	187
New Policy Positions	0	2,628	2,646	18
Office for International Women's Issues	1,586	2,130	2,146	16
Office of Resources, Plans, & Policy	7,607	3,443	3,822	379
Office of the Counselor	858	857	877	20
Office of the Director of U.S. Foreign Assistance	7,021	7,510	7,618	108
Office of the Secretary	10,110	10,093	10,231	138
Operations Center	7,478	8,144	8,171	27
Policy Planning Staff	4,213	2,362	2,368	6
Reconstruction and Stabilization	11,252	17,043	16,089	(954)
Under Secretary for Arms Control	2,145	2,659	2,693	34
Under Secretary for Economic Affairs	2,951	2,512	2,541	29
Under Secretary for Global Affairs	1,931	2,364	2,394	30
Under Secretary for Political Affairs	2,240	2,272	2,299	27
Under Secretary for Public Diplomacy	3,547	3,415	3,126	(289)
Total	106,201	112,111	114,090	1,979

D&CP – OFFICE OF THE SECRETARY

Funds by Object Class (\$ in thousands)

Office of the Secretary	FY 2009 Actual	FY 2010 Enacted	FY 2011 Request	Increase / Decrease
1100 Personnel Compensation	47,413	48,308	50,247	1,939
1200 Personnel Benefits	14,339	14,748	15,831	1,083
2100 Travel & Trans of Persons	12,926	15,624	15,732	108
2200 Transportation of Things	105	1,143	1,500	357
2300 Rents, Comm & Utilities	6,230	7,175	8,225	1,050
2400 Printing & Reproduction	257	748	1,007	259
2500 Other Services	21,472	21,112	15,793	(5,319)
2600 Supplies and Materials	1,016	1,137	1,429	292
3100 Personal Property	2,402	2,019	4,229	2,210
4200 INS Claims & Indemnities	41	97	97	0
Total	106,201	112,111	114,090	1,979

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