

DEPARTMENTAL MANAGEMENT

DEPARTMENTAL ADMINISTRATION

Purpose Statement

Departmental Administration (DA) was established to provide management leadership to ensure that the U.S. 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, Executive Services, Budget Execution of appropriated and non-appropriated funds, the Washington Communications and Technology Services, Procurement Operations and other management programs, such as audit compliance and Department-wide compliance with the Freedom of Information Act (FOIA). The administrative law functions and the Judicial Officer have been placed within DA for administrative purposes.

The majority of DA's functional activities are located in Washington, D.C. As of September 30, 2009, there were 408 full-time permanent employees under DA. These employees were assigned as follows (DA Direct Appropriation, DA Reimbursement, and Working Capital Fund, including Correspondence Management formerly the Office of Executive Secretariat):

<u>Location</u>	<u>Full-Time Permanent</u>
Washington, D.C.:	
DA (Direct & Reimbursement)	239
DA WCF	125
Correspondence Management	<u>19</u>
Subtotal	383
Field Units:	
DA (Direct & Reimbursement)	<u>25</u>
Total	408

Government Accountability Office Reports

GAO-09-178	February 2009	Veterinarian Workforce: Actions Are Needed to Ensure Sufficient Capacity for Protecting Public and Animal Health
GAO-09-0334	February 2009	Influenza Pandemic Sustaining Focus on the Nation's Planning and Preparedness Efforts
GAO-09-562	June 2009	Medical Care and Benefits for Deployed Federal Civilians Formerly JC 351166
GAO-09-921	September 2009	Extent of Federal Spending under Cost-Reimbursement Contracts Unclear and Key Controls Not Always Used Formerly JC120759
GAO-09-792	September 2009	Contract Management: Agencies are not Always Maximizing Opportunities for Competition or Savings under BPAs Despite Increased Usage
GAO-10-73	December 2009	Influenza Pandemic: Gaps in Monitoring and Assessing Status of the National Pandemic Implementation Plan Need to be Addressed Formerly JC 45096

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Available Funds and Staff Years
2009 Actual and Estimated 2010 and 2011

Item	2009 Actual		2010 Estimated		2011 Estimated	
	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years
Salaries and Expenses.....	\$26,778,372	159	\$41,319,000	218	\$43,706,000	229
Transfer from OCE.....	775,587	--	--	--	--	--
Subtotal, Salaries and Expenses....	27,553,959	159	41,319,000	218	43,706,000	229
Transfer from CCC.....	2,000,000	--	2,000,000	--	2,000,000	--
Transfer to FAS.....	--	--	--	--	-13,000,000	-44
Total, Salaries and Expenses.....	29,553,959	159	43,319,000	218	32,706,000	185
<u>Obligations under other</u>						
<u>USDA appropriations:</u>						
<u>Departmental Administration:</u>						
Radiation Safety.....	1,080,273	6	1,107,000	8	1,131,000	8
Homeland Security Activities...	15,109,837	20	10,988,000	25	11,075,000	25
HR Training/Software.....	1,657,945	--	1,338,000	--	1,338,000	--
Flexible Spending Acct.....	2,053,065	--	2,000,000	--	2,000,000	--
Biobased Products	347,706	--	357,000	--	364,000	--
OHCM Auditors.....	924,000	2	774,000	--	774,000	--
Honor Awards.....	--	--	80,000	--	80,000	--
Drug Testing.....	91,951	--	100,000	--	100,000	--
Shuttle Services.....	398,741	--	400,000	--	404,000	--
TARGET Center.....	924,543	3	947,000	4	936,000	4
Visitor Center.....	369,809	2	550,000	3	556,000	3
Operations Center.....	2,171,215	5	2,402,000	7	2,450,000	7
Interpreter Service.....	859,021	2	870,000	2	875,000	2
IT Support Services.....	96,767	--	321,000	--	321,000	--
Misc. Reimbursements.....	120,768	2	207,000	1	160,000	1
Overseas Deployment.....	9,895,739	55	--	--	--	--
FSA Settlement Costs.....	995,824	--	1,000,000	--	1,000,000	--
Ethics.....	121,520	2	211,000	2	216,000	2
Personnel Details.....	196,861	1	--	--	--	--
Diversity Council.....	--	--	523,000	1	533,000	1
OSEC Driver.....	103,538	1	107,000	1	107,000	1
WCF Admin. Support Cost.....	5,482,934	28	5,557,000	36	5,612,000	36
Total, DA Reimbursements.....	43,002,057	129	29,839,000	90	30,032,000	90
<u>Working Capital Fund a/:</u>						
Administration Activities.....	42,517,727	125	42,298,000	149	40,921,000	146
Correspondence Management..	3,105,310	20	3,100,000	24	3,100,000	24
Purchase of Equipment.....	113,049	--	--	--	--	--
Administration (Non-USDA)....	1,796,755	--	1,199,000	--	1,053,000	--
Total, Working Capital Fund.....	47,532,841	145	46,597,000	173	45,074,000	170
Total Departmental Administration	120,088,857	433	119,755,000	481	107,812,000	445

a/ This section only includes WCF activities managed by DA. Please refer to the WCF Explanatory Notes for more details about the WCF.

