

2015 Explanatory Notes  
Office of the Secretary

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## OFFICE OF THE SECRETARY

### Purpose Statement

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

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

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

As of September 30, 2013, there were 96 full-time employees, with 94 located in Washington, DC, one in Louisiana, and one in Washington.

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

OFFICE OF THE SECRETARY  
Available Funds and Staff Years (SYs)  
(Dollars in thousands)

Item	<u>2012 Actual</u>		<u>2013 Actual</u>		<u>2014 Estimate</u>		<u>2015 Estimate</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Salaries and Expenses:								
Discretionary Appropriations.....	\$15,966	62	\$17,202	61	\$17,202	64	\$17,314	64
Rescission.....	-	-	-466	-	-	-	-	-
Sequestration.....			-767					
Transfers Out.....	-1,586	-	-1,462	-	a/	-	a/	-
Total Available.....	14,380	62	14,507	61	17,202	64	17,314	64
Lapsing Balances.....	-581	-	-516	-	-	-	-	-
Subtotal Obligations, OSEC.....	13,799	62	13,991	61	17,202	64	17,314	64
<u>Obligations under other USDA appropriations:</u>								
Advisory Committee Liaison Services.....	374	2	289	3	341	3	341	3
Faith Based Initiative.....	408	4	367	1	371	3	371	3
Office of Tribal Relations Agreements.....	75	1	-	-	-	-	-	-
Intertribal Technical Assistance Network.....	2,000	1	1,832	-	1,832	1	1,832	1
PreAuthorized Funding.....	-	-	-	-	3,535	-	3,535	-
Other Reimbursable Programs.....	7,682	52	5,487	31	5,545	38	5,600	38
Total, Other Agriculture Appropriations.....	10,539	60	7,975	35	11,624	45	11,679	45
Total, OSEC.....	24,338	122	21,966	96	28,826	109	28,993	109

a/ Transfer amount for 2014 and 2015 have not been determined yet.

OFFICE OF THE SECRETARY  
Permanent Positions by Grade and Staff Year Summary

Item	2012 Actual			2013 Actual			2014 Estimate			2015 Estimate		
	Wash. D.C.	Field	Total									
SES.....	38	1	39	40	-	40	42	-	42	42	-	42
GS-15.....	14	1	15	11	1	12	13	1	14	13	1	14
GS-14.....	6	1	7	4	-	4	4	-	4	4	-	4
GS-13.....	10	1	11	5	1	6	8	1	9	8	1	9
GS-12.....	9	-	9	8	-	8	10	-	10	10	-	10
GS-11.....	13	-	13	12	-	12	14	-	14	14	-	14
GS-10.....	3	-	3	3	-	3	3	-	3	3	-	3
GS-9.....	11	-	11	5	-	5	7	-	7	7	-	7
GS-8.....	1	-	1	1	-	1	1	-	1	1	-	1
GS-7.....	1	-	1	1	-	1	-	-	-	-	-	-
GS-5.....	3	-	3	3	-	3	2	-	2	2	-	2
GS-4.....	1	-	1	1	-	1	1	-	1	3	-	3
GS-3.....	-	-	-	-	-	-	2	-	2	-	-	-
Total Perm. Positions.....	110	4	114	94	2	96	107	2	109	107	2	109
Total, Perm. Full-Time Employment, EOY.....	110	4	114	94	2	96	107	2	109	107	2	109
Staff Year Est.....	118	4	122	94	2	96	107	2	109	107	2	109

## OFFICE OF THE SECRETARY

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

### Salaries and Expenses:

#### Office of the Secretary

For necessary expenses of the Office of the Secretary, [~~\$43,778,000~~] \$46,816,000, of which not exceed [~~\$5,051,000~~] \$5,086,000 shall be available for the immediate Office of the Secretary; not to exceed [~~\$498,000~~] \$502,000 shall be available for the Office of Tribal Relations; not to exceed [~~\$1,496,000~~] \$1,507,000 shall be available for the Office of Homeland Security and Emergency Coordination; not to exceed [~~\$1,209,000~~] \$1,217,000 shall be available for the Office of Advocacy and Outreach; not to exceed [~~\$23,590,000~~] \$26,470,000 shall be available for the Office of the Assistant Secretary for Administration, of which [~~\$22,786,000~~] \$25,661,000 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~~] \$3,897,000 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 [~~\$8,065,000~~] \$8,137,000 shall be available for the Office of Communications: *Provided*, That the Secretary of Agriculture is authorized to transfer funds appropriated for any office of the Office of the Secretary to any other office of the Office of the Secretary: *Provided further*, That no appropriation for any office shall be increased or decreased by more than 5 percent: *Provided further*, That not to exceed \$11,000 of the amount made available under this paragraph for the immediate Office of the Secretary shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary: *Provided further*, That the amount made available under this heading for Departmental Administration shall be reimbursed from applicable appropriations in this Act for travel expenses incident to the holding of hearings as required by 5 U.S.C. 551-558; *Provided further*, That funds made available under this heading for the Office of the Assistant Secretary for Congressional Relations may be transferred to agencies of the Department of Agriculture funded by this Act to maintain personnel at the agency level [*Provided further*, That no funds made available under this heading for the Office of the Assistant Secretary for Congressional Relations may be obligated after 30 days from the date of enactment of this Act, unless the Secretary has notified the Committees on Appropriations of both Houses of Congress on the allocation of these funds by USDA agency].

