

2018 President's Budget
Office of the Secretary
Departmental Administration

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OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

Purpose Statement

Departmental Administration (DA) was established to provide management leadership to ensure that the United States Department of Agriculture's (USDA) administrative programs, policies, and advice, meet the needs of USDA program organizations and are consistent with laws and mandates. DA's functions include: human resources operations, procurement operations, and small and disadvantaged business utilization. The administrative law functions and the Judicial Officer was transferred to the Office of Hearings and Appeals in 2017.

The majority of DA's functional activities are located in Washington, D.C. As of September 30, 2016, there were 297 full-time permanent employees under DA. These employees were assigned as follows (DA Direct Appropriation, DA Reimbursement, Working Capital Fund (WCF) and the Office of Executive Secretariat):

<u>Location</u>	<u>Full-Time Permanent</u>
Washington, D.C.:	
DA (Direct & Reimbursement)	98
DA WCF	199
Office of Executive Secretariat	<u>19</u>
Subtotal	316
Field Units:	
DA (Direct & Reimbursement)	<u>23</u>
Total	339

OIG Reports – Completed

#89099-1-12		Oversight of Contractor Past Performance Reporting Requirements
#91099-2-21	09/30/15	USDA Strike Force Initiative
#91099-3-21	12/15/14	Recipient Eligibility and Compliance with Section 2501 Grants Awarded During Fiscal Years 2010-2011

OIG Reports – In Progress

#30501-2-12		MIDAS
#50024-1-22	01/10/17	CIGIE Purchase Card Initiative-USDA Controls over Purchase Card
#50024-2-22	12/20/16	CIGIE Purchase Card Initiative-USDA Controls over Purchase Card
#50024-4-13	05/13/14	Review of the Department's Fleet Charge Card Data
#50099-1-12	06/09/15	Review of Expenditures Made by the Office of the Assistant Secretary for Civil Rights
#50099-3-31	02/21/17	Management over the Use of Government Vehicles
#50601-2-21	06/29/15	Audit of the Hispanic and Women Farmers and Ranchers Claim Resolution Process
#50703-2-10		Lessons Learned for the Recovery Act: An OIG Perspective
#89901-1-13	09/20/14	Review of USDA Contractor Databases
#13061-1-22	10/05/16	NIFA Formula Grants Programs Controls Over Fuel Allocations to States
#50601-3-31	01/15/15	Beginning Farmers and Ranchers
#50099-1-21		Processing of Freedom of Information Act
#50601-7-31	11/03/16	USDA WebTA Expense Reimbursement
#61701-1-23	09/15/16	FY 2016 Classification Management

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Available Funds and Staff Years (SYs)
(Dollars in thousands)

Item	2015 Actual		2016 Actual		2017 Estimate		2018 President's Budget	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
	Salaries and Expenses:							
Discretionary Appropriations.....	\$25,124	107	\$25,124	97	\$25,076	99	\$22,501	86
Mandatory Appropriations.....	3,000	-	3,000	-	3,000	-	3,000	-
Sequestration.....	-219	-	-204	-	-207	-	-	-
Transfers Out of OJO and OALJ a/.....	-	-	-	-	-1,823	-12	-	-
Total Available.....	27,905	107	27,920	97	26,046	87	25,501	86
Lapsing Balances.....	-239	-	-328	-	-	-	-	-
Obligations.....	27,666	107	27,592	97	26,046	87	25,501	86
<u>Obligations under other USDA appropriations:</u>								
HR Training/Software.....	11,020	27	15,524	36	15,757	46	15,993	46
Flexible Spending Account.....	127	-	239	-	243	-	247	-
Honor Awards.....	67	-	71	-	73	-	73	-
Drug Testing.....	178	-	165	-	167	-	170	-
Medical Services.....	607	5	644	5	779	4	779	4
Retirement Processor Web Application....	0	-	551	-	572	-	551	-
Shuttle Services.....	267	-	269	-	273	-	277	-
TARGET Center	1,329	4	1,366	4	1,381	4	1,381	4
HR Transformation Programs.....	1,632	9	1,455	7	1,676	8	1,676	8
USDA ONE.....	1,642	2	-	-	-	-	-	-
Virtual University.....	1,877	9	1,880	9	1,893	9	1,893	9
OPPM Center of Excellence.....	1,772	3	843	2	856	5	869	5
OALJ Travel.....	68	-	22	-	-	-	-	-
1 GARG OPM.....	-	-	165	1	165	-	165	-
Misc. Reimb.....	-	-	493	3	428	2	428	2
Total Other USDA.....	20,586	59	23,687	67	24,263	78	24,502	78
<u>Working Capital Fund b/:</u>								
Administration (USDA).....	43,430	141	45,864	153	44,628	198	43,623	199
Executive Secretariat (USDA).....	2,955	18	3,219	19	3,926	24	3,533	24
Administration (Non-USDA).....	2,166	8	1,351	7	1,413	9	1,419	9
Total Working Capital Fund.....	48,551	167	50,434	179	49,967	231	48,575	232
Total DA.....	96,803	333	101,713	343	100,276	396	98,578	396

a/ OJO and OALJ was transferred out of DA to the Office of Hearings and Appeals.

b/ This section includes WCF activities managed by DA. Please see WCF Explanatory Notes for details.

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Permanent Positions by Grade and Staff Year Summary

Item	2015 Actual			2016 Actual			2017 Estimate			2018 President's Budget		
	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total
SES.....	5	-	5	5	-	5	4	-	4	4	-	4
AL-3.....	2	-	2	2	-	2	-	-	-	-	-	-
SL.....	1	-	1	1	-	1	-	-	-	-	-	-
GS-15.....	9	4	13	10	3	13	13	3	16	13	3	16
GS-14.....	24	14	38	24	10	34	42	10	52	42	10	52
GS-13.....	18	14	32	20	5	25	39	5	44	39	5	44
GS-12.....	6	3	9	7	2	9	8	2	10	8	2	10
GS-11.....	6	1	7	6	1	7	16	1	17	16	1	17
GS-10.....	2	-	2	2	-	2	1	-	1	1	-	1
GS-9.....	4	1	5	4	1	5	9	1	10	8	1	9
GS-8.....	4	-	4	4	1	5	6	1	7	6	1	7
GS-7.....	4	-	4	4	-	4	2	-	2	2	-	2
GS-6.....	3	-	3	3	-	3	1	-	1	1	-	1
GS-5.....	3	-	3	3	-	3	-	-	-	-	-	-
GS-4.....	1	-	1	1	-	1	1	-	1	1	-	1
Ungraded												
Positions.....	2	-	2	2	-	2	-	-	-	-	-	-
Total, Perm. Full-Time												
Employment, EOY..	94	37	131	98	23	121	142	23	165	141	23	164
Staff Year Est.....	129	37	166	141	23	164	142	23	165	141	23	164

This section includes appropriated and reimbursed only; WCF and WCF-Administrative Support Cost staff years are shown in the WCF Explanatory Notes.

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Size, Composition and Cost of Motor Vehicle Fleet

The 2018 budget estimate proposes no change in the number of fleet vehicles DA currently has twenty-one vehicles in its fleet that are used to meet the agency's mission. The DA fleet is located in the DC Metropolitan area at the USDA South Building, and also in Beltsville, MD (Material Management Service Center, and George Washington Carver Center). DA will continue to review its inventory to assess the need to acquire or dispose of vehicles in its fleet. As individual leases expire, DA will work with GSA to replace existing light duty, conventional gas vehicles with alternative fuel vehicles that meet our mission requirements per Executive Order 13514.

All twenty-one vehicles have Trimble real-time fleet management technology and drive safety devices installed. The technology is being used to provide vehicle tracking, fuel analysis diagnostics, driver safety analysis, data collection data to be used by managers for vehicle monitoring and mandatory reporting. By implementing this initiative, DA is in full compliance with E.O. 13693, Section 3 (g)(iii) ahead of the mandatory deadline of March 2018.

Office of Operations (OO) Fleet Inventory Justifications

Material Management Service Center (MMS)

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

The 26' Box Trucks and the Tractor Trailer are utilized in the daily pickup and delivery services for Centralized Excess Property Operation and the Consolidated Forms and Publication Distribution Center customers. The number of vehicles is determined by the number of truck drivers and the volume of property that needs to be picked up and delivered. The Caravan 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.

Mail and Reproduction Management Division

The Mail and Reproduction Management Division maintains eleven vehicles in its fleet. The box truck is used to deliver freight, bulk mail items, and copier paper. The passenger vans and cargo vans are used for the following purposes:

- Scheduled mail service between the USDA Headquarters complex and USDA leased locations.
- Same day customer requested pick-up and delivery of high priority special delivery items to and from various other Cabinet Departments, independent agencies and private sector business associations.
- Transportation of groups of employees and/or official visitors to conferences, meetings, or official functions at locations in the DC metro area. Occasional requests are for out-of-town locations.
- Shared vehicles for with other Agencies and Offices that might need to utilize them on an as-needed basis.
- MRMD replace one of the passenger vans with a sedan hybrid electric at the end of FY 2016.

Protective Operations Division (POD)

POD maintains one vehicle in its fleet. This vehicle is used to travel to other buildings in the National Capital Region. This is a very low mileage commercial-leased vehicle. The lease has been extended until the end of FY 2017 or until a GSA replacement vehicle is available.

Facility Management Division (FMD)

FMD maintains one vehicles in its fleet. FMD uses a heavy duty 4x4 pickup truck to pick up materials from vendors to support facility operations and for travel to GWCC to provide facility support. It supports snow removal operations as necessary. The vehicle was a part of a vehicle swap between 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.

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Safety, Sustainability and Emergency Operations (SSEO)

SSEO maintains two vehicles in its fleet. One of the vehicles is used to carry large items in support of the Peoples Garden. This vehicle is shared with AMS and the Special Events and Outreach staff. The other vehicle, a Ford Escape Hybrid, is used to support SSEO field activities. This vehicle was transferred from FMD to SSEO near the end of FY 2016. This allowed SSEO to return a low mileage 2012 Chevy Malibu to GSA at the FY 2016.

GSA Information

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

Changes to the motor vehicle fleet: There are no proposed changes to the motor vehicle fleet in 2018.

Replacement of passenger motor vehicles: Departmental Administration will continue to follow GSA regulatory standards which are six years or 60,000 miles; except in the event Fleet Management reduced utilization dictates otherwise. Vehicle replacement is based on funding priority, program management, vehicle mileage, vehicle age, and utilization.

