

2014 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, 2012, there were 114 permanent full-time employees, with 110 located in Washington, DC, one in Arkansas, one in California, one in Louisiana, and one in New Mexico.

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 (SY)  
(Dollars in thousands)

| Item  | 2011 Actual |     | 2012 Actual |     | 2013 Estimate |     | 2014 Estimate |     |
|---|-------------|-----|-------------|-----|---------------|-----|---------------|-----|
|   | Amount      | SY  | Amount      | SY  | Amount        | SY  | Amount        | SY  |
| <b>Salaries and Expenses:</b>                       |             |     |             |     |               |     |               |     |
| Discretionary Appropriations.....                   | \$17,239    | 80  | \$15,966    | 62  | \$16,064      | 62  | \$17,314      | 65  |
| Rescission.....                                     | -37         | -   | -           | -   | -             | -   | -             | -   |
| Transfers Out.....                                  | -1,866      | -   | -1,586      | -   | a/            | -   | a/            | -   |
| Total Available.....                                | 15,336      | 80  | 14,380      | 62  | 16,064        | 62  | 17,314        | 65  |
| Lapsing Balances.....                               | -425        | -   | -581        | -   | -             | -   | -             | -   |
| Subtotal Obligations, OSEC.....                     | 14,911      | 80  | 13,799      | 62  | 16,064        | 62  | 17,314        | 65  |
| <b>Obligations under other USDA appropriations:</b> |             |     |             |     |               |     |               |     |
| Advisory Committee Liaison Services.....            | 372         | 2   | 374         | 2   | 341           | 2   | 341           | 2   |
| Faith Based Initiative.....                         | 403         | 4   | 408         | 4   | 371           | 3   | 371           | 3   |
| Office of Tribal Relations Agreements.....          | 75          | 1   | 75          | 1   | 75            | 1   | 75            | 1   |
| Intertribal Technical Assistance Network.....       | 1,996       | 1   | 2,000       | 1   | 1,832         | 1   | 1,832         | 1   |
| Other Reimbursable Programs.....                    | 5,386       | 30  | 7,682       | 52  | 7,855         | 55  | 7,934         | 55  |
| Total, Other Agriculture Appropriations.....        | 8,232       | 38  | 10,539      | 60  | 10,474        | 62  | 10,553        | 62  |
| Total, OSEC.....                                    | 23,143      | 118 | 24,338      | 122 | 26,538        | 124 | 27,867        | 127 |

a/ Transfer amount for 2013 and 2014 have not been determined yet.

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

| Item   | 2011 Actual   |       |       | 2012 Actual   |       |       | 2013 Estimate |       |       | 2014 Estimate |       |       |
|--|---------------|-------|-------|---------------|-------|-------|---------------|-------|-------|---------------|-------|-------|
|  | Wash.<br>D.C. | Field | Total |
| SES.....   | 42            | -     | 42    | 38            | 1     | 39    | 43            | -     | 43    | 43            | -     | 43    |
| GS-15.....   | 23            | -     | 23    | 14            | 1     | 15    | 23            | -     | 23    | 26            | -     | 26    |
| GS-14.....   | 6             | -     | 6     | 6             | 1     | 7     | 8             | -     | 8     | 8             | -     | 8     |
| GS-13.....   | 8             | -     | 8     | 10            | 1     | 11    | 8             | 1     | 9     | 8             | 1     | 9     |
| GS-12.....   | 9             | -     | 9     | 9             | -     | 9     | 9             | -     | 9     | 9             | -     | 9     |
| GS-11.....   | 10            | -     | 10    | 13            | -     | 13    | 10            | -     | 10    | 10            | -     | 10    |
| GS-10.....   | 2             | -     | 2     | 3             | -     | 3     | 2             | -     | 2     | 2             | -     | 2     |
| GS-9.....  | 12            | -     | 12    | 11            | -     | 11    | 12            | -     | 12    | 12            | -     | 12    |
| GS-8.....  | 1             | -     | 1     | 1             | -     | 1     | 1             | -     | 1     | 1             | -     | 1     |
| GS-7.....  | 5             | -     | 5     | 1             | -     | 1     | 6             | -     | 6     | 6             | -     | 6     |
| GS-5.....  | -             | -     | -     | 3             | -     | 3     | 1             | -     | 1     | 1             | -     | 1     |
| GS-4.....  | -             | -     | -     | 1             | -     | 1     | -             | -     | -     | -             | -     | -     |
| Total Perm.<br>Positions.....                        | 118           | -     | 118   | 110           | 4     | 114   | 123           | 1     | 124   | 126           | 1     | 127   |
| Total, Perm.<br>Full-Time<br>Employment,<br>EOY..... | 118           | -     | 118   | 110           | 4     | 114   | 123           | 1     | 124   | 126           | 1     | 127   |
| Staff Year Est.....                                  | 118           | -     | 118   | 118           | 4     | 122   | 123           | 1     | 124   | 126           | 1     | 127   |

