

2020 USDA EXPLANATORY NOTES – OFFICE OF THE SECRETARY

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AGENCY-WIDE

PURPOSE STATEMENT

The Secretary of Agriculture, assisted by the Deputy Secretary, Under 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 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, 2018, there were 69 were permanent full-time all of which are located in the headquarters office.

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

AVAILABLE FUNDS AND STAFF YEARS

Table OSEC-1. Available Funds and Staff Years (thousands of dollars, staff years (SY))

Item	2017		2018		2019		2020	
	Actual	SY	Actual	SY	Estimate	SY	Budget	SY
Salaries and Expenses:								
Discretionary Appropriations	\$17,252	62	\$21,173	63	\$21,173	81	\$21,016	82
Supplemental Appropriations.....	-	-	2,360,000	-	-	-	-	-
Transfers Out.....	-1,240	-	-	-	-	-	-	-
Adjusted Appropriation.....	16,012	62	2,381,173	63	21,173	81	21,016	82
Balance Available, SOY	-	-	-	-	-	-	-	-
Total Available.....	16,012	62	2,381,173	63	21,173	81	21,016	82
Lapsing Balances	-1,480	-	-2,146	-	-	-	-	-
Balance Available, EOY	-	-	-1,986,908	-	-1,032,787	-	-	-
Obligations	14,532	62	392,119	63	-1,011,614	81	21,016	82
Ob. Under Other USDA Appr.:								
Reimbursements:								
Office of Customer Experience	-	-	1,810	1	2,900	1	3,500	1
Advisory Committee Liaison Services.....	285	3	302	2	323	2	323	2
Faith Based Initiative	377	3	-	-	-	-	-	-
Intertribal Technical Assistance Network	1,776	1	-	-	-	-	-	-
Security Detail (formerly Pre-Auth.).....	3,259	13	4,085	16	4,283	16	4,283	16
USDA Enterprise Data Analytics Services	-	-	-	-	-	-	5,011	1
Office of Chief Scientist.....	3,404	10	3,404	10	3,404	10	3,404	10
Other Reims Programs	4,099	5	364	3	370	3	376	3
Total, Other Agriculture Appropriations	13,200	35	9,965	32	11,280	32	16,897	33
Total, OSEC.....	27,732	97	402,084	95	-1,000,334	113	37,913	115

PERMANENT POSITIONS BY GRADE AND STAFF YEARS

Table OSEC-2. Permanent Positions by Grade and Staff Years

Item	2017			2018			2019			2020		
	D.C.	Field	Actual	D.C.	Field	Actual	D.C.	Field	Estimate	D.C.	Field	Budget
SES	22	2	24	22	2	24	25	2	27	26	2	28
GS-15.....	12	1	13	12	1	13	13	1	14	13	1	14
GS-14.....	3	-	3	3	-	3	5	-	5	5	-	5
GS-13.....	16	-	16	16	-	16	16	-	16	16	-	16
GS-12.....	14	-	14	14	-	14	14	-	14	15	-	15
GS-11.....	11	-	11	11	-	11	11	-	11	11	-	11
GS-9.....	7	-	7	6	-	6	6	-	6	6	-	6
GS-8.....	1	-	1	1	-	1	1	-	1	1	-	1
GS-7.....	7	-	7	6	-	6	6	-	6	6	-	6
GS-5.....	1	-	1	5	-	5	5	-	5	5	-	5
GS-4.....	-	-	-	1	-	1	2	-	2	2	-	2
GS-3.....	-	-	-	-	-	-	4	-	4	4	-	4
GS-2.....	-	-	-	-	-	-	1	-	1	1	-	1
GS-1.....	-	-	-	-	-	-	1	-	1	1	-	1
Total Permanent.....	94	3	97	97	3	100	110	3	113	112	3	115
Unfilled, EOY.....	-	-	-	31	-	31	-	-	-	-	-	-
Total Perm. FT EOY..	94	3	97	66	3	69	110	3	113	112	3	115
Staff Year Est.....	104	3	97	92	3	95	110	3	113	111	3	115

SHARED FUNDING PROJECTS**Table OSEC-3. Shared Funding Projects (dollars in thousands)**

