

2016 Explanatory Notes  
Office of the Secretary

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## OFFICE OF THE SECRETARY

### Purpose Statement

The Secretary of Agriculture, assisted by the Deputy Secretary, Under and Assistant Secretaries, and members of their immediate staffs, directs and coordinates the work of the Department. This involves providing policy direction for all areas of the Department's responsibilities including research, educational and regulatory activities, nutrition, conservation and farm programs, forestry, and international agriculture. It also involves maintaining relationships with organizations and others in the development of programs and maintaining liaison with the Executive Office of the President and members of Congress on all matters pertaining to Departmental policy.

The Office of the Secretary (OSEC) also oversees special projects that are conducted at the behest of the Congress. These projects include short-term studies, investigations, and research on matters affecting agriculture or the agricultural community. Project results are reported to the appropriate Congressional Committees.

The general authority of the Secretary to supervise and control the work of the Department is contained in the Organic Act (7 U.S.C. 2201-2202). The delegation of regulatory functions to the Department employees and authorization of appropriations to carry out these functions are contained in 7 U.S.C. 450c-450g. The authority of the Secretary to streamline and reorganize the Department is contained in the Federal Crop Insurance Reform and Department of Agriculture Reorganization Act of 1994, Public Law 103-354.

As of September 30, 2014, there were 96 full-time employees, with 95 located in Washington, DC and one in California.

The Office of the Secretary did not have any Office of Inspector General or Government Accountability Office evaluation reports during the past year.

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Available Funds and Staff Years (SYs)  
(Dollars in thousands)

Item	<u>2013 Actual</u>		<u>2014 Actual</u>		<u>2015 Enacted</u>		<u>2016 Estimate</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
<b>Salaries and Expenses:</b>								
Discretionary Appropriations.....	\$17,202	61	\$17,202	56	\$17,246	64	\$17,734	65
Rescission.....	-466	-	-	-	-	-	-	-
Sequestration.....	-767	-	-	-	-	-	-	-
Transfers Out.....	-1,462	-	-2,112	-	a/	-	a/	-
Adjusted Appropriation.....	14,507	61	15,090	56	17,246	64	17,734	65
Total Available.....	14,507	61	15,090	56	17,246	64	17,734	65
Lapsing Balances.....	-516	-	-1,249	-	-	-	-	-
Subtotal Obligations, OSEC.....	13,991	61	13,841	56	17,246	64	17,734	65
<b>Obligations under other USDA appropriations:</b>								
Advisory Committee Liaison Services.....	289	3	270	3	342	3	342	3
Faith Based Initiative.....	367	1	207	2	373	3	381	3
Office of Tribal Relations Agreements.....	-	-	-	-	-	-	-	-
Intertribal Technical Assistance Network.....	1,832	-	1,832	1	1,833	1	1,833	1
PreAuthorized Funding.....	-	-	3,430	-	3,535	-	3,535	-
Other Reimbursable Programs.....	5,487	31	4,196	34	4,200	31	4,200	31
Total, Other Agriculture Appropriations.....	7,975	35	9,935	40	10,283	38	10,291	38
Total, OSEC.....	21,966	96	23,776	96	27,529	102	28,025	103

a/ Transfer amount for 2015 and 2016 have not been determined yet.

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Permanent Positions by Grade and Staff Year Summary

Item	2013 Actual			2014 Actual			2015 Enacted			2016 Estimate		
	Wash. D.C.	Field	Total									
SES.....	40	-	40	38	-	38	40	-	40	40	-	40
GS-15.....	11	1	12	14	-	14	15	-	15	16	-	16
GS-14.....	4	-	4	3	1	4	1	-	1	1	-	1
GS-13.....	5	1	6	6	-	6	8	-	8	8	-	8
GS-12.....	8	-	8	7	-	7	8	-	8	8	-	8
GS-11.....	12	-	12	13	-	13	12	-	12	12	-	12
GS-10.....	3	-	3	1	-	1	1	-	1	1	-	1
GS-9.....	5	-	5	6	-	6	5	-	5	5	-	5
GS-8.....	1	-	1	1	-	1	1	-	1	1	-	1
GS-7.....	1	-	1	2	-	2	4	-	4	4	-	4
GS-6.....	-	-	-	-	-	-	1	-	1	1	-	1
GS-5.....	3	-	3	2	-	2	1	-	1	1	-	1
GS-4.....	1	-	1	2	-	2	2	-	2	2	-	2
GS-3.....	-	-	-	-	-	-	3	-	3	3	-	3
Total Perm. Positions.....	94	2	96	95	1	96	102	-	102	103	-	103
Total, Perm. Full-Time Employment, EOY.....	94	2	96	95	1	96	102	-	102	103	-	103
Staff Year Est....	94	2	96	95	1	96	102	-	102	103	-	103

