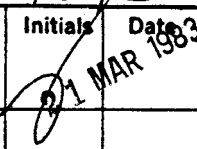


Date 15/3

**ROUTING AND TRANSMITTAL SLIP**

TO: (Name, office symbol, room number, building, Agency/Post)

1. <u>DDA</u>	Initials	Date
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

✓

Attached, per your request, is a ce of Tom Tracy's presentation re his 84 program & I've also attached a detailed functional statement regarding State/OC (will send ce to Bill)

DO NOT use this form as a clear

currences, disposals,

FROM: (Name, org. symbol, A

Room No.—Bldg.

Phone No.

STAT

REGISTRY

ROUTING AND RECORD SHEET

FILE

SUBJECT: (Optional)

60 REGISTRY  
FILE

DD/A Registry

83-0655

STAT

FROM: [Redacted]  
Special Support Assistant  
to the DDA

IA

EXTENSION

NO.

CMB-6-5

DATE

7 March 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

17 MAR 1983

17 MAR 1983

JA

Attached for your information is a copy of the statement Tom Tracy will make before the House Subcommittee on International Operations this Wednesday. The statement explains the State Department's Bureau of Administration budget for FY-84.

2. ADDA

3. DDA

5. SSA/DDA

STAT

[Redacted]

B.A. - acct to D/oc +  
D/OS pls.

60-3

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STATEMENT

BY

THOMAS M. TRACY

ASSISTANT SECRETARY FOR ADMINISTRATION

BEFORE

THE HOUSE SUBCOMMITTEE ON INTERNATIONAL OPERATIONS

MARCH 9, 1983

OS 3 0594

Mr. Chairman and Members of the Committee,

I am pleased to appear before this Subcommittee to explain the Fiscal Year 1984 budget requirements of the State Department's Bureau of Administration, which provides the support system for the Department's day-to-day operations. The Bureau encompasses a myriad of administrative activities carried out in the Offices of Operations, Information Systems, Foreign Buildings, Communications, and Security; the Classification - Declassification Center, and the Special Programs and Liaison Staff.

In Washington, the Information Systems Office maintains the Department's central computer facility and authorizes the procurement of word processing equipment. The Office of Operations provides space management and facility maintenance services to the Department as well as consolidated supply, procurement, and transportation through a network of U.S. Despatch Agents. Operations maintains the Central Foreign Policy File, publishes all official documents and manages Freedom of Information and Privacy Act requests. The Office also houses the Department of State library, which is the first Federal library and forerunner of the National Archives.

-2-

Our Language Services Division provides interpreting and translation services to the Department, the White House, and Congress. Whenever the President travels to non-English speaking countries, our professional interpreters are involved.

We are directly involved in the professional and personal well-being of Foreign Service personnel and their families. In preparation for overseas assignments, our Transportation Division arranges the storage and shipment of household effects and implements travel policy and regulations. The Office of Overseas Schools provides assistance to nearly 160 American-sponsored schools in 100 countries where Foreign Service children are educated. The Allowances Staff administers allowance rates for all U.S. Government civilian employees assigned to foreign posts and furnishes information on allowances and living costs abroad to the private sector. The Art-in-Embassies Program provides museum-quality fine art works on loan from U.S. artists for exhibit in our official residences abroad.

In the work environment overseas, our Office of Information Systems manages worldwide minicomputer and word processing programs which are revolutionizing data processing and office work only a few years after their introduction in the Department.

In addition, Regional Administrative Management Centers in Paris, Bangkok, and Mexico City provide payroll, disbursing and accounting services to the Department and many other federal agencies. The Office of Foreign Buildings is responsible for the design, construction, and rehabilitation of our embassy buildings and residential housing complexes. This office is also actively involved in planning and implementing structural changes to enhance security at our high-threat posts.

These overseas and domestic programs, along with our extensive communications and security programs which I will highlight in more detail, comprise the Bureau of Administration's diversified activities.

In the modern world, our bureau's effectiveness is dependent upon our ability to incorporate technological innovations into our programs and to make the most prudent, effective use of finite resources. Our Fiscal Year 1984 budget requirements consist of clearly-defined resource requests to provide secure and functional working environments at our Foreign Service posts and to upgrade our worldwide telecommunications program.

