

**2020 USDA EXPLANATORY NOTES – DEPARTMENTAL ADMINISTRATION**

Agency-Wide..... 4-2

    Purpose Statement..... 4-2

    Available Funds and Staff Years ..... 4-3

    Permanent Positions by Grade and Staff Years ..... 4-4

    Vehicle Fleet..... 4-4

    Shared Funding Projects ..... 4-6

Account 1: Salaries and Expenses ..... 4-7

    Lead-Off Tabular Statement ..... 4-7

    Appropriations Language..... 4-7

    Project Statement ..... 4-8

    Justification..... 4-8

    Geographic Breakdown of Obligations and Staff Years ..... 4-8

    Classification by Objects ..... 4-9

    Status of Programs ..... 4-10

Agency-Wide Performance ..... 4-14

USDA Advisory Committees ..... 4-15

**AGENCY-WIDE**

**PURPOSE STATEMENT**

Departmental Administration (DA) was established to provide management leadership to ensure that the United States Department of Agriculture’s (USDA) administrative programs and policies meet the needs of USDA program organizations and are consistent with laws and mandates. DA’s functions include: human resources, procurement and property management, homeland security and small and disadvantaged business utilization.

The majority of DA’s functional activities are located in Washington, D.C. As of September 30, 2018, there were 324 full-time permanent employees under DA. These employees were assigned as follows:

<u>Location</u>	<u>Full-Time Permanent</u>
Washington, D.C.:	
DA (Direct & Reimbursement)	121
DA WCF	150
Office of Executive Secretariat	<u>22</u>
Subtotal	293
Field Units:	
DA (Direct & Reimbursement)	<u>31</u>
Total	324

**OIG and GAO Reports**

**Table DA-1. Completed OIG Reports**

<u>ID</u>	<u>Date</u>	<u>Title</u>
50601-2-21	06/29/2015	Audit of the Hispanic and Women Farmers and Ranchers Claim Resolution Process

**Table DA-2. In-Progress OIG Reports**

<u>ID</u>	<u>Title</u>
61701-0001-21	Agroterrorism, Prevention, Detection and Response
50601-003-23	OSDBU’S Controls Over the Eligibility of Contract Recipients
50024-0001-22	CIGIE Purchase Card Initiative – USDA Controls over Purchase Card Use
50099-0003-21	USDA’s Management over the Misuse of Government Vehicles

**Table DA-3. Completed GAO Reports**

<u>ID</u>	<u>Date</u>	<u>Title</u>	<u>Result</u>
#101212	11/09/2017	GAO Study of Certain Equipment Types	OPPM provided response to GAO’s SOA.

**Table DA-4. In-Progress GAO Reports**

<u>ID</u>	<u>Title</u>
#100749	Federally Owned Vehicles
#100807	Federal Building Management
#100820	OSDBU Reforms
#101018	Excess Federal Personal Property Disposal
#101198	Federal Cybersecurity Workforce Assessment
#101732	Federal Grants Workforce Training
#101266	Impact of Telework on Space Planning
#102015	Reduce the Footprint Initiative
#102243	Promoting Effective Asset Management
#102582	SBA Contracting Scorecard
#102662	GSA Delegation Authority
#102320	Federal Employment and Training Programs
#250356	Small Business Contracting
#361481	Programs to Clean Contaminated Federal Properties
#361520	USDA Contracts Management and Oversight
#361562	Federal Veterinarian Workforce

ID	Title
#451145	Telework Cost and Benefits

**AVAILABLE FUNDS AND STAFF YEARS***Table DA-5. Available Funds and Staff Years (thousands of dollars, staff years (SY))*

Item	2017 Actual	SY	2018 Actual	SY	2019 Estimate	SY	2020 Budget	SY
Salaries and Expenses:								
Discretionary Appropriations	\$24,124	101	\$22,301	80	\$22,301	88	\$21,376	82
Mandatory Appropriations	3,000	-	3,000	3	-	-	-	-
Sequestration	-207	-	-198	-	-	-	-	-
Total Available	26,917	101	25,103	83	22,301	88	21,376	82
Lapsing Balances	-228	-	-239	-	-	-	-	-
Subtotal Obligations, DA	26,689	101	24,864	83	22,301	88	21,376	82
Obligations under other USDA								
Appropriations:								
HR Training/Software	15,498	43	16,818	45	17,070	45	17,326	45
Flexible Spending Account	243	-	512	-	520	-	528	-
Honor Awards	-	-	20	-	55	-	55	-
Drug Testing	234	-	191	-	194	-	197	-
Medical Services	599	4	514	4	675	4	675	4
Retirement Processor Web Application	551	-	551	-	551	-	607	-
Shuttle Services	266	-	357	-	375	-	381	-
TARGET Center	1,377	4	1,237	4	1,071	4	1,071	4
HR Transformation Programs	1,570	8	834	4	-	-	-	-
Office of Contracting and Procurement	-	-	134	-	136	-	138	-
Virtual University	1,892	9	947	4	-	-	-	-
OALJ Travel	16	-	-	-	-	-	-	-
1 GARG OPM	15	-	-	-	-	-	-	-
Lease Accountability and Strategy Division	7,770	6	842	4	-	-	-	-
Misc. Reimbursable	668	3	757	4	688	4	688	4
Total, Other USDA	30,699	77	23,714	69	21,335	57	21,666	57
Working Capital Funds a/:								
Administration (USDA)	44,628	159	43,983	150	46,676	208	46,415	208
Executive Secretariat (USDA)	3,925	20	4,332	22	5,641	32	5,637	32
Administration (Non-USDA)	1,413	4	-	-	-	-	-	-
Total, Working Capital Fund	49,966	183	48,315	172	52,317	240	52,052	240
Total, DA	107,354	361	96,893	324	95,953	385	95,094	379

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

**PERMANENT POSITIONS BY GRADE AND STAFF YEARS***Table DA-6. Permanent Positions by Grade and Staff Years*

Item	2017 Actual			2018 Actual			2019 Estimate			2020 Budget		
	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total
SES	5	-	5	4	-	4	4	-	4	4	-	4
AL-3	2	-	2	-	-	-	-	-	-	-	-	-
SL	1	-	1	-	-	-	-	-	-	-	-	-
GS-15	13	3	16	13	3	16	13	3	16	11	3	14
GS-14	42	10	52	38	9	47	34	9	43	32	9	41
GS-13	37	8	45	35	7	42	33	7	40	31	7	38
GS-12	7	4	11	6	4	10	6	4	10	7	4	11
GS-11	11	6	17	8	6	14	7	6	13	6	6	12
GS-10	3	-	3	1	-	1	1	-	1	1	-	1
GS-9	10	1	11	6	1	7	6	1	7	7	1	8
GS-8	8	1	9	6	1	7	6	1	7	5	1	6
GS-7	3	-	3	2	-	2	2	-	2	2	-	2
GS-6	1	-	1	1	-	1	1	-	1	1	-	1
GS-4	1	-	1	1	-	1	1	-	1	1	-	1
Total Permanent	144	33	177	121	31	152	114	31	145	108	31	139
Unfilled, EOY	-	-	-	-	-	-	-	-	-	-	-	-
Total Perm. FT EOY	144	33	177	121	31	152	114	31	145	108	31	139
Staff Year Est	145	33	178	121	31	152	114	31	145	108	31	139

**VEHICLE FLEET****Motor Vehicle Fleet**

The 2020 budget estimate proposes no change in the number of fleet vehicles DA currently has nineteen (19) 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 (GWCC)). 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.