#### Office of the Assistant Secretary for Civil Rights

For necessary expenses of the Office of the Assistant Secretary for Civil Rights, [~~\$893,000~~] \$898,000.

#### Office of the Under Secretary for Research, Education and Economics

For necessary expenses of the Office of the Under Secretary for Research, Education and Economics, [~~\$893,000~~] \$898,000.

#### Office of the Under Secretary for Marketing and Regulatory Programs

For necessary expenses of the Office of the Under Secretary for Marketing and Regulatory Programs, [~~\$893,000~~] \$898,000.

#### Office of the Under Secretary for Food Safety

For necessary expenses of the Office of the Under Secretary for Food Safety, [~~\$811,000~~] \$816,000.

Office of the Under Secretary for Farm and Foreign Agricultural Services

For necessary expenses of the Office of the Under Secretary for Farm and Foreign Agricultural Services, [\$893,000] \$898,000.

Office of the Under Secretary for Natural Resources and Environment

For necessary expenses of the Office of the Under Secretary for Natural Resources and Environment, [\$893,000] \$898,000.

Office of the Under Secretary for Rural Development

For necessary expenses of the Office of the Under Secretary for Rural Development, [\$893,000] \$898,000.

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

For necessary expenses of the Office of the Under Secretary for Food, Nutrition and Consumer Services, [\$811,000] \$816,000.

The first change in language is for the purpose of deleting restrictive language in the Consolidated Appropriations Act, 2014, that requires Congressional notification prior to funds being obligated after 30 days from the date of enactment.

OFFICE OF THE SECRETARY

Lead-Off Tabular Statement

Current Law

Budget Estimate, 2015.....	\$17,314,000
2014 Enacted.....	<u>17,202,000</u>
Change in Appropriation.....	<u>+ 112,000</u>

Summary of Increases and Decreases

(Dollars in thousands)

	2012 <u>Actual</u>	2013 <u>Change</u>	2014 <u>Change</u>	2015 <u>Change</u>	2015 <u>Estimate</u>
Discretionary Appropriations:					
Office of the Secretary.....	\$3,656	+\$206	+\$362	+\$35	\$5,086
Cross-Cutting Trade Negotiations and BioTechnology Resources.....	894	-67	<u>a/</u>	<u>a/</u>	<u>a/</u>
Total, Office of the Secretary.....	4,550	+139	+362	+35	5,086
Under/Assistant Secretaries:					
Civil Rights.....	848	-19	+64	+5	898
ADM.....	764	-18	+58	+5	809
Office of Tribal Relations.....	448	+14	+36	+4	502
Congressional Relations.....	1,990	+140	+1,739	+28	3,897
REE.....	848	-19	+64	+5	898
MRP.....	848	-19	+64	+5	898
Food Safety.....	770	-17	+58	+5	816
FFAS.....	848	-19	+64	+5	898
NRE.....	848	-19	+64	+5	898
RD.....	848	-19	+64	+5	898
FNCS.....	770	-17	+58	+5	816
Subtotal.....	14,380	+127	+2,695	+112	17,314
Transfer to Other Agencies.....	1,586	-124	-1,462	<u>b/</u>	<u>b/</u>
Total Appropriation or Change.....	<u>15,966</u>	<u>+3</u>	<u>+1,233</u>	<u>+112</u>	<u>17,314</u>

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

b/ Transfer amount for Congressional Relations to be determined.