For the Offices of Operations and Information Systems, the Classification/Declassification Center, and the Executive Office we are requesting a Fiscal Year 1984 budget of \$95,422,000. This includes 586 positions (508 Americans and 78

Foreign Service Nationals), \$16,858,000 for American salary costs and \$78,564,000 for operating expenses, representing a net increase of \$15,758,000 and 9 positions.

Major requests included in this increase are: \$7,329,000 for increased rental payments to the General Services Administration, \$3,042,000 for the consolidation of State Department office space from a number of annexes to the commercial building in Columbia Plaza, and \$1,000,000 to upgrade our overseas motor vehicle fleet. In addition, we are requesting 8 positions and \$184,000 for new interpreters and translators. An amount of \$1,472,000 and 1 American position are also requested to automate the indexing of the Department's Central Foreign Policy File.

In order to expand the Department's information processing capability, we plan this year to lease two new mainframe computers in the Information Systems Office for which we are requesting an annualization of \$2.5 million in the FY 1984 budget.

For the Office of Communications, which is responsible for providing the worldwide telecommunications system for the Department and for providing communications support to other foreign affairs agencies, we are requesting a Fiscal Year 1984 budget of \$116,723,000. This includes 552 American positions, \$17,585,000 for salary costs and \$99,138,000 for operating expenses, representing a net increase of \$48,798,000 and 27

positions. In order to improve the security and reliability of the worldwide telecommunications system, we are requesting funds to provide:

. an Alternate Communications Center at a first year cost of \$3,000,000 to establish an alternate to the Department's major Washington central communications center located in the main State Department building;

. the Network Management and Control System at a cost of \$2,100,000 to provide centralized control and testing for communications circuitry;

. Tactical Support Packages, which are transportable secure satellite communications terminals for emergency use during communications crises or stress situations around the world, at a cost of \$4,260,000;

. the Classified Information Handling System to provide adequately protected information handling terminals in substantive offices at nine posts at a cost of \$1,577,000; and,

. acceleration of the Terminal Equipment Replacement Program at a level of \$2,679,000.



The special foreign currency request for FY 1984 is \$10,113,000. This includes \$2,850,000 for capital projects. For FY 1985, we are requesting \$264,595,000 for the regular program and \$28,045,000 for the separate foreign currency program.

In order to meet increased demands for the continued security of life and property, funds are requested for the Office of Security and the Special Programs and Liaison Staff.

For the Office of Security, whose responsibilities range from the personal protection of the Secretary of State to the planning and implementation of security upgrades at our high-risk overseas posts, we are requesting a Fiscal Year 1984 budget of \$46,019,000. This includes 431 American positions, \$14,383,000 for salary costs and \$31,636,000 for operating expenses which is an increase of \$15,090,000 and 4 positions. Of that increase, \$8,016,000 is requested for recurring costs associated with the FY 1982 Security Supplemental and the Security Enhancement Program.

-5-

The authorization request for the Office of Foreign Buildings is \$202,889,000 for the regular program and \$10,113,000 for the special foreign currency program in FY 1984 and \$254,595,000 for the regular program and \$28,045,000 for the special foreign currency program in FY 1985. The total FY 1984 request of \$202,889,000, is an increase of \$9,849,000 over the 1983 request. Of this amount, \$64,560,000 is for the Capital Program and \$138,329,000 is for operations. In addition to the appropriations requested, we anticipate generating \$1,000,000 in proceeds of sale.

The major portion of the \$64.6 million Capital Program is for the construction of a housing complex in Riyadh. Another new construction project is the Marine Security Guard residence, Commissary and warehouse in Lisbon. Other projects include the design of the chancery and/or other buildings in: Dhaka, Sofia, Georgetown and Caracas and Kingston. Also included in the Capital Program is \$12.7 million for costs of the "Functional Programs" which are essential to safety, security, and special maintenance of our buildings.

The \$138,329,000 for operations includes a \$15 million increase in 1984 capital renewal funds as the first instalment of a multi-year program to protect our investment in older buildings by modernizing heating, power and other systems.