

2017 President's Budget
Office of the Secretary
Departmental Administration

Contents

Purpose Statement	4-1
Available Funds and Staff Years	4-3
Permanent Positions by Grade and Staff Year Summary	4-4
Motor Vehicle Fleet Data	4-5
Salaries and Expenses	
Appropriations Language and Explanation of Changes	4-8
Lead-off Tabular Statement.....	4-9
Summary of Increases and Decreases.....	4-9
Project Statements	4-9
Justifications of Increases and Decreases	4-10
Geographic Breakdown of Obligations and Staff Years.....	4-12
Classification by Objects	4-13
Shared Funding Programs	4-14
Status of Program	4-16
Summary of Budget and Performance	
Statement of Goals and Objectives.....	4-19
Key Performance Outcomes and Measures.....	4-19
Full Cost by Department Strategic Goal	4-28
Advisory Committees:	
USDA Advisory Committees.....	4-30

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Purpose Statement

Departmental Administration (DA) was established to provide management leadership to ensure that the United States Department of Agriculture's (USDA) administrative programs, policies, and advice, meet the needs of USDA program organizations and are consistent with laws and mandates. DA's functions include: human resources operations, procurement operations, and small and disadvantaged business utilization. The administrative law functions and the Judicial Officer have been placed within DA for administrative purposes.

The majority of DA's functional activities are located in Washington, D.C. As of September 30, 2015, there were 298 full-time permanent employees under DA. These employees were assigned as follows (DA Direct Appropriation, DA Reimbursement, Working Capital Fund (WCF) and the Office of Executive Secretariat):

<u>Location</u>	<u>Full-Time Permanent</u>
Washington, D.C.:	
DA (Direct & Reimbursement)	94
DA WCF	149
Office of Executive Secretariat	<u>18</u>
Subtotal	261
Field Units:	
DA (Direct & Reimbursement)	<u>37</u>
Total	298

OIG Reports – Completed

#50024-0001-13	03/13/15	Review of the Department's US-Bank Purchase and Travel Charge Card
#50099-0001-23	09/15/14	USDA's Controls Over Economy Act Transfers and Green book Program Charges
#50901-0001-13	09/30/15	Review of Contractor Payments
#89901-0001-13	09/25/14	Review of USDA Contractor Databases
#50024-0004-13	09/02/15	Review of the Department's Fleet Charge Card Data
#50099-0001-12	07/15/15	Review of Selected Contract Actions in the Office of the Assistant Secretary for Civil Rights
#50401-0007-11	12/01/14	USDA's Consolidated Financial Statements for FY 2014
#50501-0005-12	09/25/14	USDA's Implementation of Cloud Computing Services
#50099-0002-12	03/31/15	USDA's Contracting Officer's Representative Oversight Project

OIG Reports – In Progress

#50601-0002-21		Audit of the Hispanic and Women Farmers and Ranchers Claim Resolution Process
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GAO – Completed

#361520	12/17/14	USDA Contracts Management and Oversight
#361444	06/01/15	Human Capital Management and Restructuring Efforts at USDA
#361562	05/27/15	Federal Veterinarian Workforce
#361481	06/03/15	Programs to Clean Contaminated Federal Properties

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

GAO – In Progress

#311601
#450937
#542244
#250774

USDA Spending.gov
OPM's Role in Identifying Skills Gaps Across Federal Agencies
Government-wide Real Property Management Challenges
Small Business Innovation Research: Change in Program Eligibility
has had Little Impact

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Available Funds and Staff Years (SYs)

(Dollars in thousands)

Item	2014 Actual		2015 Actual		2016 Enacted		2017 Estimate	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Salaries and Expenses:								
Discretionary Appropriations.....	\$22,786	117	\$25,124	107	\$25,124	118	\$27,420	132
Mandatory Appropriations.....	3,000	-	3,000	-	3,000	-	3,000	-
Rescission.....	-	-	-219	-	-204	-	-	-
Total Available.....	25,786	117	27,905	107	27,920	118	30,420	132
Lapsing Balances.....	-178	-	-239	-	-	-	-	-
Obligations.....	25,608	117	27,666	107	27,920	118	30,420	132
Obligations under other USDA appropriations:								
HR Training/Software.....	12,473	20	11,020	27	12,740	27	12,931	27
Flexible Spending Account.....	318	-	127	-	-	-	-	-
Biobased Product.....	328	-	-	-	-	-	-	-
Honor Awards.....	72	-	67	-	73	-	74	-
Drug Testing.....	179	-	178	-	180	-	183	-
Medical Services.....	393	4	607	5	765	6	776	6
Shuttle Services.....	270	-	267	-	300	-	305	-
TARGET Center.....	1,746	4	1,329	4	1,645	4	1,670	4
Visitor Center/People's Garden.....	218	2	-	-	-	-	-	-
HR Transformation Programs.....	1,617	10	1,632	9	1,550	10	1,573	10
USDA ONE.....	545	2	1,642	2	-	-	-	-
Virtual University.....	1,852	10	1,877	9	1,858	10	1,886	10
OPPM Center of Excellence.....	5,241	-	1,772	3	777	-	789	-
OALJ Travel.....	-	-	57	-	57	-	58	-
OALJ Travel.....	-	-	11	-	11	-	11	-
Total Other USDA.....	25,252	52	20,586	59	19,956	57	20,256	57
Working Capital Fund a/:								
Administration (USDA).....	40,303	138	43,430	141	44,676	195	43,758	198
Executive Secretariat (USDA).....	3,013	19	2,955	18	3,443	24	4,387	24
Administration (Non-USDA).....	1,681	10	2,166	8	1,770	10	1,847	10
Total Working Capital Fund.....	44,997	167	48,551	167	49,889	229	49,992	232
Total DA.....	95,857	336	96,803	333	97,765	404	100,668	421

a/ This section includes WCF activities managed by DA. Please see WCF Explanatory Notes for details.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Permanent Positions by Grade and Staff Year Summary

Item	2014 Actual			2015 Actual			2016 Enacted			2017 Estimate		
	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total
SES.....	5	-	5	5	-	5	5	-	5	5	-	5
AL-3.....	2	-	2	2	-	2	2	-	2	2	-	2
SL.....	1	-	1	1	-	1	1	-	1	1	-	1
GS-15.....	11	-	11	9	4	13	16	-	16	18	-	18
GS-14.....	29	12	41	24	14	38	37	12	49	41	12	53
GS-13.....	20	7	27	18	14	32	35	7	42	39	7	46
GS-12.....	4	4	8	6	3	9	8	4	12	11	4	15
GS-11.....	10	1	11	6	1	7	16	1	17	17	1	18
GS-10.....	2	-	2	2	-	2	3	-	3	3	-	3
GS-9.....	7	1	8	4	1	5	10	1	11	10	1	11
GS-8.....	6	1	7	4	-	4	8	1	9	8	1	9
GS-7.....	-	3	3	4	-	4	3	3	6	3	3	6
GS-6.....	1	-	1	3	-	3	1	-	1	1	-	1
GS-5.....	-	-	-	3	-	3	-	-	-	-	-	-
GS-4.....	1	-	1	1	-	1	1	-	1	1	-	1
Ungraded												
Positions.....	2	-	2	2	-	2	-	-	-	-	-	-
Total, Perm. Full-Time												
Employment, EOY <u>a/</u> .	101	29	130	94	37	131	146	29	175	160	29	189
Staff Year Est.....	140	29	169	129	37	166	146	29	175	160	29	189

a/ This section includes appropriated and reimbursed only; WCF and WCF-Administrative Support Cost staff years are shown in the WCF Explanatory Notes.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Size, Composition and Cost of Motor Vehicle Fleet

The 2017 budget estimate proposes no change in the number of fleet vehicles currently has twenty-three (23) vehicles in its fleet that are used to meet the agency's mission. The DA Fleet is located in the DC Metropolitan area at the USDA South Building, and also in Beltsville, MD (Material Management Service Center, and George Washington Carver Center). DA will continue to review its inventory to assess the need to acquire or dispose of vehicles in its fleet. As individual leases expire, DA will work with GSA to replace existing light duty, conventional gas vehicles with alternative fuel vehicles that meet our mission requirements per Executive Order 13514.

All twenty-three (23) vehicles have Trimble real-time fleet management technology and drive safety devices installed. The technology is being used to provide vehicle tracking, fuel analysis diagnostics, driver safety analysis, data collection data to be used by managers for vehicle monitoring and mandatory reporting. By implementing this initiative, DA is in full compliance with E.O. 13693, Section 3 (g)(iii) ahead of the mandatory deadline of March 2017.

Office of Operations (OO) Fleet Inventory Justifications

Material Management Service Center (MMS)

MMS currently maintains a total of seven (7) motor vehicles: 4 - 26' Box Trucks, 1- Tractor Trailer, 1- Dodge Caravan (8-passenger) and 1- Ford Explorer. The vehicles are all leased from the General Services Administration (GSA), Fleet Management Center.

The 26' Box Trucks and the Tractor Trailer are utilized in the daily pickup and delivery services for the Centralized Excess Property Operation (CEPO) and the Consolidated Forms and Publication Distribution Center (CFPDC) customers. The quantity of vehicles is determined by the number of truck drivers and the volume of property that needs to be picked up and delivered. The Caravan and Explorer are used to transport customers to the Material Management Service Center (MMS) to conduct business and/or identify, inspect items for reuse, to transport employees to business meetings and USDA sponsored events, and deliver/pick-up smaller property items.

Mail and Reproduction Management Division (MRM)

MRM maintains 11 vehicles in its fleet. The box truck is used to deliver freight, bulk mail items, and copier paper. The passenger vans and cargo vans are used for the following purposes:

- Scheduled mail service between the USDA Headquarters complex and USDA leased locations.
- Same day customer requested pick-up and delivery of high priority special delivery items to and from various other Cabinet Departments, independent agencies and private sector business associations.
- Transportation of groups of employees and/or official visitors to conferences, meetings, or official functions at locations in the DC metro area. Occasional requests are for out-of-town locations.
- Shared vehicles for with other Agencies and Offices that might need to utilize them on an as-needed basis.

Protective Operations Division (POD)

POD maintains one (1) vehicle in its fleet. This vehicle is used to travel to other buildings in the National Capital Region.

Washington Area Service Center (WASC)

WASC maintains two (2) vehicles in its fleet. WASC uses a 4x4 pickup truck to pick up materials to support facility operations. It supports snow removal operations as necessary. The other vehicle is a Ford Escape Hybrid is used to pick up items from vendors and to travel to GWCC to provide facility support.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Safety, Sustainability and Emergency Operations (SSEO)

SSEO maintains two (2) vehicles in its fleet. One of the vehicles is used to carry large items, and is shared with the Agricultural Marketing Service in support of the Peoples Garden and the Special Events and Outreach staff. The other vehicle is used to support SSEO field activities. SSEO plans to conduct a feasibility study in 2016 aimed at converting most of the DA/OO fleet to electric vehicles.

GSA Information

DM leases sedans, passenger vans, cargo vans, light duty trucks, and heavy duty trucks from the General Services Administration (GSA) and commercial companies for transporting employees, mail, excess property, building materials, and supplies.

Changes to the motor vehicle fleet: There are no proposed changes to the motor vehicle fleet in 2017.

Replacement of passenger motor vehicles: Departmental Administration will continue to follow GSA regulatory standards which are six years or 60,000 miles; except in the event Fleet Management reduced utilization dictates otherwise. Vehicle replacement is based on funding priority, program management, vehicle mileage, vehicle age, and utilization.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Size, Composition, and Annual Operating Costs of Vehicle Fleet

Fiscal Year	Number of Vehicles by Type*								Annual Operating Cost (\$ in 000) **
	Sedans and Station Wagons	Light Trucks, SUVs and Vans		Medium Duty Vehicles	Ambulances	Buses	Heavy Duty Vehicles	Total Number of Vehicles	
		4X2	4X4						
2013	3	15	6	5	-	-	1	30	\$218
Change from 2013	-	+4	-2	-	-	-	-	+2	+\$18
2014	3	19	4	5	-	-	1	32	\$236
Change from 2014	-1	-1	-	-	-	-	-	-2	-\$4
2015	2	18	4	5	-	-	1	30	\$232
Change from 2015	-	-5	-2	0	-	-	-	-7	-50
2016	2	13	2	5	-	-	1	23	\$182
Change from 2016	-	-	-	-	-	-	-	-	+\$5
2017	2	13	2	5	-	-	1	23	\$187

*Numbers include vehicles owned by the agency and leased from commercial sources or GSA.