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The estimates include appropriation language for this item as follows (new language underscored; deleted matter enclosed in brackets):

Salaries and Expenses:

Office of the Secretary

For necessary expenses of the Office of the Secretary, [~~\$45,805,000~~] \$47,308,000, of which not exceed [~~\$5,051,000~~] \$5,137,000 shall be available for the [immediate] Immediate Office of the Secretary; not to exceed [~~\$502,000~~] \$507,000 shall be available for the Office of Tribal Relations; ~~not to exceed \$250,000 shall be available for the Military Veterans Agricultural Liaison~~; not to exceed [~~\$1,496,000~~] \$1,520,000 shall be available for the Office of Homeland Security and Emergency Coordination; not to exceed [~~\$1,209,000~~] \$1,228,000 shall be available for the Office of Advocacy and Outreach; not to exceed [~~\$25,928,000~~] \$26,504,000 shall be available for the Office of the Assistant Secretary for Administration, of which [~~\$25,124,000~~] \$25,688,000 shall be available for Departmental Administration to provide for necessary expenses for management support services to offices of the Department and for general administration, security, repairs and alterations, and other miscellaneous supplies and expenses not otherwise provided for and necessary for the practical and efficient work of the Department; not to exceed [~~\$3,869,000~~] \$3,934,000 shall be available for the Office of the Assistant Secretary for Congressional Relations to carry out the programs funded by this Act, including programs involving intergovernmental affairs and liaison within the executive branch; and not to exceed [~~\$7,750,000~~] \$8,228,000 shall be available for the Office of Communications: *Provided*, That the Secretary of Agriculture is authorized to transfer funds appropriated for any office of the Office of the Secretary to any other office of the Office of the Secretary: *Provided further*, That no appropriation for any office shall be increased or decreased by more than 5 percent: *Provided further*, That not to exceed \$11,000 of the amount made available under this paragraph for the immediate Office of the Secretary shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary: *Provided further*, That the amount made available under this heading for Departmental Administration shall be reimbursed from applicable appropriations in this Act for travel expenses incident to the holding of hearings as required by 5 U.S.C. 551-558; *Provided further*, That funds made available under this heading for the Office of the Assistant Secretary for Congressional Relations may be transferred to agencies of the Department of Agriculture funded by this Act to maintain personnel at the agency level [*Provided further*, That no funds made available under this heading for the Office of the Assistant Secretary for Congressional Relations may be obligated after 30 days from the date of enactment of this Act, unless the Secretary has notified the Committees on Appropriations of both Houses of Congress on the allocation of these funds by USDA agency].

The first change in language is for the purpose of deleting restrictive language in the Consolidated Appropriations Act, 2015, that requires Congressional notification prior to funds being obligated after 30 days from the date of enactment.

Office of the Assistant Secretary for Civil Rights

For necessary expenses of the Office of the Assistant Secretary for Civil Rights, [~~\$898,000~~] \$907,000.

Office of the Under Secretary for Research, Education and Economics

For necessary expenses of the Office of the Under Secretary for Research, Education and Economics, [~~\$898,000~~] \$907,000.

Office of the Under Secretary for Marketing and Regulatory Programs

For necessary expenses of the Office of the Under Secretary for Marketing and Regulatory Programs, [~~\$898,000~~] \$907,000.

Office of the Under Secretary for Food Safety

For necessary expenses of the Office of the Under Secretary for Food Safety, [~~\$816,000~~] \$824,000.

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Office of the Under Secretary for Farm and Foreign Agricultural Services

For necessary expenses of the Office of the Under Secretary for Farm and Foreign Agricultural Services, [\$898,000] \$907,000.

Office of the Under Secretary for Natural Resources and Environment

For necessary expenses of the Office of the Under Secretary for Natural Resources and Environment, [\$898,000] \$907,000.

Office of the Under Secretary for Rural Development

For necessary expenses of the Office of the Under Secretary for Rural Development, [\$898,000] \$907,000.

Office of the Under Secretary for Food, Nutrition and Consumer Services

For necessary expenses of the Office of the Under Secretary for Food, Nutrition and Consumer Services, [\$816,000] \$824,000.