All nineteen (19) 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 2019.

**Material Management Service Center (MMS)**

MMS currently maintains a total of five motor vehicles: 3 - 26' Box Trucks, 1- Tractor Trailer, and 1- Dodge Caravan (8-passenger). The vehicles are all leased from General Services Administration (GSA).

The 26' Box Trucks and the Tractor Trailer are utilized in the daily pickup and delivery services for Centralized Excess Property Operation and the Consolidated Forms and Publication Distribution Center customers. The number 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 is used to transport customers to the Beltsville Service Center to conduct business, to transport employees to business meetings and USDA sponsored events, and to deliver/pick-up smaller property items.

**Mail and Reproduction Management Division**

The Mail and Reproduction Management Division maintains eleven (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. This is a very low mileage commercial-leased vehicle. The lease has been extended until the end of 2019 or until a GSA replacement vehicle is available.

**Facility Management Division (FMD)**

FMD maintains one vehicle in its fleet. FMD uses a heavy duty 4x4 pickup truck to pick up materials from vendors to support facility operations and for travel to GWCC to provide facility support. It supports snow removal operations as necessary. The vehicle was a part of a vehicle swap between the Office of Operations (OO), GSA, and other government agency in exchange for the option to upgrade this vehicle to a dual cab pickup that will better meet FMD’s needs.

**Safety, Sustainability and Emergency Operations (SSEO)**

SSEO maintains two vehicles in its fleet. One of the vehicles is used to carry large items in support of the Peoples Garden. This vehicle is shared with AMS and the Special Events and Outreach staff. The other vehicle, a Ford Escape Hybrid, is used to support SSEO field activities.

**GSA information**

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

**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.

**Table DA-7. Size, Composition, and Annual Costs of Motor Vehicle Fleet<sup>a</sup>**

Fiscal Year	Sedans and Station Wagons	Lt. Trucks, SUVs, and Vans (4x2)	Lt. Trucks, SUVs, and Vans (4x4)	Medium Duty Vehicles	Heavy Duty Vehicles	Total Vehicles	Annual Operating Costs <sup>b</sup>
2017	2	12	1	5	1	21	\$92
Change	-	-	-	-	-	-	+1
2018	2	12	1	5	1	21	93
Change	-1	-7	-1	+3	+4	-2	-10
2019	1	5	-	8	5	19	83
Change	-	-	-	-	-	-	+2
2020	1	5	-	8	5	19	85

<sup>a</sup> Numbers include vehicles owned by the agency and leased from commercial sources or GSA.

<sup>b</sup> Excludes acquisition costs and gains from sale of vehicles as shown in FAST.

**SHARED FUNDING PROJECTS**

*Table DA-8. Shared Funding Projects (dollars in thousands)*

Item	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
<b>Working Capital Fund:</b>				
Administration:				
Financial Management Service.....	\$1,924	\$1,992	\$2,134	\$2,092
Beltsville Service Center.....	152	155	215	245
Mail and Reproduction Services.....	737	674	671	608
Human Resources Enterprise Management Systems....	3	4	4	5
Integrated Procurement Systems.....	327	250	213	227
Procurement Operations Services.....	1,041	1,146	1,228	1,195
Subtotal.....	4,184	4,221	4,465	4,372
Communications:				
Creative Media & Broadcast Center.....	459	274	244	219
Finance and Management:				
National Finance Center.....	3,687	3,137	182	190
Financial Management Systems.....	478	525	528	532
Internal Control Support Services.....	66	76	75	75
Subtotal.....	4,231	3,738	785	797
Information Technology:				
National Information Technology Center.....	861	1,286	4,127	4,127
International Technology Services.....	3,452	2,559	3,646	3,691
Telecommunications Services.....	312	317	717	786
Subtotal.....	4,625	4,162	8,490	8,604
Correspondence Management.....	41	37	1,430	1,455
Total, Working Capital Fund.....	13,540	12,432	15,414	15,447
<b>Department-Wide Shared Cost Programs:</b>				
1890's USDA Initiatives.....	16	-	-	-
Agency Partnership Outreach.....	-	33	33	33
Classified National Security Information.....	5	-	-	-
Continuity of Operations Planning.....	9	-	-	-
E-GOV .....	28	-	-	-
Emergency Operations Center.....	10	-	-	-
Facility and Infrastructure Review and Assessment.....	2	-	-	-
Faith-Based Initiatives and Neighborhood Partnerships..	2	-	-	-
Hispanic-Serving Institutions National Program.....	8	-	-	-
Human Resources Self-Service Dashboard.....	2	3	3	3
Human Resources Transformation.....	7	4	-	-
Medical Services.....	28	25	30	30
Office of Customer Experience.....	-	8	13	16
People's Garden.....	3	2	-	-
Personnel and Document Security.....	-	15	14	14
Personnel Security Branch.....	10	-	-	-
Security Detail.....	14	19	20	20
Security Operations.....	-	45	45	45
TARGET Center.....	6	6	5	5
USDA 1994 Program.....	3	-	-	-
USDA Enterprise Data Analytics Services.....	-	-	-	23
Virtual University.....	8	4	-	-
Total, Department-Wide Reimbursable Programs.....	161	164	163	189

**E-Gov:**

Budget Formulation and Execution Line of Business.....	-	1	1	1
Enterprise Human Resources Integration.....	8	8	8	8
E-Rulemaking.....	8	9	8	-
Geospatial Line of Business.....	13	13	13	13
Grants.gov.....	1	1	1	1
Human Resources Line of Business.....	1	1	1	1
Integrated Acquisition Environment.....	1	1	1	-
Total, E-Gov.....	32	34	33	24
Agency Total.....	13,733	12,630	15,610	15,660

**ACCOUNT 1: SALARIES AND EXPENSES**

**LEAD-OFF TABULAR STATEMENT**

*Table DA-9. Lead-Off Tabular Statement*

Item	Amount
2019 Annualized Continuing Resolution.....	\$22,301,000
Change in Appropriation .....	-925,000
Budget Estimate, 2020.....	<u>21,376,000</u>