Size, Composition, and Annual Operating Costs of Vehicle Fleet

Fiscal Year	Number of Vehicles by Type*							Total Number of Vehicles	Annual Operating Cost (\$ in 000) **
	Sedans and Station Wagons	Light Trucks, SUVs and Vans		Medium Duty Vehicles	Ambulances	Buses	Heavy Duty Vehicles		
		4X2	4X4						
2014	3	19	4	5	-	-	1	32	\$236
Change from 2014	-1	-1	0	0	-	-	-	-2	-4
2015	2	18	4	5	-	-	1	30	232
Change from 2015	-	-5	-2	0	-	-	-	-7	-50
2016	2	13	2	5	-	-	1	23	182
Change from 2016	-	-1	-1	-	-	-	-	-2	-90
2017	2	12	1	5	-	-	1	21	92
Change from 2017	-	-	-	-	-	-	-	-	-
2018	2	12	1	5	-	-	1	21	92

*Numbers include vehicles owned by the agency and leased from commercial sources or GSA.

**Excludes acquisition costs and gains from sale of vehicles as shown in FAST.

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The estimates include appropriation language for this item as follows (new language underscored; deleted matter enclosed in brackets):

Salaries and Expenses:

Office of the Secretary

1 For necessary expenses of the Office of the Secretary, [~~\$45,555,000~~] \$42,064,000, of which not to exceed
2 [~~\$5,051,000~~] \$4,859,000 shall be available for the [immediate] Immediate Office of the Secretary [, of which
not to exceed \$250,000 shall be available for the Military Veterans Agricultural Liaison;]; not to exceed
3 [~~\$502,000~~] \$501,000 shall be available for the Office of Tribal Relations; not to exceed [~~\$1,496,000~~]
\$1,448,000 shall be available for the Office of Homeland Security and Emergency Coordination; not to
exceed [~~\$1,209,000~~] \$1,171,000 shall be available for the Office of Advocacy and Outreach; not to exceed
4 [~~\$25,928,000~~] \$23,303,000 shall be available for the Office of the Assistant Secretary for Administration, of
which [~~\$25,124,000~~] \$22,501,000 shall be available for Departmental Administration to provide for
necessary expenses for management support services to offices of the Department and for general
administration, security, repairs and alterations, and other miscellaneous supplies and expenses not otherwise
provided for and necessary for the practical and efficient work of the Department; not to exceed [~~\$3,869,000~~]
\$3,521,000 shall be available for the Office of the Assistant Secretary for Congressional Relations to carry
out the programs funded by this Act, including programs involving intergovernmental affairs and liaison
within the executive branch; and not to exceed [~~\$7,500,000~~] \$7,261,000 shall be available for the Office of
Communications: *Provided*, That the Secretary of Agriculture is authorized to transfer funds appropriated for
any office of the Office of the Secretary to any other office of the Office of the Secretary: *Provided further*,
That no appropriation for any office shall be increased or decreased by more than 5 percent: *Provided further*,
That not to exceed \$11,000 of the amount made available under this
5 paragraph for the [immediate] 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
6 5 U.S.C. 551-558: *Provided further*, That funds made available under this heading for the Office of the
Assistant Secretary for Congressional Relations may be transferred to agencies of the Department of
7 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 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 within 180 days of the date of enactment of this Act, the Secretary shall
submit to Congress the report required in section 7 U.S.C. 6935(b)(3)].

The first change is to correct grammar within the language.

The second change is to delete language for the Military Veterans Agricultural Liaison.

The third change is to correct grammar within the language.

The fourth change is for the purpose of deleting restrictive language that requires Congressional notification prior to funds being obligated after 30 days from the date of enactment.

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Lead-Off Tabular Statement

Budget Estimate, 2018.....	\$22,501,000
2017 Annualized Continuing Resolution.....	<u>25,076,000</u>
Change in Appropriation.....	<u><u>-2,575,000</u></u>
Adjustment in 2017:	
2017 Annualized Continuing Resolution.....	\$25,076,000
Activities Transferred to OHA a/.....	<u>1,823,000</u>
Adjusted Base for 2017.....	\$23,253,000
Budget Estimate, 2018.....	<u>22,501,000</u>
Change in Appropriation.....	<u><u>-752,000</u></u>

a/ In 2017 the Department will combine NAD and the OJO and OALJ activities from Departmental Management to OHA.

Summary of Increases and Decreases
(Dollars in thousands)

Program	2015 Actual	2016 Change	2017 Change	2018 Change	2018 President's Budget
Discretionary Appropriations:					
Departmental Administration	\$25,124	+0	-\$1,871	-\$752	\$22,501

Project Statement
Adjusted Appropriations Detail and Staff Years (SYs)
(Dollars in thousands)

Program	<u>2015 Actual</u>		<u>2016 Actual</u>		<u>2017 Estimate</u>		<u>Inc. or Dec.</u>		2018 President's Budget	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Discretionary Appropriations:										
Departmental Administration...	\$25,124	107	\$25,124	97	\$25,076	99	-\$2,575 (1)	-13	\$22,501	86
Mandatory Appropriations:										
Biobased Markets Prog.....	3,000	-	3,000	-	3,000	-	-	-	3,000	-
Total Adjusted Appropriation...	<u>28,124</u>	<u>107</u>	<u>28,124</u>	<u>97</u>	<u>28,076</u>	<u>99</u>	<u>-2,575</u>	<u>-13</u>	<u>25,501</u>	<u>86</u>
Rescissions, Transfers, and Seq. (Net).....	-	-	-	-	-1,823	-12	+\$1,823	+12	-	-
Total Appropriation.....	<u>28,124</u>	<u>107</u>	<u>28,124</u>	<u>97</u>	<u>26,253</u>	<u>87</u>	<u>-752</u>	<u>-1</u>	<u>25,501</u>	<u>86</u>
Sequestration.....	-219	-	-204	-	-207	-	+207	-	-	-
Total Available.....	<u>27,905</u>	<u>107</u>	<u>27,920</u>	<u>97</u>	<u>26,046</u>	<u>87</u>	<u>-545</u>	<u>-1</u>	<u>25,501</u>	<u>86</u>
Lapsing Balances.....	-239	-	-328	-	-	-	.	-	-	-
Total Obligations.....	<u><u>27,666</u></u>	<u><u>107</u></u>	<u><u>27,592</u></u>	<u><u>97</u></u>	<u><u>26,046</u></u>	<u><u>87</u></u>	<u><u>-545</u></u>	<u><u>-1</u></u>	<u><u>25,501</u></u>	<u><u>86</u></u>

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Project Statement
Obligations Detail and Staff Years (SYs)
(Dollars in thousands)

Program	2018										
	<u>2015 Actual</u>		<u>2016 Actual</u>		<u>2017 Estimate</u>		<u>Inc. or Dec.</u>		<u>President's Budget</u>		
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs	
Discretionary Obligations:											
Departmental Administration.	\$24,936	107	\$24,796	97	\$25,076	99	-\$2,575	(1)	-13	\$22,501	86
Mandatory Obligations:											
Biobased Markets Prog.....	2,730	-	2,796	-	2,793	-	+\$207	-	-	3,000	-
Transfers Out.....	-	-	-	-	-1,823	-12	+1,823	+12	-	-	-
Total Obligations.....	27,666	107	27,592	97	26,046	87	-545	-1	-1	25,501	86
Lapsing Balances.....	239	-	328	-	-	-	-	-	-	-	-
Total Available.....	27,905	107	27,920	97	26,046	87	-545	-1	-1	25,501	86
Sequestration.....	219	-	204	-	207	-	-207	-	-	-	-
Total Appropriation.....	28,124	107	28,124	97	26,253	87	-752	-1	-1	25,501	86

Justification of Increases and Decreases

The base level is necessary to provide management leadership to ensure that the Department's administrative programs, policies, and advice, meet the needs of USDA program organizations and to ensure they are consistent with laws, regulations, and mandates. DA's functions include: human resources policy and planning, procurement operations, and small and disadvantaged business utilization. In addition to Departmental Administration funding used for human resources operational services, current year and budget year base funds will also be used to support expedited and enhanced classification, staffing and processing efforts.

- (1) A net decrease of \$752,000 and one staff year for Departmental Administration (\$23,253,000 and 87 staff years available in 2017).

The funding change is requested for the following items:

- a. An increase of \$255,000 for pay costs (\$64,000 for annualization of the 2017 pay increase and \$191,000 for the 2018 pay increase).

This increase is needed to maintain the current level of staffing to ensure that Departmental Administration can continue to provide direction, leadership, and coordination for the Department's management of human resources, property, procurement, small and disadvantaged business utilization programs.

- b. A decrease of \$130,000 and one staff year through attrition.
By not filling this vacancy, the current staff within DA will be burdened with additional work and requirements which may lead to timeliness issues.

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- c. A decrease of \$501,000 for overhead core, fee for service activities and reducing rental costs.
Reduce overhead costs for core and fee for service activities, in addition DA plans to relocate staff from leased space, creating shared satellite space in the USDA South Building and increases opportunities for additional telework.
- d. A decrease of \$376,000 for Stars II partnership Joint Venture contract (OPPM) and Eagle Hill Consulting, LLP for Executive Coaching Contract.
Services performed under contract with Stars II Partnership Joint Venture LLC includes Safety and Health, Workers Compensation, Real Property and Personal property data collection, validation, analysis and reporting. Reduction in contract services would impact reconciliation of quarterly data received from the Dept. of Labor and dissemination of data to Agencies for use in managing workers compensation claims. Reduction in contract services would hamper the Department's ability to reconcile quarterly workers compensation costs or disseminate costs to agencies. Agencies would not receive necessary data needed to work with injured workforce in obtaining necessary medical care and processing of related bills. In addition, reduction in contract services would eliminate the ability of OPPM to complete the CPAIS training this year resulting in a significant impact in its ability to respond to OMB and Federally-mandated data calls as OPPM staff will not have trained users in the system. Further it would significantly reduce response times to data calls from GSA, OMB, as OPPM currently only has one FTE capable of performing CPAIS responsibilities outside of services performed under contract. OPPM would also have to cease the real property data validation and reconciliation effort without contract support. Without the contract support, the ability to meet the new reporting requirements from recent legislation: Federal Assets Sale and Transfer Act of 2016 (Public Law 114-287) and the Federal Property Management Reform Act of 2016 (Public Law 114-318) could be hindered. We would also not be able to continue with our annual lease audits.

