

2024 USDA EXPLANATORY NOTES – OFFICE OF THE SECRETARY – DEPARTMENTAL ADMINISTRATION

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PREFACE

This publication summarizes the fiscal year (FY) 2024 Budget for the U.S. Department of Agriculture (USDA). Throughout this publication any reference to the “Budget” is in regard to the 2024 Budget, unless otherwise noted. All references to years refer to fiscal year, except where specifically noted. The budgetary tables throughout this document show actual amounts for 2021 and 2022, enacted levels for 2023, and the President’s Budget request for 2024. Amounts for 2023 estimated levels include: non-enacted amounts such as Full-Time Equivalent levels, fleet levels, information technology investment levels, recovery levels, transfers in and out, balances available end of year, and obligation levels.

Throughout this publication, the “2018 Farm Bill” is used to refer to the Agriculture Improvement Act of 2018. Most programs funded by the 2018 Farm Bill are funded through 2023. Amounts shown in 2024 for most Farm Bill programs reflect those confirmed in the baseline.

Pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, sequestration is included in the numbers for mandatory programs in 2021, 2022, 2023 and 2024.

AGENCY-WIDE

PURPOSE STATEMENT

Departmental Administration (DA) was established 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 provides leadership to ensure timely and effective delivery of high quality and cost-effective mission support services across the Department, and coordinates, human resources, procurement, property management, emergency preparedness and response activities, and programs for small and disadvantaged business utilization.

Departmental Administration consists of the Office of Human Resource Management (OHRM), the Office of Property and Environmental Management (OPEM), the Office of Contracting and Procurement (OCP), and the Office of Small and Disadvantaged Business Utilization (OSDBU).

DA is located in Washington, D.C. As of September 30, 2022, there were 276 permanent full-time employees funded by appropriated funds (174) and the Working Capital Fund (102). Of these employees 262 were located in Washington D.C. and 14 were located in field offices.

OIG AND GAO REPORTS

Departmental Administration did not have any Office of Inspector General or Government Accountability Office evaluation reports during the prior year.

AVAILABLE FUNDS AND FTES

Table DA-1. Available Funds and FTEs (thousands of dollars, FTEs)

Item	2021		2022		2023		2024	
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE
Salaries and Expenses:								
Discretionary Appropriations.....	\$21,440	68	\$23,282	65	\$26,716	82	\$35,627	118
Total Discretionary Appropriations	21,440	68	23,282	65	26,716	82	35,627	118
Total Adjusted Appropriation	21,440	68	23,282	65	26,716	82	35,627	118
Balance Available, SOY	-	-	-	-	-	-	-	-
Recoveries, Other	500	-	-	-	-	-	-	-
Total Available	21,940	68	23,282	65	26,716	82	35,627	118
Lapsing Balances	-190	-	-229	-	-	-	-	-
Total Obligations	21,750	68	23,053	65	26,716	82	35,627	118
Other USDA:								
HR Training/Software.....	19,576	41	13,109	36	13,371	36	13,639	36
Flexible Spending Account.....	788	-	1	-	1	-	1	-
Human Resources Priority Goals Program	7	-	-	-	3,805	-	3,805	-
Drug Testing.....	129	-	0	-	-	-	-	-
Medical Services.....	1,500	-	1,500	-	1,780	-	1,780	-
Shuttle Services	434	-	4,343	-	4,430	-	4,518	-

Item	2021		2022		2023		2024	
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE
Talent Group.....	-	-	-	-	3,368	-	3,368	-
TARGET Center.....	1,050	3	1,269	3	1,630	3	1,630	3
Oversight Compliance.....	449	-	1,222	-	1,246	-	1,271	-
Employee Labor Relations.....	549	3	1,044	5	1,065	5	1,086	5
Office of Customer Experience.....	8,651	2	8,195	-	3,000	-	3,000	-
Real Property Leasing.....	470	-	2,117	-	2,159	-	2,203	-
National Capital Region Interpreting Services	500	-	510	-	1,560	-	1,560	-
Working Capital Fund:.....	49,104	154	78,265	158	66,821	216	69,219	219
Total, Other USDA.....	83,207	203	111,576	202	104,237	260	107,080	263
Total, Agriculture Available.....	105,147	271	134,858	267	130,953	342	142,707	381
Total Available, DA.....	105,147	271	134,858	267	130,953	342	142,707	381

PERMANENT POSITIONS BY GRADE AND FTES*Table DA-2. Permanent Positions by Grade and FTES*

Item	2021			2022			2023			2024		
	D.C.	Field	Actual Total	D.C.	Field	Actual Total	D.C.	Field	Estimated Total	D.C.	Field	Estimated Total
SES.....	4	-	4	4	-	4	5	1	6	5	1	6
GS-15.....	11	1	12	11	1	12	11	1	12	12	1	13
GS-14.....	24	5	29	24	5	29	24	5	29	30	8	38
GS-13.....	23	7	30	23	7	30	23	7	30	31	15	46
GS-12.....	7	-	7	7	-	7	8	5	13	15	7	22
GS-11.....	6	-	6	6	-	6	7	5	12	8	5	13
GS-10.....	1	-	1	1	-	1	2	-	2	2	-	2
GS-9.....	6	-	6	6	-	6	6	4	10	6	4	10
GS-8.....	4	1	5	4	1	5	3	1	4	3	1	4
GS-7.....	2	-	2	2	-	2	3	4	7	3	4	7
GS-6.....	1	-	1	1	-	1	1	-	1	1	-	1
Total Permanent.....	89	14	103	89	14	103	93	33	126	116	46	162
Unfilled, EOY.....	-	5	5	2	5	7	-	-	-	-	-	-
Total Perm. FT EOY..	89	19	108	91	19	110	93	33	126	116	46	162
FTE.....	102	14	116	94	14	108	93	33	126	116	46	162

VEHICLE FLEET

Motor Vehicle Fleet

The DA Office of Operations' (OO) fleet is located in the DC Metropolitan area at the USDA South Building, in Beltsville, MD (Materiel Management Service Center), and George Washington Carver Center (GWCC). DA/OO's 2023 budget estimate reflects no change in the size of its fleet from 2022 to 2023. DA/OO will continue to review its inventory to assess the need to acquire or dispose of vehicles in its fleet. As individual leases expire, DA/OO will work with General Services Administration (GSA) to replace existing light duty conventional gas vehicles with alternative fuel vehicles that meet our mission requirements.

16 of the 19 vehicles have Geotab 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, and other data collection that is used by managers for vehicle monitoring and mandatory reporting. Two agency-owned vehicles and one GSA leased vehicle do not have GeoTab devices installed due to the semiconductor shortages and supply chain issues. It is unclear when the remaining three vehicles will have the GeoTab devices installed.

Materiel Management Service Center (MMSC)

MMSC manages for Centralized Excess Property Operation (CEPO) and the Consolidated Forms and Publication Distribution Center divisions for USDA. To support this mission, MMSC currently maintains a total of seven motor vehicles: three - 26' Box Trucks, one - Tractor Trailer, and one - Dodge Caravan (8-passenger). These vehicles are leased from GSA. MMSC also has two agency-owned vehicles: one - Dodge Crew Cab and one - Ford F550 tow truck.

The 26' Box Trucks and the Tractor Trailer are utilized in the daily pickup and delivery services for CEPO 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 and Explorer are 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. The Dodge Crew Cab pickup is used to transport cargo typical too small to efficiently use the 26' Box Trucks and Tractor Trailer.

Since MMSC manages the CEPO division for USDA which includes disposing of vehicles that are inoperable, the F550 tow truck is used to support that mission.

Mail and Reproduction Management Division

The Mail and Reproduction Management Division maintains eleven vehicles in its fleet: three - LD Passenger Minivans, three - MD Passenger Minivans, one - LD Cargo Van, two - MD Cargo Vans, one - MD Box Truck, and one - Compact Sedan. The Compact Sedan and a LD Passenger Minivan are Plug-in Hybrid Electric vehicles.

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 with other Agencies and Offices that might need to utilize them on an as-needed basis.

The hybrid electric sedan is used to provide Transportation Support and Chauffeur Services for twenty-nine USDA agencies within the National Capital Region. This vehicle is used to chauffeur and provide special transportation for Very Important Persons such as Assistant Secretaries, Directors, and Officials.

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 travel to GWCC to provide facility support. It supports snow removal operations as necessary. The vehicle was a part of a vehicle swap between 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.

Replacement Criteria

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.

Reductions to Fleet

There are no changes expected for 2024 from 2023.