**APPROPRIATIONS LANGUAGE**

The appropriations language follows (new language underscored; deleted matter enclosed in brackets):

**Office of the Secretary**

For necessary expenses of the Office of the Secretary, \$41,373,000, of which not to exceed \$4,850,000 shall be available for the Immediate Office of the Secretary; not to exceed \$800,000 shall be available for the Office of the Assistant to the Secretary for Rural Development; not to exceed \$1,448,000 shall be available for the Office of Homeland Security; not to exceed \$1,672,000 shall be available for the Office of Partnerships and Public Engagement; not to exceed \$22,251,000 shall be available for the Office of the Assistant Secretary for Administration, of which \$21,376,000 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 \$3,091,000 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 \$7,261,000 shall be available for the Office of Communications: *Provided*, That funds made available by this Act to an agency in the Rural Development mission area for salaries and expenses shall be available to fund up to one administrative support staff for the Office of the Assistant to the Secretary for Rural Development: *Provided further*, That funds made available by this Act to the Departmental Administration area for salaries and expenses shall be available to fund up to one administrative support staff for the Office of the Assistant to the Secretary for Administration: *Provided further*, 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 \$24,000 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 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.

**PROJECT STATEMENT****Table DA-10. Project Statement (thousands of dollars, staff years (SY))**

Item	2017		2018		2019		Inc. or Dec.	Chg Key	2020	2020	SY
	Actual	SY	Actual	SY	Estimate	SY					
Discretionary Appropriations:											
Departmental Administration..	\$24,124	101	\$22,301	80	\$22,301	88	-\$925	(1)	-6	\$21,376	82
Subtotal.....	24,124	101	22,301	80	22,301	88	-925		-6	21,376	82
Mandatory Appropriations:											
Biobased Marketing Program..	2,793	-	2,802	3	-	-	-		-	-	-
Total Adjusted Approp.....	26,917	101	25,103	83	22,301	88	-925		-6	21,376	82
Sequestration.....	207	-	198	-	-	-	-		-	-	-
Total Appropriation.....	27,124	101	25,301	83	22,301	88	-925		-6	21,376	82
Sequestration.....	-207	-	-198	-	-	-	-		-	-	-
Total Available.....	26,917	101	25,103	83	22,301	88	-925		-6	21,376	82
Lapsing Balances.....	-228	-	-239	-	-	-	-		-	-	-
Total Obligations.....	26,689	101	24,864	83	22,301	88	-925		-6	21,376	82

The numbered justifications items are keyed to the Change Key (Chg Key) column on the Project Statement.

**JUSTIFICATION****Departmental Administration**

Base funds provide for the following functions: human resources policy and planning; procurement policy and operations; property management; homeland security; and small and disadvantaged business utilization. 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 DA staff offices.

The numbers and letters of the following listing relates to values in the Chg Key column of the Project Statement:

- (1) A decrease of \$925,000 and 6 staff years (\$22,301,000 and 88 staff years available in 2019).

The funding change is requested for the following items:

- A) A decrease of \$500,000 and 3 staff years from the Office of Contracting and Procurement.

This reduction would be achieved by not filling 3 vacant staff year positions within the Office of Contracting and Procurement. By not filling these positions, the Department will prioritize oversight and compliance activities for high dollar value contracting actions to focus on the most critical issues, such as those identified in GAO and OIG audit findings.

- B) A decrease of \$425,000 and 3 staff years through attrition.

The reduced level would be achieved through attrition by not filling vacancies in the human resources policy and planning; procurement operations; and small and disadvantaged business utilization areas. If the Department is unable to achieve the necessary reductions through attrition alone, USDA will likely need to request authority to offer VERA/VSIP as an incentive for employees to leave their positions.

**GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND STAFF YEARS****Table DA-11. Geographic Breakdown of Obligations and Staff Years (thousands of dollars, staff years (SY))**

State/Territory/Country	2017		2018		2019		2020	
	Actual	SY	Actual	SY	Estimate	SY	Budget	SY
Alabama	\$158	1	\$160	1	\$163	1	\$163	1
Colorado	349	2	143	1	146	1	146	1
District of Columbia	24,972	90	23,140	72	20,544	77	19,619	71
Idaho	130	1	132	1	135	1	135	1
Michigan	158	1	160	1	163	1	163	1
Minnesota	141	1	323	2	329	2	329	2
Missouri	314	2	332	2	338	2	338	2
New Mexico	467	3	474	3	483	3	483	3
Obligations	26,689	101	24,864	83	22,301	88	21,376	82
Lapsing Balances	228	-	239	-	-	-	-	-
Total, Available	26,917	101	25,103	83	22,301	88	21,376	82

**CLASSIFICATION BY OBJECTS***Table DA-12 Classification by Objects (thousands of dollars)*

<b>Item No.</b>	<b>Item</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Budget</b>
	Personnel Compensation:				
	Washington D.C.	\$9,683	\$8,383	\$8,603	\$8,015
	Personnel Compensation, Field	1,717	1,724	1,758	1,758
11	Total personnel compensation	11,400	10,107	10,361	9,773
12	Personal benefits	3,748	3,082	3,116	2,779
13.0	Benefits for former personnel	-	5	-	-
	Total, personnel comp. and benefits	15,148	13,194	13,477	12,552
	Other Objects:				
21.0	Travel and transportation of persons	89	65	107	107
22.0	Transportation of things	5	1	8	8
23.1	Rental payments to GSA	1,729	1,772	1,104	1,132
23.3	Communications, utilities, and misc. charges	547	496	383	383
24.0	Printing and reproduction	181	98	117	117
25.2	Other services from non-Federal sources	3,649	3,812	4,348	4,320
25.3	Other goods and services from Federal sources	5,206	5,348	2,662	2,662
26.0	Supplies and materials	56	46	39	39
31.0	Equipment	50	28	56	56
42.0	Insurance claims and indemnities	29	-	-	-
43.0	Interest penalties	-	4	-	-
	Total, Other Objects	11,541	11,670	8,824	8,824
99.9	Total, new obligations	26,689	24,864	22,301	21,376
	DHS Building Security Payments (included in 25.3)....	\$431	\$468	\$335	\$343
	Position Data:				
	Average Salary (dollars), ES Position	\$165,000	\$168,000	\$171,000	\$171,000
	Average Salary (dollars), GS Position	\$106,000	\$106,500	\$107,000	\$105,500
	Average Grade, GS Position	13.4	13.4	13.5	13.4

## **STATUS OF PROGRAMS**

Departmental Administration (DA) provides overall direction, leadership and coordination for the Department's management of human resources, property, procurement, and small and disadvantaged business utilization programs under the leadership and guidance of the Assistant Secretary for Administration. DA is funded through the Office of the Secretary's appropriation. Activities of the offices that comprise DA are as follows.