OFFICE OF THE SECRETARY

Project Statement

Adjusted Appropriations Detail and Staff Years (SYs)

(Dollars in thousands)

Program	<u>2012 Actual</u>		<u>2013 Actual</u>		<u>2014 Estimate</u>		<u>Inc. or Dec.</u>		<u>2015 Estimate</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Appropriations:										
Office of the Secretary.....	\$3,656	18	\$3,862	20	\$5,051	21	+\$35	-	\$5,086	21
Cross-Cutting Trade Negotiations and BioTechnology Resources.										
	894	-	827	-	a/	-	-	-	a/	-
Under/Assistant Secretaries:										
Civil Rights.....	848	3	829	2	893	3	+5	-	898	3
ADM.....	764	3	746	3	804	3	+5	-	809	3
Office of Tribal Relations.....	448	2	462	2	498	2	+4	-	502	2
Congressional Relations.....	1,990	15	2,130	13	3,869	14	+28	-	3,897	14
REE.....	848	3	829	3	893	3	+5	-	898	3
MRP.....	848	3	829	3	893	3	+5	-	898	3
Food Safety.....	770	3	753	3	811	3	+5	-	816	3
FFAS.....	848	3	829	3	893	3	+5	-	898	3
NRE.....	848	3	829	3	893	3	+5	-	898	3
RD.....	848	3	829	3	893	3	+5	-	898	3
FNCS.....	770	3	753	3	811	3	+5	-	816	3
Total Adjusted Appropriations.	14,380	62	14,507	61	17,202	64	+112 (1)	-	17,314	64
Rescissions, Transfers, and Sequestration (Net).....										
	1,586	-	2,695	-	-	-	-	-	-	-
Total Appropriation.....	15,966	62	17,202	61	17,202	64	112 (1)	-	17,314	64
Transfers to other agencies:										
Congressional Relations.....	-1,586	-	-1,462	-	b/	-	b/	-	b/	-
Rescission.....	-	-	-467	-	-	-	-	-	-	-
Sequestration.....	-	-	-766	-	-	-	-	-	-	-
Total Available.....	14,380	62	14,507	61	17,202	64	+112	-	17,314	64
Lapsing Balances.....	-581	-	-516	-	-	-	-	-	-	-
Total Obligations.....	13,799	62	13,991	61	17,202	64	+112	-	17,314	64

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

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

OFFICE OF THE SECRETARY  
Project Statement  
Obligations Detail and Staff Years (SYs)  
(Dollars in thousands)

Program	<u>2012 Actual</u>		<u>2013 Actual</u>		<u>2014 Estimate</u>		<u>Inc. or Dec.</u>		<u>2015 Estimate</u>	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Obligations:										
Office of the Secretary.....	\$3,588	18	\$3,607	20	\$5,051	21	+\$35	-	\$5,086	21
Cross-Cutting Trade Negotiations and BioTechnology Resources...										
	677	-	827	-	<u>a/</u>	-	-	-	<u>a/</u>	-
Under/Assistant Secretaries:										
Civil Rights.....	802	3	810	2	893	3	+5	-	898	3
ADM.....	752	3	738	3	804	3	+5	-	809	3
Office of Tribal Relations.....	417	2	459	2	498	2	+4	-	502	2
Congressional Relations.....	1,889	15	2,069	13	3,869	14	+28	-	3,897	14
REE.....	833	3	818	3	893	3	+5	-	898	3
MRP.....	830	3	821	3	893	3	+5	-	898	3
Food Safety.....	752	3	720	3	811	3	+5	-	816	3
FFAS.....	832	3	798	3	893	3	+5	-	898	3
NRE.....	834	3	801	3	893	3	+5	-	898	3
RD.....	838	3	786	3	893	3	+5	-	898	3
FNCS.....	755	3	737	3	811	3	+5	-	816	3
Total Obligations.....	13,799	62	13,991	61	17,202	64	+112	-	17,314	64
Lapsing Balances.....	581	-	516	-	-	-	-	-	-	-
Total Available.....	14,380	62	14,507	61	17,202	64	+112 (1)	-	17,314	64
Transfers Out.....	1,586	-	1,462	-	<u>b/</u>	-	-	-	<u>b/</u>	-
Rescission.....	-	-	467	-	-	-	-	-	-	-
Sequestration.....	-	-	766	-	-	-	-	-	-	-
Total Appropriation.....	15,966	62	17,202	61	17,202	64	+112	-	17,314	64

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

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

OFFICE OF THE SECRETARY

Justification of Increases and Decreases

Base Funding for the Office of the Secretary is necessary to ensure continued policy direction for all areas of the Department including research, educational and regulatory activities, nutrition, conservation, farm programs, forestry, and international agriculture.

(1) An increase of \$112,000 (\$17,202,000 and 64 staff years available in 2014) for the Office of the Secretary consisting of:

(a) An increase of \$112,000 for pay costs which includes \$33,000 for annualization of the fiscal year 2014 pay raise and \$79,000 for the anticipated fiscal year 2015 pay raise.