Table DA-3. Size, Composition, and Annual Costs of Motor Vehicle Fleet

	Sedans and Station Wagons	Vans	SUVs	Light Trucks 4X2	Light Trucks 4X4	Medium Duty Vehicles	Buses	Heavy Duty Vehicles	Total Vehicles	Annual Operating Costs
2018 End of Year Operating Inventory	2	5	0	0	0	8	0	5	20	\$93,000
2021 End of Year Operating Inventory	1	3	0	0	0	8	0	7	19	79,000
2022 Planned Acquisitions	0	0	0	0	0	0	0	0	0	
2022 Planned Disposals	0	0	0	0	0	0	0	0	0	
2022 End of Year Operating Inventory	1	3	0	0	0	8	0	7	19	74,000
2023 Planned Acquisitions	0	0	0	0	0	0	0	0	0	
2023 Planned Disposals	0	0	0	0	0	0	0	0	0	
2023 End of Year Operating Inventory	1	3	0	0	0	8	0	7	19	93,399,848
2024 Planned Acquisitions	0	0	0	0	0	0	0	0	0	
2024 Planned Disposals	0	0	0	0	0	0	0	0	0	
2024 End of Year Operating Inventory	1	3	0	0	0	8	0	7	19	96,853,329

Note: Number of vehicles by type include vehicles owned by the agency and leased from commercial sources or GSA.

Table DA-4. Statement of Proposed Purchase of Passenger Motor Vehicle

Fiscal Year	Net Active Fleet, SOY	Disposals	Replacements	Additions	Total Acquisitions	Net Active Fleet, EOY
2021	19	-	-	-	-	19
2022	19	-	1	-	-	19
2023	19	-	-	-	-	19
2024	19	-	-	-	-	19

Aircraft

Departmental Administration does not have any aircraft.

SHARED FUNDING PROJECTS**Table DA-5. Shared Funding Projects (thousands of dollars)**

Item	2021 Actual	2022 Actual	2023 Estimated	2024 Estimated
Working Capital Fund:				
Administrative Services:				
Office of Operations Activity Oversight.....	-	-	-	\$850
AskUSDA Contact Center.....	-	-	\$80	77
Human Resources Enterprise Management Systems.....	\$5	\$5	5	6
Material Management Service.....	120	133	117	123
Mail and Reproduction Services.....	589	318	318	431
Integrated Procurement Systems.....	240	219	269	276
Personnel and Document Security Program.....	-	-	-	19
Procurement Operations Services.....	1,414	1,577	2,039	2,197
Subtotal.....	2,369	2,254	2,829	3,979
Communications:				
Creative Media & Broadcast Center.....	44	24	21	32
Finance and Management:				
Fund-Wide Administration.....	-	-	-	365
Financial Management Support Services.....	1,950	2,095	2,261	2,376
Financial Shared Services.....	493	697	521	557
Internal Control Support Services.....	70	73	83	88
National Finance Center.....	171	114	115	119
Subtotal.....	241	188	198	207
Information Technology:				
Client Experience Center.....	4,714	3,099	3,260	2,880
Department Administration Information Technology Office.....	3,736	3,350	3,887	3,627
Digital Infrastructure Services Center.....	2,246	2,220	2,049	2,033
Enterprise Cybersecurity Services.....	-	-	149	155
Enterprise Data and Analytics Services.....	-	-	895	47
Enterprise Network Services.....	402	386	671	689
Subtotal.....	11,097	9,055	10,911	9,431
Correspondence Management Services.....	11	14	103	107
Office of the Executive Secretariat.....	-	14	103	-
Personal Document Security.....	-	-	17	19
Total, Working Capital Fund.....	13,763	11,535	14,079	13,775
Department-Wide Shared Cost Programs:				
Agency Partnership Outreach.....	26	26	30	30
Honor Awards.....	-	-	8	8
Human Resources Self-Service Dashboard.....	-	-	15	15
Medical Services.....	74	78	76	76
National Capital Region Interpreting Services.....	30	19	50	50
Office of Customer Experience.....	37	36	12	12
Personnel and Document Security Program.....	19	18	17	17
Physical Security.....	16	18	19	19
Security Detail.....	17	19	26	26
Security Operations Program.....	25	26	13	13
TARGET Center.....	5	5	6	6
USDA Enterprise Data Analytics Services.....	21	18	-	-
Total, Department-Wide Reimbursable Programs.....	270	262	272	272
E-Gov:				
Budget Formulation and Execution Line of Business.....	2	0	0	0
E-Rulemaking.....	54	94	94	79
Financial Management Line of Business.....	1	1	1	1
Geospatial Line of Business.....	12	13	13	13
Human Resources Line of Business.....	1	1	1	1
Integrated Acquisition Environment.....	-	19	19	17
Total, E-Gov.....	70	128	128	111
Agency Total.....	14,103	11,925	14,479	14,157

ADVERTISING EXPENDITURES

Table DA-6. Advertising Expenditures (thousands of dollars)

Item	2022	2022	2023	2023	2024	2024
	Number of Contracts	Dollars Obligated	Number of Contracts	Dollars Obligated	Number of Contracts	Dollars Obligated
Total Contracts for Advertising Services	15	\$1,316	13	\$1,250	16	\$1,480
Contracts for Advertising Services to Socially and Economically Disadvantaged Small Businesses...	4	335	3	295	4	360
Contracts for Advertising Services to Women-Owned and Minority-Owned Small Businesses	-	-	-	-	-	-

ACCOUNT 1: SALARIES AND EXPENSES

APPROPRIATIONS LANGUAGE

The appropriations language 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, [~~\$65,067,000~~]\$112,634,000, of which not to exceed [~~\$7,423,000~~]\$34,713,000 shall be available for the Immediate Office of the Secretary; not to exceed [~~\$1,396,000~~]\$2,396,000 shall be available for the Office of Homeland Security; not to exceed [~~\$5,190,000~~]\$6,533,000 shall be available for the Office of Tribal Relations, of which \$1,000,000 shall be to establish a Tribal Public Health Resource Center at a land grant university with existing indigenous public health expertise to expand current partnerships and collaborative efforts with indigenous groups, including but not limited to, tribal organizations and institutions such as tribal colleges, tribal technical colleges, tribal community colleges and tribal universities, to improve the delivery of culturally appropriate public health services and functions in American Indian communities focusing on indigenous food sovereignty; not to exceed [~~\$9,280,000~~]\$10,357,000 shall be available for the Office of Partnerships and Public Engagement (OPPE), of which \$1,500,000 shall be for 7 U.S.C. 2279(c)(5); not to exceed; [~~\$28,422,000~~]\$37,369,000 shall be available for the Office of the Assistant Secretary for Administration, of which [~~\$26,716,000~~]\$35,627,000 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: *Provided*, That funds made available by this Act to an agency in the Administration mission area for salaries and expenses are available to fund up to one administrative support staff for the Office; not to exceed [~~\$4,609,000~~]\$4,727,000 shall be available for the Office of the Assistant Secretary for Congressional Relations and Intergovernmental Affairs to carry out the programs funded by this Act, including programs involving intergovernmental affairs and liaison within the executive branch; and not to exceed [~~\$8,738,000~~]\$16,539,000 shall be available for the Office of Communications: *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, of the funds provided under this heading, up to \$4,000,000 may be transferred to OPPE and the National Institute of Food and Agriculture to carry out section 12301 of Public Law 115–334: *Provided further*, That, of the funds provided under this heading, up to \$20,000,000 may be transferred to the Farm Service Agency to carry out section 729 of title VII of this Act: *Provided further*, That no appropriation for any office shall be increased or decreased by more than 5 percent: *Provided further*, That not to exceed \$22,000 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 5U.S.C. 551-558: *Provided further*, That funds made available under this heading for the Office of the Assistant Secretary for Congressional Relations and Intergovernmental Affairs may be transferred to agencies of the Department of Agriculture funded by this Act to maintain personnel at the agency level: *Provided further*, That no funds made available under this heading for the Office of the Assistant Secretary for Congressional Relations may be obligated after 30 days from the date of enactment of this act, unless the Secretary has notified the Committees on Appropriations of both Houses of Congress on the allocation of these funds by USDA agency: *Provided further*; That during any 30 day notification period referenced in section 716 of

this Act, the Secretary of Agriculture shall take no action to begin implementation of the action that is subject to section 716 of this Act or make any public announcement of such action in any form.