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Lead-Off Tabular Statement

Budget Estimate, 2016.....	\$17,734,000
2015 Enacted.....	17,246,000
Change in Appropriation.....	<u>+ 488,000</u>

Summary of Increases and Decreases  
(Dollars in thousands)

	2013 Actual	2014 Change	2015 Change	2016 Change	2016 Estimate
Discretionary Appropriations:					
Office of the Secretary.....	\$3,862	+\$12	+\$450	+\$86	\$5,137
Cross-Cutting Trade Negotiations and BioTechnology Resources.....	827	-100	a/	a/	a/
Total, Office of the Secretary.....	4,689	-88	+450	+86	5,137
Under/Assistant Secretaries:					
Civil Rights.....	829	+64	+5	+9	907
ADM.....	746	+58	-	+12	816
Office of Tribal Relations.....	462	+36	+4	+5	507
Military Veterans Agricultural Liaison Position..	-	-	-	+250	250
Congressional Relations.....	2,130	+77	+1,662	+65	3,934
REE.....	829	+64	+5	+9	907
MRP.....	829	+64	+5	+9	907
Food Safety.....	753	+58	+5	+8	824
FFAS.....	829	+64	+5	+9	907
NRE.....	829	+64	+5	+9	907
RD.....	829	+64	+5	+9	907
FNCS.....	753	+58	+5	+8	824
Subtotal.....	14,507	+583	+2,156	+488	17,734
Transfer to Other Agencies.....	1,462	+650	-2,112	b/	b/
Total Appropriation or Change.....	<u>15,969</u>	<u>+1,233</u>	<u>+44</u>	<u>+488</u>	<u>17,734</u>

a/ Transfer amount to USDA agencies for BioTechnology to be determined.

b/ Transfer amount for Congressional Relations to be determined.

OFFICE OF THE SECRETARY

Project Statement  
Adjusted Appropriations Detail and Staff Years (SYs)  
(Dollars in thousands)

Program	<u>2013 Actual</u>		<u>2014 Actual</u>		<u>2015 Enacted</u>		<u>Inc. or Dec.</u>		<u>2016 Estimate</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Appropriations:										
Office of the Secretary.....	\$3,862	20	\$3,874	15	\$5,051	21	+\$86	-	\$5,137	21
Cross-Cutting Trade Negotiations and BioTechnology Resources.....										
	827	-	727	-	a/	-	-	-	a/	-
Under/Assistant Secretaries:										
Civil Rights.....	829	2	893	3	898	3	+9	-	907	3
ADM.....	746	3	804	3	804	3	+12	-	816	3
Office of Tribal Relations.....	462	2	498	2	502	2	+5	-	507	2
Military Veterans Agricultural Liaison Position..	-	-	-	-	-	-	+250	+1	250	1
Congressional Relations.....	2,130	13	2,207	12	3,869	14	+65	-	3,934	14
REE.....	829	3	893	3	898	3	+9	-	907	3
MRP.....	829	3	893	3	898	3	+9	-	907	3
Food Safety.....	753	3	811	3	816	3	+8	-	824	3
FFAS.....	829	3	893	3	898	3	+9	-	907	3
NRE.....	829	3	893	3	898	3	+9	-	907	3
RD.....	829	3	893	3	898	3	+9	-	907	3
FNCS.....	753	3	811	3	816	3	+8	-	824	3
Total Adjusted Appropriations.....	14,507	61	15,090	56	17,246	64	+488 (1)	+1	17,734	65
Rescissions, Transfers, and Sequestration (Net).....										
	2,695	-	2,112	-	-	-	-	-	-	-
Total Appropriation.....	17,202	61	17,202	56	17,246	64	488 (1)	+1	17,734	65
Transfers to other agencies:										
Congressional Relations.....	-1,462	-	-2,112	-	b/	-	b/	-	b/	-
Working Capital Fund.....	-467	-	-	-	-	-	-	-	-	-
Sequestration.....	-766	-	-	-	-	-	-	-	-	-
Total Available.....	14,507	61	15,090	56	17,246	64	+488	+1	17,734	65
Lapsing Balances.....	-516	-	-1,249	-	-	-	-	-	-	-
Total Obligations.....	13,991	61	13,841	56	17,246	64	+488	+1	17,734	65

a/ Amount to be transferred to USDA agencies for Cross-Cutting Trade Negotiations and BioTechnology resources to be determined.

b/ Amount to be transferred to USDA agencies for Congressional Relations to be determined.