OFFICE OF THE SECRETARY

The estimates include appropriation language for this item as follows:

Salaries and Expenses:

Office of the Secretary

*For necessary expenses of the Office of the Secretary, \$5,086,000: 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 the Assistant Secretary for Civil Rights

*For necessary expenses of the Office of the Assistant Secretary for Civil Rights, \$898,000.*

Office of the Assistant Secretary for Administration

*For necessary expenses of the Office of the Assistant Secretary for Administration, \$809,000.*

Office of Tribal Relations

*For necessary expenses of the Office of Tribal Relations, \$502,000, to support communication and consultation activities with Federally Recognized Tribes, as well as other requirements established by law.*

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

*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, \$3,897,000: 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.*

Office of the Under Secretary for Research, Education and Economics

*For necessary expenses of the Office of the Under Secretary for Research, Education and Economics, \$898,000.*

Office of the Under Secretary for Marketing and Regulatory Programs

*For necessary expenses of the Office of the Under Secretary for Marketing and Regulatory Programs, \$898,000.*

Office of the Under Secretary for Food Safety

*For necessary expenses of the Office of the Under Secretary for Food Safety, \$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, \$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, \$898,000.*

Office of the Under Secretary for Rural Development

*For necessary expenses of the Office of the Under Secretary for Rural Development, \$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, \$816,000.*

OFFICE OF THE SECRETARY

Lead-Off Tabular Statement

|                              |                    |
|------------------------------|--------------------|
| 2013 Estimate.....           | \$16,064,000       |
| Budget Estimate, 2014.....   | <u>17,314,000</u>  |
| Change in Appropriation..... | <u>+ 1,250,000</u> |

Summary of Increases and Decreases

(Dollars in thousands)

|  | 2011          | 2012          | 2013          | 2014          | 2014            |
|--|---------------|---------------|---------------|---------------|-----------------|
|  | <u>Actual</u> | <u>Change</u> | <u>Change</u> | <u>Change</u> | <u>Estimate</u> |
| Discretionary Appropriations:  |               |               |               |               |                 |
| Office of the Secretary.....   | \$3,656       | -             | +\$28         | +\$508        | \$5,086         |
| Cross-Cutting Trade Negotiations<br>and BioTechnology Resources..... | 1,395         | -\$501        | <u>a/</u>     | <u>a/</u>     | <u>a/</u>       |
| Total, Office of the Secretary.....                                  | 5,051         | -501          | +28           | +508          | 5,086           |
| Under/Assistant Secretaries:   |               |               |               |               |                 |
| Civil Rights.....  | 893           | -45           | +5            | +45           | 898             |
| ADM.....   | 804           | -40           | +5            | +40           | 809             |
| Office of Tribal Relations.....                                      | 498           | -50           | +3            | +51           | 502             |
| Congressional Relations.....   | 2,003         | -13           | +1,608        | +299          | 3,897           |
| REE.....   | 893           | -45           | +5            | +45           | 898             |
| MRP.....   | 893           | -45           | +5            | +45           | 898             |
| Food Safety.....   | 811           | -41           | +5            | +41           | 816             |
| FFAS.....  | 893           | -45           | +5            | +45           | 898             |
| NRE.....   | 893           | -45           | +5            | +45           | 898             |
| RD.....  | 893           | -45           | +5            | +45           | 898             |
| FNCS.....  | 811           | -41           | +5            | +41           | 816             |
| Subtotal.....  | 15,336        | -956          | +1,684        | +1,250        | 17,314          |
| Transfer to Other Agencies.....                                      | 1,866         | -280          | -1,586        | <u>b/</u>     | <u>b/</u>       |
| Total Appropriation or Change.....                                   | <u>17,202</u> | <u>-1,236</u> | <u>+98</u>    | <u>+1,250</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 for 2013 and 2014.