LEAD-OFF TABULAR STATEMENT

Table DA-7. Lead-Off Tabular Statement (In dollars)

Item	Amount
Estimate, 2023	\$26,716,000
Change in Appropriation	+8,911,000
Budget Estimate, 2024	<u>35,627,000</u>

PROJECT STATEMENTS

Table DA-8. Project Statement on Basis of Appropriations (thousands of dollars, FTEs)

Item	2021		2022		2023		2024		Inc. or Dec.	FTE Inc. or Dec.	Chg Key
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE			
Discretionary Appropriations:											
Departmental Administration.....	\$21,440	68	\$23,282	65	\$26,716	82	\$35,627	118	+\$8,911	+36	(1)
Total Appropriations.....	21,440	68	23,282	65	26,716	82	35,627	118	+8,911	+36	
Transfers In:											
Office of Safety, Security, and Protection.....											
	500	-	-	-	-	-	-	-	-	-	-
Total Available	21,940	68	23,282	65	26,716	82	35,627	118	+8,911	+36	
Lapsing Balances	-190	-	-229	-	-	-	-	-	-	-	-
Total Obligations	<u>21,750</u>	<u>68</u>	<u>23,053</u>	<u>65</u>	<u>26,716</u>	<u>82</u>	<u>35,627</u>	<u>118</u>	<u>+8,911</u>	<u>+36</u>	

Table DA-9. Project Statement on Basis of Obligations (thousands of dollars, FTEs)

Item	2021		2022		2023		2024		Inc. or Dec.	FTE Inc. or Dec.
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE		
Discretionary Obligations:										
Departmental Administration.....	\$21,750	68	\$23,053	65	\$26,716	82	\$35,627	118	+\$8,911	+36
Total Obligations	21,750	68	23,053	65	26,716	82	35,627	118	+8,911	+36
Add back:										
Lapsing Balances	190	-	229	-	-	-	-	-	-	-
Total Available	21,940	68	23,282	65	26,716	82	35,627	118	+8,911	+36
Total Appropriations.....	<u>21,940</u>	<u>68</u>	<u>23,282</u>	<u>65</u>	<u>26,716</u>	<u>82</u>	<u>35,627</u>	<u>118</u>	<u>+8,911</u>	<u>+36</u>

Departmental Administration

This program 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 historically underserved business utilization.

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

- (1) An increase of \$8,911,000 and 36 FTEs in Departmental Administration (\$26,716,000 and 82 FTEs available in 2023).

The funding change is requested for the following items:

- A) An increase of \$674,000 for 2024 Pay.

This increase will support the annualization of the 2023 4.6 percent Cost of Living pay increase and the 2024 5.2 percent Cost of Living pay increase. This increase will allow Departmental Administration (DA) and its sub-offices to continue to meet its objective in administering and overseeing programs relating to USDA operations. This critical increase is needed to support and maintain current staffing levels to meet the demands and statutory requirements imposed on DA. Elimination of the pay cost increase means the DA would not be able to fund approximately two FTEs and/or would need to significantly cut travel, training, and mission support. Approximately 51 percent of program's budget supports personnel compensation and benefits. Failure to receive this increase would adversely impact DA's ability to effectively carryout mission critical functions which are necessary in providing continued operational support for all areas of the Department as well as meeting the needs of the Executive Office of the President and members of Congress.

- B) An increase of \$1,320,000 and 5 FTEs for the Acquisition Workforce Succession Plan.

OCP is requesting this funding for 1 FTE to lead the execution of the Acquisition Workforce Succession Plan which requires the hiring of interns and experienced personnel who will succeed the over 500 current agency work force who are retirement eligible in the next five years. In addition, five FTEs are needed to lead and support the agency's procurement efforts in supporting Diversity, Equity, Inclusion and Accessibility, Climate, Supply Chain Risk and Labor Well-being initiatives. This includes working with the White House, Office of Management and Budget (OMB) and legislative committees on policies, providing training to agency workforce on execution and validating compliance with laws and regulations.

- C) An increase of \$2,000,000 and 5 FTEs for the Office of Customer Experience.

USDA's Office of Customer Experience (OCX) was established under Departmental Administration to lead the effort to improve customer experience (CX) across USDA. OCX leads USDA's CX commitment to providing the highest quality experience to both customers and employees by using data, human-centered design practices, innovative tools, and training to improve the Department's delivery of services to a diverse range of customers, including employees, farmers, scientists, children, families, foresters, state governments, and more. As a Department-level organization, OCX is strategically positioned to ensure that a human-centered design approach and perspective is implemented across our programs and services that impact the vast public that we serve. OCX drives USDA's understanding of its customers and maintains a Department-Wide customer experience 'lens'. This informs opportunities to reduce administrative burden, advance equity, and promote transparency in order to meet the needs and exceed the expectations of our customers – the American people. This includes building the customer experience expertise and capacity across the Department necessary to design and facilitate these activities. OCX identifies and baselines the public's level of trust in USDA's high impact services. This establishes accountability across USDA policy, planning, programs, and practices in order to deliver the value that the American people expect and deserve. OCX is leading USDA's coordination and response to Executive Order 14058, in partnership with all USDA Mission Areas, agencies, and staff offices. This includes coordination and governance across all USDA High Impact Service Providers (HISPs) defined by the Office of Management and Budget (OMB).

USDA has more HISPs than any other Cabinet-level Department in the Federal government. It also includes establishing Department-wide CX policies, regulations, governance. OCX anticipates supporting the implementation of the President's Management Agenda Priority #2 and USDA's Agency Priority Goal (APG) action planning process. The funding will be used to onboard one SES, two GS/15s, two GS/14s and one GS/13.

- D) An increase of \$1,300,000 and 7 FTEs for the Office of Property and Environmental Management includes the following increases.

Fund OPEM Personnel (3 FTEs and \$500,000)

OPEM is requesting to fund three positions to support USDA and Administration priorities including Executive Orders on climate change, sustainability, and fleet electrification. Additionally, these positions will support and promote the use of biofuels, space and lease management, and Future of Work/Return to Work initiatives in the Office of the Director: The funding will be used to onboard one GS/15, one GS/13, and one GS/11.

Space Management Personnel Request (1 FTE and \$210,000)

USDA spends over \$475 million annually on leases for USDA-managed and General Services Administration (GSA) leased space. Proper management and accountability of USDA's broad portfolio of properties require a more centralized space management approach to address USDA's future space requirements and the Future of Work/Return to Work initiative. In order for the Department to maximize efficiency and create innovation in its space management portfolio, there is a dire need for a realty/lease management specialist to assist with performing, developing, and gathering the analytical data necessary to assist senior management at the Departmental level in decisions on right-sizing USDA's real property and leasing portfolio. The funding will be used to onboard one GS/14.

Environmental Management Personnel Request (2 FTEs and \$410,000)

The Administration's commitment and strategic priority for climate change, as expressed in Executive Order 14057, the Infrastructure and Investment Jobs Act of 2021, and budget proposals, plays an integral part in USDA's sustainability and resilience strategic goals. Environmental factors, energy consumption, greenhouse gases, water consumption, and climate change pose significant risks to agriculture, forests, and grasslands across the United States and the communities that support and depend upon them. Environmental compliance and environmental justice are front and center of this Administration. Both Federal and state governments have geared up enforcement for compliance. The Office of Property and Environmental Management provides a unique service to USDA's Mission Areas/Agencies and Staff Offices, as well as USDA customers across the country. These efforts include environmental compliance, cleanup, and remediation efforts of contaminated areas through the hazardous materials program, providing guidance for sustainable practices, energy and water reduction, electronic stewardship, and buildings, and response and restoration through the National Response Team efforts. The funding will be used to onboard two GS/14s.

Fleet Management Personnel Request (1 FTE and \$170,000)

USDA has an inventory of over 39,000 vehicles. The Administration's Executive Order 14057 specifies the acquisition of zero-emission vehicles (ZEVs) and installing electric vehicle supply equipment (EVSE) in 2022 (and beyond). Currently there are only two dedicated Fleet Program Specialists who manage fleet systems, dashboards, telematics, misuse, Home-to-Work, increased use of biofuels, sustainability, and the fleet charge card program.

USDA's readiness to support the immediate call to action and ability to champion the transformation of our fleet from one that currently has a significant quantity of petroleum-based vehicles to one that is expansive with inventoried ZEVs that are powered through an agency-wide EVSE network and supports the priority of increased use of biofuels requires, at a minimum, one additional FTE.

With the proper amount of time and funding, USDA can optimize the electrification of its fleet and continue to propel USDA's ability to lead the charge to plan, design, and execute. This FTE will support the realization of the Administration's and USDA's shared vision for increased electrification of the fleet and the infrastructure needed to support the initiatives under tight timelines and extreme conditions. The funding will be used to onboard one GS/13.

This funding will complement the \$25 million requested for AgBF.

- E) Total increase of \$3,617,000 and 20 FTEs for OHRM includes the following increases.