Geographic Breakdown of Obligations and Staff Years
(Dollars in thousands and Staff Years (SYs))

State/Territory	2015 Actual		2016 Actual		2017 Estimate		2018 President's Budget	
	Amount	SYs	Amount	SYs	Amount	SYs	Amount	SYs
Colorado.....	\$120	1	\$120	1	\$123	1	\$125	1
Idaho.....	126	1	-	-	-	-	-	-
Michigan.....	146	1	152	1	155	1	158	1
Minnesota.....	103	1	-	-	-	-	-	-
Missouri.....	244	2	252	2	257	2	262	2
New Mexico.....	293	2	438	3	447	3	455	3
Tennessee.....	0	-	133	1	136	1	139	1
Virginia.....	-	-	106	1	108	1	110	1
District of Columbia.....	26,634	99	26,391	88	24,820	78	24,252	77
Obligations.....	27,666	107	27,592	97	26,046	87	25,501	86
Lapsing Balances.....	239	-	328	-	-	-	-	-
Total, Available.....	27,905	107	27,920	97	26,046	87	25,501	86

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Classification by Objects
(Dollars in thousands)

	2015	2016	2017	2018
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>President's Budget</u>
Personnel Compensation:				
Washington D.C.....	\$10,847	\$10,080	\$9,141	\$9,184
Field.....	807	955	975	993
11 Total personnel compensation.....	11,654	11,035	10,116	10,177
12 Personal benefits.....	3,486	3,266	2,987	3,052
13.0 Benefits for former personnel.....	103	28	-	-
Total, personnel comp. and benefits.....	15,243	14,329	13,103	13,229
Other Objects:				
21.0 Travel and transportation of persons.....	116	110	105	107
22.0 Transportation of things.....	3	8	8	8
23.1 Rental payments to GSA.....	2,235	1,917	1,729	1,729
23.3 Communications, utilities, and misc. charges..	556	853	376	383
24.0 Printing and reproduction.....	162	148	115	117
25.2 Other services from non-Federal sources.....	3,775	3,931	3,929	4,157
25.3 Other purchases of goods and services from Federal sources.....	5,463	6,197	6,588	5,676
26.0 Supplies and materials.....	65	44	38	39
31.0 Equipment.....	48	55	55	56
Total, Other Objects.....	12,423	13,263	12,943	12,272
99.9 Total, new obligations.....	27,666	27,592	26,046	25,501
DHS Building Security Payments (included in 25.3).....	-	\$367	\$340	\$340
Position Data:				
Average Salary (dollars), ES Position.....	\$160,000	\$162,000	\$165,000	\$168,000
Average Salary (dollars), GS Position.....	\$101,000	\$103,000	\$106,000	\$106,500
Average Grade, GS Position.....	13.4	13.4	13.4	13.4

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Shared Funding Projects

(Dollars in thousands)

	2015	2016	2017	2018
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>President's Budget</u>
Working Capital Fund:				
Administration:				
Financial Management Services.....	\$1,853	\$1,972	\$1,955	\$1,992
Beltsville Service Center.....	151	182	152	150
Mail and Reproduction Management.....	764	729	746	700
HR Enterprise System Management.....	-	3	3	4
Integrated Procurement System.....	372	330	328	274
ASC - Office of Operation Activity Oversight.....	-	535	603	564
Procurement Operations.....	1,004	1,088	1,042	1,146
Subtotal.....	4,144	4,839	4,829	4,830
Communications:				
Creative Media & Broadcast Center.....	93	99	459	297
Finance and Management:				
NFC/USDA.....	5,912	3,698	3,687	2,687
Controller Operations.....	-	-	-	-
Financial Systems.....	491	430	478	468
ASC - Working Capital Fund Controller.....	-	282	328	281
Internal Control Support Services.....	70	60	66	75
Subtotal.....	6,473	4,470	4,559	3,511
Information Technology:				
NITC/USDA.....	241	825	861	1,285
International Technology Services.....	3,330	2,739	3,463	3,220
Telecommunications Services.....	211	401	312	332
Subtotal.....	3,782	3,965	4,636	4,837
Correspondence Management.....	89	44	41	37
 Total, Working Capital Fund.....	 14,581	 13,417	 14,524	 13,512

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Shared Funding Projects

(Dollars in thousands)

	2015	2016	2017	2018
	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>President's Budget</u>
Departmental Shared Cost Programs				
1890's USDA Initiatives.....	11	13	16	14
Classified National Security Information.....	4	5	5	5
Continuity of Operations Planning.....	9	8	9	8
E-GOV Initiatives HSPD-12.....	27	28	29	26
Emergency Operations Center.....	9	10	10	9
Facility and Infrastructure Review and Assessment.....	2	2	2	2
Faith-Based Initiatives and Neighborhood Partnerships.....	2	2	2	2
Federal Biobased Products Preferred Procurement Program...	-	-	-	-
Hispanic-Serving Institutions National Program.....	7	7	8	8
Human Resources Transformation (inc. Diversity Council).....	7	7	7	7
Medical Services.....	26	31	37	33
People's Garden.....	3	3	3	2
Personnel Security Branch.....	15	9	10	9
Pre-authorizing Funding.....	15	15	16	14
Retirement Processor/Web Application.....	2	2	3	2
TARGET Center.....	6	6	6	5
USDA 1994 Program.....	3	3	3	3
Virtual University.....	8	8	8	8
Total, Departmental Shared Cost Programs.....	156	159	174	157
E-Gov:				
Enterprise Human Resources Intigration.....	9	8	9	9
E-Rulemaking.....	3	4	8	10
E-Training.....	11	15	-	-
Financial Management Line of Business.....	1	1	-	-
Geospatial Line of Business.....	-	7	13	13
Grants.gov.....	-	2	1	1
Human Resources Line of Business.....	1	1	1	1
Integrated Acquisition Environment.....	11	6	1	1
Total, E-Gov.....	36	44	33	35
Agency Total.....	14,773	13,620	14,731	13,704

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Status of Programs

Current Activities:

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

The Office of Human Resources Management (OHRM) leads Department-wide human resources initiatives to ensure that USDA's programs are staffed with the personnel necessary to achieve their mission. To achieve these mission outcomes, OHRM has institutionalized Hiring Excellence Reforms that enable the Federal Government to attract and hire highly qualified and diverse talent. This is achieved through engaged and empowered hiring managers, and supported by highly skilled HR staff. Hiring Excellence Initiatives require talented, highly-skilled employees working on a variety of compelling missions. OHRM provides practical guidance for tackling the most common barriers USDA faces in the Federal hiring process. In order to further this initiative, OHRM develops and administers Departmental principles, policies, and objectives related to: organizational development; position classification; training and employee development; leadership development; employee engagement, labor relations; executive resources; recruitment; diversity; work life programs; enterprise systems management; position management; performance management; strategic human resources management; and human resource transformation. These activities support USDA's mission area agencies in the accomplishment of their goals and objectives by ensuring that human capital management goals and programs align with and support USDA's missions.

The Office of Procurement and Property Management (OPPM) provides Department-wide leadership and management in acquisition, asset and property management, environmental stewardship, and employee health and safety. OPPM is an organizational leader delivering service, accountability, and stewardship across Departmental priorities. OPPM is also responsible for the Hazardous Materials Management Program and manages the Federal Bio-Preferred Products and Labeling Program.

The Office of Small and Disadvantaged Business Utilization (OSDBU) has primary responsibility for leading the implementation of the Department's small business program, providing maximum opportunity for small, small and disadvantaged, Historically Underutilized Business Zones (HUBZone), women-owned, veteran-owned, and service disabled veteran-owned businesses to participate in USDA contracting processes and to fully integrate small business into all aspects of USDA contracting and program activities. OSDBU ensures that the Department implements the Ability One Program (Javits-Wagner-O'Day Act Program) that encourages contracting with nonprofit agencies that employ the blind or severely disabled.

Selected Examples of Recent Progress:

OHRM implemented numerous strategic HR initiatives at the Departmental, Staff Office, and mission area levels that addressed HR-related recommendations to improve performance internally and with USDA's customers. Each initiative required significant collaboration with stakeholders, both external and internal to the Department. Key accomplishments are: 1) The Executive Resources and Management Division developed and implemented executive performance webinars for all USDA Executives, resulting in USDA having a government-wide best practice performance system, as well as the continued implementation of SES reform initiatives; 2) The One USDA Project team continued to improve mission delivery through implementation of the WEBTA 4.2 (time and attendance system) and continues to make improvements to the staff acquisition system to improve the time to hire metrics; 3) The Strategic Human Resources Planning and Accountability branch made significant process towards strengthening the Human Capital Planning infrastructure by conducting audits on the relationship between their strategic goals and the initiatives of the organization; 4) HR Policy developed and presented a Hiring Excellence Training module called Hiring Matters and implemented a pilot program for Phased Retirement; and 5) The newly

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formed HR Operations Division was established to provide all human resource services for Departmental Administration and staff offices and has completed 146 hiring actions and reduced backlogs in the hiring process from the previous fiscal year.

The OHRM Virtual University (VU), was created to develop strategic goals and working groups that expand USDA-wide employee development resources to help USDA agencies and offices conserve training funds, led efforts to improve employee engagement, as measured by the Federal Employee Viewpoint Survey. Under the leadership of VU, USDA more than doubled the mentoring pairs that were active in 2015. The number of details posted increased by 55 percent. The VU's *Team Leader Certificate Program* enrollment increased by 35 percent over the last two years. Participation in the *Aspiring Leaders Program* increased by 11 percent and enrollment in the *Leadership Essentials Certificate Program* for managers was up by 15 percent during the same time period. These increases are part of the strategic plan to improve the HR Skills Gap. The VU also provides the 360 degree assessment that is delivered at no cost through technology to participants to improve their leadership effectiveness.

In the field of Employee and Labor Relations (ERLD), staff performed reviews of 879 cases resulting in discipline or adverse action against 258 individuals.