**Excludes acquisition costs and gains from sale of vehicles as shown in FAST.

Statement of Proposed Purchase of Passenger Motor Vehicles

Fiscal Year	Net Active Fleet, SOY	Disposals	Acquisitions			Net Active Fleet, EOY
			Replacements	Additions to Fleet	Total	
2014	3	0	0	0	0	3
2015	3	1	0	0	0	2
2016	2	0	0	0	0	2
2017	2	0	0	0	0	2

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

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

1 For necessary expenses of the Office of the Secretary, [~~\$45,555,000~~] \$64,403,000, of which not to exceed
2 [~~\$5,051,000~~] \$10,178,000 shall be available for the [immediate] Immediate Office of the Secretary, of which
not to exceed [~~\$250,000~~] \$253,000 shall be available for the Military Veterans Agricultural Liaison, and of
which not to exceed \$5,000,000 shall be available for outreach services supporting new, beginning, and
veteran farmers and ranchers; not to exceed [~~\$502,000~~] \$755,000 shall be available for the Office of Tribal
Relations; not to exceed [~~\$1,496,000~~] \$1,592,000 shall be available for the Office of Homeland Security and
Emergency Coordination; not to exceed [~~\$1,209,000~~] \$11,220,000 shall be available for the Office of
Advocacy and Outreach; not to exceed [~~\$25,928,000~~] \$28,227,000 shall be available for the Office of the
Assistant Secretary for Administration, of which [~~\$25,124,000~~] \$27,420,000 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~~] \$3,919,000 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 [~~\$7,500,000~~]
\$8,512,000 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
3 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] 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
4 for the Immediate Office of the Secretary may be transferred to agencies of the Department of Agriculture for
outreach activities supporting new, beginning, and veteran farmers and ranchers: 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
5 personnel at the agency level [: *Provided further*, That no funds made available under this heading for the
Office of 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: *Provided further*, That within 180 days of the
date of enactment of this Act, the Secretary shall submit to Congress the report required in section 7 U.S.C.
6935(b)(3)].

The first and third changes are to correct grammar within the language.

The second change in language is to provide funding for the new, beginning, and veteran farmers and ranchers program, a new program for 2017.

The fourth change in language is to provide transfer authority of the new, beginning, and veteran farmers and ranchers program to agencies within the Department.

The fifth 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 SECRETARY
DEPARTMENTAL ADMINISTRATION

Lead-Off Tabular Statement

Budget Estimate, 2017.....	\$27,420,000
2016 Enacted.....	<u>25,124,000</u>
Change in Appropriation.....	<u>+ 2,296,000</u>

Summary of Increases and Decreases
(Dollars in thousands)

Program	2014 Actual	2015 Change	2016 Change	2017 Change	2017 Estimate
Discretionary Appropriations:					
Departmental Administration	\$22,786	+\$2,338	-	+\$2,296	\$27,420

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

Program	<u>2014 Actual</u>		<u>2015 Actual</u>		<u>2016 Enacted</u>		<u>Inc. or Dec.</u>		<u>2017 Estimate</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Appropriations:										
Departmental Administration.....	\$22,786	117	\$25,124	107	\$25,124	118	+\$2,296 (1)	+14	\$27,420	132
Mandatory Appropriations:										
Biobased Markets Prog.....	3,000	-	3,000	-	3,000	-	-	-	3,000	-
Total Appropriation.....	25,786	117	28,124	107	28,124	118	+2,296	+14	30,420	132
Rescission.....	-	-	-219	-	-204	-	+204	-	-	-
Total Available.....	25,786	117	27,905	107	27,920	118	+2,500	+14	30,420	132
Lapsing Balances.....	-178	-	-239	-	-	-	.	-	-	-
Total Obligations.....	25,608	117	27,666	107	27,920	118	+2,500	+14	30,420	132

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

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

Program	2014 Actual		2015 Actual		2016 Enacted		Inc. or Dec.		2017 Estimate	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Obligations:										
Departmental Administration.	\$22,624	117	\$24,936	107	\$25,124	118	+\$2,296 (1)	+14	\$27,420	132
Mandatory Obligations:										
Biobased Markets Prog.....	2,984	-	2,730	-	2,796	-	+204	-	3,000	-
Total Obligations.....	25,608	117	27,666	107	27,920	118	+2,500	+14	30,420	132
Lapsing Balances.....	178	-	239	-	-	-	-	-	-	-
Total Available.....	25,786	117	27,905	107	27,920	118	+2,500	+14	30,420	132
Sequestration.....	-	-	219	-	204	-	-204	-	-	-
Total Appropriation.....	25,786	117	28,124	107	28,124	118	+2,296	+14	30,420	132

Justification of Increases and Decreases

The base level of \$25,124,000 is necessary to provide management leadership to ensure that the Department's administrative programs, policies, and advice, meet the needs of USDA program organizations and to ensure they are consistent with laws, regulations, and mandates. DA's functions include: human resources policy and planning, procurement operations, and small and disadvantaged business utilization. The administrative law functions and the Judicial Officer have been placed within DA for administrative purposes. 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. In addition to Departmental Administration funding used for human resources operational services, current year and budget year base funds will also be used to support expedited and enhanced classification, staffing and processing efforts.

- (1) An increase of \$2,296,000 and an increase of 14 staff years for Departmental Administration (\$25,124,000 and 118 staff years available in 2016).

The funding change is requested for the following items:

- a. An increase of \$272,000 for pay costs (\$56,000 for annualization of the 2016 pay increase and \$216,000 for the 2016 pay increase).

This increase is needed to maintain the current level of staffing to ensure that Departmental Administration can continue to provide direction, leadership, and coordination for the Department's management of human resources, property, procurement, small and disadvantaged business utilization programs, and the regulatory hearing and administrative proceedings conducted by the Administrative Law Judges, and the Judicial Officer.

- b. An increase of \$524,000 and an increase of four staff years to restore DA staff offices' policy and operation activities. (\$25,124,000 and 118 staff years available in 2016).

This increase would restore funding for operating costs across the DA staff offices. These offices include: personnel policy activities and personnel operations; procurement policy and operational activities that

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

support the DA and USDA agencies; real property policy and operations that track and monitor USDA space inventories in the National Capital region and across the continental United States; policy oversight and guidance in the area of Small and Disadvantaged Business Utilization goals; and achievement of planned targets for participation of women and minorities in USDA agencies' programs. This funding also would enable DA to refresh some aging and obsolete information technology equipment. Having modern and accessible IT equipment is critical to sustain DA staff offices' effective support of the Department's programs and activities.

- c. An increase of \$1,500,000 and an increase of 10 staff years to improve human resources operations performance (no funding or staff years in 2016).

This increase will enable the Office of Human Resources Management's (OHRM) to provide Departmental Management (DM) and the Staff Offices the services needed to hire and retain its 1,691-employee workforce. A well trained and staffed HR operations unit is required to not only process the current organization's upcoming wave of retirements, but also to backfill the vacated positions.

DA currently allots \$1.83 million in appropriated funding to cover the cost of providing the full suite of human resource services. These services include classification, staffing, processing, and administering benefits within acceptable timeframes. The current government-wide average ratio is 50 employees to every one HR operations employee; OHRM's servicing ratio is currently 70-to-one. The proposed \$1.5 million increase would enable OHRM to hire 10 new employees, thereby reaching and maintaining the 50:1 government-wide average. Without the additional funding, the OHRM would be placed at risk of mission failure. USDA is unable to deliver its programs without the strategic engagement of its human resources staff to ensure that Agencies have sufficient staff to carry out their mission. In order to accomplish USDA Strategic Goal 5 – Create a USDA for the 21st century that is high performing, efficient and adaptable – we must invest in human resources in order to have the right staff to fill vacancies to sustain the anticipated attrition and retirement rates for the next five years. A lack of HR staff will cause delays in recruitment, classification, benefits, pay setting, performance, and Labor and Employee Relations and will in turn affect mission delivery.

This funding will also assist in providing training to close HR skills gaps across USDA. Closing the skills gap in the HR community is a USDA and government-wide challenge that has been documented by GAO. In addition, sufficient staffing is needed to decrease onboarding time. An extensive lag in hiring time encourages ideal job candidates to either accept position in the private sector or with other Federal agencies capable of bringing them onboard in a shorter period of time.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Geographic Breakdown of Obligations and Staff Years
(Dollars in thousands and Staff Years (SYs))

State/Territory	2014 Actual		2015 Actual		2016 Enacted		2017 Estimate	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Colorado.....	\$117	1	\$120	1	\$123	1	\$126	1
Idaho.....	121	1	126	1	129	1	132	1
Michigan.....	141	1	146	1	150	1	154	1
Minnesota.....	150	1	103	1	-	-	-	-
Missouri.....	229	2	244	2	250	2	256	2
New Mexico.....	278	2	293	2	300	2	308	2
Pennsylvania.....	125	1	-	-	-	-	-	-
Tennessee.....	87	1	-	-	-	-	-	-
District of Columbia.....	24,360	107	26,634	99	26,968	111	29,444	125
Obligations.....	25,608	117	27,666	107	27,920	118	30,420	132
Lapsing Balances.....	178	-	239	-	-	-	-	-
Total, Available.....	25,786	117	27,905	107	27,920	118	30,420	132

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Classification by Objects
(Dollars in thousands)

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Enacted</u>	2017 <u>Estimate</u>
Personnel Compensation:				
Washington D.C.....	\$11,375	\$10,847	\$11,793	\$13,354
Field.....	902	807	826	845
11 Total personnel compensation.....	12,277	11,654	12,619	14,199
12 Personal benefits.....	3,419	3,486	3,793	4,240
13.0 Benefits for former personnel.....	7	103	-	-
Total, personnel comp. and benefits.....	15,703	15,243	16,412	18,439
Other Objects:				
21.0 Travel and transportation of persons.....	63	116	49	49
22.0 Transportation of things.....	2	3	1	1
23.1 Rental payments to GSA.....	-	2,235	2,258	2,299
23.3 Communications, utilities, and misc. charges.....	499	556	379	379
24.0 Printing and reproduction.....	174	162	117	117
25.2 Other services from non-Federal sources.....	4,195	3,775	3,390	3,664
25.3 Other purchases of goods and services from Federal sources.....	4,865	5,463	5,210	5,264
26.0 Supplies and materials.....	75	65	74	94
31.0 Equipment.....	30	48	30	114
42.0 Insurance claims and indemnities.....	2	-	-	-
Total, Other Objects.....	9,905	12,423	11,508	11,981
99.9 Total, new obligations.....	25,608	27,666	27,920	30,420
DHS Building and Security Payments (included in 25.3)...	-	286	289	294
Position Data:				
Average Salary (dollars), ES Position.....	\$166,000	\$160,000	\$162,000	\$165,000
Average Salary (dollars), GS Position.....	\$100,000	\$101,000	\$103,000	\$106,000
Average Grade, GS Position.....	13.5	13.4	13.4	13.4

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Shared Funding Projects

(Dollars in thousands)