Diversity, Recruitment and Employee Engagement Division (10 FTEs and \$1,500,000)

This increase will be used to support a more robust Diversity, Recruitment and Employee Engagement Division within the Office of Human Resources Management (OHRM) that spearheads USDA’s efforts to leverage existing outreach and recruitment efforts across the Department to create effective pipelines for attracting, hiring, developing, rewarding, and retaining a diverse and talented workforce that is responsive to and reflective of the agricultural sector and USDA’s customers. This Division is tasked with expanding employment opportunities across USDA’s Mission Areas, with particular focus on underserved communities, which directly aligns with the Administration’s effort to advance equity, diversity, inclusion, and accessibility within the Federal workforce, while simultaneously advancing succession planning efforts. This division is also responsible for administering USDA’s Human Resources Priority Goals Program, formerly known as the Honor Awards program, as well as devising result analyses and promulgating action plans pertaining to annual Federal Employee Viewpoint Survey (FEVS) activities across the Department. Until adequate base level funding from Appropriations is established, Shared Cost Program funding will continue to be leveraged to fund these activities.

Training and Talent Management Division (8 FTEs and \$1,100,000)

The Talent Management Division (TMD) within the Office of Human Resources Management (OHRM) provides leadership in policies, programs, implementation of government wide initiatives, and human capital goals through the design and development of comprehensive employee, supervisory, and executive training, as well as mentorship and student intern programs. Aligned with USDA’s strategic goal of attracting, hiring, and retaining a talented and diverse workforce, TMD administers an effective talent management program that further develops the skillsets of our employee population coupled with fostering innovative training modalities for the hybrid work environment. The program is working to address workforce development needs and lead in creating a “best-in class” learning organization to ensure that USDA has training and developmental opportunities to enhance employees’ skills and competencies while expanding career paths options for employees and upward mobility and leadership role opportunities. This program is further developing technological resources to enable improved data collection and reporting mechanisms that will assist with compliance oversight and analyses of Mission Area and agency activities in the training and development areas. Obtaining a clear picture and understanding of employee development efforts – including the long-term success of Student Intern programs – is critical to USDA’s strategic workforce planning. Until adequate base level funding from Appropriations is established, Shared Cost Program funding will continue to be leveraged to fund these activities.

Strategic Human Resources Planning and Accountability Division (2 FTEs and \$1,017,000)

This increase will support the dormant Strategic Human Resources Planning and Accountability Division within the Office of Human Resources Management (OHRM) that will lead a Department-wide effort to proactively promote strategic and organizational development within the disciplines comprising of Human Resources (HR) programs within the Mission Areas. This Division will also provide USDA with a vital tool for independent accountability and assessment of how HR programs effectively operate and satisfy OPM requirements, as well as help solve identified deficiencies which will ultimately reduce liability and help protect the integrity of the Department’s delegated authorities.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND FTEs

Table DA-10. Geographic Breakdown of Obligations and FTEs (thousands of dollars, FTEs)

State/Territory/Country	2021		2022		2023		2024	
	Actual	FTE	Actual	FTE	Estimated	FTE	Estimated	FTE
Alabama.....	\$162	1	\$165	1	\$167	1	\$169	1
District of Columbia.....	20,865	63	22,150	60	25,805	77	32,550	113
Michigan.....	170	1	173	1	175	1	177	1
Minnesota.....	209	1	213	1	215	1	218	1
Missouri.....	168	1	171	1	173	1	175	1
New Mexico.....	176	1	180	1	181	1	183	1
Obligations.....	21,750	68	23,052	65	26,716	82	33,472	118
Lapsing Balances.....	190	-	230	-	-	-	-	-
Total, Available.....	21,940	68	23,282	65	26,716	82	33,472	118

CLASSIFICATION BY OBJECTS

Table DA-11. Classification by Objects (thousands of dollars)

Item No.	Item	2021 Actual	2022 Actual	2023 Estimated	2024 Estimated
Personnel Compensation:					
	Washington D.C.....	\$8,599	\$8,694	\$10,052	\$13,865
	Personnel Compensation, Field.....	885	925	1,225	2,167
11	Total personnel compensation.....	9,484	9,619	11,277	16,032
12	Personal benefits.....	2,929	3,190	4,198	5,772
13.0	Benefits for former personnel.....	7	6	8	9
	Total, personnel comp., and benefits.....	12,420	12,816	15,483	21,813
Other Objects:					
21.0	Travel and transportation of persons.....	3	53	57	65
22.0	Transportation of things.....	-	7	8	12
23.1	Rental payments to GSA.....	1,380	1	2	5
23.2	Rental payments to others.....	669	0	-	-
23.3	Communications, utilities, and misc. charges.....	85	1,233	1,250	1,625
24.0	Printing and reproduction.....	1,332	36	225	412
25	Other contractual services.....	-	49	78	85
25.1	Advisory and assistance services.....	-	-	-	-
25.2	Other services from non-Federal sources.....	1,332	2,624	3,178	4,110
25.3	Other goods and services from Federal sources.....	5,676	6,101	6,250	7,250
26.0	Supplies and materials.....	21	94	110	155
31.0	Equipment.....	164	40	45	60
41.0	Grants, subsidies, and contributions.....	0	0	0	0
43.0	Interest and Dividends.....	-	0	30	35
	Total, Other Objects.....	10,662	10,239	11,233	13,814
99.9	Total, new obligations.....	23,082	23,054	26,716	35,627
25.2	Outside Services (Consulting).....	9	9	9	9
	Total Outside Services.....	9	9	9	9
Position Data:					
	Average Salary (dollars), ES Position.....	\$173,500	\$108,000	\$115,560	\$121,338
	Average Salary (dollars), GS Position.....	\$81,759	\$89,065	\$89,500	\$98,963
	Average Grade, GS Position.....	12.6	12.6	12.2	12.4

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STATUS OF PROGRAMS

Departmental Administration (DA) provides overall direction, leadership, and coordination for the Department's management of human resources, property and fleet, procurement, small and disadvantaged business utilization, homeland security, customer experience, building and facilities operations, and safety and security 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 is the catalyst for driving organizational performance in managing the Department's greatest resource, the employees. OHRM leads, plans, and directs the USDA enterprise human resources portfolio of services and programs to ensure the Department has the workforce and expertise necessary to fulfill its mission. To achieve this, OHRM effectuates hiring reforms and adopts technology improvements that are designed toward attracting and hiring a highly qualified and diverse workforce. OHRM provides timely, Department-wide guidance for addressing the human resources barriers that USDA faces in the Federal hiring process. Additionally, OHRM develops and administers Departmental policies, procedures, and directives concerning position classification and management; training and employee development; employee and labor relations; executive resources management; staffing acquisition and recruitment and onboarding; leave and compensation; strategic and workforce planning; enterprise software applications and systems management; benefits and performance management; employee awards and recognition; and organizational initiatives.

Selected Examples of Recent Initiatives

Robust hiring strategies and collaborative efforts to hire mission critical personnel vacancies. OHRM oversees and executes the strategy to secure or expand Direct Hire authorities granted by the Office of Personal Management (OPM) for agencies including, but not limited to Forest Service, Food Safety and Inspection Service, Animal and Plant Health Inspection Service, etc. OHRM coordinates extensively with OPM to present evidence and data supporting the need to secure these hiring flexibilities which have resulted in highly skilled candidate pools and expedited hiring across USDA.

Revitalized Performance Management System. OHRM oversees the continued transition from a 5-tier performance management to a 2-tier, "pass-fail" system that USDA devised to promote employee accountability and empower supervisors to more easily reward top performers. In addition to devising a new directive, training, and communications plan, implementation resulted in the development of first-ever automated enterprise performance management system for use by all USDA employees and supervisors.

Expanding the OneUSDA Pathways internship program. To address increased demand for interns across USDA and add more occupations to the program, OHRM is partnering with Mission Area Human Resources Offices and leveraging OPM's USAStaffing application to simplify the application process for students and reduce the burden on those interested in hiring interns. OHRM's Talent Management Division (TMD) works with Mission Areas to champion available intern hiring authorities and created a Student Employment Council charged with coordinating on all USDA internship initiatives.

Development and Adoption of HR data analytics through new and improved dashboards. OHRM continues to lead an aggressive expansion of human capital dashboards with increased functionality to include Diversity Equity Inclusion and Accessibility, Telework/Remote Work, Time to Hire, Direct Hire Authority, Certificate Analysis, Time Keeping, Awards, Workforce Demographics and Employee Information. These advances inform data driven decision-making by providing real-time information and statistics to decision makers on the state of USDA's human capital posture while increasing efficiency, reducing manual reporting requirements, and ensuring all Mission Area HR data is reported uniformly and consistently.