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

- Improved procurement quality by certifying 95 percent of GS-1102 contracting professionals, meeting the 2016 goal of 95 percent;
- Implemented Warrant Module in the Federal Acquisition Institute Training Application System which tracks the more than 870 USDA Contracting Officers warrants;
- Processed 53 certifications in contracting, 1,294 certifications for Contracting Officers Representatives, and 42 certifications for Program and Project Managers;
- Provided leadership for USDA Strategic Sourcing and *Shared First* contracting. In 2016 alone, efforts led to savings/cost avoidance of approximately \$18 million in the Real Property category and over \$1 million in potential annualized savings in the Information Technology category through the renegotiations and award of three Department-wide contracts;
- Successfully supported the Department-wide DATA Act compliance Initiative;
- Successfully supported planning for the Federal Information Technology Acquisition Reform Act);
- Disposed 180 assets, totaling 235,923 square feet of building space and 3,846 acres of land. Additionally, the Department reduced its office and warehouse footprint by 109,389 square feet;
- Reduced greenhouse gas emissions from vehicles by 9.4 percent and vehicle fuel consumption by 8.9 percent from FY 2015 levels. As part of the Strategic Sourcing Initiative, converted 2,036 owned vehicles to leased vehicles;
- Achieved “green” status on six of seven scoring elements on USDA’s 2016 energy and sustainability scorecard, including Scopes 1, 2, and 3 greenhouse gas (GHG) emissions reduction, energy and potable water intensity reduction, and increasing the use of renewable energy and sustainable buildings;
- Completed the 2016 USDA Strategic Sustainability Performance Plan. This plan includes a summary of progress and strategies to meet 10 federal sustainability goals, the 2016 Fleet Management Plan and USDA’s Multimodal Access Plan;
- Completed a Department-wide comprehensive GHG emissions inventory, including an Inventory Management Plan, Inventory Qualitative Statement and a Sustainability Data Report;
- Completed the USDA Energy Narrative Report, USDA Energy Performance Projects/Contracts Tracking and Monthly Reporting, Energy and Water Evaluations at USDA’s Covered Facilities, and USDA’s Advanced Metering Implementation Plan;
- Developed a proposed rule to expand the scope of the BioPreferred Program guidelines to include the designation of product categories composed of intermediates and feedstock materials, as required by the 2014 Farm Bill;
- Released an Economic Impact Analysis of the U.S. Biobased Products Industry, a follow-up report to the first report mandated in the Farm Bill. This independent report examines and quantifies the value added to the

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U.S. economy by the biobased products industry (\$393 billion to GDP and 4.2 million American jobs), including new state-by-state data. The study has been downloaded from the BioPreferred website over 100,000 times to date;

- Delivered training to over 3,600 contracting officers and Federal government vendors on biobased purchasing requirements in Executive Order (EO) 13963, as well as specifics on contractor reporting, via live web streaming and satellite downlink. The training was archived and is posted on the BioPreferred Program web site and AgLearn as well;
- Since February 2011, OPFM has certified more than 2,750 products to display the USDA Certified Biobased Product label, including 195 individual forestry and other traditional biobased products, an increase of approximately 350 products as compared to 2015. Most frequent/popular certified products include 'intermediate materials' (e.g., renewable chemicals and bioplastic resins) and cleaning products;
- Continued promoting USDA BioPreferred Program and increasing awareness and the purchase of biobased products through exhibition and presentation at more than 15 events;
- Continued to provide regional oversight to better manage the workload and focus internal resources around specific, concrete tasks and goals, using consistent methodologies, practices, and policies;
- The Lease Accountability and Strategic Division is managing oversight and performing delegation review for 1,500 leases (multi-year portfolio) to ensure 24-30-month strategic planning;
- Currently managing 323 holdovers leases. An additional 1,221 leases are expected to expire and reach holdover status within the next 2 year;
- Continued leveraging our contract with CBRE Group, Inc. broker services to provide additional leasing help to our realty professionals with long term leases expiring through 2018 for Phase 2 Center of Excellence efforts; and
- For calendar year 2016, 33 percent of expiring leases have been awarded.

OSDBU worked 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, and made recommendations for small business set-aside acquisition strategies. In addition to increasing accountability for USDA program executives, OSDBU implemented an aggressive outreach program to identify small businesses that offer solutions to USDA program and operational requirements and challenges. This outreach program included advancing small business contracting opportunities in USDA's largest procurement section, food and commodities, by enhancing the competitive posture of small farmer-owned cooperatives, small rural businesses, and producers to successfully compete for government and commercial contracts. USDA outreach efforts to small business had a successful impact. While the overall government-wide goal is 23 percent of annual small business prime contract awards, the Small Business Administration (SBA) assigns individual 'Maximum Practical' goals to each Agency. SBA's 2016 goal for the Department was 52.5 percent. Current estimates indicate that USDA exceeded SBA's goal and awarded 55.6 percent of the Department's prime contracts to small businesses. These contracts were worth \$3.2 billion, an increase of \$57.1 million from 2015. A prime contract is a contract where a single firm is responsible for the entire performance and completion of the contract. USDA has also made a concerted effort to direct contracts to Service Disabled Veteran-Owned Small Businesses (SDVOSB). SDVOSBs were awarded 4.06 percent of the Department's prime contract, worth \$243 million in 2016.

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Summary of Budget and Performance

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

The Department will be revising the USDA Strategic Plan later in the spring and expects to release it with the FY 2019 President's Budget.

OPPM is committed to saving by reducing the size of the Department's vehicle fleet, as well as expanding the bioeconomy by, in part, increasing the percent of fleet vehicles capable of using alternative fuels.

The following table presents OPPM's projected increase in the percent of vehicles capable of using alternative fuels and projected decrease in the size of the Department's vehicle fleet. Estimated savings include Federal Automotive Statistical Tool data for operating costs.

Key Performance Measures:

Increase Alternative fuel vehicles							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent	9.3%	22.10%	6%	4%	9.85%	3%	3%
Savings achieved and number of fleet vehicles eliminated							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Vehicle Reduction and Savings	Baseline 39,416 vehicles	Reduction of 608 vehicles or \$4.25 million savings	\$32.4 million cost increase and reduction of 242 vehicles	\$3 million in estimated cost increase and reduction of 698 vehicles	\$55 million in estimated cost increase and increase of 4,087 vehicles	\$7 million in estimated cost decrease and reduction of 520 vehicles	\$11 million estimated cost increase and increase of 845 vehicles
Cost*	N/A	N/A	N/A	\$716	\$3,710	\$3,514	\$3,751

*Amounts in Thousands

Selected Past Accomplishments toward Achievement of the Key Outcome:

- Conducted training seminar for Biopreferred Requirements in new Executive Order 13693 for more than 1,000 attendees from 17 Federal agencies, 14 State and local governments, five colleges and universities, and numerous Federal contractors and professional organizations
- Alternative fuel consumption increased by 73,033 gas gallon equivalents Petroleum fuel consumption increased by 17,724,851 gas gallon equivalents over 2015 levels.

Selected Accomplishments Expected at the 2018 Proposed Resource Level:

- Decrease in carbon dioxide emissions from fleet by 4% over 2017 levels.

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The staff offices that comprise DA are tasked with a wide variety of administrative responsibilities, including: leading the Department on Department-wide human resources initiatives to ensure that USDA's programs are staffed with the personnel necessary to meet program objectives; providing Department-wide leadership and management in acquisition, asset and property management, environmental stewardship, and employee health and safety; leading the implementation of the Department's small business program, providing maximum opportunity for small, small and disadvantaged, 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; and conducting rule making and adjudicatory hearings throughout the United States in proceedings subject to the Administrative Procedure Act (APA).

Key Performance Measures:

Reduce Real Property Footprint - Square foot (SF) reduction (Freezing the Footprint)							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Square foot (SF) reduction	1.2 million	120,000	458,713	200,000	200,000	200,000	200,000
No new net SF increase in office and warehouse space (Freezing the Footprint)							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
No new net SF increase in office and warehouse space	Baseline Year	0 SF increase					
Percent of GS-1102 contracting staff with all proper certifications							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent of GS-1102 contracting staff with all proper certifications	90%	90%	93%	94%	95%	96%	97%
Reduction of contract dollar percentage spent in last quarter of fiscal year							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Reduction of contract dollar percentage spent in last quarter of fiscal year	Establish Baseline	5%	5%	5%	5%	5%	5%
Shared First Policy: Increase in number of shared contracts							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent increase in number of shared contracts	Establish Baseline	10%	10%	10%	10%	10%	10%
Strategic Sourcing: Increase in number of strategically sourced contracts							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent increase in number of strategically sourced contracts	Establish Baseline	10%	10%	10%	10%	10%	10%
Cost *	N/A	N/A	N/A	\$4,294	\$4,485	\$4,996	\$5,108

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Time to hire for USDA executive level positions							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Reduce hiring time to 90 days	N/A	130 days	191 days ²	144 days	120 days	115 days	115 days
Competency Assessment of HR Professionals in GAO-Determined High Risk Occupational Groups.							
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Target	2018 Target
Percent of staff trained	N/A	N/A	83.3%	62%	85%	85%	85%
Cost*	N/A	N/A	N/A	\$8,864	\$9,258	\$10,312	\$10,543

*Amounts in thousands

¹ All offices submitted a report; however, some one-time delays did occur.

² Executive Resources is implementing process improvements in 2015 to address issues regarding executive level time to hire. The Executive Resources time-to-hire numbers include the time that it takes to get the candidate through the OPM quality review board. These timeframes are not within OHRM's control.

Selected Past Accomplishments toward Achievement of the Key Outcome:

- Led the establishment of the USDA Veteran and Individuals with Disabilities Employment Portal that has an internal resume portal with more than 355 Veterans and persons with a disability to consider for non-competitive appointment;
- Implemented the Labor and Employee Relations Information System (LERIS) to provide OHRM and customers with a consistent and reportable case management system for employee relations, labor relations, RA, representational and investigative practices;
- Establishment of Employee Advisory Council that provides guidance and feedback on employee satisfaction initiatives;
- USDA achieved 9th place out of 19 large agencies in the “Best Places to Work” in the federal government rankings provided by the Partnership for Public Service in 2016, up from a ranking of 16th in 2013. We were also recognized as the “Most Improved Large Agency.” Being in the top 10 of the federal government will help us recruit and retain top talent;
- Preliminary 2015 results show USDA awarded \$3.3 billion or over 51 percent of the Department's eligible prime contracts to small businesses;
- Reviewed over 20 complex, high dollar value solicitations to enhance effectiveness and reduce risk of poorly executed contracts;
- Supported OMB's Cross-Agency Priority Goals initiative by leading multiple iterations of benchmarking and data collection, analysis, and submission from USDA to OMB. This ongoing effort serves as a leadership tool to accelerate progress on several Presidential priority areas where implementation requires multiple agency collaboration;
- Initiated first department-wide contracting past performance assessment review identifying nearly 12,000 actions requiring Agency-level registration to ensure past performance evaluations were accurately completed;
- Managed Acquisition Workforce training & certifications for approximately 6,000 acquisition workforce members and over 13,000 course completions;
 - 95 percent of USDA's GS-1102s are certified in contracting;
 - Processed 53 FAC-C, 1294 FAC-COR, and 42 FAC-P/PM certificates USDA-wide;
 - Managed 652 FAC-C, 6569 FAC-COR, and 122 FAC-P/PM certificates USDA-wide; and
 - Processed 170 warrant requests USDA-wide and managed warrant program for 876 Contracting Officers.