	2014	2015	2016	2017
	<u>Actual</u>	<u>Actual</u>	<u>Enacted</u>	<u>Estimate</u>
Working Capital Fund:				
Administration:				
Financial Management Services.....	\$1,781	\$1,853	\$1,955	\$1,974
Beltsville Service Center.....	165	151	208	194
HR Enterprise System Management.....	-	-	3	3
Mail and Reproduction Management.....	433	764	806	714
Integrated Procurement System.....	280	372	330	328
Procurement Operations.....	1,388	1,004	992	942
Subtotal.....	4,047	4,144	4,294	4,155
Communications:				
Creative Media & Broadcast Center.....	45	93	125	459
Finance and Management:				
NFC/USDA.....	5,731	5,912	3,585	5,408
Controller Operations.....	388	-	-	-
Financial Management Services.....	116	491	430	449
Internal Control Support Services.....	73	70	60	57
Subtotal.....	6,308	6,473	4,075	5,914
Information Technology:				
NITC/USDA.....	466	241	1,068	1,100
International Technology Services.....	42	211	435	332
Telecommunications Services.....	3,267	3,330	3,054	3,063
Subtotal.....	3,775	3,782	4,557	4,495
Correspondence Management.....	61	89	44	46
Total, Working Capital Fund.....	14,236	14,581	13,095	15,069

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Shared Funding Projects
(Dollars in thousands)

	2014	2015	2016	2017
	<u>Actual</u>	<u>Actual</u>	<u>Enacted</u>	<u>Estimate</u>
Departmental Shared Cost Programs				
1890's USDA Initiatives.....	12	11	12	12
Classified National Security Information.....	-	4	4	4
Continuity of Operations Planning.....	8	9	9	9
Identity and Access Management (HSPD-12).....	28	27	28	28
Emergency Operations Center.....	10	9	10	10
Facility and Infrastructure Review and Assessment.....	2	2	2	2
Faith-Based Initiatives and Neighborhood Partnerships.....	1	2	2	2
Federal Biobased Products Preferred Procurement Program	1	-	-	-
Hispanic-Serving Institutions National Program.....	8	7	8	8
Human Resources Transformation (inc. Diversity Council).	7	7	7	7
Medical Services.....	14	26	33	33
People's Garden.....	2	3	3	3
Personnel Security Branch.....	17	15	15	15
Preauthorizing Funding.....	15	15	15	15
Retirement Processor/Web Application.....	2	2	2	2
Sign Language Interpreter Services.....	19	-	-	-
TARGET Center.....	4	6	6	6
USDA 1994 Program.....	3	3	3	3
Virtual University.....	8	8	8	8
Visitor Information Center.....	1	-	-	-
Total, Departmental Shared Cost Programs.....	162	156	167	167
E-Gov:				
Enterprise Human Resources Intigration.....	9	9	8	8
E-Rulemaking.....	4	3	4	8
E-Training.....	12	11	15	-
Financial Management Line of Business.....	1	1	1	-
Geospatial Line of Business.....	-	-	7	13
Grants.gov.....	-	-	2	1
Human Resources Line of Business.....	1	1	1	1
Integrated Acquisition Environment - Loans and Grants.....	8	8	-	-
Integrated Acquisition Environment.....	3	3	6	1
Total, E-Gov.....	38	36	44	32
Agency Total.....	14,436	14,773	13,306	15,268

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Status of Programs

Current Activities:

Departmental Administration (DA) provides overall direction, leadership and coordination for the Department's management of human resources (HR), property, procurement, hazardous materials management, facilities management, small and disadvantaged business utilization programs and the regulatory hearing and administrative proceedings conducted by the Administrative Law Judges, and the Judicial Officer. DA is funded through the Office of the Secretary's appropriation. Activities of the offices that comprise DA follow:

The Office of Human Resources Management (OHRM) leads Department-wide human resources initiatives to ensure that USDA's programs are staffed with the personnel necessary to achieve their objectives. As the leader of the Secretary's Human Resource Transformation Initiative, OHRM provides guidance for and analysis of the progress made towards Human Resource Transformation goals. These goals are established in the monthly Cultural Transformation Milestones and Metrics Report provided to the Secretary. In order to transform USDA, OHRM develops and administers Departmental principles, policies, and objectives related to: organizational development; position classification; training and employee development; leadership development; employee engagement, labor relations; executive resources; recruitment; diversity; work life programs; enterprise systems management; position management; performance management; strategic human resources management; and human resource transformations. These activities support USDA mission area agencies in the accomplishment of their goals and objectives by ensuring that human capital management goals and programs align with and support USDA's missions.

The Office of Procurement and Property Management (OPPM) provides Department-wide leadership and management in acquisition, asset and property management, environmental stewardship, and employee health and safety. OPPM is an organizational leader delivering service, accountability, and stewardship across Departmental priorities. OPPM is also responsible for the Hazardous Materials Management Program and manages the Federal Bio-Preferred Products and Labeling Program.

The Office of Small and Disadvantaged Business Utilization (OSDBU) has primary responsibility for leading the implementation of the Department's small business program, providing maximum opportunity for small, small and disadvantaged, HUBZone, women-owned, veteran-owned, and service disabled veteran-owned businesses to participate in USDA contracting processes and to fully integrate small business into all aspects of USDA contracting and program activities. OSDBU ensures that the Department implements the Ability One Program (Javits-Wagner-O'Day Act Program) that encourages contracting with nonprofit agencies that employ the blind or severely disabled.

The Office of the Judicial Officer (OJO) issues final decisions in regulatory proceedings of a quasi-judicial nature, including appeals from administrative law judges' initial decisions and reparation proceedings under the Perishable Agricultural Commodities Act and the Packers and Stockyards Act. Any party to a proceeding may appeal to the Judicial Officer. The Judicial Officer also rules on questions certified by the administrative law judges. The Judicial Officer may grant requests for oral argument.

The Office of Administrative Law Judges (OALJ) conducts rule making and adjudicatory hearings throughout the United States in proceedings subject to the Administrative Procedure Act (APA), 5 U.S.C. 554 et seq. The judges render initial decisions and orders that become final decisions of the Secretary if not appealed to the Secretary's Judicial Officer by a party to the proceedings.

Selected Examples of Recent Progress:

OHRM implemented numerous strategic human resources initiatives at the Departmental, Staff Office, and mission area levels, addressing HR-related recommendations to improve performance internally and with USDA's customers. Each initiative required significant collaboration with stakeholders, both external and internal to the Department. Key accomplishments are: 1) The Executive Resources and Management Division received full

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

certification of our Senior Level and Scientific / Professional Positions Performance Systems by the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) for 2016 and 2017; 2) The One USDA Project team continued to improve mission delivery through the development of the WEBTA 4.2 (time and attendance system). 3) The Strategic Human Resources Planning and Accountability branch delivered Human Capital Management training to the Senior Executive Service Candidate Development Program forum, spoke at an OPM-sponsored workforce planning forum, led a human capital planning lunch-and-learn, and presented planning materials for an HR Training Symposium; 4) HR Policy developed a half-day workshop for supervisors for setting clear expectations to help them: a) improve the quality of performance plans; b) effectively involve their staffs in developing the plans; c) have more meaningful conversations regarding performance throughout the year; and d) be better positioned to support the annual summary rating. Policy also facilitated six workshops for the National Finance Center, reaching more than 100 supervisors to provide a train-the-trainer event.

The OHRM Virtual University (VU), a group created to develop strategic goals and working groups that expand USDA-wide employee development resources to help agencies and offices conserve training funds, led the effort to improve employee engagement, as measured by the Federal Employee Viewpoint Survey (FEVS). VU worked extensively with all USDA FEVS Mission Area and Staff Office point of contacts, providing guidance and assistance with conducting listening sessions, preparing action plans and publicizing the survey. As a result, USDA's participation rate on the survey was 66.2%, 16.5 points above the government-wide average. USDA's Employee Engagement Index score increased by 1.19 points, while the Global Satisfaction Index improved by 2.59 points. These improvements move the Department closer to achieving OMB's government-wide goals. Furthermore, USDA improved on 64 of the 71 workplace items in the survey. For the first time in five years, Departmental Management's scores for Employee Engagement and Global Satisfaction were above the government-wide average, and OHRM was one of the top rated organizations in USDA, with an Employee Engagement Index rating of 81% positive, and a Global Satisfaction Index rating of 77%.

In the field of Employee and Labor Relations (ERLD), ERLD staff performed reviews of 741 cases resulting in discipline or adverse action against 245 individuals.

OPPM strengthened services through administrative solutions. Examples of recent progress include:

- Improved procurement quality by certifying 94 percent of GS-1102 contracting professionals, meeting the 2015 goal of 94 percent.
- Implemented Warrant Module in the Federal Acquisition Institute Training Application System which tracks the more than 900 USDA Contracting Officers warrants.
- Processed 143 certifications in contracting, 1203 certifications for Contracting Officers Representatives, and 32 certifications for Program and Project Managers.
- Provided leadership for USDA Strategic Sourcing and *Shared First* contracting, an important initiative in the Secretary's *Blue Print for Stronger Service*. This effort identified \$80 to \$100 million in potential annualized savings and procurement efficiencies.
- Successfully supported the Department-wide DATA Act compliance Initiative.
- Successfully supported planning for the Federal Information Technology Acquisition Reform Act (FITARA).
- Disposed 300 assets, totaling 574,020 square feet of building space and 90 acres of land. Additionally, the Department vacated 146 leases, totaling 613,370 square feet and reducing the Department's annual rent bill by \$1.9 million.
- Implemented a Fleet Management Information System that will assist agencies in tracking fleet usage and fuel consumption, as well as provide greater data visibility.
- Finished implementation of the new fleet card program, which will greatly enhance the ability to reduce fraud and abuse of the fleet card, as well as provide more accurate fuel data in compliance with the Energy Policy Act.
- Achieved "green" status on five of seven scoring elements on USDA's 2015 sustainability scorecard, including Scopes 1, 2, and 3 greenhouse gas emissions reduction, energy conservation, water conservation, and use of renewable energy, and is exceeding the "green" threshold to achieve a USDA 2016 "green" score for the sustainable buildings element.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

- Published two final rules to incorporate changes by the Farm Bill to the BioPreferred Program guidelines and the voluntary labeling program. The rules provide the framework for implementing the requirement that USDA promote biobased products that are innovative regardless of the date of entry into the marketplace.
- Released The Economic Impact Analysis of the U.S. Biobased Products Industry mandated in the Farm Bill. This independent report is the first federally-sponsored economic report of its kind to examine and quantify the value added to the U.S. economy by the biobased products industry (\$369 billion to GDP and 4 million American jobs). The study has been downloaded from the BioPreferred website over 227,000 times to date.
- Assisted in drafting language for Executive Order (EO) 13963 and the Implementing Instructions for the EO to include contractor reporting, agency monitoring, and biobased purchasing targets, including that in 2016 biobased targets must be included in annual Strategic Sustainability Performance Plans (SSPP) submitted by agencies to the Office of Management and Budget (OMB).
- Delivered training to over 1,800 contracting officers and Federal government vendors on biobased purchasing requirements in EO 13963, as well as specifics on contractor reporting, via live web streaming and satellite downlink. The training was archived and is posted on the BioPreferred Program web site and will be posted to AgLearn as well.
- Since February 2011, OPDM has certified more than 2,400 products to display the USDA Certified Biobased Product label. Most frequent/popular certified products include 'intermediate materials' (e.g., renewable chemicals and bioplastic resins) and cleaning products.
- Developed product innovation criteria and revised wood/forest product sampling and testing guidance resulting in efficient certification of the numerous timber-based biobased products, especially the many types of engineered wood building products.

OSDBU worked closely with USDA's senior management and contracting offices and actively assisted in the acquisition process by reviewing all planned acquisitions not already set aside for small business competition, and made recommendations for small business set-aside acquisition strategies. In addition to increasing accountability for USDA program executives, OSDBU implemented an aggressive outreach program to identify small businesses that offer solutions to USDA program and operational requirements and challenges. This outreach program included advancing small business contracting opportunities in USDA's largest procurement section, food and commodities, by enhancing the competitive posture of small farmer-owned cooperatives, small rural businesses, and producers to successfully compete for government and commercial contracts. USDA outreach efforts to small business had a successful impact. While the overall government-wide goal is 23 percent of annual small business prime contract awards, preliminary data shows that in 2015 USDA awarded 48.9 percent of the Department's prime contracts to small businesses totaling \$2.9 billion, an increase of \$400 million from 2014. A prime contract is a contract where a single firm is responsible for the entire performance and completion of the contract. USDA has also made a concerted effort to direct contracts to Service Disabled Veteran-Owned Small Businesses (SDVOSB). SDVOSBs were awarded 3.66 percent of the Department's prime contracts, or \$104 million in 2015.

