

OFFICE OF THE SECRETARY

Resource Summary

(\$ in thousands)

Appropriations	FY 2012 Actual	FY 2013 CR ⁽¹⁾	FY 2014 Request	Increase/Decrease From FY2012
Positions - Enduring	484	484	489	5
Enduring Funds	93,484	95,011	105,775	12,291

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

Program Description

The Secretary of State is the President’s principal foreign policy advisor. The offices of the Secretary (S) and the Deputy Secretaries provide overall direction and coordination for Department headquarters offices and U.S. missions abroad. They are the primary interlocutors on foreign policy 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: Civilian Security, Democracy and Human Rights; Economic Growth, Energy and the Environment; 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 Policy Planning - provides independent policy advice and analysis to the Secretary;
- Office of Civil Rights - fosters a work environment free of discrimination throughout the Department;
- Office of Global Criminal Justice- advises the Secretary on efforts to address serious violations of international humanitarian law;
- Office of Global Women’s Issues (S/GWI) - 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 U.S. Foreign Assistance Resources (F) - 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;
- Coordinator for Sanctions Policy – coordinates Department action and analysis on sanctions policy and strengthen the effectiveness of sanctions as a tool of U.S. foreign policy;
- Office of Global Health Diplomacy – guides diplomatic efforts to advance the U.S. global health mission to improve and save lives and foster sustainability;
- Special Representative for Global Food Security – coordinates all aspects of U.S. diplomacy related to food security and nutrition;
- Office of the Coordinator for Cyber Issues – coordinates the Department’s global diplomatic engagement on cyber issues;

OFFICE OF THE SECRETARY

- Senior Advisor for Civil Society and Emerging Democracies – coordinates and collaborates with Department bureaus in developing the Secretary’s civil society agenda and strengthening emerging democracies;
- Office of the Chief Economist – advises the Secretary on emerging economic issues.

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. Specific priorities within this role include:

- Direct the continuing implementation of the Quadrennial Diplomacy and Development Review (QDDR);
- Expand crisis management readiness training to increase effectiveness of crisis response efforts through expanded use of collaborative, web-based technologies;
- Improve the efficiency and reliability of communications systems (teleconferencing, handling telephone contacts with foreign counterparts, monitoring and distributing sensitive message traffic) to satisfy the Secretariat’s core mission of connecting the Secretary and other principals with anyone, anywhere;
- Manage the flow of information, recommendations and decisions to and from the Secretary, ensuring an orderly, streamlined process that maximizes efficiency and use of updated technology;
- Right-size the logistical support platform, 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 secretaries;
- Improve critical infrastructure and responsiveness by sustaining 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 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;
- 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 FY 2014 Request of \$105.7 million for the Office of the Secretary, a \$12 million net increase over the FY 2012 Actual level, includes increases for domestic inflation and American COLA. Also included within this increase is \$9.624 million which reflects the following changes: \$5.1 million to support the Office of Global Women’s Issues (S/GWI) to manage programs through the Full Participation Fund (FP Fund) which promotes integration of gender equality and advancement of the status of women and girls in all Department operations, programming, and diplomacy; \$2.7 million to support the Office of U.S. Foreign Assistance Resources (F) to upgrade the FACTS Info budget data system, as well as \$850,000 to support the Foreign Assistance Dashboard; and, \$967,000 to support 5 new positions for the Office of the Coordinator for Cyber Issues (S/CCI). These positions will help address the increasing

OFFICE OF THE SECRETARY

demand for cyber capacity building, training and policy development necessary to fulfill its responsibilities for leading U.S. international cyber policy development and strategic planning.