Adopting Robotics Processing Automation (RPA) to reduce time spent on transaction processing. OHRM is leading the pilot development and implementation of RPA to support personnel action and transactional processing. The RPA is designed to assist managers and the Human Resources Offices in the execution of documenting of processing personnel actions and identify gaps in agency reporting deliverables. Automating labor-intensive processes reduces the execution time from days or hours down to minutes or overnight batch processing. Efficiencies gained will be redirected to support needs in other understaffed shortage areas performing HR work. The lesson learned from this pilot effort will lead to faster and more efficient adoption of the automation of routine HR processing work.

The Office of Property and Environmental Management (OPEM)

Current Activities

OPEM provides Department-wide administration, leadership, oversight, and policy in the areas of real and personal property acquisition, utilization and disposal, and fleet, transportation, and aviation management. The Office provides quarterly oversight and compliance reports on USDA's leasing portfolio and provides guidance to agencies on best practices. Additionally, OPEM develops and administers policy and guidance for environmental management at USDA, including response and restoration, facilities energy management, and sustainable operations. As a result, USDA received 2021 Energy and Sustainability Awards from Department of Energy Federal Energy Management Program and 2021 Electronic Product Environmental Assessment Tool Purchaser Award at the 4-star level for excellence in sustainable purchasing of IT products from Green Electronics Council.

Selected Examples of Recent Progress

In alignment with the (USDA strategic goals, OPEM developed a 12-month space optimization plan approved by the Secretary. To operationalize the plan, OPEM developed a comprehensive strategic plan, performance work statement, and secured funding to hire contractors to assist with the reduction of holdovers for all Mission Areas. In 2022 OPEM's implementation of space optimization initiatives resulted in a reduction of 1.1 million square feet of space yielding a cost avoidance of \$40 million each year.

In 2022, OPEM increased USDA's real property oversight and compliance processes to streamline review and increase the number of lease files that are reviewed each year by 50percent.

To improve fleet card operations, OPEM partnered with the Office of Contracting and Procurement (OCP) to develop the concept paper and procedures to transfer the Fleet Card program from OCP to OPEM. Over the last quarter, OCP and OPEM transitioned the fleet card program to OPEM for future management.

The Hazardous Materials Management Program funded over \$7.5 million to agencies for environmental clean-up projects. As a result of this initiative, OPEM recovered \$2.5 million from polluters to prevent contaminants in water this year.

OPEM initiatives resulted in achieving 'green' scores in 5 sustainability goals for 2021 in the OMB Scorecard and resulted in a 21percent GHG reduction for USDA sustainable operations.

To support fleet strategic goals, OPEM led the team to increase installation of telematics. Today, 29percent of USDA vehicles have telematics. In 2022 USDA acquired 172 zero-emission vehicles. Under OPEM's leadership, the fleet team identified 53 locations and work is in progress for the installation of electric vehicle charging stations. OPEM also established an agreement for USDA participation in electric vehicle (EV) Charging Pilot or On Route Solution. The pilot provides increased partnership with WEX to increase acceptance of WEX Fleet Cards by operators of EV charging stations.

The Office of Contracting and Procurement (OCP)

Current Activities

OCP provides Department-wide leadership, management and oversight in contracts and procurement. 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 charge cards, and procurement operations servicing several USDA agencies and staff offices.

Selected Examples of Recent Progress

Acquisition Workforce Management

Established the first USDA Procurement Training Program for recent graduates. This program will develop up to 30 recent college graduates, veterans, military spouses, and USDA staff to be contract specialists and is a key component of our succession plan for an aging workforce.

Provided a low-cost training platform for USDA employees to earn over 4,100 continuous learning points virtually to meet the certification requirements.

Managed USDA Acquisition Workforce certification and related processes for more than 8,000 contracting officer representatives, over 700 contracting officials (35 with Digital Service specialization), 440 program managers (over 50 with IT specialization), Department-wide. A working group streamlined the certification review and approval process to reduce turnaround time from 45+ days to 20 days.

Continued focus on implementation of the Program Management Improvement and Accountability Act by piloting an Acquisition Program Management Office to support USDA Programs in their efforts to obtain mission support via contracts and obtain better results. Established an USDA-wide P/PM Community of Practice (CoP) that serves as a complement to the Federal P/PM CoP. The CoP will provide a wide variety of resources, discussion boards, coaching opportunities, training and templates to the program and project management community in USDA.

Procurement Policy

Led and managed the Enterprise-wide Purchase Card Program which executed 750,000 transactions worth approximately \$417 million in obligations.

Developed new interfaces and customizations to share information on IT Investments and their associated contracts between systems, increasing accountability and data integrity for acquisition planning, contract award and contract administration.

Developed and implemented a web-based tool to capture procurement forecast data for Office of Small and Disadvantaged Business Utilization (OSDBU). The app developed is user-friendly, easily accessible and should improve data quality resulting in better contract outcomes, pricing, and visibility for small businesses to identify contracting opportunities within USDA.

Instituted extensive closeout process automation via robotic process automation (RPA “bots”) and custom programs. The bots make the closeout process substantially simpler, making it more likely that closeouts will be completed. Since the May 2022 implementation, over 2,300 awards have been closed in an automated fashion which has saved significant contracting officer manual work (estimated at over 3,500 hours) and put over \$1.3 million back into funding accounts to be re-obligated.

Procurement Operations

As a Working Capital Fund Activity, leads and manages the procurement operations for DA, staff offices, Trade and Foreign Agricultural Affairs, and Farm Production and Conservation IT.

Awarded over \$1.5 billion in new 2022 obligations to include construction, information technology solutions, civil rights support services, human resources support and financial systems support. By providing superior customer service, this was an increase of approximately 30 percent in obligated dollars from the previous fiscal year and accomplished with primarily remote staff.

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 that encourages contracting with nonprofit agencies that employ the blind or severely disabled. OSDBU will continue to assist the agencies to meet and exceed the small business goals as assigned by the SBA.

Selected Examples of Recent Progress

OSDBU works 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 make recommendations for small business set-aside acquisition strategies.

In support of the OSDBU’s mission, hosted and participated in numerous small business events throughout the country in-person and virtually. These events consist of small farmers, small farmer-cooperative members, and small rural businesses to provide information and technical assistance to understand the complexities of working in Federal as well as state and commercial business sectors. The events included other Federal agencies as well as various Chambers of Commerce and Industry groups. OSDBU will continue to host one-on-one meetings and Small Business Events via in-person or virtual.

Outreach in OSDBU is vital in respect to meeting/providing information to small businesses pertaining to doing business with USDA. OSDBU utilizes an active outreach program to identify available small, small disadvantaged, service-disabled veteran-owned, HUBZone, and women-owned small businesses.

OSDBU in conjunction with OCP is responsible for a data collection system for the Procurement Forecast. This system collects future contract needs and allows staff to predict future needs and balance workload. It is more user friendly and accessible to internal program offices, with plans to publicly share with vendors on USDA.gov.

OSDBU was a recipient of the National Veteran Small Business Coalition’s Champions Award for meeting or exceeding goals established for subcontracting to veteran and/or service-disabled veteran owned small businesses.

OSDBU serves as the lead for USDA in the administration of “Path to Prosperity” Regional Series in partnership with the Federal Deposit Insurance Corporation and Small Business Administration. The three Federal entities hosts/hosted events featuring experts in the banking and lending industry, Federal Government and community partners and stakeholders. The series provide un-banked and under-banked small businesses, communities, and individuals useful information, tools, resources, and the opportunity to engage in discussions intended to create economic progress. It is also geared toward targeting communities across America that have traditionally not been afforded access to the same level of resources and paths to economic development enjoyed by larger metro areas.

AGENCY-WIDE PERFORMANCE

INTRODUCTION

The Office of Property and Environmental Management (OPEM) provides Department-wide administration, leadership, policy, and program oversight in the areas of property, fleet, and environmental management. This includes issuing guidance and policy, managing data, leasing oversight and compliance; real property management; fleet and aviation management; environmental response and restoration; environmental compliance; and sustainable operations for energy and water, sustainable buildings, solid waste and recycling, sustainable acquisition, and electronic stewardship.

Alignment to USDA 2022 – 2026 Strategic Plan

OPEM’s activities contribute to the success of USDA’s overall mission to provide leadership on food, agriculture, natural resources, rural development, nutrition, and related issues using sound public policy, the best available science, and effective management, to the benefit of all Americans. OPEM is responsible for achieving and measuring results with respect to the following 2022 – 2026 Strategic Goal and Objectives:

Strategic Goal 1: Combat Climate Change to Support America’s Working Lands, Natural Resources and Communities

Objective 1.4: Increase Carbon Sequestration, Reduce Greenhouse Gas Emissions, and Create Economic Opportunities (and Develop Low-Carbon Energy Solutions).