Item	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
Working Capital Fund:				
Administration:				
Material Management Service	\$44	\$53	\$25	\$28
Mail and Reproduction Services	506	465	438	409
Integrated Procurement Systems	7	8	9	9
Procurement Operations Services	4	6	12	12
Human Resources Enterprise Management Systems.....	1	2	5	6
Subtotal	562	534	489	464
Communications:				
Creative Media & Broadcast Center	90	28	147	152
Finance and Management:				
National Finance Center.....	49	55	61	64
Financial Management Systems	113	141	142	143
Financial Management Support Services	46	71	62	76
Subtotal	208	267	265	283
Information Technology:				
Client Experience Center	198	138	279	280
Digital Infrastructure Services Center.....	16	123	277	277
Enterprise Network Services	18	35	163	165
Subtotal	232	296	719	722
Correspondence Management	29	26	16	16
Total, Working Capital Fund	1,121	1,151	1,636	1,637
Department-Wide Shared Cost Programs:				
1890's USDA Initiatives.....	3	-	-	-
Advisory Committee Liaison Services.....	2	2	2	2
Agency Partnership Outreach.....	-	5	7	7
Classified National Security Information.....	64	-	-	-
Continuity of Operations Planning	2	-	-	-
Emergency Operations Center	2	-	-	-
Hispanic-Serving Institutions National Program.....	2	-	-	-
Human Resources Self-Service Dashboard.....	1	1	1	1
Human Resources Transformation.....	2	1	-	-
Identity Access Management	6	-	-	-
Medical Services	7	4	7	7
Office of Customer Experience.....	-	1	3	4
People's Garden.....	1	-	-	-
Personnel and Document Security	-	132	125	125
Personnel Security Branch	7	-	-	-
Security Detail (formerly Pre-Authorizing Funding)	3	3	4	4
Security Operations.....	-	6	10	10
TARGET Center	1	1	1	1
USDA 1994 Program	1	-	-	-
USDA Enterprise Data Analytics Services	-	-	-	5
Virtual University	2	1	-	-
Total, Department-Wide Reimbursable Programs	106	157	160	166
E-Gov:				
Enterprise Human Resources Integration.....	2	2	2	2
Agency Total.....	1,229	1,310	1,798	1,805

ACCOUNT 1: SALARIES AND EXPENSES**LEAD-OFF TABULAR STATEMENT***Table OSEC-4. Lead-Off Tabular Statement*

Item	Amount
2019 Annualized Continuing Resolution	\$21,173,000
Change in Appropriation	-157,000
Budget Estimate, 2020	21,016,000

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, [~~\$42,498,000~~]~~\$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 [~~\$23,376,000~~] \$22,251,000 shall be available for the Office of the Assistant Secretary for Administration, of which [~~\$22,501,000~~] \$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.

Office of the Assistant Secretary for Civil Rights

For necessary expenses of the Office of the Assistant Secretary for Civil Rights, \$800,000: *Provided*, That funds made available by this Act to an agency in the civil rights mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

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, \$800,000: *Provided*, That funds made available by this Act to an agency in the research, education, and economics mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

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, \$800,000: *Provided*, That funds made available by this Act to an agency in the marketing and regulatory programs mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Food Safety

For necessary expenses of the Office of the Under Secretary for Food Safety, \$800,000: *Provided*, That funds made available by this Act to an agency in the food safety mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

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, \$875,000: *Provided*, That funds made available by this Act to an agency in the natural resources and environment mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

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, \$800,000: *Provided*, That funds made available by this Act to an agency in the food, nutrition, and consumer services mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Farm Production and Conservation

For necessary expenses of the Under Secretary for Farm Production and Conservation, \$875,000: *Provided*, That funds made available by this Act to an agency in the farm production and conservation mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Trade Foreign and Agriculture Affairs

For necessary expenses of the Under Secretary for Trade Foreign and Agriculture Affairs, \$875,000: *Provided*, That funds made available by this Act to an agency in the trade and foreign agricultural mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of Codex Alimentarius

For necessary expenses of the Office of Codex Alimentarius, [~~\$3,796,000~~] \$4,775,000: *Provided*, That not to exceed \$40,000 shall be available for official reception and expenses.