OFFICE OF THE SECRETARY  
Project Statement  
 Appropriations Detail and Staff Years (SY)  
 (Dollars in thousands)

| Program   | 2011 Actual |    | 2012 Actual |    | 2013 Estimate |    | Inc. or Dec. |    | 2014 Estimate |    |
|---|-------------|----|-------------|----|---------------|----|--------------|----|---------------|----|
|   | Amount      | SY | Amount      | SY | Amount        | SY | Amount       | SY | Amount        | SY |
| Discretionary Appropriations:                                 |             |    |             |    |               |    |              |    |               |    |
| Office of the Secretary.....                                  | \$3,656     | 20 | \$3,656     | 18 | \$4,578       | 18 | +\$508       | +2 | \$5,086       | 20 |
| Cross-Cutting Trade Negotiations and BioTechnology Resources. |             |    |             |    |               |    |              |    |               |    |
|   | 1,395       | -  | 894         | -  | a/            | -  | -            | -  | a/            | -  |
| Under/Assistant Secretaries:                                  |             |    |             |    |               |    |              |    |               |    |
| Civil Rights.....   | 893         | 5  | 848         | 3  | 853           | 3  | +45          | -  | 898           | 3  |
| ADM.....  | 804         | 4  | 764         | 3  | 769           | 3  | +40          | -  | 809           | 3  |
| Office of Tribal Relations.....                               | 498         | 5  | 448         | 2  | 451           | 2  | +51          | -  | 502           | 2  |
| Congressional Relations.....                                  | 2,003       | 17 | 1,990       | 15 | 3,598         | 15 | +299         | +1 | 3,897         | 16 |
| REE.....  | 893         | 4  | 848         | 3  | 853           | 3  | +45          | -  | 898           | 3  |
| MRP.....  | 893         | 4  | 848         | 3  | 853           | 3  | +45          | -  | 898           | 3  |
| Food Safety.....  | 811         | 4  | 770         | 3  | 775           | 3  | +41          | -  | 816           | 3  |
| FFAS.....   | 893         | 4  | 848         | 3  | 853           | 3  | +45          | -  | 898           | 3  |
| NRE.....  | 893         | 4  | 848         | 3  | 853           | 3  | +45          | -  | 898           | 3  |
| RD.....   | 893         | 5  | 848         | 3  | 853           | 3  | +45          | -  | 898           | 3  |
| FNCS.....   | 811         | 4  | 770         | 3  | 775           | 3  | +41          | -  | 816           | 3  |
| Total Adjusted Appropriations.                                | 15,336      | 80 | 14,380      | 62 | 16,064        | 62 | +1,250 (1)   | +3 | 17,314        | 65 |
| Rescissions and Transfers (Net)...                            | 1,903       | -  | 1,586       | -  | b/            | -  | -            | -  | b/            | -  |
| Total Appropriation.....                                      | 17,239      | 80 | 15,966      | 62 | 16,064        | 62 | 1,250 (1)    | +3 | 17,314        | 65 |
| Transfers to other agencies:                                  |             |    |             |    |               |    |              |    |               |    |
| Congressional Relations.....                                  | -1,866      | -  | -1,586      | -  | b/            | -  | b/           | -  | b/            | -  |
| Rescission.....   | -37         | -  | -           | -  | -             | -  | -            | -  | -             | -  |
| Total Available.....  | 15,336      | 80 | 14,380      | 62 | 16,064        | 62 | +1,250       | +3 | 17,314        | 65 |
| Lapsing Balances.....   | -425        | -  | -581        | -  | -             | -  | -            | -  | -             | -  |
| Total Obligations.....  | 14,911      | 80 | 13,799      | 62 | 16,064        | 62 | +1,250       | +3 | 17,314        | 65 |

a/ Amount to be transferred to USDA agencies for Cross-Cutting Trade Negotiations and BioTechnology Resources to be determined for 2013 and 2014.

b/ Amount to be transferred to USDA agencies for Congressional Relations to be determined for 2013 and 2014.