OJO issued 371 rulings, orders, and decisions in 2015 under statutes administered by the Secretary of Agriculture, as follows: Agricultural Marketing Agreement Act- 3; Animal Welfare Act- 4; Commodity Promotion, Research, and Information Act- 1; Equal Access to Justice Act- 5; Federal Meat Inspection Act- 6; Horse Protection Act- 5; Organic Foods Production Act- 3; and Perishable Agricultural Commodities Act- 344.

OALJ in 2015 OALJ conducted 11 hearings. The hearings, some of which may involve multiple parties, can range from less than a day to several weeks in duration. However, as a result of the current vacancy of a part-time Administrative Law Judge and the recent retirement of the Chief Administrative Law Judge, caseload in 2015 was reduced, as these vacancies forced it to decline cases that were not required to be heard under the Administrative Procedures Act. OALJ judges issued 34 initial, 15 default decisions, 80 consent decisions, resolved 1 case through certification of transcript, and issued 9 miscellaneous orders and dismissals, for a total of 139 dispositions during the year. A total of 180 complaints and petitions were filed with the office during 2015.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Summary of Budget and Performance
Statement of Department Goals and Objectives

Departmental Administration (DA) was established to provide management leadership to ensure that the United States Department of Agriculture’s (USDA) administrative programs, policies, and advice, meet the needs of USDA program organizations and are consistent with laws and mandates. DA’s functions include: human resources operations, procurement operations, and small and disadvantaged business utilization. The administrative law functions and the Judicial Officer have been placed within DA for administrative purposes.

DA has two strategic goals and four strategic objectives that contribute to two of the Secretary’s Strategic Goals and four Department Objectives.

USDA Strategic Goal 1: *Assist rural communities to create prosperity so they are self-sustaining, repopulating and economically thriving*

USDA Strategic Objective 1.3: *Contribute to the expansion of the bioeconomy by supporting development, production, and consumption of renewable energy and biobased products*

<u>Agency Strategic Goal</u>	<u>Agency Objectives</u>	<u>Programs that Contribute</u>	<u>Key Outcomes</u>
Provide effective policy, services, and coordination; ensure that all USDA programs and activities are accessible and accountable; and transform Departmental Management into a sustainable, high-performing organization.	Provide value-added products, services and solutions to USDA Provide oversight and ensure timely and accurate reporting to achieve accountability and resource stewardship.	Office of Procurement and Property Management (OPPM)	Expand the bioeconomy

Key Performance Measures:

OPPM is committed is committed to saving by reducing the size of the Department’s vehicle fleet, as well as expanding the bioeconomy by, in part, increasing the percent of fleet vehicles capable of using alternative fuels.

The following table presents OPPM’s projected increase in the percent of vehicles capable of using alternative fuels and projected decrease in the size of the Department’s vehicle fleet. Estimated savings include Federal Automotive Statistical Tool data for operating costs.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Annual Performance Goals, Indicators, and Trends	Actual				Target	Actual	Result	Estimate/Target	Target
	2011	2012	2013	2014	2015		2016	2017	
Increase Alternative fuel vehicles - Percent	N/A	9.3%	22.1%	6%	3.1%	4%	Met	3%	3%
Savings achieved and number of fleet vehicles eliminated	N/A	Baseline 39,416 vehicles	Reduction of 608 vehicles or \$4.25 million savings	\$32.4 million cost increase and reduction of 242 vehicles	\$1.1 million in savings and a reduction of 161 vehicles	\$3 million estimated cost increase and reduction of 698 vehicles	Met	\$2.5 million estimated cost decrease and reduction of 50 vehicles	\$2.5 million estimate cost decrease and reduction of 50 vehicles
Allowable Data Range for Met Target is considered met if actual is within 5% of target.									
Assessment of Performance Data									
Data source – The data was collected in the FAST motor vehicle fleet data system.									
Completeness of Data – The data collected real-time and recorded electronically. Limited outages have no statistically significant impact on the measures.									
Reliability of Data – The above data is considered reliable									
Quality of Data – The data is generally regarded as being very accurate.									

Analysis of Results

Selected Past Accomplishments toward Achievement of the Key Outcome FY 2015:

- Conducted training seminar for Biopreferred Requirements in new Executive Order 13693 for more than 1,000 attendees from 17 Federal agencies, 14 State and local governments, five colleges and universities, and numerous Federal contractors and professional organizations
- Alternative fuel consumption increased by 43,000 gallons, or 14%; Petroleum fuel consumption was reduced by 1.9 million gallons, or 10%, over 2014 levels. Carbon dioxide emissions from the fleet was reduced by 17.2 kilograms, or 1% over 2014 levels.

Selected Accomplishments Expected at the 2017 Proposed Resource Level / Challenges for the Future:

- Decrease in carbon dioxide emissions from fleet by 4% over 2016 levels.
- Improve reporting of Biopreferred purchasing to document environmental stewardship across USDA, as well as other federal agencies as USDA helps lead Biobased processes and procedures for multiple federal agencies.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

USDA Strategic Goal 5: *Create a USDA for the 21st century that is high-performing, efficient and adaptable*

USDA Strategic Objective 5.1: *Develop a customer-centric, inclusive, and high-performing workforce by investing in and engaging employees to improve service delivery*

USDA Strategic Objective 5.2: *Build a safe, secure, and efficient workplace by leveraging technology and shared solutions across organizational boundaries*

USDA Strategic Objective 5.3: *Maximize the return on taxpayer investment in USDA through enhanced stewardship activities and focused program evaluations*

Agency Strategic Goal	<u>Agency Objectives</u>	<u>Programs that Contribute</u>	<u>Key Outcomes</u>
<p>Provide effective policy, services, and coordination; ensure that all USDA programs and activities are accessible and accountable; and transform Departmental Management into a sustainable, high-performing organization</p>	<p>Provide polices and guidance that attract, develop and sustain a talented, diverse and collaborative workforce in USDA.</p> <p>Provide value-added products, services and solutions to USDA</p> <p>Provide oversight and ensure timely and accurate reporting to achieve accountability and resource stewardship.</p>	<p>Office of Human Resources Management</p>	<p>1: Transform USDA into a sustainable, high-performing organization that attracts, develops, and sustains a talented, diverse and collaborative workforce.</p>

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Agency Strategic Goal	<u>Agency Objectives</u>	<u>Programs that Contribute</u>	<u>Key Outcomes</u>
<p>Provide effective policy, services, and coordination; ensure that all USDA programs and activities are accessible and accountable; and transform Departmental Management into a sustainable, high-performing organization.</p>	<p>Provide value-added products, services and solutions to USDA</p> <p>Provide oversight and ensure timely and accurate reporting to achieve accountability and resource stewardship.</p>	<p>Office of Procurement and Property Management</p> <p>Office of the Administrative Law Judge</p> <p>Office of Small and Disadvantaged Business Utilization</p>	<p>2: Improve contract performance, ensure high quality services, reduce risks of nonperformance for future procurements, and expand the use of strategic sourcing in order to lower prices and reduce duplication and administrative costs.</p> <p>3: Dispositions issued by and complaints and petitions filed with the Administrative Law Judge.</p> <p>4: Award prime contracts to small businesses</p>

Key Performance Measures:

The staff offices that comprise DA are tasked with a wide variety of administrative responsibilities, including: leading the Department on Department-wide human resources initiatives to ensure that USDA's programs are staffed with the personnel necessary to meet program objectives; providing Department-wide leadership and management in acquisition, asset and property management, environmental stewardship, and employee health and safety; leading the implementation of the Department's small business program, providing maximum opportunity for small, small and disadvantaged, HUBZone, women owned, veteran-owned, and service disabled veteran-owned businesses to participate in USDA contracting processes and to fully integrate small business into all aspects of USDA contracting and program activities; and conducting rule making and adjudicatory hearings throughout the United States in proceedings subject to the Administrative Procedure Act (APA).

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Annual Performance Goals, Indicators, and Trends	Actual				Target	Actual	Result	Estimate/Target	Target
	2011	2012	2013	2014	2015		2016	2017	
Reduce Real Property Footprint - Square foot (SF) reduction (Freezing the Footprint)	N/A	1.2 million	120,000	458,713	200,000	200,000	Met	200,000	200,000
No new net SF increase in office and warehouse space (Freezing the Footprint)	N/A	Baseline Year	0 SF increase	0 SF increase	0 SF increase	0 SF increase	Met	0 SF increase	0 SF increase
Percent of GS-1102 contracting staff with all proper certifications	N/A	90%	90%	93%	95%	94%	Met	95%	97%
Reduction of contract dollar percentage spent in last quarter of fiscal year	N/A	N/A	Establish Baseline	5%	5%	5%	Met	5%	5%
Percent increase in number of shared contracts	N/A	N/A	Establish Baseline	10%	10%	10%	Met	10%	10%
Percent increase in number of strategically sourced contracts	N/A	N/A	Establish Baseline	10%	10%	10%	Met	10%	10%

Allowable Data Range for Met Target is considered met if actual is within 5% of target.

Assessment of Performance Data

Data source – The data was collected in USDA internal records.

Completeness of Data – The data collected real-time and recorded electronically. Limited outages have no statistically significant impact on the measures.

Reliability of Data – The above data is considered reliable

Quality of Data – The data is generally regarded as being very accurate.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Annual Performance Goals, Indicators, and Trends	Actual				Target	Actual	Result	Estimate /Target	Target
	2011	2012	2013	2014	2015			2016	2017
100% Compliance for quarterly reporting to the Office of Personnel Management Delegated Examining Information System	N/A	68%	89%	83.3% ¹	90%	90%	Met	95%	95%
Time to hire for USDA executive level positions	N/A	N/A	130 days	191 days ²	90 Days	144 days	Unmet	120 days	115 days
Training of HR Professionals in GAO-Determined High Risk Occupational Groups	N/A	N/A	N/A	83.3%	84%	62%	Unmet	85%	85%
Dispositions issued by OALJ Judges	N/A	625	392	350	350	140	Unmet	260	280 ³
Complaints and petitions filed with OALJ	N/A	638	388	300	300	180	Unmet	200	220 ⁴
Percent of Department's prime contracts awarded to small businesses ⁵	N/A	52.9%	52%	53%	53%	53%	Met	48%	48%

Allowable Data Range for Met Target is considered met if actual is within 5% of target.

Assessment of Performance Data

Data source – The data was collected in USDA internal records.

Completeness of Data – The data collected real-time and recorded electronically. Limited outages have no statistically significant impact on the measures.

Reliability of Data – The above data is considered reliable

Quality of Data – The data is generally regarded as being very accurate.

¹ All offices submitted a report; however, some one-time delays did occur.

² Executive Resources is implementing process improvements in 2015 to address issues regarding executive level time to hire. The Executive Resources time-to-hire numbers include the time that it takes to get the candidate through the OPM quality review board. These timeframes are not within OHRM's control.

³ Assumes onboarding of additional Administrative Law Judge.

⁴ Includes anticipated new cases involving USDA's Rural Multi-Family Housing Program.