### **The Office of Human Resources Management (OHRM)**

#### ***Current Activities***

OHRM leads Department-wide human resources initiatives to ensure that USDA's programs are informed on all matters effecting Department human resource (HR) management and staffed with the personnel necessary to achieve the Department's mission. To achieve these mission outcomes, OHRM has institutionalized Hiring Excellence Reforms that enable the Federal Government to attract and hire highly qualified and diverse talent. This is achieved through engaging and empowering hiring managers and is further supported by recruiting and retaining highly skilled HR staff. OHRM provides timely, cross-Departmental guidance for tackling the most common barriers the USDA faces in the Federal hiring process. Additionally, OHRM develops and administers Departmental principles, policies, and objectives related to: position classification and management; training and employee development; leadership development; employee engagement; labor relations; executive resource management; recruitment; diversity; work life programs; leave and compensation; enterprise systems management; performance management; and organizational transformation initiatives.

#### ***Selected Examples of Recent Progress***

OHRM implemented numerous strategic HR initiatives at the Departmental, Staff Office, and mission area levels that addressed 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:

The Executive Resources and Management Division continued to implement improved policy and processes for performance management, staff acquisition for SES, Senior Leaders, Senior Technical, and Senior Science and Technology Service.

The One USDA Project team focused efforts on migrating its Staffing Acquisition (Recruitment) and Onboarding systems from its current end-of-life platform to the new Amazon Web Services GovCloud environment, resulting in improved services and cost savings to the USDA customers.

HR Policy conducted a comprehensive review of all OHRM human resource directives to update, review and or abolish directives and advisories, as appropriate. This review resulted in improved efficiency and oversight for HR mission delivery. Additionally, HR Policy has transitioned the Phased Retirement Program from a pilot status to permanent.

The OHRM Virtual University (VU), was created to develop strategic goals and working groups that expand USDA-wide employee development resources to help USDA agencies and offices conserve training funds, and lead efforts to improve employee engagement. The VU led the Federal-wide effort to build a training program for HR professionals. As a result, a curriculum of 23 courses was initiated for HR Staffing Specialists representing the launch of the Federal HR Institute. Under the leadership of the VU, USDA achieved a ranking of seventh place in the Best Places to Work Rankings, up from a ranking of ninth last year. The VU also provides a consistent training curriculum for new supervisors and experienced supervisors with a focus on performance management that is used throughout the Department.

### **The Office of Property and Fleet Management (OPFM)**

#### ***Current Activities***

OPFM provides Department-wide leadership, policy, and management in asset and property management, environmental stewardship, the Hazardous Materials Management Program, and the USDA Bio-Preferred Program which consists of the Federal procurement preference and the biobased product certification and labeling programs.

***Selected Examples of Recent Progress***

OPFM Examples of recent progress include:

Achieved “Green” scores on 10 out of the 13 metrics on the January 2018 OMB Scorecard for Efficient Federal Operations/Management. USDA received the 2018 Federal Energy & Water Management Award for Energy Performance Contracting.

Managed the Department-wide Facilities Energy and Water Management Program which achieved a 35 percent reduction in energy use, a 23 percent reduction in water use, and which purchased renewable energy equivalent to 33 percent of the Department’s electricity use.

Purchased nearly 55,000 megawatt-hours of renewable energy credits, which enabled the Department to achieve its renewable energy goals and rank as a top Federal user of green power.

Completed the 2018 USDA Sustainability Report and Implementation Plan. This plan includes a summary of progress and strategies for achieving 10 Federal sustainability goals.

Completed a Department-wide comprehensive greenhouse gas (GHG) emissions inventory, including a GHG Inventory Management Plan and GHG Inventory Qualitative Statement.

Completed the USDA Sustainability Data Report and Energy Narrative Report.

Facilitated energy and water evaluations for 25 percent of USDA’s *Covered* Facilities (as defined by the Energy Independence and Security Act of 2007).

Managed USDA Energy Performance Projects/Contracts tracking and reporting.

Improved the efficiency of the BioPreferred program operations and services to our business and industry customers. As a result, in FY 2018 successfully:

- processed more than 509 applications
- added more than 877 new products to the categories
- certified more than 552 new products (highest per year since program inception)
- added 160 new companies to the program
- 18 additional countries began participating in the BioPreferred Program

Promulgated two regulations as mandated by the 2014 Farm Bill: Round 11 Final Rule to designate 12 product categories for intermediate ingredients and feedstock materials and Round 13 Proposed Rule to designate 30 additional product categories for finished products made of intermediate ingredients and feedstock materials for federal preferred procurement.

Expanded and launched the Excellence in BioPreferred Awards 2018 to include all civilian and military federal agencies and federal contractors, to recognize outstanding achievements in advancing the objectives of the federal preferred purchasing program.

Updated and posted on the BioPreferred website, the guide entitled “Selling Biobased Products to the Federal Government” to assist biobased vendors with training resources for their businesses.

In FY 2018, 892 individuals completed a BioPreferred web-based training course.

Completed an audit and recertification of more than 900 biobased products that were certified by the USDA BioPreferred Program more than five years ago, as required by the 2014 Farm Bill.

Completed an Evaluation Plan for the Impact of the Certification and Label program on the biobased product industry.

Continued outreach and engagement for USDA BioPreferred Program through exhibitions and presentations at more than 17 events, the program’s first stakeholders workshop, three foreign delegation meetings, and more than 50 direct-assist meetings with biobased product manufacturers, distributors, buyers, and/or retailers.

Processed 11 new Lease Contracting Officer warrant requests and managed the overall warrant program for 79 lease contracting officers.

Audited 30 real property leases, which identified nine high risk leases. Due to remedial action, the number of high risk leases was reduced to six.

Disposed of 93 assets and reduced its office and warehouse footprint by 298,344 square feet, a 0.9 percent reduction.

Reduced its fleet petroleum reduction by 6 percent.

Identified 4,274 vehicles (10 percent of the USDA fleet) to be disposed of, which will result in a potential \$26.9 million in cost avoidance.

Reduced the overall fleet size by 2,264 vehicles.

## **The Office of Contracting and Procurement (OCP)**

### ***Current Activities***

OCP provides Department-wide leadership and management in contracts and acquisition. OCP is an organizational leader delivering service, accountability, and stewardship across Departmental procurement priorities. OCP is responsible for Department-wide procurement policy, Enterprise-wide procurement systems including purchase and fleet charge cards, and procurement operations servicing USDA agencies and staff offices.

### ***Selected Examples of Recent Progress***

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

For new acquisition-related certifications, processed: 71 FAC-C; 1,102 FAC-COR; and 52 FAC-P/PM certificates USDA-wide.

Managed existing certifications: 587 FAC-C; 5,798 FAC-COR; and 237 FAC-P/PM certificates USDA-wide.

Processed 159 new warrant requests USDA-wide and managed the overall warrant program for 802 contracting officers.