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- Completed Acquisition 360 feedback program, in accordance with OMB requirements, to assess/enhance effectiveness of contracting methods;
- As part of the Secretary's Signature Process Improvement initiative, managed an automated system to ensure only certified COR's are designated to serve on contracting actions;
- Conducted compliance reviews of 53 high risk real property leases to ensure compliance with lease acquisition policy and to identify future training needs;
- Achieved savings through combined Federal and USDA supported Strategic Sourcing Initiatives
- BioPreferred program had over 15,000 products participated in the program. Nearly 3,000 products had received the USDA Certified Biobased Product label;
- BioPreferred Program released an economic impact analysis of the U.S. biobased products industry that demonstrates the biobased industry is a substantial generator of economic activity and jobs: supported 4.2 million American jobs and contributed \$393 billion value added to the U.S. economy. The Report also includes data by state to show the impact of the industry on individual states; and
- Achieved "Green" progress and status ratings on the OMB Scorecard on Sustainability/Energy for the reduction of greenhouse gas and the use of energy and water intensity, and the increase of the use of renewable energy and sustainable green buildings.

Selected Accomplishments Expected at the 2018 Proposed Resource Level:

- Increase the utilization of shared and strategically sourced contracts as well as the number of managed categories within USDA;
- Continue to be a federal leader in awarding eligible prime contracts to small businesses and maximizing small business opportunities in Strategic Sourcing and Category Management strategies;
- Increase the percent of GS-1102 contracting staff with all proper certifications to 97 percent;
- Decrease office and warehouse footprint by 232,904 square feet in 2017;
- Maintain a Spend Cube for collection of all USDA's system spend data for trend analysis and utilize this tool to establish additional categories and to track spend under management;
- Enhance USDA Strategic Sourcing SharePoint Site to include additional functionality such as a contract library search feature;
- Continue to award at least 48 percent of prime business contracts to small businesses;
- Completion of a two-year pilot regarding the phased retirement system;
- Improvement of our involvement in the workplace violence program, drug testing and Employee Assistance Program;
- Decrease in the veteran's attrition rate, with the goal of eventual parity of Veteran and non-Veteran attrition rates;
- Achieve the President's 25 percent Veteran hiring goal by analyzing Veteran responses to the Federal Employee Viewpoint Survey, increasing the number of non-competitive hiring events by partnering with Veteran groups, conducting veterans listening sessions across the country, and creating Veterans mentoring programs and seminars for new veterans to USDA;
- Continue to maintain a top ten status for USDA in the Best Places to Work rankings through the strategies of communication; employee development; effective performance management and work life balance;
- Improve reporting of Biopreferred purchasing to document environmental stewardship across USDA, as well as other federal agencies as USDA helps lead Biobased processes and procedures for multiple federal agencies; and
- Complete the amendment of the Guidelines for Designating Biobased Products for Federal Procurement to add 12 product categories composed of intermediate ingredient and feedstock materials within which biobased products would be afforded procurement preference by Federal Agencies and their contractors.

ADVISORY COMMITTEES

Language in the General Provisions of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act permits agencies funded in the Act to finance the activities of selected Committees that advise them from their own funds, subject to the limitation on total obligations for these Committees.

Provided below is a list of those Committees subject to this spending limitation and their funding levels for 2014 - 2016.

USDA ADVISORY COMMITTEES			
Policy Area and Committee Title	2014 Allocation	2015 Allocation	2016 Allocation
FOOD, NUTRITION, AND CONSUMER SERVICES:			
National Advisory Council on Maternal, Infant and Fetal Nutrition.....	\$75,000	\$80,000	\$80,000
FOOD SAFETY:			
National Advisory Committee on Meat and Poultry Inspection.....	50,000	60,000	60,000
National Advisory Committee on Microbiological Criteria for Foods.....	120,000	150,000	150,000
RESEARCH, EDUCATION, AND ECONOMICS:			
Advisory Committee on Biotechnology and 21 st Century Agriculture	274,000	274,000	274,000
Advisory Committee on Agriculture Statistics	70,000	70,000	70,000
MARKETING AND REGULATORY PROGRAMS:			
National Wildlife Services Advisory Committee.....	43,600	50,000	50,000
General Conference Committee on the National Poultry Improvement Plan.....	25,000	30,000	30,000
Advisory Committee on Animal Health	60,000	70,000	70,000
National Organic Standards Board	190,000	200,000	200,000
Fruit and Vegetable Industry Advisory Committee	96,000	100,000	100,000
Federal Grain Inspection Advisory Committee	50,000	75,000	75,000
FARM AND FOREIGN AGRICULTURAL SERVICES:			
Edward R. United States Agricultural Export Excellence Board of Evaluators	10,000	10,000	10,000
Agricultural Policy Advisory Committee for Trade	24,982	25,000	40,000
Agricultural Technical Advisory Committees for Trade	149,868	150,000	150,000

ADVISORY COMMITTEES

USDA ADVISORY COMMITTEES			
Policy Area and Committee Title	2014 Allocation	2015 Allocation	2016 Allocation
Advisory Committee on Emerging Markets	10,000	10,000	10,000
NATURAL RESOURCES AND ENVIRONMENT:			
Agricultural Air Quality Task Force	150,000	170,000	170,000
OFFICE OF THE SECRETARY:			
Council for Native American Farming and Ranching	84,000	90,000	90,000
OFFICE OF ADVOCACY AND OUTREACH:			
Advisory Committee on Minority Farmers.....	101,000	101,000	101,000
Advisory Committee on Beginning Farmers and Ranchers.....	112,000	112,000	112,000
USDA/Hispanic Association of Colleges and Universities	20,000	20,000	20,000
Total Advisory Committees.....	1,715,450	1,847,000	1,862,000
Advisory Committee Liaison Services.....	75,000	80,000	80,000
Contingencies/Reserve.....	9,550	73,000	58,000
TOTAL, ADVISORY COMMITTEES LIMITATION	1,800,000	2,000,000	2,000,000

ADVISORY COMMITTEES

Status of Programs

From 1983 through 1996, a central appropriation provided for direction and financial support of all authorized USDA Advisory Committee activities other than those included in the Forest Service and those financed from user fees. Beginning in 1997, language in the General Provisions of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act permits agencies funded in the Act to finance the activities of selected committees that advise them from their own funds, subject to a Department-wide limitation on expenditures for those committees. The statuses of these programs provide information on the activities of committees during fiscal year 2016.

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 expenses are unique to include the cost of lost wages and childcare for parent members.

The annual meeting of the Council was held on July 12-14, 2016, at the Hilton Garden Inn in Arlington, Virginia. The agenda included updates on CSFP and the following WIC areas: funding, policy, program integrity, Electronic Benefit Transfer, Nutrition Education and Breastfeeding Promotion activities, and studies.

FOOD SAFETY:

National Advisory Committee on Meat and Poultry Inspection (NACMPI)

The NACMPI was established in 1971, to advise the Secretary of Agriculture on matters affecting Federal and State inspection program activities. The Committee also contributes to USDA's regulatory policy development. The Food Safety and Inspection Service (FSIS) Administrator serves as the Committee Chair. Recommendations are sent to USDA's Under Secretary for Food Safety for consideration and review by the Secretary of Agriculture. The NACMPI charter was renewed on November 3, 2016. The full Committee consists of 20 members, and each person selected is expected to serve a 2-year term. The current Committee consists of 17 members, as 4 members retired in December 2016. USDA published a Federal Register notice on November 23, 2016, soliciting nominations to fill seven available positions for the 2016-2018 term.

NACMPI held a plenary meeting on March 29, and 30, 2016, in Washington, DC. Presentations during the plenary session included updates on the previous year's topics, as well as additional updates, which included International Equivalence, the FSIS Establishment –Specific Data Release Strategic Plan, Safe Handling Instructions, and Public Health Regulations, and an informational presentation titled "Chicken Livers: A Review of Salmonella and Campylobacter Risks." The charges for the subcommittee issues were also presented.

Additional Subcommittee meetings were held on March 29, 2016, regarding FSIS Best Practices Guidance for Controlling *Listeria monocytogenes* (Lm) in Retail Delicatessens and Consideration of Mandatory Labeling Features for Certain Processed Not Ready to Eat Meat and Poultry Products. NACMPI meeting minutes, transcripts, presentations and final reports can be viewed on the NACMPI Web page.

<http://www.fsis.usda.gov/wps/portal/fsis/topics/regulations/advisory-committees/nacmpi>

National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

The NACMCF was established in 1988 under Departmental Regulation 1043-28 as a discretionary committee reporting to the Secretary of Agriculture and to the Secretary of Health and Human Services. The Department of Health and Human Services (DHHS), Food and Drug Administration (FDA) and the Centers for Disease Control

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and Prevention (CDC); the Department of Commerce (DoC), National Marine Fisheries Service (NMFS); and the Department of Defense (DoD) participate in directing the work of this committee and all benefit from committee advice. The current charter was renewed on February 3, 2017. The Committee membership term expired on April 27, 2017 and we are in the process of making 15 new appointments. Concurrent with appointments, terms for 5 recent members will renew for a total of 30 members.

The activities of the NACMCF are carried out, in part, by subcommittees that are focused on specific areas being considered by the full committee. NACMCF reports provide current information and scientific advice to Federal food safety agencies and serve as a foundation for regulations and programs aimed at reducing foodborne disease and enhancing public health.

In 2016, the Committee held 3 Subcommittee and 7 Workgroup meetings to address current projects: Effective *Salmonella* Control Strategies for Poultry and Virulence Factors and Attributes that Define Foodborne Shiga Toxin-producing *Escherichia coli* (STEC) as Severe Human Pathogens (see below).

Subcommittee Meetings

January 27-28, 2016: Subcommittee on Effective *Salmonella* Control Strategies for Poultry (*Atlanta, GA*).

February 23-26, 2016 & June 7-10, 2016: Subcommittee on Virulence Factors and Attributes that Define Foodborne Shiga Toxin-producing *Escherichia coli* (STEC) as Severe Human Pathogens (*Washington, DC*).