This change is to establish the level for the Codex reception and representation expenses.

PROJECT STATEMENT**Table OSEC-5. Project Statement (thousands of dollars, staff years (SY))**

Item	2017		2018		2019		Inc. or Dec.	2020		
	Actual	SY	Actual	SY	Estimate	SY		Budget	SY	
Discretionary Appropriations:										
Office of the Secretary	\$4,324	18	\$5,051	18	\$5,051	23	-\$201	-	\$4,850	23
Cross-Cutting Trade Negotiation & BioTech										
Resources	727	-	-	-	-	-	-	-	-	-
Assistant to the Secretary for Rural Development ..	-	-	800	3	800	3	-	-	800	3
Assistant Secretary for Civil Rights.....	901	3	901	1	901	3	-101	-	800	3
Assistant Secretary for Administration	804	3	804	2	804	3	+71	-	875	3
Office of Tribal Relations	502	2	-	-	-	-	-	-	-	-
Assistant Secretary for Congressional Relations.....	2,629	14	3,869	14	3,869	18	-778	-	3,091	18
U/S for Research, Education, and Economics.....	893	3	800	2	800	3	-	-	800	3
U/S for Marketing and Regulatory Programs	901	4	901	4	901	3	-101	-	800	3
U/S for Food Safety	819	3	800	3	800	3	-	-	800	3
U/S for Farm and Foreign Agricultural Services	901	3	-	-	-	-	-	-	-	-
U/S for Rural Development	896	3	-	-	-	-	-	-	-	-
U/S for Farm Production and Conservation.....	-	-	901	3	901	4	-26	-	875	4
U/S for Natural Resources & Environment.....	901	3	875	3	875	3	-	-	875	3
U/S for Trade and Foreign Agricultural Affairs.....	-	-	875	3	875	4	-	-	875	4
Office of Codex Alimentarius.....	-	-	3,796	4	3,796	8	+979	-	4,775	9
U/S for Food, Nutrition and Consumer Services	814	3	800	3	800	3	-	-	800	3
Total Adjusted Approp	16,012	62	21,173	63	21,173	81	-157	(1)	21,016	82
Rsc, Trns, Other (Net).....	1,240	-	2,224	-	-	-	-	-	-	-
Total Appropriation	17,252	62	23,397	63	21,173	81	-157	-	21,016	82
Transferred Balances	-1,240	-	-2,224	-	-	-	-	-	-	-
Total Available	16,012	62	21,173	63	21,173	81	-157	-	21,016	82
Lapsing Balances	-1,480	-	-2,146	-	-	-	-	-	-	-
Total Obligations	14,532	62	19,027	63	21,173	81	-157	-	21,016	82

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

JUSTIFICATIONS**Office of the Secretary**

The Secretary of Agriculture, assisted by the Deputy Secretary, Under and Assistant Secretaries, and members of their immediate staffs, directs and coordinates the work of the Department.

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, trade, farm groups, forestry, and international agriculture; maintain relationships with organizations and others in the development of programs; and maintain liaisons with the Executive Office of the President and members of Congress on all matters pertaining to Department policy.

- (1) A decrease of \$157,000 and an increase of 1 staff year (\$21,173,000 and 81 staff years available in 2019).

The funding change is requested for the following items:

- A) An increase of \$979,000 and 1 staff year for U.S. Codex program activities.

The U.S. Codex Office (USCO), now reporting to the Under Secretary for Trade and Foreign Agricultural Affairs, acts as the national focal point for the U.S. Codex Program. As an interagency partnership, the Program works to advance science-based international food standards, protect consumer health and promote fair trade practices, and ensure consistency with U.S. regulatory approaches. USCO manages planning, policy development, support, and coordination for U.S. involvement with the UN Food and Agriculture Organization/World Health Organizations' Codex Alimentarius Commission (CAC) and its subsidiary bodies. Specifically, the USCO helps ensure that U.S. policy approaches and positions are well-developed, aligned, and advanced across more than 20 Codex committees and task forces as well as dozens of working groups staffed by several U.S. agency technical delegates. USCO outreach efforts support advancement of U.S. positions, while building capacity of other countries and regions to more effectively engage in Codex on such topics as contaminants, nutrition, labeling, biotechnology, antimicrobial resistance, pesticides, animal feed, and other areas.