Resource Summary

	Positions					Funds (\$ in thousands)		
	American				Pos	Bureau	American	Funds
	CS	FS Dom	Overseas	FSN	Total	Managed	Salaries	Total
FY 2012 Actual	331	153	0	0	484	48,552	44,932	93,484
FY 2013 Estimate	331	153	0	0	484	50,079	44,932	95,011
FY 2014 Built-in Changes								
American COLA	0	0	0	0	0	425	577	1,002
Domestic Inflation	0	0	0	0	0	138	0	138
Total Built-in Changes	0	0	0	0	0	563	577	1,140
FY 2014 Current Services	331	153	0	0	484	50,642	45,509	96,151
FY 2014 Program Changes								
S/GWI Increase	0	0	0	0	0	5,107	0	5,107
FACTS Info	0	0	0	0	0	2,700	0	2,700
Foreign Assistance Dashboard	0	0	0	0	0	850	0	850
S/CCI Staffing updated as of 8/14	5	0	0	0	5	580	387	967
Total Program Changes	5	0	0	0	5	9,237	387	9,624
FY 2014 Request	336	153	0	0	489	59,879	45,896	105,775

OFFICE OF THE SECRETARY

Staff and Funds by Domestic Organization Units

(\$ in thousands)

Office of the Secretary (S)	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
Civil Rights	30	0	4,578	30	0	4,578	30	0	4,578	0	0	0
Civil Service Ombudsman	1	0	164	1	0	164	1	0	164	0	0	0
Deputy Secretary of State	33	0	4,053	33	0	3,653	33	0	3,653	0	0	(400)
Executive Office	31	0	9,980	31	0	8,993	31	0	8,993	0	0	(987)
Executive Secretariat	60	0	7,289	60	0	7,289	60	0	7,289	0	0	0
Foreign Service Grievance Board	4	0	1,411	4	0	1,411	4	0	1,411	0	0	0
Information Resource Management	45	0	13,055	45	0	13,055	45	0	13,055	0	0	0
New Policy Positions	42	0	8,524	42	0	12,186	47	0	14,216	5	0	5,692
Office for Global Women's Issues	24	0	4,830	24	0	4,830	24	0	9,937	0	0	5,107
Office of Global Criminal Justice	10	0	1,654	10	0	1,654	10	0	1,654	0	0	0
Office of U.S. Foreign Assistance Resources	37	0	8,282	37	0	7,722	37	0	11,349	0	0	3,067
Office of the Counselor	4	0	943	4	0	943	4	0	943	0	0	0
Office of the Secretary	23	0	9,649	23	0	9,649	23	0	9,649	0	0	0
Operations Center	51	0	7,441	51	0	7,441	51	0	7,441	0	0	0
Policy Planning Staff	31	0	3,180	31	0	3,080	31	0	3,080	0	0	(100)
Under Secretary for Arms Control	14	0	2,213	14	0	2,213	14	0	2,213	0	0	0
Under Secretary for Civilian Security, Democracy and HR	17	0	2,115	17	0	2,115	17	0	2,115	0	0	0
Under Secretary for Economic Affairs	13	0	1,949	13	0	1,949	13	0	1,949	0	0	0
Under Secretary for Political Affairs	14	0	2,174	14	0	2,086	14	0	2,086	0	0	(88)
Total	484	0	93,484	484	0	95,011	489	0	105,775	5	0	12,291

Funds by Object Class

(\$ in thousands)

Office of the Secretary (S)	FY 2012	FY 2013	FY 2014	Increase/Decrease
	Actual	CR	Request	From FY2012
1100 Personnel Compensation	39,063	39,646	41,533	2,470
1200 Personnel Benefits	11,843	11,933	12,311	468
2100 Travel & Trans of Persons	14,274	15,000	17,935	3,661
2200 Transportation of Things	1	1	1	0
2300 Rents, Comm & Utilities	4,814	6,500	7,772	2,958
2400 Printing & Reproduction	712	825	986	274
2500 Other Services	18,331	16,284	19,472	1,141
2600 Supplies and Materials	972	1,100	1,315	343
3100 Personal Property	2,601	3,623	4,332	1,731
4200 Insurance Claims & Indemnities	873	99	118	(755)
Total	93,484	95,011	105,775	12,291