⁵ The government-wide goal is 23 percent annually.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Selected Past Accomplishments toward Achievement of the Key Outcome FY 2015:

- Led the establishment of the USDA Veteran and Individuals with Disabilities Employment Portal that has an internal resume portal with more than 355 Veterans and persons with a disability to consider for non-competitive appointment.
- Implemented the Labor and Employee Relations Information System (LERIS) to provide OHRM and customers with a consistent and reportable case management system for employee relations, labor relations, RA, representational and investigative practices.
- Establishment of Employee Advisory Council that provides guidance and feedback on employee satisfaction initiatives.
- USDA was promoted in the ranking of the “Best Places to Work Rankings” to 13th out of 19 large agencies.
- Preliminary 2015 results show USDA awarded \$3.3 billion or over 51 percent of the Department's eligible prime contracts to small businesses.
- Led USDA partnership with Office of Federal Procurement Policy (OFPP) and the U.S. Digital Service to focus on improving the process of IT acquisition, and specifically the acquisition of digital services. USDA, OFPP and the US Digital Service recognize the need for improving and simplifying the digital experiences that citizens and businesses have with the Government. Strengthening digital services expertise in the Government is a key component of being able to reduce the risk of failed acquisitions and systems, and save taxpayer dollars.
- Led USDA’s review, assessment, and engagement efforts stemming from USDA’s GS-1102 Federal Employee Viewpoint Survey Results. Chaired collaborative effort to document areas of strength as well as identify solutions where opportunities for improvement exist.
- Reviewed over 20 complex, high dollar value solicitations to enhance effectiveness and reduce risk of poorly executed contracts.
- Managed Acquisition Workforce training & certifications for approximately 6,000 acquisition workforce members and over 13,000 course completions.
 - 94% of USDA’s GS-1102s are certified in contracting, with 92 additional certifications added this year.
 - Processed 92 FAC-C, 1115 FAC-COR, and 27 FAC-P/PM certificates USDA-wide.
 - Managed 626 FAC-C, 5677 FAC-COR, and 82 FAC-P/PM certificates USDA-wide.
 - Implemented Acquisition training for USDA’s senior executives with over 300 in attendance. Training was uploaded to AgLearn (USDA’s Learning Management System) so that it is available for future use.
- Completed inaugural Acquisition 360 feedback program, in accordance with OMB requirements, to assess/enhance effectiveness of contracting methods.
- As part of the Secretary’s Signature Process Improvement initiative, implemented an automated system to ensure only certified COR’s are designated to serve on contracting actions.
- Overall space footprint decreased by 1,075,765 square feet or 3.04% from 2014 levels; 139 offices and warehouses were disposed of totaling 524,964 square feet.
- Increased the utilization of shared and strategically sourced contracts.
- Completed a nine month evaluation of the Department's acquisition practices focusing on major categories of spend to identify the top 10 areas for potential savings.
- Established an executive governance body, a project management office and five category management teams in IT Hardware and Software, Real Property, Fleet, and Lab Equipment and Supplies, which consists of over 120 USDA employees with representation from each mission area
- Achieved \$33.8 million savings through combined Federal and USDA supported Strategic Sourcing Initiatives

Selected Accomplishments Expected at the 2017 Proposed Resource Level / Challenges for the Future:

- Increase the level of dispositions issued by and complaints and petitions filed with OALJ to 280 and 220, respectively.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

- Increase the utilization of shared and strategically sourced contracts as well as the number of managed categories within USDA
- Continue to be a federal leader in awarding eligible prime contracts to small businesses and maximizing small business opportunities in Strategic Sourcing and Category Management strategies.
- Increase the percent of GS-1102 contracting staff with all proper certifications to 97 percent.
- Decrease office and warehouse footprint by 232,904 square feet in 2017.
- Maintain a Spend Cube for collection of all USDA's system spend data for trend analysis and utilize this tool to establish additional categories and to track spend under management.
- Enhance USDA Strategic Sourcing SharePoint Site to include additional functionality such as a contract library search feature.
- Continue to award at least 48 percent of prime business contracts to small businesses.
- Partner with USDA Agencies to address the Human Resources Skills gaps to include strategies for achieving the goal.
- Completion of a two-year pilot regarding the phased retirement system.
- Improvement of our involvement in the workplace violence program, drug testing and Employee Assistance Program.
- Decrease in the veteran's attrition rate, with the goal of eventual parity of Veteran and non-Veteran attrition rates.
- Achieve the President's 25% Veteran hiring goal by analyzing Veteran responses to the Federal Employee Viewpoint Survey, increasing the number of non-competitive hiring events by partnering with Veteran groups, conducting veterans listening sessions across the country, and creating Veterans mentoring programs and seminars for new veterans to USDA.

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Strategic Goal Funding Matrix
(Dollars in thousands)

<u>Program / Program Items</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Enacted</u>	<u>Increase or</u> <u>Decrease</u>	<u>2017</u> <u>Estimate</u>
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Department Strategic Goal 1: Assist rural communities to create prosperity so they are self sustaining, repopulating and economically thriving.

Departmental Objective Objective 1.3: Contribute to the expansion of the bioeconomy by supporting development, production, and consumption of renewable energy and biobased products.

Departmental Administration.....	\$3,710	\$3,925	\$3,948	\$9	\$3,957
Staff Years.....	2	4	4	-	4

Department Strategic Goal 5: Create a USDA for the 21st century that is high-performing, efficient, and adaptable.

Departmental Objective 5.1: Develop a customer-centric, inclusive, and high-performing workforce by investing in and engaging employees to improve service delivery.

Departmental Objective 5.2: Build a safe, secure, and efficient workplace by leveraging technology and shared solutions across organizational boundaries.

Departmental Objective 5.3: Maximize the return on taxpayer investment in USDA through enhanced stewardship activities and focused program evaluations.

Departmental Administration.....	\$22,076	\$23,980	\$23,972	\$2,491	\$26,463
Staff Years.....	115	103	114	+14	128

Total Costs, All Strategic Goals.....	25,786	27,905	27,920	2,500	30,420
Total FTEs, All Strategic Goals.....	117	107	118	14	132

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Full Cost by Department Strategic Goal
(Dollars in thousands)

Assist rural communities to create prosperity so they are self sustaining, repopulating and economically thriving.

<u>Program / Program Items</u>	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Enacted</u>	2017 <u>Estimate</u>
<u>Expanding the Bioeconomy</u>				
Salaries and Benefits.....	\$285	\$574	\$585	\$597
Administrative costs (direct).....	3,425	3,351	3,363	3,360
Total Costs.....	3,710	3,925	3,948	3,957
FTEs.....	2	4	4	4
Performance Measures:				
Increase Alternative fuel vehicles by 10% per year.....	6.0%	4%	3%	3%
	\$32.4 million cost increase and reduction of 242 vehicles	\$3 million estimated cost increase and reduction of 698 vehicles	\$2.5 million estimated cost decrease and reduction of 50 vehicles	\$2.5 million estimate cost decrease and reduction of 50 vehicles
Savings achieved and number of fleet vehicles eliminated.....				
Total Cost, Strategic Goal.....	3,710	3,925	3,948	3,957
Total FTEs, Strategic Goal.....	2	4	4	4

OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Full Cost by Department Strategic Goal

(Dollars in thousands)

Create a USDA for the 21st century that is high-performing, efficient, and adaptable.

Program / Program Items	2014 Actual	2015 Actual	2016 Enacted	2017 Estimate
<u>All DA Staff Offices</u>				
Salaries and Benefits.....	\$15,418	14,564	\$16,412	\$16,789
Administrative costs (direct).....	6,480	9,177	7,560	9,674
Total Costs.....	21,898	23,741	23,972	26,463
FTEs.....	115	103	118	128
 Square foot reduction.....	 458,713	 200,000	 200,000	 200,000
No new net SF increase in office and warehouse space.....	0 Increase	0 Increase	0 Increase	0 Increase
 Percent of GS-1102 contracting staff with all proper certification.....	 93%	 94%	 95%	 97%
Reduction of contract dollar percentage spent in last quarter.....	5%	5%	5%	5%
Increase the number of shared contracts.....	10%	10%	10%	10%
Increase the number of strategically sourced contracts.....	10%	10%	10%	10%
100% Compliance for quarterly reporting.....	83.3%	90%	95%	95%
Time to hire for USDA executive level positions	191 Days	144 days	120 days	115 days
High risk occupational group training.....	83.3%	62%	85%	85%
Dispositions issued by OALJ Judges.....	350	140	260	280
Complaints and petitions filed with OALJ.....	300	180	200	220
Percent of Department's prime contracts awarded to small businesses..	53%	53%	48%	48%
Total Cost, Strategic Goal.....	21,898	23,741	23,972	26,463
Total FTEs, Strategic Goal.....	115	103	114	128
 Total Costs, All Strategic Goals.....	 \$25,608	 \$27,666	 \$27,920	 \$30,420
Total FTEs, All Strategic Goals.....	117	107	118	132

ADVISORY COMMITTEES

Language in the General Provisions of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act permits agencies funded in the Act to finance the activities of selected Committees that advise them from their own funds, subject to the limitation on total obligations for these Committees.

Provided below is a list of those Committees subject to this spending limitation and their funding levels for 2013 - 2015.

USDA ADVISORY COMMITTEES			
Policy Area and Committee Title	2013 Allocation	2014 Allocation	2015 Allocation
FOOD, NUTRITION, AND CONSUMER SERVICES:			
National Advisory Council on Maternal, Infant and Fetal Nutrition.....	\$75,000	\$75,000	\$80,000
FOOD SAFETY:			
National Advisory Committee on Meat and Poultry Inspection.....	\$50,000	\$50,000	\$60,000
National Advisory Committee on Microbiological Criteria for Foods.....	\$120,000	\$120,000	\$150,000
RESEARCH, EDUCATION, AND ECONOMICS:			
Advisory Committee on Biotechnology and 21 st Century Agriculture.....	\$274,000	\$274,000	\$274,000
Advisory Committee on Agriculture Statistics.....	\$70,000	\$70,000	\$70,000
MARKETING AND REGULATORY PROGRAMS:			
National Wildlife Services Advisory Committee.....	\$43,600	\$43,600	\$50,000
General Conference Committee on the National Poultry Improvement Plan.....	\$20,000	\$25,000	\$30,000
Advisory Committee on Animal Health.....	\$45,000	\$60,000	\$70,000
National Organic Standards Board.....	\$190,000	\$190,000	\$200,000
Fruit and Vegetable Industry Advisory Committee.....	\$96,000	\$96,000	\$100,000
Universal Cotton Standards Advisory Committee.....	\$55,000	-	-
Federal Grain Inspection Advisory Committee.....	\$50,000	\$50,000	\$75,000
FARM AND FOREIGN AGRICULTURAL SERVICES:			
Edward Madigan Award Advisory Committee.....	-	\$10,000	\$10,000
Agricultural Policy Advisory Committee for Trade.....	\$24,982	\$24,982	\$25,000
Agricultural Technical Advisory Committees for Trade.....	\$149,868	\$149,868	\$150,000

ADVISORY COMMITTEES

USDA ADVISORY COMMITTEES			
Policy Area and Committee Title	2013 Allocation	2014 Allocation	2015 Allocation
Advisory Committee on Emerging Markets	-	\$10,000	\$10,000
NATURAL RESOURCES AND ENVIRONMENT:			
Agricultural Air Quality Task Force.....	\$150,000	\$150,000	\$170,000
OFFICE OF ADVOCACY AND OUTREACH:			
Council for Native American Farming and Ranching	\$84,000	\$84,000	\$90,000
Minority Farmer Advisory Committee.....	\$101,000	\$101,000	\$101,000
Advisory Committee on Beginning Farmers and Ranchers.....	\$112,000	\$112,000	\$112,000
USDA/Hispanic Association of Colleges and Universities	\$20,000	\$20,000	\$20,000
Total Advisory Committees	\$1,730,450	\$1,715,450	\$1,862,000
Advisory Committee Liaison Services	-	\$75,000	\$80,000
Contingencies/Reserve	\$69,550	\$9,550	\$58,000
TOTAL, ADVISORY COMMITTEES LIMITATION	\$1,800,000	\$1,800,000	\$2,000,000

Status of Programs

From 1983 through 1996, a central appropriation provided for direction and financial support of all authorized USDA Advisory Committee activities other than those included in the Forest Service and those financed from user fees. Beginning in 1997, language in the General Provisions of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act permits agencies funded in the Act to finance the activities of selected committees that advise them from their own funds, subject to a Department-wide limitation on expenditures for those committees. The statuses of these programs provide information on the activities of committees during fiscal year 2015.