Strategic Goal 6: Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA

Objective 6.3: Promote USDA Operational Excellence Through Better Use of Technology and Shared Solutions

SUMMARY OF PERFORMANCE

A more detailed report of the performance plan can be found at <https://www.usda.gov/our-agency/about-usda/performance>. The following table summarizes the results for the Departmental Key Performance Indicators (KPIs) for which DA is responsible.

Table DA-12. KPI-Greenhouse Gas Reduction

Strategic Objective 1.4		Baseline	2023	2024
Greenhouse Gas Reduction.....	Results	-	-	-
Percent change in Scope 1 and Scope 2 greenhouse gas emissions	Target	482,097 MTCO2E	22%	23%
Fleet Vehicles	Results	-	-	-
Total Number of Departmental Fleet Vehicles	Target	-	39.1	39.1

Note: The unit MTCO2E for Baseline is Metric Tons of Carbon Dioxide Equivalent. Baseline of 2021 GHG information and targets for 2022 and 2023 are preliminary and are subject to change to align with the White House policy direction.

Expected Performance Progress Towards the Achievement of Strategic Objectives:

Strategic Objective 1.4: Increase Carbon Sequestration, Reduce Greenhouse Gas Emissions, and Create Economic Opportunities (and Develop Low-Carbon Energy Solutions).

USDA plans to increase priority sustainability actions to achieving the 65 percent reduction in scope 1 and scope 2 GHG emissions goals by 2030 from 2008 levels as required by Executive Order (EO) 14057, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability. Implementation guidance is in final review by the White House Council on Environmental Quality (CEQ). The CEQ and DOE will be coming out with specific guidance and working with agencies in setting GHG reduction targets to meet the EO goals. The 2024 target will be updated once those targets are set.

USDA will remain resolute with efforts to continue carrying out right-sizing and right-typing acquisition strategies to identify and eliminate inefficient vehicles and replace them, as needed.

Table DA-13. KPI-Property Footprint

Strategic Objective 6.3		Baseline	2023	2024
Property Footprint.....	Results	-	-	-
Property Footprint: Reduce the Department's overall real property footprint through effective disposal and consolidation efforts (Square Feet).....	Target	31,200,000	30,800,000	30,000,000

Expected Performance Progress Towards the Achievement of Strategic Objectives:

Strategic Objective 6.3: Promote USDA Operational Excellence Through Better Use of Technology and Shared Solutions

Real Property/Space Utilization: Over the next three years, USDA has the potential to reduce its footprint by approximately 1 million square feet. This represents a cost avoidance of approximately \$20 million annually or \$200 million over the course of a 10-year lease in rental expenses.

There is tremendous opportunity for USDA to achieve cost savings by optimizing office space usage. Since March 2020, USDA has operated under a maximum telework posture in which position-eligible employees teleworked part- or full-time in response to the COVID-19 pandemic. By all accounts, employees demonstrated their ability to successfully deliver the USDA mission from a telework or remote work environment thereby offering the Department new opportunities for cost avoidance.

INTRODUCTION

At the Office of Human Resources Management (OHRM), our Mission is to facilitate the attainment of the Department's strategic goals and program objectives by ensuring the recruitment and retention of a diverse, highly skilled, engaged, and motivated workforce that is aligned with our program needs as well as to promote a competency-based and results-oriented performance culture at USDA.

Alignment to USDA 2022 – 2026 Strategic Plan

OHRM activities contribute to the success of USDA mission of serving all Americans by using sound public policy, the best available science, and effective management to provide leadership on agriculture, food and nutrition, natural resources, rural development, and related issues. OHRM is responsible for achieving and measuring results with respect to the following 2022 – 2026 Strategic Goal and Objectives:

Strategic Goal 6: Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA

Objective 6.1 Foster a Culture of Civil Rights, Diversity, Equity, Inclusion, Accessibility, Transparency, and Accountability.

SUMMARY OF PERFORMANCE

A more detailed report of the performance plan can be found at <https://www.usda.gov/our-agency/about-usda/performance>. The following table summarizes the results for the Departmental Key Performance Indicators (KPIs) for which DA is responsible.

Table DA-14. KPI-Hiring Time

Strategic Objective 6.1		Baseline	2023	2023
Hiring Time.....	Results	-	-	-
Period of Time (Days) Between Request Hiring Validation Date (SF-52 Approved Date) and New Hire Actual Start Date (Entry on Duty Date) (Percentage hired within 80 days)	Target	-	60%	70%

Expected Performance Progress Towards the Achievement of Strategic Objectives:

Strategic Goal 6.1: Foster a Culture of Diversity, Equity, and Inclusion, Transparency, and Accountability

As USDA progresses towards the 80-day hiring goal, OHRM plans to focus on increasing the use rate of Delegated Examining hiring certificates by 10 percent. OHRM will also focus on increasing percentages of Veterans and persons with disabilities (targeted and non-targeted) in the workforce through recruitment, hiring, and retention strategies.

USDA ADVISORY COMMITTEE

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.

Table DA-15. USDA Advisory Committees with funding levels (in dollars)

Policy Area and Committee Title	2020 Allocation	2021 Allocation	2022 Allocation	2023 Allocation
FOOD, NUTRITION, AND CONSUMER SERVICES:				
Dietary Guidelines Advisory Committee	\$350,000	-	-	-
National Advisory Council on Maternal, Infant and Fetal Nutrition	80,000	\$80,000	\$80,000	\$80,000
FOOD SAFETY:				
National Advisory Committee on Meat and Poultry Inspection.....	60,000	60,000	60,000	60,000
National Advisory Committee on Microbiological Criteria for Foods	150,000	150,000	150,000	150,000
RESEARCH, EDUCATION, AND ECONOMICS:				
Advisory Committee on Agriculture Statistics.....	70,000	70,000	70,000	70,000
MARKETING AND REGULATORY PROGRAMS:				
National Wildlife Services Advisory Committee	50,000	50,000	50,000	50,000
General Conference Committee on the National Poultry Improvement Plan	30,000	30,000	30,000	30,000
National Organic Standards Board.....	200,000	200,000	200,000	200,000
Fruit and Vegetable Industry Advisory Committee.....	100,000	100,000	100,000	100,000
Grain Inspection Advisory Committee.....	75,000	75,000	75,000	75,000
TRADE AND FOREIGN AGRICULTURAL AFFAIRS:				
Agricultural Policy Advisory Committee for Trade.....	25,000	25,000	25,000	25,000
Agricultural Technical Advisory Committees for Trade.....	150,000	150,000	150,000	150,000
Advisory Committee on Emerging Markets.....	10,000	10,000	10,000	10,000
Policy Area and Committee Title.....				
FARM PRODUCTION AND CONSERVATION:				
Agricultural Air Quality Task Force	170,000	170,000	170,000	170,000
Urban Agriculture and Innovative Production	-	100,000	100,000	175,000
DEPARTMENTAL MANAGEMENT: OFFICE OF PARTNERSHIPS & PUBLIC ENGAGEMENT				
Minority Farmer Advisory Committee.....	101,000	101,000	101,000	101,000
Advisory Committee on Beginning Farmers and Ranchers	112,000	112,000	112,000	112,000
USDA/Hispanic Association of Colleges and Universities.....	20,000	20,000	20,000	20,000
Total Advisory Committees	1,753,000	1,503,000	1,503,000	1,503,000
Advisory Committee Liaison Services.....	80,000	80,000	80,000	80,000
Contingencies/Reserve.....	1,067,000	1,317,000	1,317,000	1,242,000
Total, Advisory Committee Limitation	<u>2,900,000</u>	<u>2,900,000</u>	<u>2,900,000</u>	<u>2,900,000</u>

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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 2022.

Food Nutrition, and Consumer Services***National Advisory Council on Maternal, Infant and Fetal Nutrition (Council)***

The Council 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 budget is \$80,000. The Council's expenses are unique to include the cost of lost wages and childcare for parent members.

The Council's work has become obsolete. The 2014 Farm Bill transitioned CSFP to an elderly-only program which further reduced the scope of programs that the Council can study. The Council is currently administratively inactive and could not hold the annual meeting in 2022 due to chartering and a request to terminate by the agency. The Council is statutory (created by Congress) and would require congressional action to officially terminate the Council. No funds were spent on the Council. No accomplishments in 2022.

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

The National Advisory Committee on Meat and Poultry Inspection (NACMPI) was established, under statutory authority in 1971, to advise the Secretary of Agriculture on matters concerning meat, poultry, and processed egg products inspection; food safety; and other matters that fall within the scope of the Federal Meat Inspection Act, Poultry Products Inspection Act, and the Egg Products Inspection Act. In 2022, NACMPI's charter was reestablished.