Improved procurement quality by certifying 97 percent of GS-1102 contracting.

Led the review of over 300 service-related contracting actions USDA-wide.

Successfully supported the Department-wide Digital Accountability and Transparency Act Compliance Initiative.

Successfully supported planning for the Federal Information Technology Acquisition Reform Act.

Led the Program Management Improvement Authorization Act for the Department with the Senior Procurement Executive serving as the Program Management Improvement Officer.

Led and Managed the Enterprise-wide Procurement systems and Charge Card programs:

- Charge Card Service Center Purchase Card with approximately 1.2 million transactions worth approximately \$420 million in obligations.
- Fleet card with approximately 1 million transactions with approximately \$90 million in obligations.
- The Integrated Acquisition System processing approximately 215,000 procurement transactions worth approximately \$2.5 billion in obligations.

Led and Managed the procurement operations for DA and staff offices

- Executing and managing 80,000 contracting actions worth \$670 million in obligations.

## **The Office of Small and Disadvantaged Business Utilization (OSDBU)**

### ***Current Activities***

OSDBU has primary responsibility for leading the implementation of the Department's small business program, providing maximum opportunity for small, small and disadvantaged, Historically Underutilized Business Zones (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.

### ***Selected Examples of Recent Progress***

OSDBU continues to work 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 (clearance form) and made recommendations for small business set-aside acquisition strategies.

Hosted the Small Business and AbilityOne Program Awards Ceremony. The purpose of this ceremony was to recognize Small Businesses and AbilityOne Nonprofit Organizations for their outstanding service to the Department of Agriculture. We also recognize individuals and groups of USDA employees for their work with the Small Business and AbilityOne Communities.

In support of Rural Small Businesses, OSDBU hosted small business conferences in New Mexico and Alabama. Conference attendees had an opportunity to participate in a full day of workshops and panel discussions led by program and small business procurement officials from USDA, and other Federal agencies. Speakers included small businesses that had been awarded USDA contracts.

**AGENCY-WIDE PERFORMANCE**

**SUMMARY OF PERFORMANCE**

Departmental Administration (DA) was established to provide management leadership to ensure that the United States Department of Agriculture’s (USDA) administrative programs and policies meet the needs of USDA program organizations and are consistent with laws and mandates. DA’s functions include: human resources, procurement and property management, homeland security and small and disadvantaged business utilization.

DA has one strategic goal and three strategic objectives that contribute to one strategic objective within one of the Department’s Strategic Goals. The following table summarizes the results for the Departmental Key Performance Indicators (KPIs) for which DA is responsible.

**Table DA- 13 KPI-Research Studies**

<b>KPI</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2018 Target</b>	<b>2018 Result</b>	<b>2019 Target</b>	<b>2020 Target</b>
Maintain ranking of the Top 10 Best Places to Work in the Federal Government for large agencies by the Partnership for Public Service .....	7	16	Top 10	Not Met	Top 10	Top 10
Reduce the Department’s overall real property footprint through effective disposal and consolidation efforts (Million Square Feet).....	31.9	32.4	31.6	Not Met	31.2	30.3
Reduce the Department’s total number of light duty fleet vehicles (Thousand).....	29.4	22.6	28.8	Met	27.1	26.5

**SELECTED PAST ACCOMPLISHMENTS TOWARD THE ACHIEVEMENT OF THE KPI OUTCOMES**

USDA mapped the 2018 survey to the lowest organizational level and our response rate to the survey exceeded the government wide survey response rate.

USDA continues to reduce its real property footprint. Although the preliminary 2018 footprint result indicates USDA did not meet its target, this final number has not yet been validated by the General Services Administration, which is expected by mid-February. Office of Property and Fleet Management (OPFM) is working with Office of the Chief Financial Officer – Financial Management Services to develop a module in the Real Property Information System (CPAIS) to provide real-time real property footprint statistics.

OPFM conducted an in-depth Vehicle Utilization Survey that identified 12,493 underutilized vehicles. Of these, 4,274 have been targeted for disposal, which could result in \$26.9 million in potential cost reductions.

**SELECTED ACCOMPLISHMENTS EXPECTED AT THE 2020 PROPOSED RESOURCE LEVEL**

USDA will continue to include employee engagement in the performance plans for all members of the Senior Executive Service which require them to consider employee feedback, including from the employee survey, and respond to the results. Additionally, USDA has redefined and structured standardized timeframes around actions to deal with poor performers.

USDA is expected to continue to reduce its real property footprint by at least one percent annually, as it has for the past five years. This will be accomplished by continuing to enforce the USDA space utilization policy and identifying opportunities for space consolidation and collocation.

USDA will strive to reduce its fleet by two percent annually by continuing its vehicle allocation methodology studies and promoting vehicle sharing.

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 2016 - 2018.

<b>USDA ADVISORY COMMITTEES</b>			
Policy Area and Committee Title	2016 Allocation	2017 Allocation	2018 Allocation
<b>FOOD, NUTRITION, AND CONSUMER SERVICES:</b>			
National Advisory Council on Maternal, Infant and Fetal Nutrition	\$80,000	\$80,000	\$80,000
<b>FOOD SAFETY:</b>			
National Advisory Committee on Meat and Poultry Inspection	60,000	60,000	60,000
National Advisory Committee on Microbiological Criteria for Foods.	150,000	150,000	150,000
<b>RESEARCH, EDUCATION, AND ECONOMICS:</b>			
Advisory Committee on Biotechnology and 21 <sup>st</sup> Century Agriculture	274,000	274,000	274,000
Advisory Committee on Agriculture Statistics	70,000	70,000	70,000
<b>MARKETING AND REGULATORY PROGRAMS:</b>			
National Wildlife Services Advisory Committee	50,000	50,000	50,000
General Conference Committee on the National Poultry Improvement Plan	30,000	30,000	30,000
Advisory Committee on Animal Health	70,000	70,000	70,000
National Organic Standards Board	200,000	200,000	200,000
Fruit and Vegetable Industry Advisory Committee	100,000	100,000	100,000
Federal Grain Inspection Advisory Committee	75,000	75,000	75,000
<b>TRADE AND FOREIGN AGRICULTURAL AFFAIRS:</b>			
Agricultural Policy Advisory Committee for Trade	25,000	25,000	25,000
Agricultural Technical Advisory Committees for Trade	150,000	150,000	150,000
Advisory Committee on Emerging Markets	10,000	10,000	10,000

<b>USDA ADVISORY COMMITTEES</b>			
Policy Area and Committee Title	2016 Allocation	2017 Allocation	2018 Allocation
<b>FARM PRODUCTION AND CONSERVATION:</b>			
Agricultural Air Quality Task Force	170,000	170,000	170,000
<b>OFFICE OF PARTNERSHIPS &amp; PUBLIC ENGAGEMENT</b>			
Council for Native American Farming and Ranching	90,000	90,000	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
<b>Total Advisory Committees</b>	<b>\$1,837,000</b>	<b>\$1,837,000</b>	<b>\$1,837,000</b>
Advisory Committee Liaison Services	80,000	80,000	80,000
Contingencies/Reserve	83,000	83,000	83,000
<b>TOTAL, ADVISORY COMMITTEES LIMITATION</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>

## **STATUS OF PROGRAMS**

From 1983 through 1996, a central appropriation provided financial support for 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 (FY) 2018.

