

2013 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. Usually, specific appropriations are provided to carry out these projects. 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, 2011, there were 118 OSEC employees located in Washington, DC.

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

(Dollars in thousands)

Item	2010 Actual		2011 Actual		2012 Estimate		2013 Estimate	
	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years
Salaries and Expenses:								
Discretionary Appropriations.....	\$18,055	75	\$17,239	80	\$15,966	62	\$17,202	66
Rescission.....	-	-	-37	-	-	-	-	-
Transfers Out.....	-2,023	-	-1,866	-	-1,586	-	a/	-
Total Available.....	16,032	75	15,336	80	14,380	62	17,202	66
Lapsing Balances.....	-736	-	-425	-	-	-	-	-
Obligations.....	15,296	75	14,911	80	14,380	62	17,202	66
<u>Obligations under other USDA appropriations:</u>								
Advisory Committee Liaison Services.....	192	2	372	2	374	2	374	2
Faith Based Initiative.....	409	4	403	4	409	4	409	4
Office of Tribal Relations Agreements.....	1,116		75	1	172	2	172	2
Intertribal Technical Assistance Network.....	2,000		1,996	1	2,000	-	2,000	-
Environmental Markets.....	475	2	-	-	-	-	-	-
Other Reimbursable Programs.....	4,262	13	5,386	30	7,224	56	7,300	50
Total, Other Agriculture Appropriations.....	8,454	21	8,232	38	10,179	64	10,255	58
Total, OSEC.....	23,750	96	23,143	118	24,559	126	27,457	124

a/ Transfer amount for 2013 has not been determined yet.

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

Item	2010 Actual			2011 Actual			2012 Estimate			2013 Estimate		
	Wash. D.C.	Field	Total									
SES.....	39	-	39	42	-	42	43	-	43	43	-	43
GS-15.....	21	-	21	23	-	23	23	-	23	23	-	23
GS-14.....	4	-	4	6	-	6	8	-	8	8	-	8
GS-13.....	6	-	6	8	-	8	9	-	9	9	-	9
GS-12.....	8	-	8	9	-	9	10	-	10	9	-	9
GS-11.....	10	-	10	10	-	10	10	-	10	10	-	10
GS-10.....	4	-	4	2	-	2	2	-	2	2	-	2
GS-9.....	2	-	2	12	-	12	12	-	12	12	-	12
GS-8.....	1	-	1	1	-	1	1	-	1	1	-	1
GS-7.....	1	-	1	5	-	5	6	-	6	6	-	6
GS-5.....	-	-	-	-	-	-	2	-	2	1	-	1
Total Perm. Positions.....	96	-	96	118	-	118	126	-	126	124	-	124
Total, Perm. Full-Time Employment, EOY.....	96	-	96	118	-	118	126	-	126	124	-	124
Staff Year Est.....	96	-	96	118	-	118	126	-	126	124	-	124

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 of Agriculture, [\$4,550,000] \$5,051,000: *Provided*, That not to exceed \$11,000 of this amount shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary.

Office of Tribal Relations

For necessary expenses of the Office of Tribal Relations, [\$448,000] \$498,000, to support communication and consultation activities with Federally Recognized Tribes, as well as other requirements established by law.

Office of the Assistant Secretary for Civil Rights

For necessary expenses of the Office of the Assistant Secretary for Civil Rights, [\$848,000] \$893,000.

Office of the Assistant Secretary for Administration

For necessary expenses of the Office of the Assistant Secretary for Administration, [\$764,000] \$804,000.

Office of the Assistant Secretary for Congressional Relations
(Including Transfers of Funds)

1 For necessary expenses of 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, [\$3,576,000] \$3,869,000: *Provided*, That these funds 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 by this appropriation may be obligated after 30 days from the date of enactment of this Act, unless the Secretary has notified the Committees on Appropriations of both Houses of Congress on the allocation of these funds by USDA agency: *Provided further*, That no other funds appropriated to the Department by this Act shall be available to the Department for support of activities of congressional relations].

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, [\$848,000] \$893,000.

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, [\$848,000] \$893,000.

Office of the Under Secretary for Food Safety

For necessary expenses of the Office of the Under Secretary for Food Safety, [\$770,000] \$811,000.

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, [\$848,000] \$893,000.

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, [\$848,000] \$893,000.

Office of the Under Secretary for Rural Development

For necessary expenses of the Office of the Under Secretary for Rural Development, [\$848,000] \$893,000.

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, [\$770,000] \$811,000.