Workgroup Meetings (Teleconferences)

Subcommittee on Effective *Salmonella* Control Strategies for Poultry – 6 meetings

Subcommittee on Virulence Factors and Attributes that Define Foodborne Shiga Toxin-producing *Escherichia coli* (STEC) as Severe Human Pathogens – 5 meetings

NACMCF meeting minutes, transcripts and final reports can be viewed on the NACMCF website at <http://www.fsis.usda.gov/wps/portal/fsis/topics/data-collection-and-reports/nacmcf/nacmcf>

RESEARCH, EDUCATION, AND ECONOMICS:

Advisory Committee on Biotechnology and 21st Century Agriculture (AC21)

The AC21 was established to examine the long-term impacts of biotechnology on the U.S. food and agriculture system and USDA, and provide guidance to USDA on pressing individual issues, identified by the Office of the Secretary, related to the application of biotechnology in agriculture.

The AC21 currently has 21 members, representing the biotechnology industry, the organic food industry, the farming community, the seed industry, food manufacturers, State government, consumer and community development groups, the medical profession, and academic researchers. After a three-year hiatus, the Committee again met in FY 2016 and completed a report entitled, “A Framework for Local Coexistence Discussions,” which was presented to the Office of the Secretary. The report, which builds on the earlier report delivered in November, 2012, addressed a charge from the Office of the Secretary to develop an approach by which farmers could be encouraged to work with their neighbors to develop joint coexistence plans at the state or local level and to consider how the Federal government might assist in that process.

To address its charge, the AC21 developed two guidance documents included in this report, which can serve as stand-alone documents as well. They are:

- A model to support localities in convening local coexistence discussions, which may aid farmers in identifying ways to work more effectively with their neighbors on coexistence issues. It provides a suggested framework for broad-ranging discussions among farmers around the production challenges they

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face, a suggested structure for bringing local discussions about, and a description of potential resources to support such efforts.

- A description of factors for farmers to consider relevant to production of IP crops and how that production can be affected by neighboring crops and management practices. The document also provides thoughts on topics relevant for discussions with neighboring farmers.

The AC21 Charter expired on March 13, 2017 (e.g. renewal pending).

Advisory Committee on Agriculture Statistics

The Advisory Committee on Agriculture Statistics was established on July 16, 1962, in the Department of Commerce, and was chartered under the Federal Advisory Committee Act, 5 U.S.C. App. 2, in January 1973. This Committee was moved to USDA in 1997 when responsibility for the Census of Agriculture transferred from the Department of Commerce to the Department of Agriculture.

The Committee provides advice to the Secretary of Agriculture and the National Agricultural Statistics Service (NASS). It makes recommendations on the conduct of the periodic censuses and surveys of agriculture, other related surveys, and the types of agricultural information obtained from respondents. The Committee also advises on the content and frequency of agricultural reports.

The Committee is composed of 20 members with professional knowledge regarding the data needs of the food, fiber, and rural sector. It provides a direct link with the major agricultural organizations and farm groups which could not be as effectively or efficiently obtained from any other source. The Committee is the primary forum for reconciling the divergent data needs between data user and provider groups. It is also instrumental in helping NASS provide the maximum value from their statistics, within available funding, and to continually improve its products and services. In August 2016, the Advisory Committee on Agriculture Statistics was renewed for 2 years.

MARKETING AND REGULATORY PROGRAMS:

National Wildlife Services Advisory Committee (NWSAC)

The purpose of the Committee 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 is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

Membership is comprised of 20 persons representing a broad spectrum of agricultural, environmental, conservation, academic, animal welfare, and related interests. Nineteen members' appointments recently expired on September 25, 2016. Currently, the Committee has one active member, but plans to solicit for new nominations in 2017. Equal opportunity practices, in line with USDA policies, are followed in appointing representative members to the Committee.

The Committee met in August 2016 and developed recommendations for USDA. Once new members are appointed to the Committee, another meeting is planned for the summer of 2017.

General Conference Committee of the National Poultry Improvement Plan

The National Poultry Improvement Plan (NPIP) is comprised of 202 Committee members and was started in 1935 and has been a very successful internationally-recognized Federal-State-Industry cooperative program for control of specific poultry diseases in the United States. The Plan's purpose is to allow the application of new technology and processes for the improvement of poultry and poultry products throughout the country and support interstate and international trade in poultry products. Further, the NPIP establishes the regulatory standards for biosecurity as well as sample collection, diagnostic tests, and laboratory protocols for NPIP regulated diseases in the U.S.

The provisions of the Plan establish standards for the evaluation of poultry breeding stock and hatchery products with respect to freedom from hatchery and breeder disseminated diseases. Products conforming to specific

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standards are identified by authorized terms that are uniformly applicable in all parts of the country. The NPIP is governed by the General Conference Committee, a Federal advisory committee which is the Official Advisory Committee to the Secretary on Poultry Health. The commercial poultry industry and its exports are an approximately \$37 billion industry annually in the U.S.

The provisions of NPIP are changed as needed to conform to the development of the industry and to utilize new information. These changes are based upon recommendations made at the NPIP Biennial Conferences by official delegates representing participating flock owners, breeders and hatchery owners from all cooperating States, in accordance with 9CFR Part 147, Subpart E. Proposed changes are submitted between NPIP Biennial Conferences. These changes are then discussed and voted on at the Biennial and the proposed changes passed by votes of the official delegates are compiled into a docket and submitted for rulemaking or adoption as Program Standards. The General Conference Committee, the Secretary's Advisory Committee on Poultry Health, can, on a limited basis, make an interim approval of a change until such time that the change is published in the Federal Register.

In FY 2016, during the 43rd Biennial Conference in Bellevue, WA, 41 proposals for changes to the NPIP provisions and Program Standards were submitted for consideration. Of those 41 proposals, 23 were accepted and 18 were not. Two Mycoplasma detection assays and two Salmonella detection assays were granted approval for use by NPIP authorized laboratories. A work plan consisting of the 23 proposals which were adopted during the Biennial Conference will be submitted to USDA for approval and to begin the federal rule-making process.

A major proposal unanimously adopted by the Biennial Conference delegation was a Biosecurity Principles proposal. The GCC proposed an oversight system for the implementation of biosecurity principles that includes an auditing component under the NPIP. This was in response to the publication of an interim rule on HPAI indemnity that was published in February 2016. An audit instrument and plans for training will be finalized and implementation will begin by summer of 2017. These Biosecurity Principles are not specific to HPAI and should aid in the control of other poultry FAD's as well as more common domestic diseases.

The second major historic proposal adopted was "Compartmentalization for Protection against Avian Influenza Disease in Primary Poultry Breeding Companies in the United State of America" which was granted interim approval by the GCC in 2015 and full approval at the 2016 Biennial Conference.

Three new General Conference Committee members were elected during the conference to represent the West North Central region, South Atlantic region, and the South Central region.

Additional topics discussed in 2016 at the Biennial Conference were:

- NVSL Avian Influenza Update
- USDA-NVSL Salmonella Update
- USDA-APHIS-VS Update
- CDC update-Salmonella outbreaks in humans linked to backyard poultry
- Secure Poultry Supply Plans
- NPIP Update

Advisory Committee on Animal Health

The Secretary's Advisory Committee on Animal Health (SACAH) comprised of 20 Committee members and advises the Secretary on strategies, policies, and programs to prevent, control, and/or eradicate diseases of national significance. The Committee approaches animal health from a one-health perspective, which considers emerging and other animal diseases, public health, livestock economies, comprehensive surveillance, animal disease traceability, animal import/export strategies, natural resources, and other related aspects of animal agriculture.

During FY 2016, the Committee held public advisory committee meetings in person on February 23 – 25 and September 7 – 8, and by webinar May 2 and June 16, 2016. Several topics were considered including: Working With Traditional and Non-Traditional Stakeholders on One Health Issues, Identifying Zoonotic Diseases of Concern, Foot and Mouth Disease Vaccine Availability, Comprehensive Integrated Animal Health Surveillance, Antimicrobial Resistance, Scrapie Program, Chronic Wasting Disease Program, Human Salmonella infections associated with live poultry contact, Emerging diseases implementation guide, Emerging animal disease response,

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Veterinary Services stakeholder engagement, and National bio and agro-defense facility update and request for input on process for identifying stakeholder priorities.

The Committee deliberated and produced recommendations for most of the topics. A report was submitted to the Department for Working with Traditional and Non-Traditional Stakeholders on One Health Issues, Foot and Mouth Disease Vaccine Availability, Antimicrobial Resistance, Scrapie Program, and Chronic Wasting Disease Program that included 30 recommendations. Recommendations on the topics discussed at the September meeting are being prepared for submission. Note: the number of recommendations from FY 2015 was changed from 15 to 25 to reflect the number in the final report.

The charter was renewed for an additional 2-years on September 2, 2016. The Committee members' appointments expired on April 15, 2017. A notice of solicitation was published on October 12, 2016 to fill vacancies. Nominations are currently being reviewed by DFO before seeking the Secretary's approval.

The Committee expenses in FY 2016 were towards DFO and other staff salary, travel, venue, meeting support, notices, and miscellaneous committee costs with two face-to-face meetings one in Dallas, TX and one in the Washington, DC area. There were also two webinars conducted to assist with finalizing the FY 2016 recommendations report.

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 board to the Secretary of Agriculture. The NOSB is composed of four farmers/growers, two handlers/processors, one retailer, one scientist, three consumer/public interest advocates, three environmentalist/resource conservationists, and one certifying agent. Members come from all four U.S. regions and serve rotating five year terms. The NOSB charter was renewed and approved in May 2016 for a period of two years.

The NOSB has sole authority granted through OFPA to recommend additions to or deletions from the National List of Allowed and Prohibited Substances. The NOSB drafts recommendations to the Secretary of Agriculture based on needs of the industry, with input from both industry and the public. The Board's main functions are to make recommendations about whether a substance should be allowed or prohibited in organic production or handling, assist in the development of standards for substances to be used in organic production, and advise the Secretary on other aspects of implementation OFPA and the NOP regulations. Five (5) NOSB member terms expired in FY 2016 and one member resigned, so the NOP filled 6 vacancies in FY 2016.

The Board met face-to-face twice in FY 2016: In October 2015 and April 2016. During both of the public meetings, the NOSB deliberated on a variety of topics related to organic agriculture and subsequently made a total of 226 recommendations to the Secretary of Agriculture. Topics discussed at each of the meetings included Sunset 2016 and 2017 substances, which are National List materials that must be reviewed every five years; substances petitioned for addition to the National List; guidance on prevention strategies for excluded methods, which includes GMOs; research priorities for the USDA to support the organic sector; an update from the Hydroponics Task Force; and a panel on emerging technologies.