## **FOOD, NUTRITION, AND CONSUMER SERVICES**

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

The Council is a statutory committee that 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 Council's expenses are unique because they include the cost of lost wages and childcare for parent members.

The annual meeting of the Council was not held in 2018 due to membership vacancies and the lack of quorum. By law, the Council cannot conduct official business without a quorum of members. No funds were spent on the committee other than the minimal salary costs required to complete administrative actions. The Council is currently administratively inactive, as the charter expired in October 2018.

## **FOOD SAFETY**

### *National Advisory Committee on Meat and Poultry Inspection (NACMPI)*

The NACMPI was established as a discretionary committee 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 Committee is composed of 20 members. Six members were appointed September 28, 2018. Fourteen members are retiring at the end of this year after serving their 2-year appointments from 2016-2018. USDA published a Federal Register notice on October 9, 2018, soliciting nominations to fill the upcoming vacancies and balance the membership, per the Civil Rights Impact Analysis mandate. No plenary sessions were convened in 2018. The committee's charter is due to expire on November 3, 2018 with an intent to re-establish the committee in FY 2019.

### *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, Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC); the Department of Commerce, National Marine Fisheries Service (NMFS); and the Department of Defense participate in directing the work of this committee and all benefit from committee advice. The current NACMCF charter expires February 3, 2019; renewal is in process. The NACMCF appointments run from April 30, 2018 through April 30, 2020.

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 2018 the committee held a plenary meeting on August 7, 2018, where two draft reports on Salmonella Control Strategies in Poultry (FSIS Charge) and Virulence Factors and Attributes that Define Foodborne STEC as Severe Human Pathogens (FDA Charge) were adopted and two new Charges on 'The Use of Water in Animal Slaughter and Processing' and 'Appropriate Product Testing Procedures and Criteria to Verify Process Control for Microbial Pathogens in Ready-to-Eat Foods', from FSIS and FDA, respectively, were presented to the Committee.

Two Subcommittee Meetings -- August 7-10, 2018 (Washington, DC)  
Subcommittee on the Use of Water in Animal Slaughter and Processing  
Subcommittee on Appropriate Product Testing Procedures and Criteria to Verify Process Control for Microbial Pathogens in Ready-to-Eat Foods

## **RESEARCH, EDUCATION, AND ECONOMICS**

### *Advisory Committee on Biotechnology and 21<sup>st</sup> Century Agriculture (AC21)*

The AC21 is an agency authority committee whose charter expired on March 13, 2017 and the committee has remained administratively inactive in fiscal year 2018.

### *Advisory Committee on Agriculture Statistics*

The Advisory Committee on Agriculture Statistics was established as an agency authority committee 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.

The Committee met on November 2-3, 2017 in Louisville, KY. The Committee provided 9 recommendations to the Secretary following the meeting. For more information on the proceedings of the meeting, please see the following website:

[https://www.nass.usda.gov/About\\_NASS/Advisory\\_Committee\\_on\\_Agriculture\\_Statistics/index.php](https://www.nass.usda.gov/About_NASS/Advisory_Committee_on_Agriculture_Statistics/index.php)

The charter expired on September 6, 2018, and NASS intends to reestablish the committee in fiscal year 2019.

## **MARKETING AND REGULATORY PROGRAMS**

### *National Wildlife Services Advisory Committee*

The committee is established under agency authority to support the Animal and Plant Health Inspection Service (APHIS) Wildlife Service's (WS) program, which operates under the Agriculture Act of March 2, 1931 (commonly known as the "Animal Damage Control Act" or "ADCA"), 7 U.S.C. §§8351-8354, amended by Pub. L. 115-270, October 23, 2018, 132 Stat 3765. The purpose of the Committee is to advise the Secretary of Agriculture on policies and program issues necessary to manage damage caused by depreddating wildlife to protect America's agricultural, industrial, and natural resources, and to safeguard public health and safety.

The Committee expired on July 14, 2018 and intends to be reestablished in FY 2019. Upon reestablishment, the agency plans to solicit for new members and hold a meeting in FY 2019. The Committee's memberships will be composed of 20 persons representing a broad spectrum of agricultural, environmental, conservation, academic, animal welfare, and related interests.

### *General Conference Committee of the National Poultry Improvement Plan*

The General Conference Committee of the National Poultry Improvement Plan (NPIP) was established under an agency authority through Code of Federal Regulations (9 CFR) section 147.43 in 1935. NPIP is a successful Federal-State-industry cooperative program for controlling specific poultry diseases in the United States. The U.S. commercial poultry industry is an approximately \$40 billion industry. The Plan allows the application of new technology to improve poultry and poultry products throughout the country. The NPIP is governed by the General Conference Committee (GCC), the Official Federal Advisory Committee to the Secretary of Agriculture on poultry

health. Recommendations are made at the National Biennial Conferences (held every other year) by official delegates representing participating flock owners, breeders, and hatchery owners from all cooperating States and territories, in accordance with title 9, *Code of Federal Regulations* (9 CFR) Part 147, Subpart E. The GCC can, on a limited basis, make an interim approval of a change until the change is published in the Federal Register. In FY 2018, during the official GCC meeting, approval was recommended for a new Salmonella diagnostic test, which can be used to quickly detect disease within the poultry industry.

Accomplishments of the NPIP-GCC for 2018 at the General Conference Committee Meeting:

1. Approved and accepted the 2017 minutes as written.
2. Approval recommended for one proposed new Salmonella diagnostic test.
3. Offered several informative presentations at the conference: update from Animal and Plant Health Inspection Service (APHIS)/ Veterinary Services' (VS) concerning the LPAI Program in regard to Indemnity, Compensation; Initial State Response and Containment Plans (ISRCP) guidance and recommendations; update from the USDA Agriculture Research Services on Avian Influenza in the USA; and updates from industry on *Salmonella* and *Mycoplasma*.
4. The outgoing GCC members were honored and presented their Certificates of Appreciation signed by the Secretary.
5. Granted approval for Biennial Conference delegates to consider two late submitted proposals to amend 9 CFR Part 56 and Part 147.
6. Submitted 36 recommended proposals to update the 9-CFR (NPIP Provisions) and NPIP Program Standards.

The GCC met all the goals listed in the 2017 Report during 2018.