- 1 The first change in language is for the purpose of deleting language in the Consolidated and Furthering Continuing Appropriations Act, 2012, 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

Appropriations Act, 2012.....	\$15,966,000
Budget Estimate, 2013.....	17,202,000
Change from 2012 Appropriation.....	<u>+ 1,236,000</u>

Summary of Increases and Decreases

(Dollars in thousands)

	2010 Actual	2011 Change	2012 Change	2013 Change	2013 Estimate
Discretionary Appropriations:					
Office of the Secretary.....	\$3,663	-\$7	-	+\$501	\$5,051
Cross-Cutting Trade Negotiations and BioTechnology Resources.....	1,622	-227	-\$501	a/	a/
Total, Office of the Secretary.....	5,285	-234	-501	+501	5,051
Under and Assistant Secretaries:					
Office of Tribal Relations.....	1,000	-502	-50	+50	498
Civil Rights.....	895	-2	-45	+45	893
ADM.....	806	-2	-40	+40	804
Congressional Relations.....	1,945	+58	-13	+1,879	3,869
REE.....	895	-2	-45	+45	893
MRP.....	895	-2	-45	+45	893
Food Safety.....	813	-2	-41	+41	811
FFAS.....	895	-2	-45	+45	893
NRE.....	895	-2	-45	+45	893
RD.....	895	-2	-45	+45	893
FNCS.....	813	-2	-41	+41	811
Subtotal.....	16,032	-696	-956	+2,822	17,202
Transfer to Other Agencies.....	2,023	-157	-280	-1,586	a/
Total Appropriation or Change.....	18,055	-853	-1,236	+1,236	17,202

a/ Transfer amount to USDA agencies for Cross-Cutting Trade Negotiations and BioTechnology Resources to be determined.

OFFICE OF THE SECRETARY

Project Statement
(On basis of appropriations)
(Dollars in thousands)

Program	2010 Actual		2011 Actual		2012 Estimate		Change		2013 Estimate	
	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years
Discretionary Appropriations:										
Office of the Secretary.....	\$3,663	19	\$3,656	20	\$3,656	18	+\$1,395	+2	\$5,051	20
Cross-Cutting Trade Negotiations and BioTechnology Resources.....										
	1,622	-	1,395	-	894	-	-894	-	a/	-
Under/Assistant Secretaries										
Office of Tribal Relations.....	1,000	5	498	5	448	2	+50	-	498	2
Civil Rights.....	895	5	893	5	848	3	+45	-	893	3
ADM.....	806	4	804	4	764	3	+40	-	804	3
Congressional Relations.....	1,945	14	2,003	17	1,990	15	+1,879	+2	3,869	17
REE.....	895	4	893	4	848	3	+45	-	893	3
MRP.....	895	4	893	4	848	3	+45	-	893	3
Food Safety.....	813	4	811	4	770	3	+41	-	811	3
FFAS.....	895	4	893	4	848	3	+45	-	893	3
NRE.....	895	4	893	4	848	3	+45	-	893	3
RD.....	895	4	893	5	848	3	+45	-	893	3
FNCS.....	813	4	811	4	770	3	+41	-	811	3
Total Adjusted Appropriations.....	16,032	75	15,336	80	14,380	62	+2,822 (1)	+4	17,202	66
Rescissions and Transfers (Net).....	2,023	-	1,903	-	1,586	-	-1,586	-	b/	-
Total Appropriation.....	18,055	75	17,239	80	15,966	62	1,236 (1)	+4	17,202	66
Transfers to other agencies:										
Congressional Relations.....	-2,023	-	-1,866	-	-1,586	-	b/	-	b/	-
Rescission.....	-	-	-37	-	-	-	-	-	-	-
Total Available.....	16,032	75	15,336	80	14,380	62	+1,236	+4	17,202	66
Lapsing Balances.....	-736	-	-425	-	-	-	-	-	-	-
Total Obligations.....	15,296	75	14,911	80	14,380	62	+1,236	+4	17,202	66

a/ Amount to be transferred to USDA agencies for Cross-Cutting Trade Negotiations and BioTechnology Resources to be determined for 2012 and 2013.

b/ Amount to be transferred to USDA agencies for Congressional Relations to be determined for 2013.