This increase will also advance U.S. interests through the following items.

An additional policy analyst to support coordination activities with U.S. delegates and Codex member countries, and communications and stakeholder engagement activities – providing benefits such as increased integration and understanding of the Program, more effective participation, and enhanced U.S. position development to ensure our interests prevail.

Hosting 7 regional outreach colloquia instead of 6 (2 in each targeted region and 1 before the annual CAC), and enable participation in 6 high-priority bilateral workshops to build more allies in key countries. This enhances the U.S.’ ability to achieve success in Codex through adopting harmonized standards that benefit the opening of markets, enhance acceptance of new technologies, and ensure fair trade in safe food.

Conducting a Partnership Program (onsite mentorship) for rising global leaders from Asia, Africa, and Latin America. This increased engagement with key influencers also helps build allies and as such, reduce the likelihood of Codex’ adoption of standards that could increase barriers to trade or limit competition of agricultural products.

Increasing funds for scientific reviews/risk assessments that benefit the United States by decreasing review backlogs for U.S. products seeking to reach more markets, and to enable timely provision of advice to committees on food additives, pesticides, contaminants, and other areas; also, to complement the Codex Trust Fund’s capacity-building in key developing countries, to help them effectively engage in Codex.

Fulfilling requirements for translation services for committees that the U.S. hosts, and supporting delegate participation in colloquia when major issues require resolution, so they can work with their partners to identify solutions and achieve consensus to move work forward in a timelier manner than the CAC process allows.

B) A decrease of \$1,136,000 from non-personnel expenses.

The reduction will be achieved through a decrease in travel, training, and equipment.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND STAFF YEARS

Table OSEC-6. 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
District of Columbia	\$14,469	60	\$18,962	61	\$21,120	80	\$20,963	81
Missouri	52	1	53	1	53	1	53	1
Texas.....	11	1	12	1	-	-	-	-
Obligations	14,532	62	19,027	63	21,173	81	21,016	82
Lapsing Balances	1,480	-	2,146	-	-	-	-	-
Total, Available	16,012	62	21,173	63	21,173	81	21,016	82

CLASSIFICATION BY OBJECTS

Table OSEC-7 Classification by Objects (thousands of dollars)

Item No.	Item	2017 Actual	2018 Actual	2019 Estimate	2020 Budget
	Personnel Compensation:				
	Washington D.C.....	\$7,649	\$6,605	\$8,690	\$8,768
	Personnel Compensation, Field.....	202	204	276	286
11	Total personnel compensation.....	7,851	6,809	8,966	9,054
12	Personnel benefits.....	2,146	2,008	3,703	3,708
13.0	Benefits for former personnel.....	24	175	24	24
	Total, personnel comp. and benefits.....	10,021	8,992	12,693	12,786
	Other Objects:				
21.0	Travel and transportation of persons.....	412	560	808	803
22.0	Transportation of things.....	12	-	10	10
23.1	Rental payments to GSA.....	4	3	4	4
23.3	Communications, utilities, and misc. charges.....	681	633	760	760
24.0	Printing and reproduction.....	293	241	256	256
25	Other contractual services.....	1,327	1,663	1,049	1,000
25.1	Advisory and assistance services.....	1,088	4,815	3,640	3,640
25.2	Other services from non-Federal sources.....	6	1,140	1,023	1,177
25.3	Other goods and services from Federal sources.....	294	491	350	3
25.4	Operation and maintenance of facilities.....	65	289	60	60
26.0	Supplies and materials.....	173	141	170	170
31.0	Equipment.....	156	59	350	347
	Total, Other Objects.....	4,511	10,035	8,480	8,230
99.9	Total, new obligations.....	14,532	19,027	21,173	21,016
	DHS Building Security Payments (included in 25.3).....	\$85	\$86	\$87	\$87
	Position Data:				
	Average Salary (dollars), ES Position	\$172,000	\$164,000	\$166,460	\$168,957
	Average Salary (dollars), GS Position	\$91,000	\$86,000	\$81,000	\$81,900
	Average Grade, GS Position	12.5	12.3	12.1	12.2