#### *Advisory Committee on Animal Health*

The Secretary's Advisory Committee on Animal Health (SACAH) is established under Departmental Regulation 1043-31 as an agency authority committee that advises the Secretary on strategies, policies, and programs to prevent, control, and/or eradicate diseases of national significance. The Committee approaches animal health from a one-health perspective, which considers emerging and other animal diseases, public health, livestock economies, comprehensive surveillance, animal disease traceability, animal import/export strategies, natural resources, and other related aspects of animal agriculture.

The previous Committee members' appointments expired in April and August of 2017. New committee nominations were submitted in July 2018. During FY2018, the committee was unable to hold any meetings due to the expired committee members' appointments and the charter's expiration on September 2, 2018.

In late September 2018, the agency submitted the charter requesting consideration for the reestablishment of SACAH for an additional 2-years beginning in FY2019. The Agency intends to reestablish the committee and anticipates seating members in late calendar year 2018 in order to conduct at least one face-to-face meeting in FY 2019.

There were no subcommittees established for this committee during FY 2018.

#### *National Organic Standards Board*

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 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 2018 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.

One NOSB member's term expired in FY 2018, and one member resigned her seat early due to an unforeseen work conflict. The NOP filled those two vacancies in FY 2018. The Board met in-person twice in FY 2018: in October 2017 in Jacksonville, Florida, and in April 2018 in Tucson, Arizona. At each meeting the NOSB discussed substances used in organic crop, livestock, and handling/processing production, as well as organic standards and procedures that impact the entire organic community. During each of the public meetings, the NOSB heard updates from the NOP, listened to oral testimony from over 300 interested public members, discussed a large volume of agenda items, and voted on recommendations to the Secretary of Agriculture. The NOSB subsequently made a total of 18 recommendations to Secretary Perdue. Topics discussed at each of the meetings included materials on the List of Allowed and Prohibited Substances (The National List) that must be reviewed every five years; substances petitioned for addition to the National List; research priorities for the USDA to support the organic sector; and import oversight.

#### *Fruit and Vegetable Industry Advisory Committee*

The Fruit and Vegetable Industry Advisory Committee (Committee) is established under Departmental Regulation 1042-139 as an agency authority committee. The committee consists of 25 members of the fruit and vegetable industry who represent the following sectors: growers, packers, and shippers; wholesalers and distributors; retailers and restaurateurs; State Department of Agriculture leadership; trade association and organization executives; processors; importers and exporters; foodservice suppliers and brokers; organic producers; and farmer's market and food hub representatives. The Committee represents 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 usually meets an average of twice per fiscal year.

The Committee charter was reestablished on March 26, 2018, for a two-year period. The Committee did not meet in FY 2018. During the re-establishment of the charter, the Committee members' terms expired, and nominations were solicited in FY 2018 to fill all 25 vacant seats in FY19.

#### *Grain Inspection Advisory Committee*

The Grain Inspection Advisory Committee (GIAC) is a statutory committee established under Section 21 of 7. U.S.C. 87j. The purpose of the Advisory Committee is to provide advice to the Secretary with respect to the implementation of the United States Grain Standards Act (USGSA), as amended. The committee accomplishes its purpose by providing advice to the Grain Inspection, Packers and Stockyards Administration (GIPSA) Administrator on the implementation of the U.S. Grain Standards Act and Agricultural Marketing Act of 1946.

In FY 2018, the GIAC members met with the Agricultural Marketing Service (AMS) staff on September 5-6, 2018, in Kansas City, Missouri. At this meeting the following issues were addressed and discussed: general program updates, compliance review updates, exceptions, boundary study, delegation documents, hard and vitreous kernels of amber color testing methods, LED lighting, Near-Infrared (NIR) Equivalency, equipment approval process, Mycotoxin test kits, rice mill study, falling number testing, international trade issues, standards under review, service in Texas, licensing program, staffing initiatives, Federal Grain Inspection Service-FGISonline updates, financial status, and APHIS & AMS collaborative soybean survey.

For GIAC Committee recommendations to AMS can be viewed at the following address:

<https://gipsa.usda.gov/fgis/advisorycommittee.aspx>

### **TRADE & FOREIGN AGRICULTURAL AFFAIRS**

#### *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 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.

The Secretary of Agriculture and the United States Trade Representative appoint 20-40 members jointly to be reasonably representative of U.S. organizations and persons interested in the respective agricultural commodities. Members serve at the discretion of the Secretary of Agriculture and the United States Trade Representative. 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 2018, a range of timely and sensitive agricultural trade issues were discussed, including the following:

1. Assessment of the benefits of the recently concluded U.S.-Mexico-Canada Trade Agreement (a modernized version of the North American Free Trade Agreement);
2. Assessment of the benefits of the recently concluded revisions to the U.S.-Korea Free Trade Agreement;
3. Negotiating objectives for upcoming negotiations with Japan and Israel;
4. Various World Trade Organization (WTO) trade agreement enforcement actions affecting the agricultural sector, (i.e., 2019 Refined Sugar and Sugar Containing Products WTO Tariff Rate Quota (TRQ) allocation, additional duties on imports (i.e., China), partially related to Section 301 and Section 232 investigations; and
5. 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. This committee has been administratively inactive since 2011.

## **FARM PRODUCTION AND CONSERVATION**

### *Agricultural Air Quality Task Force (AAQTF or the Task Force)*

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 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.

The AAQTF charter expired on April 16, 2017 and has not been renewed by the Secretary of Agriculture. There was no activity from October 1, 2017 to September 30, 2018. There were 26 active members on the AAQTF, whose two-year terms officially expired January 27, 2018.

## **OFFICE OF PARTNERSHIPS AND PUBLIC ENGAGEMENT**

### *Council for Native American Farming and Ranching*

The Settlement Agreement that resolved *Keepseagle v. Perdue*, approved by the United States District Court for the District of Columbia, required the Secretary of Agriculture to establish the Council for Native American Farming and Ranching (CNAFR or Council). These settlement agreement provisions remained in effect for five years from its approval by the court, which expired on April 28, 2016. Subsequently, the Secretary re-established the Council until July 11, 2018 (an additional two-year term) under his discretionary authority, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2.

Reflecting 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, Director of the Office of Tribal Relations or delegate; the Assistant Secretary for Civil Rights or delegate; the Natural Resources Conservation Service Chief or delegate.

In FY2018, two meetings were held: November 2017 (teleconference) and June 2018 (in-person). Each meeting had a designated time for public comment, and the in-person meeting was open to the public.

The CNAFR approved recommendations be sent to the Secretary in FY2018. For recommendations and more information about CNAFR such as transcripts, notes, 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>.