FOOD, NUTRITION, AND CONSUMER SERVICES:

National Advisory Council on Maternal, Infant and Fetal Nutrition (Council)

The Council studies the operation of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and related programs such as the Commodity Supplemental Food Program (CSFP). The Council is composed of 24 members and includes representatives of Federal, State and local governments, the medical field, industry, WIC and CSFP parent participants, and advocacy groups.

The annual meeting of the Council was held on July 21-23, 2015, at the Hilton Garden Inn in Arlington, Virginia. The agenda included updates on CSFP and the following WIC areas: funding, policy, program integrity, Electronic Benefit Transfer, Nutrition Education and Breastfeeding Promotion activities, and studies.

During the meeting, the Council drafted recommendations on WIC and CSFP to be submitted to Congress and the Secretary of Agriculture. Draft recommendations developed for consideration includes the topics of WIC funding; program operations; policy and program; research and evaluation of WIC; and support for CSFP.

ADVISORY COMMITTEES

FOOD SAFETY:

National Advisory Committee on Meat and Poultry Inspection (NACMPI)

The NACMPI was established in 1971, to advise the Secretary of Agriculture on matters affecting Federal and State inspection program activities. The Committee also contributes to USDA's regulatory policy development. The Food Safety and Inspection Service (FSIS) Administrator serves as the Committee Chair. Recommendations are sent to USDA's Under Secretary for Food Safety for consideration and review by the Secretary of Agriculture. The NACMPI charter was renewed August 11, 2014. Fourteen new members were selected for the 2014-2016 term, resulting in a 19 member Committee. Currently, there are 17 members serving the Committee. The Committee's 2015 budget allocation was \$60,000.

NACMPI held a plenary meeting on January 13, and 14, 2015 in Washington, DC. Presentations during the plenary session provided updates on the previous year's topics as well as additional updates which include the International Program Status, Public Health Regulations, and Upsurge in Raw Consumption of Ethnic Cultural Meat Products. The charges for the subcommittee issues were also presented. Additional subcommittee meetings were held on January 13, 2015 regarding FSIS' Evaluation and Management of Chemical Hazards within the National Residue Program and FSIS' Usage of ERS Cost Calculation Model. NACMPI meeting minutes, transcripts, presentations and final reports can be viewed on the NACMPI Web page.

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulations/advisory-committees/nacmpi>

National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

The NACMCF was established in 1988 under Departmental Regulation 1043-28 as a discretionary committee reporting to the Secretary of Agriculture and to the Secretary of Health and Human Services. The Department of Health and Human Services (DHHS), Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC); the Department of Commerce (DOC), National Marine Fisheries Service (NMFS); and the Department of Defense (DoD) participate in directing the work of this committee and all benefit from committee advice. On April 27, 2015, the Secretary of Agriculture appointed 11 new members to serve on the Committee and nineteen member terms were renewed. The Committee charter was reestablished on February 5, 2015 for a two year term.

The activities of the NACMCF are carried out, in part, by subcommittees that are focused on specific areas being considered by the full committee. NACMCF reports provide current information and scientific advice to Federal food safety agencies and serve as a foundation for regulations and programs aimed at reducing foodborne disease and enhancing public health.

In 2015 the committee held 3 Plenary (1 in-person & 2 teleconference call), 1 workgroup and 2 subcommittee meetings to address current projects on control of Norovirus infections and food safety criteria for the Department of Defense for the military and their families and introduce two new charges. See below:

3 Plenary:

- November 17, 2014: Committee deliberation of recommendations regarding the Control Strategies for Reducing Foodborne Norovirus Infections (Teleconference).
- June 10, 2015: Committee deliberation of recommendations regarding the on Study of Microbiological Criteria as of Process Control or Insanitary Conditions (Teleconference).
- September 9, 2015: Committee presented two new charges: (1) Effective *Salmonella* control strategies for poultry; and (2) Virulence factors and attributes that define Foodborne Shiga Toxin-producing *Escherichia coli* (STEC) as severe human pathogens(Washington, DC).

ADVISORY COMMITTEES

Workgroup Meeting

January 7, 2015: Study of Microbiological Criteria as Indicators of Process Control or Insanitary Conditions – DoD (Teleconference Call)

Subcommittee Meetings

September 9, 10 & 11, 2015:

- Subcommittee on Effective *Salmonella* Control Strategies for Poultry (*Washington, DC*)
- Subcommittee on Virulence Factors and Attributes that Define Foodborne Shiga Toxin-producing *Escherichia coli* (STEC) as Severe Human Pathogens (*Washington, DC*)

NACMCF meeting minutes, transcripts and final reports can be viewed on the NACMCF website at <http://www.fsis.usda.gov/wps/portal/fsis/topics/data-collection-and-reports/nacmcf/nacmcf>

RESEARCH, EDUCATION, AND ECONOMICS

Advisory Committee on Biotechnology and 21st Century Agriculture (AC21)

The AC21 was established by the Secretary to examine the long-term impacts of biotechnology on the U.S. food and agriculture system and USDA, and provide guidance to USDA on pressing individual issues, identified by the Office of the Secretary, related to the application of biotechnology in agriculture.

The AC21 currently has 23 members, representing the biotechnology industry, the organic food industry, the farming community, the seed industry, food manufacturers, State government, consumer and community development groups, the medical profession, and academic researchers. The Committee did not meet in FY 2013, FY 2014, or FY 2015 after having completed a report entitled “Enhancing Coexistence: A Report of the AC21 to the Secretary of Agriculture,” which was presented to the Secretary on November 19, 2013. The report addressed the questions posed in a specific charge from the Secretary, namely:

- What types of compensation mechanisms, if any, would be appropriate to address economic losses by farmers in which the value of their crops is reduced by unintended presence of Genetically Engineered (GE) material(s)?
- What would be necessary to implement such mechanisms? That is, what would be the eligibility standard for a loss and what tools and triggers (e.g., tolerances, testing protocols, etc.) would be needed to verify and measure such losses and determine if claims are compensable?
- In addition to the above, what other actions would be appropriate to bolster or facilitate coexistence among different agricultural production systems in the United States?

The report contained numerous recommendations in four broad areas: compensation mechanisms; stewardship and outreach, research; and seed quality. The report was adopted by 22 out of 23 members. USDA has actively worked to address those recommendations that the Department currently has authority to implement. Among the major recommendations was that USDA spearhead an education and outreach initiative on the importance of, and best approaches to achieve, coexistence. Accordingly, USDA held a major stakeholder workshop on coexistence in March 2015 to which AC21 members and other stakeholders were invited, at which USDA highlighted its efforts to implement AC21 recommendations.

Because the AC21 has not met for several years while USDA worked to implement the committee’s earlier recommendations, no funds were spent on the committee in FY 2015 other than minimal salary costs required to complete administrative actions. The AC21 Charter has been renewed until January, 2017. However, Secretary

ADVISORY COMMITTEES

Vilsack has indicated that there is follow-up work for the AC21 to address issues related to the subject of coexistence and the AC21 is scheduled to reconvene, starting in December 2015. The AC21 will do further work on bolstering the cooperation among neighboring farmers to strengthen coexistence. The expected output, a report from the committee, would be anticipated by fall, 2016.

Advisory Committee on Agriculture Statistics

The Advisory Committee on Agriculture Statistics was established on July 16, 1962, in the Department of Commerce, and was chartered under the Federal Advisory Committee Act, 5 U.S.C. App. 2, in January 1973. This committee was moved to USDA in 1997 when responsibility for the Census of Agriculture transferred from the Department of Commerce to the Department of Agriculture.

The committee provides advice to the Secretary of Agriculture and the National Agricultural Statistics Service (NASS). It makes recommendations on the conduct of the periodic censuses and surveys of agriculture, other related surveys, and the types of agricultural information obtained from respondents. The committee also advises on the content and frequency of agricultural reports.

The Committee is composed of 20 members with professional knowledge regarding the data needs of the food, fiber, and rural sector. It provides a direct link with the major agricultural organizations and farm groups which could not be as effectively or efficiently obtained from any other source. The Committee is the primary forum for reconciling the divergent data needs between data user and provider groups. It is also instrumental in helping NASS provide the maximum value from their statistics, within available funding, and to continually improve its products and services.

In September 2014, the Secretary re-established the Advisory Committee on Agriculture Statistics and in late September a call for member nominations was posted in the Federal Register. The Committee met on December 2-3, 2014 in St. Louis, MO. For more information on the proceedings of the meeting, please see the following website:

http://www.nass.usda.gov/About_NASS/Advisory_Committee_on_Agriculture_Statistics/index.asp

In an effort to expand the applicant pool a second round of member nominations was posted in the Federal Register in February 2015. A total of 38 applications were received, of which 9 of which were female applicants and 29 male applicants. The Secretary selected 6 new committee members. These members were sent and directed to electronic resource materials and will be introduced to the incumbent members at the committee's annual meeting later this year.

MARKETING AND REGULATORY PROGRAMS:

National Wildlife Services Advisory Committee (NWSAC)

The purpose of the Committee is to advise the Secretary of Agriculture on policies and program issues necessary to manage damage caused by depredating wildlife to protect America's agricultural, industrial, and natural resources and to safeguard public health and safety. The Committee is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

Membership is composed of twenty (20) persons representing a broad spectrum of agricultural, environmental, conservation, academic, animal welfare, and related interests. The Secretary selected twenty members on September 26, 2014; however, one member resigned. Equal opportunity practices, in line with USDA policies, were followed in appointing representative members to the Committee.

The Committee met in March 2015 and developed recommendations for the Secretary. Those recommendations are being reviewed for possible implementation.

ADVISORY COMMITTEES

General Conference Committee of the National Poultry Improvement Plan

- The Secretary's Advisory Committee on Animal Health (SACAH) advises the Secretary on strategies, policies, and programs to prevent, control, and/or eradicate diseases of national significance.
- During FY 2015, the committee met on April 28 – 29, 2015, and submitted their recommendations report on July 1, 2015. The charter will be renewed for an additional 2-year term in August 2016. The prior Committee members' appointments expired in June 2015 and a fully-appointed committee has been in place as of September 28, 2015. The agency anticipates conducting at least one face-to-face meeting FY 2016 (January or February) before the members which will be the first meeting for the 2015-2017 term.
- There were no subcommittees established for this committee during FY 2015.
- The Committee expended 100 % of the projected funding during the preceding term, including FY 2015, towards DFO salary, travel, venue, meeting support, notices, and miscellaneous committee costs with one face-to-face meeting each year last term in the Washington, DC area. There were several webinars and teleconferences conducted to assist with finalizing the FY 2015 recommendations report.
- During FY 2016, the SACAH will continue to work on topics such as Antimicrobial Resistance, Foot and Mouth Disease and Vaccine Readiness, Emerging Diseases and Reporting, and High Path Avian Influenza. SACAH plans for at least two in-person meetings each year over the next term (2016–2018). For the first time since its reestablishment in 2010, SACAH had the greatest level of public participation than at all prior meetings. This meeting was held in Bethesda, MD and supports the notion that people are more likely to attend a public advisory meeting when it occurs outside of the beltway.
- In 2015 GCC met many of the goals listed in the 2014 Report.

Advisory Committee on Animal Health

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National Organic Standards Board (NOSB)

Title XXI of the 1990 Farm Bill, known as the Organic Foods Production Act (OFPA), established the National Organic Program (NOP), a USDA program responsible for implementing and enforcing organic standards and

ADVISORY COMMITTEES

facilitating the work of the National Organic Standards Board (NOSB), an advisory board to the Secretary of Agriculture. The NOSB is composed of four farmers/growers, two handlers/processors, one retailer, one scientist, three consumer/public interest advocates, three environmentalist/resource conservationists, and one certifying agent. Members come from all four U.S. regions and serve rotating five year terms. The NOSB charter was renewed and approved in May 2014 for a period of two years.