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

| Program   | <u>2011 Actual</u> |    | <u>2012 Actual</u> |    | <u>2013 Estimate</u> |    | <u>Inc. or Dec.</u> |    | <u>2014 Estimate</u> |    |
|---|--------------------|----|--------------------|----|----------------------|----|---------------------|----|----------------------|----|
|   | Amount             | SY | Amount             | SY | Amount               | SY | Amount              | SY | Amount               | SY |
| Discretionary Obligations:                                      |                    |    |                    |    |                      |    |                     |    |                      |    |
| Office of the Secretary.....                                    | \$3,426            | 20 | \$3,588            | 18 | \$4,578              | 18 | +\$508              | +2 | \$5,086              | 20 |
| Cross-Cutting Trade Negotiations and BioTechnology Resources... |                    |    |                    |    |                      |    |                     |    |                      |    |
|   | 1,395              | -  | 677                | -  | a/                   | -  | -                   | -  | a/                   | -  |
| Under/Assistant Secretaries:                                    |                    |    |                    |    |                      |    |                     |    |                      |    |
| Civil Rights.....   | 892                | 5  | 802                | 3  | 853                  | 3  | +45                 | -  | 898                  | 3  |
| ADM.....  | 771                | 4  | 752                | 3  | 769                  | 3  | +40                 | -  | 809                  | 3  |
| Office of Tribal Relations.....                                 | 497                | 5  | 417                | 2  | 451                  | 2  | +51                 | -  | 502                  | 2  |
| Congressional Relations.....                                    | 1,969              | 17 | 1,889              | 15 | 3,598                | 15 | +299                | +1 | 3,897                | 16 |
| REE.....  | 880                | 4  | 833                | 3  | 853                  | 3  | +45                 | -  | 898                  | 3  |
| MRP.....  | 891                | 4  | 830                | 3  | 853                  | 3  | +45                 | -  | 898                  | 3  |
| Food Safety.....  | 787                | 4  | 752                | 3  | 775                  | 3  | +41                 | -  | 816                  | 3  |
| FFAS.....   | 863                | 4  | 832                | 3  | 853                  | 3  | +45                 | -  | 898                  | 3  |
| NRE.....  | 864                | 4  | 834                | 3  | 853                  | 3  | +45                 | -  | 898                  | 3  |
| RD.....   | 890                | 5  | 838                | 3  | 853                  | 3  | +45                 | -  | 898                  | 3  |
| FNCS.....   | 786                | 4  | 755                | 3  | 775                  | 3  | +41                 | -  | 816                  | 3  |
| Total Obligations.....  | 14,911             | 80 | 13,799             | 62 | 16,064               | 62 | +1,250              | +3 | 17,314               | 65 |
| Lapsing Balances.....   | 425                | -  | 581                | -  | -                    | -  | -                   | -  | -                    | -  |
| Total Available.....  | 15,336             | 80 | 14,380             | 62 | 16,064               | 62 | +1,250 (1)          | +3 | 17,314               | 65 |
| Transfers In.....   | -                  | -  | -                  | -  | -                    | -  | -                   | -  | -                    | -  |
| Transfers Out.....  | 1,866              | -  | 1,586              | -  | b/                   | -  | -                   | -  | b/                   | -  |
| Rescission.....   | 37                 | -  | -                  | -  | -                    | -  | -                   | -  | -                    | -  |
| Total Appropriation.....  | 17,239             | 80 | 15,966             | 62 | 16,064               | 62 | +1,250              | +3 | 17,314               | 65 |

a/ Amount to be transferred to USDA agencies for Cross-Cutting Trade Negotiations and BioTechnology Resources to be determined for 2013 and 2014.

b/ Amount to be transferred to USDA agencies for Congressional Relations to be determined for 2013 and 2014.