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Project Statement  
 Obligations Detail and Staff Years (SYs)  
 (Dollars in thousands)

Program	<u>2013 Actual</u>		<u>2014 Actual</u>		<u>2015 Enacted</u>		<u>Inc. or Dec.</u>		<u>2016 Estimate</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Obligations:										
Office of the Secretary.....	\$3,607	20	\$3,399	17	\$5,051	21	+\$86	-	\$5,137	21
Cross-Cutting Trade Negotiations and BioTechnology Resources.....										
	827	-	727	-	<u>a/</u>	-	-	-	<u>a/</u>	-
Under/Assistant Secretaries:										
Civil Rights.....	810	2	837	2	898	3	+9	-	907	3
ADM.....	738	3	760	3	804	3	+12	-	816	3
Office of Tribal Relations.....	459	2	436	2	502	2	+5	-	507	2
Military Veterans Agricultural Liaison Position.	-	-	-	-	-	-	+250	+1	250	1
Congressional Relations.....	2,069	13	1,891	12	3,869	14	+65	-	3,934	14
REE.....	818	3	862	3	898	3	+9	-	907	3
MRP.....	821	3	841	3	898	3	+9	-	907	3
Food Safety.....	720	3	775	2	816	3	+8	-	824	3
FFAS.....	798	3	872	3	898	3	+9	-	907	3
NRE.....	801	3	836	3	898	3	+9	-	907	3
RD.....	786	3	839	3	898	3	+9	-	907	3
FNCS.....	737	3	766	3	816	3	+8	-	824	3
Total Obligations.....	13,991	61	13,841	56	17,246	64	+488	+1	17,734	65
Lapsing Balances.....	516	-	1,249	-	-	-	-	-	-	-
Total Available.....	14,507	61	15,090	56	17,246	64	+488 (1)	+1	17,734	65
Transfers Out.....	1,462	-	2,112	-	<u>b/</u>	-	-	-	<u>b/</u>	-
Rescission.....	467	-	-	-	-	-	-	-	-	-
Sequestration.....	766	-	-	-	-	-	-	-	-	-
Total Appropriation.....	17,202	61	17,202	56	17,246	64	+488	+1	17,734	65

a/ Amount to be transferred to USDA agencies for Cross-Cutting Trade Negotiations and BioTechnology resources to be determined.

b/ Amount to be transferred to USDA agencies for Congressional Relations to be determined.

OFFICE OF THE SECRETARY

Justification of Increases and Decreases

- (1) An increase of \$488,000 and one staff year (\$17,246,000 and 64 staff years available in 2015).

Base funding for the Office of the Secretary is necessary to ensure continued policy direction for all areas of the Department including research, educational and regulatory activities, nutrition, conservation, farm groups, forestry, and international agriculture; maintain relationships with organizations and others in the development of programs; and maintain liaisons with the Executive Office of the President and members of Congress on all matters pertaining to Department policy. In addition to the activities and functions specifically described in the budget request, current year and budget year base funds will be used to carry out activities and functions consistent with the full range of authorities and activities delegated to the office.

The funding change is requested for the following items:

- a. An increase of \$170,000 for pay costs (\$34,000 for annualization of the 2015 pay increase and \$136,000 for the 2016 pay increase).

The proposed funding level is needed to cover pay and benefit cost increases for staff in order to maintain the current level of service and to ensure adequate leadership, guidance and policy direction for the Department.

- b. An increase of \$68,000 for general operating costs.

This increase in funding is needed for higher operating and support staff costs and to improve the oversight, policy guidance and supervision of the programs and activities of the Department. This increase in funding will reduce the expenses paid by supporting agencies and will allow the agencies to apply funds to their programs and activities.

- c. An increase of \$250,000 and one staff year in support of the Military Veterans Agricultural Liaison.

The new position, authorized by the 2014 Farm Bill, will provide information to returning veterans and connect veterans with beginning farmer training and agricultural vocational and rehabilitation programs appropriate to the needs and interests of returning veterans, including assisting veterans in using Federal veterans educational benefits for purposes relating to a beginning farming or ranching career. The position will also provide information to veterans concerning the availability and eligibility requirements for participation in agricultural programs, with particular emphasis on beginning farmer and rancher programs.