The NOSB has sole authority granted through OFPA to recommend additions to or deletions from the National List of Allowed and Prohibited Substances. The NOSB drafts recommendations to the Secretary of Agriculture based on needs of the industry, with input from both industry and the public. The Board's main functions are to make recommendations about whether a substance should be allowed or prohibited in organic production or handling, assist in the development of standards for substances to be used in organic production, and advise the Secretary on other aspects of implementation OFPA and the NOP regulations.

Four (4) NOSB member terms expired in FY 2015 and the four new appointments were made. One of these appointees, the environmentalist/resource conservationist, resigned her seat in August 2015.

The Board met face-to-face twice in FY 2015. During both of the public meetings, the NOSB deliberated on a variety of topics related to organic agriculture and subsequently made 15 recommendations to Thomas Vilsack, Secretary of Agriculture. Topics included Sunset 2015 and 2016 Substances, which are National List materials that must be reviewed every five years; Substances petitioned for addition to the National List; Guidance on the National Organic Program Accreditation Peer Review Process; Guidance about Excluded Methods terminology; Research Priorities for the USDA to support the organic sector; An update on aquaculture materials; and Contamination in Farm Inputs.

Fruit and Vegetable Industry Advisory Committee

The Fruit and Vegetable Industry Advisory Committee (Committee), consists of 25 active members of the fruit and vegetable industry who represent the following sectors: growers, packers, and shippers; wholesalers and distributors; retailers and restauranteurs; state department of agriculture leadership; trade association and organization executives; processors; importers and exporters; foodservice suppliers and brokers; organic; and farmers market and food hub representatives; and represent a balanced diversity of views regarding the many fruit and vegetable industry interests. The Committee's purpose and responsibility is to research, review, and develop recommendations to the Secretary on issues facing the industry as a whole, as well as ways the USDA can tailor its programs and services to better meet stakeholder needs. The Committee meets an average of twice per fiscal year.

Committee Activity

In 2015, the Committee met twice: on March 10-11, 2015, and on September 15-16, 2015. Prior to each full Committee meeting, members of the previously determined five subcommittees each met a minimum of two times via teleconference – some meeting more often depending on the amount of research and discussion required for a particular issue. Nine recommendations were presented, approved, and submitted to the Secretary at the March meeting; and 12 recommendations were presented and approved at the following meeting in September. During the September 2015 meeting, informational presentations related to, and/or addressing each of the Committee's recommendations, were provided by various subject matter experts within the industry, USDA, and other Agencies. A representative from another USDA Advisory Committee that is addressing and recommending an issue related to two of the FVIAC recommendations discussed that Committee's intent, and it was agreed that a joint letter of recommendation from the two Committees should be drafted and submitted to the Secretary at the end of the calendar year.

Subcommittee Update

At the September 2015 meeting, based on discussion and advice from the Agricultural Marketing Service Administrator and the Designated Federal Official, the Committee determined that three of the previous subcommittees remain functional due to continued activity related to those issues (food safety/FSMA, agricultural

ADVISORY COMMITTEES

labor, and research and grant funding) although the ag labor subcommittee will remain inactive until there is some activity related to immigration reform and H2-A adjustments; the mission of the other two subcommittees addressing education and branding, and inspection delays at ports of entry would terminate. Four new subcommittee focus areas were established addressing issues related to: food deserts and food waste; new farmer education and orientation; broadband connectivity issues for rural farmers and retailers; and transportation and infrastructure development. These six active subcommittees will meet approximately 2-4 times per year each via teleconference call.

Ad Hoc Committee Recommendation and Statement

In late September 2015, one additional recommendation and a statement were developed and approved during an ad hoc teleconference call that included a majority of the full Committee members (all of whom were contacted initially to join the call) that address the detrimental impact that a federal government shutdown has on the produce industry and general farming community when market news and H2-A services are deemed non-essential and therefore are not available.

Grain Inspection Advisory Committee

The Grain Inspection, Packers and Stockyards Administration (GIPSA) Grain Inspection Advisory Committee (Advisory Committee) was established under section 21 of the United States Grain Standards Act (USGSA) on September 29, 1981. The Advisory Committee is charged with advising the Secretary on implementing the USGSA and the Agricultural Marketing Act of 1946, or more simply, on implementing GIPSA's grain inspection and weighing programs. The Advisory Committee is comprised of 15 members who represent all segments of the U.S. grain industry, including producers, processors, handlers, exporters, grain inspection agencies, and scientists related to the policies in the USGSA (7 U.S.C. 71-87k).

The Advisory Committee advises the Secretary on various important issues affecting GIPSA operations and the official grain inspection and weighing system delivery during biannual meetings.

In FY 2015, Advisory Committee members met with GIPSA staff on November 4-5, 2014, and April 7-8, 2015. Both meetings were held in Kansas City, Missouri.

At the November meeting the following issues were addressed: International Trade to include; Mexico Soil Issue, China Soybean Monitoring Study, DDG Exports to China; Technology and Science Division briefings included; Biotechnology, Moisture Meters, Mycotoxin Test Kit Program, LED Lighting, Rice New Technology; Standardization of User Fees Paid by Official Agencies Under Cooperative Agreements; Rule Making Updates; and updated on the Quality Assurance Programs.

The Advisory Committee members recommended to GIPSA the following: 1) the U.S. Department of Agriculture has authorized FGIS under the U.S. Grain Standards Act, as amended, to provide official inspection and weighing services for exports of U.S. grains and oilseeds, and as FGIS has been authorized to delegate certain of their responsibilities to appropriate entities including the State of Washington, and, as the State of Washington, at least for 30 days in 2014, has failed to fulfill their responsibilities and obligations under the agreement dated November 2013, in particular clauses IV Terms and Conditions B 1(a), B 1(b), 2, 3, 14, and, under the authority granted FGIS to revoke the agreement under VI, (C), the Advisory Committee recommends that FGIS remove the Delegation/Designation of all States/Agencies that do not fulfill their obligations for providing services as required under the Grain Standards Act and that FGIS immediately provide the required services. 2) recommended posting FGIS financial results for current and 5 prior years on the GIPSA website for ready access to interested parties in the third format reviewed at the November, 2014 meeting, and, that the data reported include export tonnage for cost comparison. 3) recommended FGIS update the current mycotoxin instructions to provide current and clear guidelines for the operation of mycotoxin test kits including supplemental analysis methodology and develop guidelines and testing protocols to enhance mycotoxin rapid test kits to include verification/approval of supplemental analysis ranges and acceptable standard error for each relevant supplemental range consistent with FDA guidelines. 4) recommended FGIS establish authority to waive implementation of fee increases should

ADVISORY COMMITTEES

retained earnings exceed the minimum 3 month level and projected tonnage is at or above budget estimates. 5) recommended that FGIS conducts a comprehensive investigation of moisture and test weight fluctuations that may result from condensation that may occur at two specific points in the grain marketing process – the first one from point of origin to point of destination and the second is from point of destination to point of shipping. 6) recommended that FGIS continue to investigate the feasibility of using UGMA-compatible moisture meters for determining test weight for Official inspection.

At the April meeting the following issues were addressed: FGIS Program Overview and Initiatives in the International Affairs, Quality Assurance and Compliance, Field Management, Technology and Science areas of the agency.

The Advisory Committee members recommended to GIPSA the following: 1) commended FGIS for its work in implementing and testing of UGMA moisture meters; and recommended that for the Sample Information Monitoring System (SIMS) that FGIS provide on their website a listing by grains for the approved UGMA moisture meters the following information: the moisture standard deviation, \pm warning limit, and \pm action limit and the moisture range for which these limits are applicable. 2) recommended FGIS move forward with expanding the mycotoxin concentration ranges to the following: Aflatoxin to 5 – 300 ppb; DON to 0.5 to 30 ppm; Fumonisin to 0.5 – 30 ppm. At the manufacturer's request FGIS will verify the supplemental analysis performance at the maximum range as established by the manufacturer. 3) recommended that FGIS develop reports based on Sample Information Monitoring System (SIMS) and Subjective Testing and Evaluation Process (STEP) data that reflects quality performance on a system-wide and official service.

FARM AND FOREIGN AGRICULTURAL SERVICES:

Agricultural Policy Advisory Committee for Trade (APAC)
and
Agricultural Technical Advisory Committees for Trade (ATAC)

Pursuant to Departmental Regulation 1042-68, USDA currently administers the APAC and six ATACs: (1) Animals and Animal Products; (2) Fruits and Vegetables; (3) Grains, Feed, Oilseeds and Planting Seeds; (4) Processed Foods; (5) Sweeteners and Sweetener Products; and (6) Tobacco, Cotton and Peanuts. The APAC and the ATACs are jointly administered by the USDA and the United States Trade Representative (USTR). The APAC and ATACs were re-chartered in June 2015 for four years. Additionally, 129 appointments were made in June 2015.

The APAC and ATACs are authorized by sections 135(c)(1) and (2) of the Trade Act of 1974, as amended (Pub. L. No. 93-618, 19 U.S.C. 2155). Congress established these Committees to ensure that trade policy (including trade negotiating) objectives adequately reflect private sector U.S. commercial and economic interests. The Committees provide a formal mechanism to ensure engagement between the Federal Government and private sector regarding international agricultural trade matters. Specifically, the Committees provide the Secretary of Agriculture and USTR information and advice on negotiating objectives, bargaining positions and other matters related to the development, implementation, and administration of U.S. agricultural trade policy. The APAC provides policy advice, while the ATACs provide detailed commodity technical advice. The members on the APAC and on the ATACs are important to advancing the Administration's trade agenda to liberalize agricultural trade, expand access for U.S. food and agricultural products in overseas markets, and reduce unfair competition.

All Committee members have demonstrated leadership qualities, commodity expertise, and knowledge of the effects that various trade barriers or absence of trade barriers can have on the commodities they represent. All members are recognized leaders in their field and are able to represent those interests with fairness.

During 2015, a range of timely and sensitive agricultural trade issues were discussed, including the following:

- Significant engagement in the run up to the conclusion of the Trans-Pacific Partnership negotiations;
- the WTO Doha negotiations;
- the U.S. - EU Transatlantic Trade and Investment Partnership negotiations;

ADVISORY COMMITTEES

- various WTO trade agreement enforcement actions affecting the agricultural sector, including country of origin labeling; and
- numerous other issues related to access for various U.S. agricultural products to individual foreign countries.

Advisory Committee on Emerging Markets

Section 1542(d)(1) of the Food, Agriculture, Conservation, and Trade Act of 1990 (the Act), as amended, directs the Secretary to make available to emerging markets the expertise of the United States to “identify and carry out specific opportunities and projects,” including potential reductions in trade barriers, “in order to develop, maintain, or expand markets for United States agricultural exports.” The Act also requires the Secretary to establish an Advisory Committee (Section 1542(d)(1)(F)), composed of 20 members who are representatives of food and rural business sectors of the United States to provide information and advice on developing strategies for providing technical assistance and for enhancing markets for U.S. agricultural products in developing market economies.

The purpose of the Committee is to provide information and advice, based upon the knowledge and expertise of the members, useful to USDA in implementing the Emerging Markets Program (EMP), which assists U.S. entities in developing, maintaining, or expanding exports of U.S. agricultural commodities and products by funding activities that improve emerging markets’ food and rural business systems, including reducing potential trade barriers in such markets. The Committee also advises USDA on ways to increase the involvement of the U.S. private sector in cooperative work with emerging markets in food and rural business systems. One of the principal functions of the Committee is to review qualified proposals submitted to EMP for funding and advice on funding recommendations.

Edward R. Madigan Agricultural Export Excellence Award Board

Section 261 of the Federal Agriculture Improvement and Reform Act of 1996 (“the FAIR Act”) authorized the establishment of the Edward R. Madigan Agricultural Excellence Award to honor those who substantially encourage entrepreneurial efforts in the food and agriculture sector for advancing United States agricultural exports.