### *Minority Farmer Advisory Committee*

The Advisory Committee on Minority Farmers Committee is a statutory committee authorized pursuant to section 14008 of the Food Conservation, and Energy Act of 2008, Pub. L. 110-246, 122 Stat. 1651, 2008 (7 U.S.C. 2279). The committee is comprised of 15 committee members. All members' terms expired as of June 4, 2017. The committee had no public meetings in FY 2018. The charter is due to expire on December 13, 2018. The agency intends to request the Secretary to renew the charter in FY 2019, so the committee can hold meetings in FY2019.

This agency has three subcommittees with concentration in the following Program areas:

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

A Federal Register Notice will be published in FY2019 to solicit new members for the committee. Once the list of applicants is compiled and vetted, a panel will be formed to select applicants for Secretary's approval. New committee members are expected to be appointed to 1- and 2-year staggered terms during the first or second quarter of FY 2019. The primary focus of the committee 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.

### *Advisory Committee on Beginning Farmers and Ranchers*

The Beginning Farmers and Ranchers Advisory Committee (BFRAC) is a statutory committee authorized pursuant to Section 5 of the Agricultural Credit Improvement Act of 1992. The Committee's purpose is to advise the

Secretary on ways to develop programs that assist new farmers and ranchers by providing new opportunities. The Committee's charter was renewed on August 29, 2017.

Committee members were appointed on April 20, 2016 for both 1-and 2-year terms, which expired on April 19, 2017, and April 19, 2018, respectively. Currently, the Committee's 20 members' terms have all expired as of April 2018.

A Federal Register Notice was published on March 2017 and again recently on October 17, 2018, to solicit new members for the committee. Once the list of applicants is compiled and vetted, a panel will be formed to select applicants for Secretary's approval. New committee members are expected to be appointed to 1- and 2-year staggered terms during the first or second quarter in FY 2019.

The committee only hosted one meeting in FY 2018, which was held in March 2018 in Tampa, Florida. The committee also conducted several administrative conference calls. These meetings resulted in a set of recommendations submitted to the Secretary on April 18, 2018.

Once the new committee is formed, OPPE will continue to provide guidance to the Committee on the Secretary's agenda via in-person meetings, teleconferences and e-mails.

#### *USDA/Hispanic Association of Colleges and Universities (HACU)*

The USDA/HACU Leadership Group serves as an advisory body to provide guidance and direction to USDA on matters of mutual benefit emanating from USDA/HACU partnership initiatives. This body consists of an equal number of members from USDA and HACU-member institutions and has the responsibility to make recommendations to the Secretary of Agriculture and the President of HACU. The Secretary of Agriculture appoints a Co-Chairperson of the USDA/HACU Leadership Group and all of the USDA members. The President of HACU nominates a Co-Chairperson of the USDA/HACU Leadership Group and all of the HACU members for secretarial approval. This partnership provides a cooperative framework for the parties to develop and maintain a USDA Hispanic-Serving Institutions (HSIs) and Hispanic-Serving Agricultural Colleges and Universities (HSACUs) agenda that helps Hispanic Americans achieve education excellence and to contribute to the fulfillment of the USDA mission. This collaborative agenda is focused on promoting agriculture, food and environmental sciences, and other agriculture-related careers for students attending HSIs and HSACUs. Other focal areas address increasing employment opportunities in USDA for students attending HACU-member institutions and supporting capacity enhancement of HACU-member institutions and their faculty. Fiscal Year 2018 remained a transition year due to the change of Administration. As a result, the Leadership Group did not meet. Work is currently underway for the Secretary to appoint new members. The Committee's 2018 budget allocation was \$20,000.

#### **AUTHORITY AND COMPOSITION OF USDA ADVISORY COMMITTEES IN EXISTENCE IN FY 2018**

	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
<b>FOOD, NUTRITION AND CONSUMER SERVICES:</b>			
National Advisory Council on Maternal, Infant and Fetal Nutrition	FNS	(S) 42 U.S.C. 1786	24
<b>FOOD SAFETY:</b>			
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	(D) Departmental Regulation 1043-28	30
<b>RESEARCH, EDUCATION, AND ECONOMICS:</b>			
Advisory Committee on Biotechnology and 21 <sup>st</sup> Century Agriculture	ARS	(D) Departmental Regulation 1043-049	20-25
Advisory Committee on Agriculture Statistics	NASS	Departmental Regulation 1042-130	20
<b>MARKETING AND REGULATORY PROGRAMS:</b>			

2020 USDA EXPLANATORY NOTES – ADVISORY COMMITTEES

National Wildlife Services Advisory Committee	APHIS	(D) Departmental Regulation 1043-27	20
General Conference Committee of the National Poultry Improvement Plan	APHIS	(D) Departmental Regulation 1043-8	7
Advisory Committee on Animal Health	APHIS	(D) Departmental Regulation 1043-31	20
National Organic Standards Board	AMS	(S) 7 U.S.C. 6518	15
Fruit and Vegetable Industry Advisory Committee	AMS	(D) Departmental Regulation 1042-139	25
Federal Grain Inspection Advisory Committee	AMS	(S) P. L. 103-156 7 U.S.C. 87i	15

2020 USDA EXPLANATORY NOTES – ADVISORY COMMITTEES

Committee Title	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
<b>TRADE AND FOREIGN AGRICULTURAL AFFAIRS:</b>			
Agricultural Policy Advisory Committee for Trade	FAS	(S) P.L. 93–618	36
Agricultural Technical Advisory Committees for Trade:			
Animals & Animal Products	FAS	(D) P.L.93–618/ Departmental Regulation 1042-68	19
Fruits and Vegetables	FAS	(D) P.L.93–618/ Departmental Regulation 1042-68	22
Grains, Feed & Oilseeds	FAS	(D) P.L.93–618/ Departmental Regulation 1042-68	27
Sweeteners and Sweetener Products	FAS	(D) P.L.93–618/ Departmental Regulation 1042-68	14
Tobacco, Cotton, Peanuts and Planting Seeds	FAS	(D) P.L.93–618/ Departmental Regulation 1042-68	13
Processed Foods	FAS	(D) P.L.93–618/ Departmental Regulation 1042-68	27
Advisory Committee on Emerging Markets	FAS	(S) 7 U.S.C. 1421	20
<b>FARM PRODUCTION AND CONSERVATION:</b>			
Agricultural Air Quality Task Force	NRCS	(S) 7 U.S.C. 5405	Unlimited
<b>OFFICE OF PARTNERSHIPS AND PUBLIC ENGAGEMENT:</b>			
Council for Native American Farming and Ranching	OTR	(D) 5 U.S.C. App 2	15
Minority Farmer Advisory Committee.	OAO	(S) 7 CFR U.S.C 2279	15
Advisory Committee on Beginning Farmers and Ranchers.	OAO	(S) 7 U.S.C. 1929	20
USDA/Hispanic Association of Colleges and Universities Leadership Group	OAO	(D) Memorandum of Agreement dated 10/96	8