Geographic Breakdown of Obligations and Staff Years (SYs)

(Dollars in thousands)

State/Territory	2013 Actual		2014 Actual		2015 Enacted		2016 Estimate	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
California.....	-	-	\$154	1	-	-	-	-
Washington.....	\$119	1	-	-	-	-	-	-
District of Columbia.....	13,872	60	13,687	55	\$17,246	64	\$17,734	65
Obligations.....	13,991	61	13,841	56	17,246	64	17,734	65
Lapsing Balances.....	516	-	1,249	-	-	-	-	-
Total, Available.....	14,507	61	15,090	56	17,246	64	17,734	65

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Classification by Objects  
(Dollars in thousands)

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Enacted</u>	2016 <u>Estimate</u>
<b>Personnel Compensation:</b>				
Washington D.C.....	\$8,657	\$8,109	\$10,593	\$10,932
Field.....	119	154	-	-
11 Total personnel compensation.....	8,776	8,263	10,593	10,932
12 Personal benefits.....	2,487	2,312	3,294	3,394
Total, personnel comp. and benefits.....	11,263	10,575	13,887	14,326
<b>Other Objects:</b>				
21.0 Travel and transportation of persons.....	765	1,088	900	915
22.0 Transportation of things.....	41	5	10	10
23.3 Communications, utilities, and misc. charges..	697	632	700	710
24.0 Printing and reproduction.....	168	237	240	250
25 Other contractual services.....	447	521	542	551
25.1 Advisory and assistance services.....	64	105	217	207
25.3 Other purchases of goods and services from Federal sources.....	373	444	450	450
26.0 Supplies and materials.....	132	169	200	205
31.0 Equipment.....	41	65	100	110
Total, Other Objects.....	2,728	3,266	3,359	3,408
99.9 Total, new obligations a/.....	13,991	13,841	17,246	17,734

a/ Included in the total obligations for 2015 and 2016 are the Congressional Relations and BioTechnology levels transferred to the agencies.

**Position Data:**

Average Salary (dollars), ES Position.....	\$154,826	\$157,491	\$159,000	\$161,000
Average Salary (dollars), GS Position.....	\$97,936	\$87,602	\$89,000	\$93,000
Average Grade, GS Position.....	13.4	12.6	13.1	13.2

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Shared Funding Projects  
(Dollars in thousands)

	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Enacted</u>	2016 <u>Estimate</u>
<b>Working Capital Fund:</b>				
Administration:				
Financial Management Services.....	-	\$239	\$19	\$19
Beltsville Service Center.....	\$55	54	56	52
Mail and Reproduction Management.....	544	463	507	509
Integrated Procurement System.....	10	10	1	1
Procurement Operations.....	27	27	1	3
Subtotal.....	636	793	584	584
Communications:				
Creative Media & Broadcast Center.....	64	54	64	59
Finance and Management:				
NFC/USDA.....	1,212	108	46	48
Controller Operations.....	119	50	47	49
Financial Systems.....	33	30	31	42
Subtotal.....	1,364	188	124	139
Information Technology:				
NITC/USDA.....	55	40	21	22
Telecommunications Services.....	195	181	210	217
Subtotal.....	250	221	231	239
Correspondence Management.....	44	39	53	39
Total, Working Capital Fund.....	2,358	1,295	1,056	1,060
<b>Departmental Shared Cost Programs:</b>				
1890's USDA Initiatives.....	3	3	3	3
Advisory Committee Liason Services.....	-	1	2	2
Classified National Security Information.....	-	-	1	1
Continuity of Operations Planning.....	2	2	2	2
E-GOV Initiatives HSPD-12.....	7	8	7	7
Emergency Operations Center.....	3	3	2	2
Hispanic-Serving Institutions National Program.....	2	2	2	2
Human Resources Transformation (inc. Diversity Council).....	2	2	2	2
Medical Services.....	4	4	9	10
People's Garden.....	1	1	1	1
Personnel Security Branch (was PDSD).....	7	8	7	7
Pre-authorizing Funding.....	4	4	4	4
Retirement Processor/Web Application.....	1	1	1	1
Sign Language Interpreter Services.....	11	6	-	-
TARGET Center.....	1	1	1	1
USDA 1994 Program.....	1	1	1	1
Virtual University.....	2	2	2	2
Total, Departmental Shared Cost Programs.....	51	49	47	48

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	2013	2014	2015	2016
<b>E-Gov:</b>	<u>Actual</u>	<u>Actual</u>	<u>Enacted</u>	<u>Estimate</u>
Enterprise Human Resources Intigration.....	-	3	2	2
E-Training.....	-	3	3	3
Integrated Acquisition Environment - Loans and Grants.....	-	2	2	2
Integrated Acquisition Environment.....	-	1	1	1
Total, E-Gov.....	0	9	8	8
Agency Total.....	2,409	1,353	1,111	1,116