The NACMPI Committee is composed of 20 members from academia, industry, State and local government officials, public health organizations, consumers, and consumer organizations. All Committee member appointments expired this year and a call for nominations was made in 2022. Appointments are currently in-process.

Although NACMPI did not hold a meeting in 2022, a virtual public meeting will take place in 2023. FSIS will request that the Committee provide suggestions on ways to enhance outreach efforts to promote equity and promote economic opportunity to underserved communities.

National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

The NACMCF is a discretionary Advisory Committee that was established in 1988, by the Secretary of Agriculture, and after consulting with the Secretary of Department of Health and Human Services. USDA, Food Safety and Inspection Service, the Department of Health and Human Services, Food and Drug Administration and the Centers for Disease Control and Prevention; the Department of Commerce, National Marine Fisheries Service; and the Department of Defense participate in directing the work of this Committee and all benefit from Committee advice.

The activities of 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.

Accomplishment during 2022 include:

- The Executive Committee met on November 9, 2021, to review Committee activities and to discuss the new work charges to be issued to the Committee;

- Public Plenary Meeting was held November 17, 2021, to introduce new Committee members and issue two new work charges. FSIS sponsored work charge “Enhancing *Salmonella* Control in Poultry Products” and FDA sponsored work charge “*Cyclospora cayetanensis*”;
- Open Subcommittee meetings were held for each of the two new work charges November 17, 18, and 19, 2021;
- Open Subcommittee meetings were held to provide progress updates for the “Enhancing *Salmonella* Control in Poultry Products” work charge April 25, 2022, and July 12, 2022;
- An open Subcommittee meeting was held to provide a progress update for the “*Cyclospora cayetanensis*” work charge May 24, 2022; and
- The Charter was reestablished February 23, 2022.

Future Plans for 2023 include:

- Public Plenary Meeting was held on November 15, 2022, to receive and consider adoption of the report on the FSIS sponsored work charge “Enhancing *Salmonella* Control in Poultry Products”;
- Public Plenary Meeting is planned for August 2023, to receive and consider adoption of the report on the FDA sponsored work charge “*Cyclospora cayetanensis*”; and
- Recruitment for new committee members and the appointment/reappointment process for terms starting in 2024 will take place in 2023.

NACMCF meeting minutes, transcripts and final reports can be viewed on the NACMCF website at <https://www.fsis.usda.gov/policy/advisory-committees/national-advisory-committee-microbiological-criteria-foods-nacmcf>

Research, Education, and Economics

Advisory Committee on Agriculture Statistics

The Advisory Committee on Agriculture Statistics was established under agency authority 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 22 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 charter expires on September 22, 2023. The Committee did not meet during 2022 due to the ongoing COVID-19 pandemic. The next Committee meeting is anticipated in the Spring of 2023.

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

Marketing and Regulatory Programs

National Wildlife Services Advisory Committee (NWSAC)

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 NWSAC is to advise the Secretary of Agriculture on policies and program issues necessary to manage damage caused by depredating wildlife to protect America’s agricultural, industrial, and natural resources, and to safeguard public health and safety.

The Committee’s memberships are composed of 20 persons representing a broad spectrum of agricultural, environmental, conservation, academic, animal welfare, and related interests. In this fiscal year, the Agency solicited nominations for Committee members, as the previous appointments had expired. Nominees were vetted in

September and a nomination package is currently being prepared for the Secretary. Recommendations and more information on the NWSAC may be found at

https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/programs/CT_NWSAC

General Conference Committee of the National Poultry Improvement Plan

The National Poultry Improvement Plan (NPIP), started in 1935, 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 2022, the General Conference Committee met during the Biennial Conference June 7-10, 2022.

Accomplishments of the NPIP-GCC for 2022 at the General Conference Committee Meeting:

- Approved and accepted the 2021 minutes as written.
- Offered several informative presentations at the conference, including updates from the industry on Mycoplasma, Salmonella and Avian Influenza; FDA's ruling on laboratory accreditation, NPIP programs as models to consider for Salmonella and Campylobacter control; industry reports on the impact of the 2022 HPAI outbreak
- The outgoing GCC members were honored and presented their Certificates of Appreciation signed by the Secretary of Agriculture.
- Granted approval for Biennial Conference delegates to consider two late submitted proposals.
- Submitted 49 recommended proposals to update the 9-CFR (NPIP Provisions) and NPIP Program Standards.
- We believe the GCC met all of the goals for the 2022 year.

National Organic Standards Board (NOSB)

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 Committee to the Secretary of Agriculture. The OFPA requires that the NOSB be composed of 15 members, representing the following categories: four individuals who own or operate an organic farming operation, or employees of such individuals; two individuals who own or operate an organic handling operation, or employees of such individuals; one individual who owns or operates a retail establishment with significant trade in organic products, or employees of such individuals; three individuals with expertise in areas of environmental protection and resource conservation; three individuals who represent public interest or consumer interest groups; one individual with expertise in the fields of toxicology, ecology, or biochemistry; one individual who is a USDA certifying agent. Members come from all four U.S. regions and serve staggered five-year terms.

The NOSB charter was renewed and approved in June 2022 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 review each substance on the National List every 5 years (called sunset review), 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.

In 2022 the NOP published a call for nominations to fill one (1) vacancy beginning in January 2023. The one new member will replace a member who completed their service in January 2023.

The NOSB met twice in 2022: in October 2021 and April 2022. Both meetings were held virtually due to travel restrictions from the ongoing Covid-19 pandemic. 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. Prior to the public meetings, the NOSB received and analyzed a total of approximately 3,280 written comments and listened to oral testimony from 161 stakeholders. During the public meetings, the NOSB heard updates from the National Organic Program (NOP) about its activities, hosted two guest speakers who provided updates on State of Organic Seed, and the status of Organic Research Priorities, discussed its large volume of agenda items, and voted on recommendations to the Secretary of Agriculture. In Fiscal Year 2022 the NOSB made a total of 15 formal recommendations to Tom Vilsack, Secretary of Agriculture, via the National Organic Program. The recommendations are posted on the AMS/NOP/NOSB website: <https://www.ams.usda.gov/rules-regulations/organic/nosb/recommendations>.

Fruit and Vegetable Industry Advisory Committee

The Fruit and Vegetable Industry Advisory Committee (Committee) is established under Departmental Regulation 1042-139. The Committee comprises up to 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 held a total of three virtual public meetings: April 6, 2021; November 3-4, 2021, and February 2, 2022. Within 30 days of the first virtual meeting, the Committee voted to create the following Subcommittees: Labor and Production; Food Safety; Climate and Infrastructure; and Consumption. The Committee drafted approximately 14 recommendations for USDA leaders to consider. The Committee executive team (Chair, Vice Chair, and Secretary) held an administrative meeting on March 3, 2022, to finalize those recommendations. USDA provided feedback on each of the 14 recommendations, which can be viewed on the Committee's webpage: 2020 2022 FVIAC Recommendations Report ([usda.gov](https://www.usda.gov))

The Committee charter was reestablished on May 23, 2022. The Secretary appointed 25 representatives to the Committee on October 28, 2022. The industry representatives will serve a two-year term, ending on October 28, 2024. The Committee intends to hold a public meeting in Q2 2023.

Grain Inspection Advisory Committee (GIAC)

The Agricultural Marketing Service (AMS) Grain Inspection Advisory Committee (Advisory Committee) was established under section 21 of the United States Grain Standards Act (USGSA) on September 29, 1981. The Advisory Committee is charged with advising the Secretary on implementing the USGSA and the Agricultural Marketing Act of 1946, or more simply, on implementing AMS's grain inspection and weighing programs. The Advisory Committee is comprised of 15 members who represent all segments of the U.S. grain industry, including producers, processors, handlers, exporters, grain inspection agencies, and scientists related to the policies in the USGSA (7 U.S.C. 71-87k).

The Advisory Committee advises the Secretary on various important issues affecting AMS operations and the official grain inspection and weighing system delivery during biannual meetings.

In 2022, the Advisory Committee held two public meetings. On December 15-16, 2021, the Advisory Committee held a virtual public meeting. There were not enough members that attended to establish a quorum. The meeting was held, but no recommendations were made. Meeting minutes and presentations can be found <https://www.ams.usda.gov/about-ams/giac-dec-2021-meeting>

On June 22-23, 2022, the Advisory Committee held a public meeting in person and on Zoom. The in-person portion was held in Kansas City, Missouri at the National Grain Center. Meeting minutes, recommendations, and other meeting documents can be found <https://www.ams.usda.gov/about-ams/giac-june-2022-meeting>

Trade and Foreign Agriculture Affairs

Agricultural Policy Advisory Committee for Trade (APAC) and Agricultural Technical Advisory Committees for Trade (ATAC)

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 USTR appoint 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 USTR. 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 2022, a range of timely and sensitive agricultural trade issues were discussed, including the following:

- Indo-Pacific Economic Framework
- U.S.-EU regulatory and science-based trade; •Supply chain issues; • Plastic Packaging; •Sustainability and climate smart programs
- Worker-centered trade policy agenda
- U.S.-Kenya trade agreement
- U.S.-India trade opportunities
- U.S.-China trade issues
- How to achieve diversity within the committee membership and
- Other issues related to access for various U.S. agricultural products to foreign countries (i.e., Mexico regulatory strategy, Canada tariff rate quotas, and maximum residue limits).