OFFICE OF THE SECRETARY

Project Statement
(On basis of obligations)
(Dollars in thousands)

Program	2010 Actual		2011 Actual		2012 Estimate		Change		2013 Estimate	
	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years
Discretionary Obligations:										
Office of the Secretary.....	\$3,106	19	\$3,426	20	\$3,656	18	+\$1,395	+2	\$5,051	20
Cross-Cutting Trade Negotiations and BioTechnology Resources.....										
	1,622	-	1,395	-	894	-	-894	-	a/	-
Under/Assistant Secretaries:										
Office of Tribal Relations.....	945	5	497	5	448	2	+50	-	498	2
Civil Rights.....	895	5	892	5	848	3	+45	-	893	3
ADM.....	794	4	771	4	764	3	+40	-	804	3
Congressional Relations.....	1,945	14	1,969	17	1,990	15	+1,879	+2	3,869	17
REE.....	895	4	880	4	848	3	+45	-	893	3
MRP.....	886	4	891	4	848	3	+45	-	893	3
Food Safety.....	785	4	787	4	770	3	+41	-	811	3
FFAS.....	895	4	863	4	848	3	+45	-	893	3
NRE.....	893	4	864	4	848	3	+45	-	893	3
RD.....	895	4	890	5	848	3	+45	-	893	3
FNCS.....	740	4	786	4	770	3	+41	-	811	3
Total Obligations.....	15,296	75	14,911	80	14,380	62	+2,822	+4	17,202	66
Lapsing Balances.....	736	-	425	-	-	-	-	-	-	-
Total Available.....	16,032	75	15,336	80	14,380	62	+2,822	+4	17,202	66
Transfers Out.....	2,023	-	1,866	-	1,586	-	-1,586	-	b/	-
Rescission.....	-	-	37	-	-	-	-	-	-	-
Total Appropriation.....	18,055	75	17,239	80	15,966	62	+1,236 (1)	+4	17,202	66

a/ Amount to be transferred to USDA agencies for Cross-Cutting Trade Negotiations and BioTechnology Resources to be determined for 2012 and 2013.

b/ Amount to be transferred to USDA agencies for Congressional Relations to be determined for 2013.

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 \$1,236,000 and 4 staff years (\$15,966,000 and 62 staff years available in 2012) to fund the Office of the Secretary.

(a) An increase of \$44,000 to fund increased pay costs.

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

(b) An increase of \$1,192,000 and 4 staff years to fund increased operating costs.

This increase in funding and additional staff years are needed for higher operating and support staff costs and to improve the oversight, policy guidance and supervision of the programs and activities of the Department. The four additional staff will be added to the Immediate Office and the Office of Congressional Relations. In past years the Office of the Secretary has been financially constrained, often having to shift the burden of staff support and overhead costs onto their constituent agencies. This increase in funding will reduce the expenses paid by supporting agencies and will allow the agencies to apply funds to their programs and activities.

Geographic Breakdown of Obligations and Staff Years

(Dollars in thousands)

State/Territory	2010 Actual		2011 Actual		2012 Estimate		2013 Estimate	
	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years
District of Columbia.....	\$15,296	75	\$14,911	80	\$14,380	62	\$17,202	66
Lapsing Balances.....	736	-	425	-	-	-	-	-
Total, Available.....	16,032	75	15,336	80	14,380	62	17,202	66

OFFICE OF THE SECRETARY

Classification by Objects
(Dollars in thousands)

	2010 Actual	2011 Actual	2012 Estimate	2013 Estimate
Personnel Compensation:				
Washington D.C.....	\$8,997	\$9,288	\$8,140	\$10,309
11 Total personnel compensation.....	8,997	9,288	8,140	10,309
12 Personal benefits.....	2,413	2,567	2,099	2,814
13.0 Benefits for former personnel.....	-	17	18	18
Total, personnel comp. and benefits.....	11,410	11,872	10,257	13,141
Other Objects:				
21.0 Travel and transportation of persons.....	1,046	922	783	783
22.0 Transportation of things.....	2	-	2	2
23.3 Communications, utilities, and misc. charges.....	762	672	610	609
24.0 Printing and reproduction.....	233	297	205	205
25 Other contractual services.....	156	360	650	650
25.1 Advisory and assistance services.....	-	95	90	90
25.3 Other purchases of goods and services from Federal sources.....	85	53	200	200
25.4 Operation and maintenance of facilities.....	1,106	47	922	863
25.5 Research and development contracts.....	-	301	450	450
26.0 Supplies and materials.....	356	234	165	163
31.0 Equipment.....	140	58	46	46
43.0 Investments and Loans.....	-	2	-	-
Total, Other Objects.....	3,886	3,039	4,123	4,061
99.9 Total, new obligations a/.....	15,296	14,911	14,380	17,202
Position Data:				
Average Salary (dollars), ES Position.....	\$157,668	\$156,928	\$161,000	\$161,000
Average Salary (dollars), GS Position.....	\$93,474	\$96,384	\$97,000	\$97,000
Average Grade, GS Position.....	13.3	13.4	13.4	13.4

a/ Excludes transfers to agencies from the Office of Congressional Relations.