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 \$1,250,000 and 3 Staff Years to fund the Office of the Secretary (\$16,064,000 and 62 staff years available in 2013).

(a) An increase of \$112,000 for pay costs which includes \$31,000 for annualization for the fiscal year 2013 pay raise and \$81,000 for the anticipated fiscal year 2014 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.

(b) An increase of \$1,138,000 and 3 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 three 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           | 2011 Actual |    | 2012 Actual |    | 2013 Estimate |    | 2014 Estimate |    |
|---------------------------|-------------|----|-------------|----|---------------|----|---------------|----|
|                           | Amount      | SY | Amount      | SY | Amount        | SY | Amount        | SY |
| Arkansas.....             | -           | -  | \$100       | 1  | -             | -  | -             | -  |
| California.....           | -           | -  | 35          | 1  | -             | -  | -             | -  |
| Louisiana.....            | -           | -  | 20          | 1  | -             | -  | -             | -  |
| New Mexico.....           | -           | -  | 54          | 1  | \$55          | 1  | \$57          | 1  |
| District of Columbia..... | \$14,911    | 80 | 13,590      | 58 | 16,009        | 61 | 17,257        | 64 |
| Obligations.....          | 14,911      | 80 | 13,799      | 62 | 16,064        | 62 | 17,314        | 65 |
| Lapsing Balances.....     | 425         | -  | 581         | -  | -             | -  | -             | -  |
| Total, Available.....     | 15,336      | 80 | 14,380      | 62 | 16,064        | 62 | 17,314        | 65 |

OFFICE OF THE SECRETARY

Classification by Objects

(Dollars in thousands)

|   | 2011          | 2012          | 2013            | 2014            |
|---|---------------|---------------|-----------------|-----------------|
|   | <u>Actual</u> | <u>Actual</u> | <u>Estimate</u> | <u>Estimate</u> |
| <b>Personnel Compensation:</b>  |               |               |                 |                 |
| Washington D.C.....   | \$9,288       | \$8,233       | \$10,571        | \$11,275        |
| 11 Total personnel compensation.....                                    | 9,288         | 8,233         | 10,571          | 11,275          |
| 12 Personal benefits.....   | 2,567         | 2,215         | 2,854           | 3,070           |
| 13.0 Benefits for former personnel.....                                 | 17            | -             | 18              | 18              |
| Total, personnel comp. and benefits.....                                | 11,872        | 10,448        | 13,443          | 14,363          |
| <b>Other Objects:</b>   |               |               |                 |                 |
| 21.0 Travel and transportation of persons.....                          | 922           | 838           | 800             | 800             |
| 22.0 Transportation of things.....                                      | -             | 17            | 2               | 2               |
| 23.3 Communications, utilities, and misc. charges...                    | 672           | 842           | 750             | 850             |
| 24.0 Printing and reproduction.....                                     | 297           | 221           | 190             | 190             |
| 25 Other contractual services.....                                      | 360           | 589           | 273             | 353             |
| 25.1 Advisory and assistance services.....                              | 95            | 39            | 40              | 40              |
| 25.3 Other purchases of goods and services<br>from Federal sources..... | 401           | 352           | 270             | 370             |
| 26.0 Supplies and materials.....  | 234           | 405           | 250             | 300             |
| 31.0 Equipment.....   | 58            | 48            | 46              | 46              |
| Total, Other Objects.....   | 3,039         | 3,351         | 2,621           | 2,951           |
| 99.9 Total, new obligations a/.....                                     | 14,911        | 13,799        | 16,064          | 17,314          |

a/ Included in the total obligations for 2013 and 2014 are the Congressional Relations levels transferred to the agencies.

**Position Data:**

|  |           |           |           |           |
|--|-----------|-----------|-----------|-----------|
| Average Salary (dollars), ES Position..... | \$156,926 | \$153,736 | \$156,000 | \$156,000 |
| Average Salary (dollars), GS Position..... | \$96,384  | \$97,936  | \$98,000  | \$101,000 |
| Average Grade, GS Position.....            | 13.4      | 13.4      | 13.4      | 13.5      |