Advisory Committee on Emerging Markets

Section 1542(d)(e)(1) of the Food, Agriculture, Conservation, and Trade Act of 1990 (the Act), as amended, directs the Secretary of Agriculture 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 of Agriculture 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. In response to the Presidential Executive Order on

Evaluating Federal Advisory Committees, the agency recommended the Secretary to request Congress to terminate this Committee.

Farm Production and Conservation

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

The USDA 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 Task Force. The Task Force 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 Task Force charter was renewed on July 2, 2020. A total of 26 individuals were selected for membership on January 4, 2021. A hold has been placed on the Task Force, pending a membership review. That membership review is ongoing, so no meetings were held in 2022 and subsequently, no accomplishments were made. As such, no funds were spent on the Committee other than minimal salary costs required to complete administrative actions. The Task Force Charter expired on July 2, 2022, and is currently being renewed. Upon renewal of the Charter, it is anticipated that a new solicitation for membership will be conducted, and new members selected by Secretary Vilsack, with 1-2 meetings held in 2023.

Urban Agriculture and Innovative Production Advisory Committee

The Urban Agriculture and Innovative Production Advisory Committee (UAIPAC) was established in accordance to section 12302 of the Agriculture Improvement Act of 2018 (2018 Farm Bill), Public Law 115–334, 7 U.S.C. § 6923(b)(1) to advise the Director of the Office of Urban Agriculture and Innovative Production within Natural Resources Conservation Service (NRCS) and the Secretary of Agriculture on the development of policies and outreach relating to urban, indoor, and other emerging agricultural production practices; and any other aspects of the implementation of that section of the Farm Bill. The UAIPAC charter was established in January 2021. Pursuant to the direction of Congress at 7 U.S.C. § 6923(b)(4)(A), the Committee plans to meet not fewer than three times per year.

In 2022, NRCS solicited for nominations, amounting to more than 300 applications of highly qualified individuals. In January 2022 all 12 members were selected and appointed by the Secretary to serve 1–3-year terms. In March 2022, UAIPAC held its inaugural meeting including introductions from the USDA Secretary, Senator Debbie Stabenow, Chief of NRCS, and additional leadership. The second public meeting was held in August 2022 and included an overview of the USDA Equity Commission priorities, Urban County Office Committees, and Urban Technical Barriers. Both meetings were held fully virtually due to COVID-19 restrictions.

In 2023, NRCS plans to hold the third public meeting of the 2022 calendar year in November. It will be the first hybrid meeting to take place virtually and at USDA headquarters in Washington, D.C. The meeting is scheduled to include a chairperson election and deliberations on the Committee's first interim recommendations to the Secretary. In addition, NRCS will also put forth the first charter renewal package and nomination package to reappoint four current members to serve consecutive terms as allowed by statute. Additional public meetings will be scheduled that may take place outside the Washington, DC region contingent upon travel restrictions and guidance.

Office of Partnerships and Public Engagement

Minority Farmer Advisory Committee

The Charter for the Minority Farmers Advisory Committee was established 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). It was renewed on August 16, 2022. The purpose of the Committee is to advise the Secretary of Agriculture on:

- The implementation of section 2501 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 2279)
- Methods of maximizing the participation of minority farmers and ranchers in U.S. Department of Agriculture

- programs and
- Civil rights activities within the Department, as such activities relate to participants in such programs.

The Committee is advisory only. The duties of the Committee include: 1) deliberations that will result in the creation or elimination of policies or guidelines that will increase minority participation in U.S. Department of Agriculture programs; 2) make recommendations resulting in significant improvements in service or reductions in cost; and 3) provide an important perspective or viewpoint affecting agency operations.

The Committee is comprised of at least 15 Committee members and met 1 time in 2022 (November). The meeting had great representation of senior advisors and leadership from various USDA agencies (i.e., Office of Partnership and Public Engagement, Advisor for Racial Equity, NRCS, Farm Service Agency (FSA), Rural Development, and AMS providing a presentation to address the needs and concerns for minority farmers. Sub-committees met to work out their assignments.

The Committee provided a Resolution in Support of FSA County Committee Elections Prioritize Representation for America's Farmers of Color.

A memo was submitted to the Secretary's office, due to a lapse in the charter renewal, the Office of Partnerships and Public Engagement has successfully recommended a one-year extension to the terms of previous members, so that they will serve their full two-year terms and can carry on important work begun in 2021.

Under the renewed charter, all Committee members will now serve until July 8, 2023.

The submission request was granted by the Secretary and the Committee continued to move forward with-it duties.

Advisory Committee on Beginning Farmers and Ranchers

The Advisory Committee on Beginning Farmers and Ranchers (ACBFR) is authorized pursuant to Section 5 of the Agricultural Credit Improvement Act of 1992. The Committee's purpose is to advise the Secretary of Agriculture on ways to develop programs that assist new farmers and ranchers by providing new opportunities. The last public meeting of the Committee was held June 2021 with the primary focus of the Committee was to identify challenges faced by Beginning Farmers and Ranchers (BFR) and develop recommendations to help address these challenges. The Committee considered USDA goals and objectives necessary to make recommendations, to the Secretary, and to develop and recommend a framework and overall strategy. The Committee did its work by focusing on four areas: Land Access – purchasing and leasing land; Capital - borrower / lender expectations; Information – BFR Coordinators, communication, and data; and Transition - eligibility and qualifications; barriers; incentive lease agreements, senior and junior member goals, and transition vs. sale.

The Committee's charter has expired and has been awaiting approval since March 2022. The Committee charter expired on September 19, 2021. In 2022, a request to renew the Committee and its recommendation was submitted to the Secretary and the Committee was under Departmental decision on administrative and agency management matters. During this time, the USDA Equity Commission and Agencies reviewed recommendations for possible implementation. OPPE plans to submit a new request to renew the Committee and appoint members in 2023.

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. The group did not meet in 2022 as new membership

is in the process of being selected with the goal of returning to normal meeting schedules in 2023. *Table DA-16. Authority and Composition of USDA Advisory Committees in Existence (2022)*

Committee Title	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
FOOD, NUTRITION AND CONSUMER SERVICES:			
National Advisory Council on Maternal, Infant and Fetal Nutrition	FNS	(S) 42 U.S.C. 1786	24
FOOD SAFETY:			
National Advisory Committee on Meat and Poultry Inspection.....	FSIS	(S) 21 U.S.C. 454a-4	0
National Advisory Committee on Microbiological Criteria for Foods.....	FSIS	(D) Discretionary under FACA	30
RESEARCH, EDUCATION, AND ECONOMICS:			
Advisory Committee on Agriculture Statistics	NASS	Departmental Regulation 1042-130	22
MARKETING AND REGULATORY PROGRAMS:			
National Wildlife Services Advisory Committee.....	APHIS	(D) Discretionary under FACA	20
General Conference Committee of the National Poultry Improvement Plan.....	APHIS	(D) Discretionary under FACA	7
National Organic Standards Board	AMS	(S) 7 U.S.C. 6518	15
Fruit and Vegetable Industry Advisory Committee	AMS	(D) Discretionary under FACA	25
Federal Grain Inspection Advisory Committee	AMS	(S) P. L. 103-156 7 U.S.C. 87i	15
TRADE AND FOREIGN AGRICULTURAL AFFAIRS:			
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
FARM PRODUCTION AND CONSERVATION:			
Agricultural Air Quality Task Force	NRCS	(S) 7 U.S.C. 5405	Unlimited
Urban Agriculture and Innovative Production	NRCS	(S) 7 U.S.C. § 6923(b)(1)	12
DEPARTMENTAL MANAGEMENT: OFFICE OF PARTNERSHIPS AND PUBLIC ENGAGEMENT			
Minority Farmer Advisory Committee	OPPE	(S) 7 CFR U.S.C 2279	15
Advisory Committee on Beginning Farmers and Ranchers..	OPPE	(S) 7 U.S.C. 1929	20
USDA/Hispanic Association of Colleges and Universities Leadership Group	OPPE	(D) Memorandum of Agreement dated 10/96	8