Fruit and Vegetable Industry Advisory Committee

The Fruit and Vegetable Industry Advisory Committee (Committee), consists of 25 active 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; and farmers 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 meets an average of twice per fiscal year.

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Committee Activity

In 2016, the Committee met twice: spring 2016 and fall 2016. Prior to each full Committee meeting, members of the previously determined five Subcommittees each met a minimum of two times via teleconference – some meeting more often depending on the amount of research and discussion required for a particular issue. There were two recommendations presented, approved, and submitted to USDA from the spring meeting; and due to half of the Committee membership changing with 12 new members joining in the fall, there were no recommendations presented at that time. Informational presentations related to, and/or addressing each of the Committee's topics of interest were provided by various subject matter experts within the industry, USDA, and other Agencies.

Working Group Update

At the spring meeting, based on discussion and advice from the Agricultural Marketing Service Administrator and the Designated Federal Official, the Committee determined that three of the previous subcommittees remain functional due to continued activity related to those issues (food safety/Food Safety Modernization Act , agricultural labor, and research and grant funding) although the agricultural labor subcommittee will remain inactive until there is some activity related to immigration reform and H2-A adjustments; the mission of the other two subcommittees addressing education and branding, and inspection delays at ports of entry would terminate. A new subcommittee focus area addressing Market News was established transportation and infrastructure development.

During the fall 2016 meeting, the Committee, with input from its new members, established two additional working groups: one addressing the potential for establishing new grades and standards for tropical and exotic fruits and vegetables, and one addressing the promotion of fruits and vegetables. The Committee also agreed to re-activate the Agricultural Labor working group. Each working group established a chair and vice chair, and narrowed down their specific topics to focus on areas where the Committee would have significant and relative input when developing recommendations. All the working groups met, prepared minutes from their meeting, and are in the process of determining their research needs and who would be an appropriate subject matter expert to present at their next working group meeting. The chairs for each working group are currently in the process of establishing meeting dates.

Federal Grain Inspection Advisory Committee

The Grain Inspection, Packers and Stockyards Administration (GIPSA) 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 GIPSA'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 GIPSA operations and the official grain inspection and weighing system delivery during biannual meetings.

In FY 2016, Advisory Committee members met with GIPSA staff on October 27-28, 2015, and May 17-18, 2016. Both meetings were held in Kansas City, Missouri.

At the October meeting the following issues were addressed and discussed: the United States Grain Standards Act Reauthorization, Field Management Initiatives that included licensing, staffing initiatives, standards under review, 580 Fee Rule, service in Texas, New Lake Charles Elevator; Technology and Science Initiatives that included evaluation of alternative Rice Mills, condensation effects on moisture content and test weight, quantitative test kits for Genetically Engineered events, equivalency of Near Infrared Transmittance Instruments, elimination of Qualitative Mycotoxin Test, and Deoxynivalenol Monitoring Program; International Affairs Initiatives to include; FY15 Outreach; Export Sorghum Sampling Project; and Foreign Complaints; and Quality Assurance and Compliance Initiatives to include; Quality Committee, inspection accuracy, and Quality Management Program Performance.

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The Advisory Committee members recommended to GIPSA the following:

1. Recommended that Qualitative Mycotoxin Tests be phased out as the current supply meets their expiration date;
2. Recommended Federal Grain Inspection Service (FGIS) move forward to certify testing results to a minimum of 2 significant figures as a default for mycotoxins. However, FGIS will allow the results on the certificate to be shown as either a whole number or the nearest tenth at the request of the applicant using current FGIS rounding rules;
3. Recommended that imaging technology be studied for possible use in the determination of percent Dark Hard and Vitreous (DHV) for spring wheat sub classes. FGIS should also study the possible use of this technology to determine shrunken and broken kernel count in all wheat classes;
4. Encouraged FGIS to initiate a study with rough rice to determine the effectiveness of the Grainman Miller No. 65 for predicting commercial rice milling yield-factors to consider in addition to milling yield are total broken kernels, whiteness and chalkiness-newer rice hybrids along with their harvest and drying history should be included in the study;
5. Encouraged FGIS to obtain background information pertinent to understanding the possible degree of condensation that could form when cold grain is unloaded from barges or railcars and transferred to a FGIS inspection site at a humid location. The intent is to record grain temperature data as already provided by moisture meter determinations on sublots of grain. Grain temperatures from a random sampling of 100 sublots during each month of the year would provide an indication of the months of the year when moisture condensation is most likely to occur. Data could show that if seasonally cold grain is found, it might be prudent to allow the cold samples to have a few additional minutes to warm up before testing for moisture and test weight;
6. Recommended FGIS make the financial results available on the FGIS web site. This information would include sufficient detail to show revenues, expenses and operating reserves for each account (520, 530, 570 and 580). Additionally in the 520 account each of the revenue and expense area should be detailed to reflect the national tonnage fee, local tonnage fee and the hourly/inspection fees and the expenses attributed to each; and
7. Recommended that FGIS explore options for standardizing calibrations between NIRT models to improve the overall reproducibility.

At the May meeting the following issues were addressed: Field Management Initiatives to include; Market Overview, Federal Register Publications, Licensing Updates, Staffing Initiatives, Supervision Fees for Domestic Inspection, and Financial Review. Technology and Science Initiatives to include; Mycotoxin Testing Program Update; Utilization of LED Lighting; Zaccaria Rice Mill Evaluation; U.C. Davis Research Project; and Imaging Technology. International Affairs Initiatives to include; International Grain Trade Issues, Foreign Complaints, and Partnership with Canadian Grain Commission. Quality Assurance and Compliance Initiatives to include; Reauthorization Changes, Reviewing Quality Assurance Tolerances, and Quality Performance.

The Advisory Committee members recommended to GIPSA the following:

1. Recommended continued work on imaging and NIR technology for individual kernel inspection for broken kernels and other quality factors for rice and other grains;
2. Recommended continued work by FGIS on evaluating the Grainman Miller No. 65 for predicting commercial rice milling yields;
3. Recommended continued work on lighting advancements and testing for grain inspection. The committee would also like to encourage FGIS to review how other governmental or industry groups involved in human-sorting-of-objects are utilizing new technologies in LED lighting for inspection purposes; and
4. Encouraged the FGIS to secure funding for the placement of FGIS personnel on three month annual assignments to assist the USDA/FAS and overseas cooperator groups in providing needed technical training for buyers of U.S. commodities. A greater understanding through training of the U.S. grain grading system will reduce the number of quality complaints and promote the sale of U.S. agriculture products.

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FARM AND FOREIGN AGRICULTURAL SERVICES:

Edward R. United States Agricultural Export Excellence Board of Evaluators

Section 261 of the Federal Agriculture Improvement and Reform Act of 1996 (“the FAIR Act”) authorized the establishment of the Edward R. Madigan Agricultural Excellence Award to honor those who substantially encourage entrepreneurial efforts in the food and agriculture sector for advancing United States agricultural exports.

The Board’s Charter expired September 14, 2009. Until such time as a Board is established, no awards can be made. There is no intent to renew this committee’s charter this fiscal year.

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 were re-chartered in June 2015 for four years. Additionally, 129 appointments were made in June 2015.

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.

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 2016, a range of timely and sensitive agricultural trade issues were discussed, including the following:

- Significant engagement resulting in conclusion of the Trans-Pacific Partnership negotiations, including the development of 7 official reports to Congress;
- The U.S. - EU Transatlantic Trade and Investment Partnership negotiations;
- Various WTO trade agreement enforcement actions affecting the agricultural sector, including trade barriers in China; and
- Numerous other issues related to access for various U.S. agricultural products to individual foreign countries.

Advisory Committee on Emerging Markets

Section 1542(d)(1) of the Food, Agriculture, Conservation, and Trade Act of 1990 (the Act), as amended, directs the Secretary to make available to emerging markets the expertise of the United States to “identify and carry out specific opportunities and projects,” including potential reductions in trade barriers, “in order to develop, maintain, or expand markets for United States agricultural exports.” The Act also requires the Secretary to establish an Advisory Committee (Section 1542(d)(1)(F)), composed of 20 members who are representatives of food and rural business sectors of the United States to provide information and advice on developing strategies for providing technical assistance and for enhancing markets for U.S. agricultural products in developing market economies.

The purpose of the Committee is to provide information and advice, based upon the knowledge and expertise of the members, useful to USDA in implementing the Emerging Markets Program (EMP), which assists U.S. entities in

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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. The Committee is currently administratively inactive.

NATURAL RESOURCES AND ENVIRONMENT:

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

Background and History:

The Agricultural Air Quality Task Force (AAQTF; officially logged in the USDA FACA database as the Task Force on Agricultural Air Quality Research) was created in accordance with Section 391 of the Federal Agricultural Improvement and Reform Act of 1996, to advise the Secretary of Agriculture on issues related to agricultural air quality. In 1996, Congress found that various studies alleged that agriculture is a source of Particulate Matter (PM) emissions and that many of these studies have often been based on erroneous data. Congress also cited ongoing research by USDA and declared that Federal policy in regard to air pollution be based on sound scientific findings that are subject to adequate peer review and take into account economic feasibility. The Task Force's mandate is to strengthen and coordinate USDA's air quality research effort and identify cost effective ways for the agriculture industry to improve air quality and meet Federal and local air quality emissions requirements. The Chief of the USDA's Natural Resources Conservation Service chairs the AAQTF. The AAQTF membership consists of leaders in farming, industry, health, and science. The Task Force also includes representatives from USDA's Forest Service, Agricultural Research Service, and the National Institute of Food and Agriculture.

The AAQTF Charter was renewed on April 15, 2015 for two years. During this two year period, a solicitation for new members was conducted in the fall of 2015 and 35 new members were selected.

FY 2016 AAQTF Activities and Recommendations:

The AAQTF held two meetings in FY 2016. These were: April 6-7, 2016 in Ft. Collins CO; and September 8-9, 2016 in Sacramento CA. In FY16 the AAQTF utilized three subcommittees for discussing relevant topics, developing papers for the full AAQTF to consider, and developing associated recommendations. The three subcommittees of the AAQTF are: Air Quality Standards (AQS), Climate Smart Agriculture and Sustainability (Climate SASS), and Reactive Nitrogen. The AQS focused efforts chiefly on particulate matter (PM) sampling equipment and measurement (engaging with EPA), as well as proposed EPA ozone, PM and Exception Event Rule standards and regulations. This subcommittee developed comments and recommendations in the attached FY 2016 Recommendations summary (officially approved). The Climate SASS subcommittee also developed several recommendations that were formally approved by the full AAQTF and are in the attached report. The full slate of FY 2016 recommendations from the AAQTF can be found at:

<http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/air/taskforce>

FY 2016 AAQTF Expenditures:

No funds were spent on the AAQTF other than minimal salary costs to complete administrative actions, and travel costs associated with the 35 members (2 meetings) and a few USDA staff.