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

Geographic Breakdown of Obligations and Staff Years (SYs)

(Dollars in thousands)

State/Territory	2012 Actual		2013 Actual		2014 Estimate		2015 Estimate	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Arkansas.....	\$100	1	-	-	-	-	-	-
California.....	35	1	-	-	-	-	-	-
Louisiana.....	20	1	-	-	-	-	-	-
New Mexico.....	54	1	-	-	-	-	-	-
Washington.....	-	-	\$119	1	\$120	1	\$121	1
District of Columbia.....	13,590	58	13,872	60	17,082	63	17,193	63
Obligations.....	13,799	62	13,991	61	17,202	64	17,314	64
Lapsing Balances.....	581	-	516	-	-	-	-	-
Total, Available.....	14,380	62	14,507	61	17,202	64	17,314	64

OFFICE OF THE SECRETARY

Classification by Objects

(Dollars in thousands)

	2012	2013	2014	2015
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>
<b>Personnel Compensation:</b>				
Washington D.C.....	\$8,233	\$8,657	\$10,381	\$10,472
Field.....	-	119	120	121
11 Total personnel compensation.....	8,233	8,776	10,501	10,593
12 Personal benefits.....	2,215	2,487	3,237	3,264
Total, personnel comp. and benefits.....	10,448	11,263	13,738	13,857
<b>Other Objects:</b>				
21.0 Travel and transportation of persons.....	838	765	731	731
22.0 Transportation of things.....	17	41	20	20
23.3 Communications, utilities, and misc. charges...	842	697	936	936
24.0 Printing and reproduction.....	221	168	267	267
25 Other contractual services.....	589	447	593	586
25.1 Advisory and assistance services.....	39	64	10	10
25.3 Other purchases of goods and services from Federal sources.....	352	373	328	328
26.0 Supplies and materials.....	405	132	480	480
31.0 Equipment.....	48	41	99	99
Total, Other Objects.....	3,351	2,728	3,464	3,457
99.9 Total, new obligations a/.....	13,799	13,991	17,202	17,314

a/ Included in the total obligations for 2014 and 2015 are the Congressional Relations and BioTechnology levels transferred to the agencies.

**Position Data:**

Average Salary (dollars), ES Position.....	\$153,736	\$154,826	\$156,000	\$156,000
Average Salary (dollars), GS Position.....	\$97,936	\$97,936	\$103,000	\$103,000
Average Grade, GS Position.....	13.4	13.4	13.6	13.6

OFFICE OF THE SECRETARY  
Shared Funding Projects  
(Dollars in thousands)

	2012	2013	2014	2015
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>
<b>Working Capital Fund:</b>				
Administration:				
Beltsville Service Center.....	\$114	\$55	\$77	\$80
Mail and Reproduction Management.....	490	544	495	638
Integrated Procurement System.....	7	10	10	10
Procurement Operations.....	-	27	27	27
Subtotal.....	611	636	609	755
Communications:				
Creative Media & Broadcast Center.....	181	64	81	107
Finance and Management:				
NFC/USDA.....	1,397	1,212	48	54
NFC/Non-USDA.....	-	-	-	-
Controller Operations.....	125	119	50	50
Financial Systems.....	2	33	30	30
Subtotal.....	1,524	1,364	128	134
Information Technology:				
NITC/USDA.....	69	55	20	21
Telecommunications Services.....	151	195	180	175
Subtotal.....	220	250	200	196
Correspondence Management.....	30	44	39	46
Total, Working Capital Fund.....	2,566	2,358	1,057	1,238
<b>Department-Wide Reimbursable Programs:</b>				
1890's USDA Initiatives.....	-	3	3	3
Continuity of Operations Planning.....	-	2	2	2
E-GOV Initiatives HSPD-12.....	-	7	8	8
Emergency Operations Center.....	-	3	3	3
Facility and Infrastructure Review and Assessment.....	-	-	1	1
Hispanic-Serving Institutions National Program.....	-	2	2	2
Human Resources Transformation (inc. Diversity Council)..	-	2	2	2
Medical Services.....	-	4	4	4
Personnel and Document Security.....	12	7	7	7
Pre-authorizing Funding.....	-	4	4	4
Retirement Processor/Web Application.....	-	1	1	1
Sign Language Interpreter Services.....	-	11	12	12
TARGET Center.....	-	1	1	1
USDA 1994 Program.....	-	1	1	1
Virtual University.....	-	2	2	2
Visitor Information Center.....	-	1	1	1
Total, Department-Wide Reimbursable Programs.....	12	51	54	54

	2012	2013	2014	2015
<b>E-Gov:</b>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>
Enterprise Human Resources Intigration.....	-	-	3	3
E-Training.....	-	-	3	3
Integrated Acquisition Environment - Loans and Grants.....	-	-	2	2
Integrated Acquisition Environment.....	-	-	1	1
Total, E-Gov.....	<u>0</u>	<u>0</u>	<u>9</u>	<u>9</u>
Agency Total.....	<u>2,578</u>	<u>2,409</u>	<u>1,120</u>	<u>1,301</u>