NATURAL RESOURCES AND ENVIRONMENT:

Agricultural Air Quality Task Force (AAQTF or The Task Force)

Background and History:

The Agricultural Air Quality Task Force (AAQTF; officially logged in the USDA FACA database as the Task Force on Agricultural Air Quality Research) was created in accordance with Section 391 of the Federal Agricultural Improvement and Reform Act of 1996, to advise the Secretary of Agriculture on issues related to agricultural air quality. In 1996, Congress found that various studies alleged that agriculture is a source of Particulate Matter (PM) emissions and that many of these studies have often been based on erroneous data. Congress also cited ongoing research by USDA and declared that Federal policy in regard to air pollution be based on sound scientific findings that are subject to adequate peer review and take into account economic feasibility. The Task Force’s mandate is to strengthen and coordinate USDA’s air quality research effort and identify cost effective ways for the agriculture industry to improve air quality and meet Federal and local air quality emissions requirements. The Chief of the USDA’s Natural Resources Conservation Service chairs the AAQTF. The AAQTF membership consists of leaders in farming, industry, health, and science. The Task Force also includes representatives from USDA’s Forest Service, Agricultural Research Service, and the National Institute of Food and Agriculture. In FY 2015 there were 28 individuals on the AAQTF. Their two-year terms of service ended on July 15, 2015. The charter under which this AAQTF was operating expired on April 15, 2015, and a new charter for 2015-2017 was signed by Secretary Vilsack on April 16, 2015.

ADVISORY COMMITTEES

FY2015 AAQTF Activities and Recommendations

The AAQTF held two meetings in FY15. These were: December 4-5, 2014 in Ft. Collins CO; and April 22-23, 2015 in Knoxville TN. In FY 2015 the AAQTF utilized three subcommittees for discussing relevant topics, developing papers for the full AAQTF to consider, and developing associated recommendations. The three subcommittees of the AAQTF were: Air Quality Standards (AQS), Climate Variability Impacts (CVI), and Emissions Measurement and Mitigation (EM2). The AQS focused efforts chiefly on proposed EPA ozone and particulate matter (PM) standards and regulations. This subcommittee developed two substantive sets of comments (papers) in FY 2015: Comments on the Proposed Ozone Secondary Standard (officially approved by the full AAQTF on 12/4/2014); and Comments on Fine Particulate Matter Standards and State Implementation Plan Requirements (officially approved by the full AAQTF on 5/28/2015 and also put formally into the EPA's public docket—ID no. EPA-HQ-OAR-2013-0691). The CVI and EM2 subcommittees put forward a number of recommendations that ultimately were approved by the full AAQTF in FY 2015. The full slate of FY 2015 recommendations from the AAQTF can be found at: <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/air/taskforce/?cid=stelprdb1268645>

Recommendations and minutes from previous meetings and presentations made before the Task Force can be found at the AAQTF web site: <http://www.airquality.nrcs.usda.gov/wps/portal/nrcs/main/national/air/taskforce>

OFFICE OF ADVOCACY AND OUTREACH:

OFFICE OF TRIBAL RELATIONS:

1. Council for Native American Farming and Ranching

The Settlement Agreement that resolves *Keepseagle v. Vilsack* approved by the United States District Court for the District of Columbia requires the Secretary of Agriculture to establish the Council for Native American Farming and Ranching (CNAFR). The Secretary established the Council pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2. The settlement agreement remains in force and effect for a period of five years from its approval by the court on April 28, 2011.

By terms of the agreement, the Council consists of 15 members appointed by the Secretary. These individuals have demonstrated ability to represent minorities, women, and persons with disabilities as well as persons who represent a diverse range of experience in agriculture. In addition to the Native American farmers and ranchers and persons who represent the interests of Native American farmers or ranchers, members shall include representatives from the following groups: The Farm Service Agency Administrator or delegate; the Senior Advisor to the Secretary, Tribal Relations, or delegate; the Assistant Secretary for Civil rights or delegate; the Deputy Administrator for Farm Loan Programs or delegate.

In FY 2015, three meetings were held: December 2014, March 2015, and September 2015, with each meeting open to the public and time designated for public comment. Below are highlights:

The CNAFR approved that the following recommendations be sent to the Secretary:

- Expressed opposition to the Waters of the United States proposed regulation of the Environmental Protection Agency
- Have the 1994 Tribal Land Grant Colleges and Universities Program placed under the administration of the USDA Office of Tribal Relations
- Reestablish the CNAFR
- Extend the USDA's partnership with the Intertribal Technical Assistance Network
- Consider National Agriculture Census data to ascertain whether Native American farmers and ranchers are proportionately utilizing the Farm Service Agency's Farm Loan Program in comparison

ADVISORY COMMITTEES

to non-Native American producers. Second, the collection and distribution of these statistics continue after the expiration of the requirements of the Keepseagle Settlement.

- Resolve restrictions by the Bureau of Indian Affairs concerning the use of double-cropping techniques on leased tribal lands
- The Council Recommends that USDA Extend Support to Tribal Model Food and/or Agriculture Code Projects Undertaken in Land Grant Institutions around the United States
- The Council received program and policy briefings from USDA agencies, among them the Farm Service Agency, Forest Service, and Natural Resources Conservation Service. As appropriate, the Council lauded or questioned statutes, regulations and other directives, and practices. Action items for follow-up by USDA agencies and offices were documented and are being addressed.

For more information about CNAFR such as transcripts, meeting information, and the charter, individuals may visit the website at: <http://www.usda.gov/wps/portal/usda/usdahome?contentidonly=true&contentid=otr-council-native-american-farming-ranching.html>

Advisory Committee

Minority Farmers

The Charter for the Advisory Committee on Minority Farmers Committee was re-established on November 19, 2014. The committee hosted its first meeting on September 22-24, 2015, in Savannah, Georgia. Prior to this meeting, the committee has not met since FY 2012 (New Mexico on November 3 and 4, 2011).

The committee deliberated on two letters of recommendations for the Secretary. One provided recommendations and advice on fully funding the Office of Advocacy and Outreach and the Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers Grant Program at \$20 million as authorized in the 2014 Farm Bill. The second letter provided recommendations on the disposition of funds from previous USDA class action lawsuits that were still remaining in *cy pres* and still much needed by the plaintiffs in the communities affected by the lawsuits. Both letters of recommendations were submitted to the Secretary in October 2015.

As planned, this Committee authorized three subcommittees with concentration in the following Program areas:

- Office of Civil Rights
- Farm Services Agency, Natural Resource Conservation Service, Risk Management Agency, Agricultural Marketing Service
- Rural Development, Forest Service, National Institute of Food and Agriculture.

New committee members were appointed to 2-year terms in June 2015 and their terms expire in June 2017. The primary challenge is to continue or exceed the level of public participation of its meetings held to date without compromising the quality of the meetings or increasing costs.

OAO will continue to provide guidance to the Committee upon final selection of members on the Secretary's agenda via in-person meetings, teleconferences and e-mail.

Advisory Committee on Beginning Farmers and Ranchers

The Beginning Farmers and Ranchers Advisory Committee (BFRAC) was established by Section 5 of the Agricultural Credit Improvement Act of 1992. The Committee's purpose is to advise the Secretary on ways to

ADVISORY COMMITTEES

develop programs that assist new farmers and ranchers by providing new opportunities. The Committee's charter was renewed and filed with the Library of Congress on February 6, 2015.

Committee members were appointed by the Secretary in September 2013 and their terms expired in September 2015. A solicitation was published and resulted in approximately 60 applicants whose applications are in the vetting process for selection by the independent review panel and concurrence by the Secretary.

The Committee met twice during 2015, once in Des Moines, Iowa, on June 23-24, 2015, and again in Kansas City, Missouri, September 23-24. The Committee deliberated on the efficiency and value of programs and policies of the Department's programs affecting new farmers and ranchers. The Farm Service Agency, Natural Resources Conservation Service, Rural Development, and the Agricultural Marketing Service put specific questions before the Committee as a context for the recommendations. In addition to finalizing those recommendations, the Committee was also being asked to consider new inquiries from these programs on policies that affect beginning farmers and ranchers.

Representatives from all agencies impacted by land tenure issues made themselves available via teleconference to respond to any clarifying questions by the subcommittee. During the August 2015 meeting, members worked to finalize recommendations brought before the Subcommittee during their meeting held in June 2015 and to categorize them by subject matter in order to frame a final set of recommendations.

In 2015, the Committee submitted two sets of recommendations to the Secretary. One was from the parent committee in May 2015 on issues relating to beginning farmers and ranchers and suggestions on increasing their participation in USDA programs and interaction with USDA to increase the number of farmers in America. The second set of recommendations originated from the newly created Subcommittee on Land Tenure. These recommendations were submitted to the Secretary in September 2015. Both sets of recommendations are being reviewed for feasibility and implementation through USDA's Beginning Farmers and Ranchers Task Force that meets weekly.

The committee also conducted several administrative conference calls.

OAo will continue to provide guidance to the Committee upon final selection of members on the Secretary's agenda via in-person meetings, teleconferences and e-mail.

ADVISORY COMMITTEES

AUTHORITY AND COMPOSITION OF USDA ADVISORY COMMITTEES IN EXISTENCE BETWEEN
2014 and 2015

	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
FOOD, NUTRITION AND CONSUMER SERVICES:			
National Advisory Council on Maternal, Infant and Fetal Nutrition	FNS	S 42 U.S.C. 1786	24
FOOD SAFETY:			
National Advisory Committee on Meat and Poultry Inspection	FSIS	S 21 U.S.C. 454a-4	20
National Advisory Committee on Microbiological Criteria for Foods	FSIS	Departmental Regulation 1043-28	30
RESEARCH, EDUCATION, AND ECONOMICS:			
Advisory Committee on Biotechnology and 21 st Century Agriculture	ARS	Departmental Regulation 1043-049	20-25
Advisory Committee on Agriculture Statistics	NASS	Departmental Regulation 1042-130	20
USDA/Hispanic Association of Colleges and Universities Leadership Group	REE	Memorandum of Agreement dated 10/96	8
MARKETING AND REGULATORY PROGRAMS:			
National Wildlife Services Advisory Committee	APHIS	Departmental Regulation 1043-27	20
General Conference Committee of the National Poultry Improvement Plan	APHIS	Departmental Regulation 1043-8	7
Advisory Committee on Animal Health	APHIS	Departmental Regulation 1043-31	20
National Organic Standards Board	AMS	S 7 U.S.C. 6518	15
Fruit and Vegetable Industry Advisory Committee	AMS	Departmental Regulation 1042-139	25
Federal Grain Inspection Advisory Committee	GIPSA	P. L. 103-156 7 U.S.C. 87i	15

ADVISORY COMMITTEES

Committee Title	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
FARM AND FOREIGN AGRICULTURAL SERVICES:			
Agricultural Policy Advisory Committee for Trade	FAS	P.L. 93-618	36
Agricultural Technical Advisory Committees for Trade:			
Animals & Animal Products	FAS	P.L. 93-618/ Departmental Regulation 1042-68	19
Fruits and Vegetables	FAS	P.L. 93-618/ Departmental Regulation 1042-68	22
Grains, Feed & Oilseeds	FAS	P.L. 93-618/ Departmental Regulation 1042-68	27
Sweeteners and Sweetener Products	FAS	P.L. 93-618/ Departmental Regulation 1042-68	14
Tobacco, Cotton, Peanuts and Planting Seeds	FAS	P.L. 93-618/ Departmental Regulation 1042-68	13
Processed Foods	FAS	P.L. 93-618/ Departmental Regulation 1042-68	27
Advisory Committee on Emerging Markets	FAS	7 U.S.C. 1421	20
Edward R. Madigan Agricultural Export Excellence Award Board	FAS	P.L. 104-127	6
NATURAL RESOURCES AND ENVIRONMENT:			
Agricultural Air Quality Task Force	NRCS	7 U.S.C. 5405	28
OFFICE OF ADVOCACY AND OUTREACH:			
Council for Native American Farming and Ranching	OSEC	5 U.S.C. App 2	15
Minority Farmer Advisory Committee.	OAO	7 CFR U.S.C 2279	15
Advisory Committee on Beginning Farmers and Ranchers.	OAO	7 U.S.C. 1929	20