OFFICE OF THE SECRETARY:

Council for Native American Farming and Ranching

The Settlement Agreement that resolves *Keepseagle v. Vilsack* approved by the United States District Court for the District of Columbia required the Secretary of Agriculture to establish the Council for Native American Farming and Ranching (CNAFR or Council). These settlement agreement provisions remained in effect for five years from its approval by the court, which expired on April 28, 2016. Subsequently, the Council was re-established under

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discretionary authority pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2.

Reflecting terms of the agreement, the Council consists of 15 members appointed by the Secretary. These individuals have demonstrated ability to represent minorities, women, and persons with disabilities as well as persons who represent a diverse range of experience in agriculture. In addition to the Native American farmers and ranchers and persons who represent the interests of Native American farmers or ranchers, members shall include representatives from the following groups: The Farm Service Agency Administrator or delegate; the Senior Advisor to the Secretary, Tribal Relations, or delegate; the Assistant Secretary for Civil rights or delegate; the Natural Resources Conservation Service Chief or delegate.

In FY 2016, four meetings were held: December 2015, April 2016, July 2016, and September 2016, with each meeting open to the public and time designated for public comment. Below are highlights:

- The CNAFR approved that the following recommendations be sent to the Secretary of Agriculture:
 1. Request a briefing from the Department of Education on how Future Farmers of America supports Native youth through tribally-controlled or Bureau of Indian Education schools.
 2. Request that the Secretary appoint Native youth who are either currently enrolled in college / technical school or have less than 10 years' experience in farming /ranching to the Council for a younger generation's perspective
 3. Explore the use of Facebook and Social Media to enhance USDA outreach targeted for Native youth and young adults on USDA resources, as well as provide an update to the Council in 6 months on the effectiveness of these mediums
 4. Request an executive level delegate from the Bureau of Indian Affairs participate in all Council meetings as a non-voting ex-officio member
 5. Develop a chart showcasing the similarities and differences between grazing permit requirements between USDA and the Department of the Interior
 6. Establish a more transparent Forest Service grazing permit process by collecting self-identified demographic data as mandated in 7CFR15 "Nondiscrimination in Programs or Activities Conducted by the U.S. Department of Agriculture"
 7. Have the Chief of the U.S. Forest Service establish a uniform, binding policy recognizing trust land as base property for grazing and livestock use permits
 8. The Secretary or Deputy Secretary to attend 1 Council meeting per calendar year.
 9. Engage State Certified Mediation programs to assure that Farm Service Agency mediation services are available to financially distressed Indian producers
 10. Direct Farm Service Agency to publish a plain language borrower guide, with copies available to direct loan borrowers in early FY 2017.
 11. Explore all possible synergies with the Federal Reserve Bank of Minneapolis Center for Indian Country Development
 12. Request that the Natural Resources Conservation Service Environmental Quality Incentives Program determine at the application stage what the final contract (dollar) amount for the project's completion, that all cost components and their scheduling be well defined, and that customers be allowed advanced payment as milestones are complete.

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13. The Environmental Quality Incentives Program's requirement for an applicant to maintain "control of the land" should be inclusive of tribal trust lands.
14. USDA maintain and improve its funding support for Native agricultural producers despite availing funds accessible through the *Keepseagle v. Vilsack* Cy Pres funds
15. The Office of General Counsel retain at least 1 full time employee to advise USDA agencies on Federal Indian Law.
16. Have USDA provide mandatory, program specific training to field staff through webinars, teleconferences, or video conferencing to ensure consistent messaging of program goals and requirements.

The Council received program and policy briefings from USDA agencies, among them the Farm Service Agency, Forest Service, and Natural Resources Conservation Service. As appropriate, the Council lauded or questioned statutes, regulations and other directives, and practices. Action items for follow-up by USDA agencies and offices were documented and are being addressed.

For more information about CNAFR such as transcripts, meeting information, and the charter, individuals may visit the website at: <http://www.usda.gov/wps/portal/usda/usdahome?contentidonly=true&contentid=otr-council-native-american-farming-ranching.html>

OFFICE OF ADVOCACY AND OUTREACH:

Advisory Committee on Minority Farmers

The Charter for the Advisory Committee on Minority Farmers Committee was re-established on November 19, 2014. The charter is currently in the process of being renewed for another 2 years and is comprised of 15 Committee members.

The committee hosted an in-person public meeting in May 10-12, 2016, in New Orleans, Louisiana. Prior to this meeting, the committee met in Savannah, Georgia in FY2015.

The committee deliberated on and finalized three letters of recommendations that were submitted to USDA in FY 2016. One provided recommendations and advice on fully funding the Office of Advocacy and Outreach (OA) and the Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers Grant Program at \$2 million and \$20 million, respectively as authorized in the 2014 Farm Bill. This letter was submitted to USDA in October 2015. The second and third letter provided recommendations on the disposition of funds from previous USDA class action lawsuits that were still remaining in *cy pres* and still much needed by the plaintiffs in the communities affected by the lawsuits. Both letters of recommendations were submitted to USDA, one in October 2015 and one in June 2016.

As planned, this Committee authorized three subcommittees with concentration in the following Program areas:

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

New committee members were appointed to 2-year terms in June 2015 and their terms expire in June 2017. The primary focus of the committee is to continue or exceed the level of public participation of its meetings held to date without compromising the quality of the meetings or increasing costs.

OAO will continue to provide guidance to the Committee on the Secretary's agenda via in-person meetings, teleconferences and e-mail.

ADVISORY COMMITTEES

Advisory Committee on Beginning Farmers and Ranchers

The Beginning Farmers and Ranchers Advisory Committee (BFRAC) was established by Section 5 of the Agricultural Credit Improvement Act of 1992. The Committee's purpose is to advise the Secretary on ways to develop programs that assist new farmers and ranchers by providing new opportunities.

The Committee's charter was renewed and filed with the Library of Congress on February 6, 2015.

Committee members were appointed in April 2016 for both 1-and 2-year terms which expire in April 2018. A solicitation was published in December 2016 for new members. Currently, the Committee has 20 members.

The Committee met once during 2016, in Cleveland, Ohio, on September 29-30. The Committee deliberated on the efficiency and value of programs and policies of the Department's programs affecting new farmers and ranchers. The Farm Service Agency, Natural Resources Conservation Service, Rural Development, and the Foreign Agricultural Service put specific questions before the Committee as a context for the recommendations. The Committee was also being asked to consider new inquiries from these programs on policies that affect beginning farmers and ranchers.

Representatives from all agencies impacted by land tenure issues made themselves available both in-person (including local USDA officials) and via teleconference to respond to any clarifying questions by the committee. During the meeting, members framed a draft set of recommendations for future deliberations.

In 2015, the Committee submitted two sets of recommendations to USDA. Both sets of recommendations are still being reviewed for Departmental implementation. The committee also conducted several administrative conference calls. OAO will continue to provide guidance to the Committee on the Secretary's agenda via in-person meetings, teleconferences and e-mail.

USDA/Hispanic Association of Colleges and Universities (HACU)

The USDA/HACU Leadership Group is comprised of 8 Committee members and 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. In 2016 the Leadership Group met on March 16 in Washington, DC resulting in the signing of a new Memorandum of Understanding.

ADVISORY COMMITTEES

AUTHORITY AND COMPOSITION OF USDA ADVISORY COMMITTEES IN EXISTENCE BETWEEN
2015 and 2016

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	20
National Advisory Committee on Microbiological Criteria for Foods	FSIS	Departmental Regulation 1043-28	30
RESEARCH, EDUCATION, AND ECONOMICS:			
Advisory Committee on Biotechnology and 21 st Century Agriculture	ARS	Departmental Regulation 1043-049	20-25
Advisory Committee on Agriculture Statistics	NASS	Departmental Regulation 1042-130	20
MARKETING AND REGULATORY PROGRAMS:			
National Wildlife Services Advisory Committee	APHIS	Departmental Regulation 1043-27	20
General Conference Committee of the National Poultry Improvement Plan	APHIS	Departmental Regulation 1043-8	7
Advisory Committee on Animal Health	APHIS	Departmental Regulation 1043-31	20
National Organic Standards Board	AMS	S 7 U.S.C. 6518	15
Fruit and Vegetable Industry Advisory Committee	AMS	Departmental Regulation 1042-139	25
Federal Grain Inspection Advisory Committee	GIPSA	P. L. 103-156 7 U.S.C. 87i	15

ADVISORY COMMITTEES

Committee Title	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
FARM AND FOREIGN AGRICULTURAL SERVICES:			
Edward R. Madigan Agricultural Export Excellence Award Board	FAS	P.L. 104-127	6
Agricultural Policy Advisory Committee for Trade	FAS	P.L. 93-618	36
Agricultural Technical Advisory Committees for Trade:			
Animals & Animal Products	FAS	P.L. 93-618/ Departmental Regulation 1042-68	19
Fruits and Vegetables	FAS	P.L. 93-618/ Departmental Regulation 1042-68	22
Grains, Feed & Oilseeds	FAS	P.L. 93-618/ Departmental Regulation 1042-68	27
Sweeteners and Sweetener Products	FAS	P.L. 93-618/ Departmental Regulation 1042-68	14
Tobacco, Cotton, Peanuts and Planting Seeds	FAS	P.L. 93-618/ Departmental Regulation 1042-68	13
Processed Foods	FAS	P.L. 93-618/ Departmental Regulation 1042-68	27
Advisory Committee on Emerging Markets	FAS	7 U.S.C. 1421	20
NATURAL RESOURCES AND ENVIRONMENT:			
Agricultural Air Quality Task Force	NRCS	U.S.C. 5405	35
OFFICE OF THE SECRETARY:			
Council for Native American Farming and Ranching	OSEC	5 U.S.C. App 2	15
OFFICE OF ADVOCACY AND OUTREACH:			
Advisory Committee on Minority Farmers	OAO	7 CFR U.S.C 2279	15
Advisory Committee on Beginning Farmers and Ranchers	OAO	7 U.S.C. 1929	20
USDA/Hispanic Association of Colleges and Universities Leadership Group	OAO	Memorandum of Agreement dated 10/96	8