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Permanent Positions by Grade and Staff Year Summary
2009 Actual and Estimated 2010 and 2011

Grade	2009			2010			2011		
	Wash DC	Field	Total	Wash DC	Field	Total	Wash DC	Field	Total
Senior Executive Service	6	--	6	7	--	7	7	--	7
AL-3	2	--	2	2	--	2	2	--	2
AL-2	1	--	1	2	--	2	2	--	2
SL-1	1	--	1	1	--	1	1	--	1
GS-15	42	16	58	50	46	96	50	46	96
GS-14	71	1	72	71	1	72	71	1	72
GS-13	62	5	67	55	5	60	55	5	60
GS-12	27	1	28	21	1	22	21	1	22
GS-11	17	--	17	18	--	18	18	--	18
GS-10	5	--	5	5	--	5	5	--	5
GS-9	6	1	7	7	1	8	7	1	8
GS-8	4	1	5	4	1	5	4	1	5
GS-7	5	--	5	5	--	5	5	--	5
GS-6	2	--	2	2	--	2	2	--	2
Ungraded Pos.	3	--	3	3	--	3	3	--	3
Total Permanent Positions	254	25	279	253	55	308	253	55	308
Unfilled Positions end-of-year	-15	--	-15	--	--	--	--	--	--
Total, Permanent Full-time Employment, end-of-year	239	25	264	253	55	308	253	55	308
Staff Year Estimate	263	25	288	253	55	308	253	55	308

Note: This chart includes DA Direct and DA Reimbursement positions. For WCF financed positions, please refer to the WCF Explanatory Notes for more details.

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MOTOR VEHICLE FLEET DATA

SIZE, COMPOSITION AND COST OF MOTOR VEHICLE FLEET

The 2011 budget estimates propose no additional purchases of vehicles.

Departmental Administration (DA) uses vehicles to support the mission of providing customer support to the USDA offices in the Washington, D.C. metro-area. DA provides mail and courier services, facility management, disposal of excess property, and transportation of forms, publications, and supplies. In addition, DA provides executive chauffeur services to the Office of the Secretary, and other executive staff members at USDA.

The Central Mail Unit supports DA's mission by providing daily scheduled and unscheduled pick-up and delivery service of mail to 18 USDA satellite locations throughout the Washington, D.C. metropolitan area, including suburban Maryland and Virginia. Vehicles are also used for scheduled service to Capitol Hill, the Executive Office Buildings, and to the Office of the Federal Register. As needed, vehicles are used for transporting employees to special conferences and/or meetings within the local area. The Beltsville Service Center moves excess equipment and furniture between USDA offices and the warehouse; operates a shipping and receiving facility; provides forms and publications acquisition, management, warehousing and worldwide distribution; and general office supply acquisition, warehousing and sales. This service removes excess furniture and equipment from offices and provides furniture to those offices that have a need. In addition to providing transportation services to a limited number of Departmental executives attending meetings in the Washington-metro area, DA also provides emergency transportation services as needed. DA has a full size truck on hand for moving large equipment items between buildings and for incidental work associated with the building complex.

DA leases sedans and vans from the General Services Administration (GSA) and commercial companies for transporting employees.

Changes to the motor vehicle fleet. No changes are proposed to the fleet.

Replacement of passenger motor vehicles. Departmental Administration will follow GSA regulatory vehicle replacement standards which are three years or 60,000 miles. Vehicle replacement is based on funding priority, program management, vehicle mileage, and vehicle age.

Impediments to managing the motor vehicle fleet. There are no identified impediments to managing the motor vehicle fleet in the most cost-effective manner. A major cost of managing the fleet is the cost of fuel. In the past three years, the cost of gasoline and ethanol has risen dramatically. DA is committed to using E85 as an alternative to gasoline to support the Departments' goal of increasing alternative fuels procurement and requires all newly leased or purchased vehicles to be E85 compatible if available for the vehicle type.

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MOTOR VEHICLE FLEET DATA

Size, composition and cost of agency motor vehicle fleet as of September 30, 2009, are as follows:

Size, Composition, and Annual Cost
(In thousands of dollars)

Fiscal Year	Number of Vehicles by Type						Total Number of Vehicles	Annual Operating Cost (\$ in thou)	
	Sedans and Station Wagons	Light Trucks, SUVs and Vans		Medium Duty Vehicles	Ambulances	Buses			Heavy Duty Vehicles
		4X2	4X4						
FY 2008	5	19	5	0	0	0	0	29	\$176
Change from 2008	0	0	0	0	0	0	0	0	\$6
FY 2009	5	19	5	0	0	0	0	29	\$183
Change from 2009	0	0	0	0	0	0	0	0	\$7
FY 2010	5	19	5	0	0	0	0	29	\$190
Change from 2010	0	0	0	0	0	0	0	0	\$11
FY 2011	5	19	5	0	0	0	0	29	\$201

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Appropriation Language

For Departmental Administration, [\$41,319,000] \$30,706,000, to provide for necessary expenses for management support services to offices of the Department and for general administration, security, repairs and alterations, and other miscellaneous supplies and expenses not otherwise provided for and necessary for the practical and efficient work of the Department: *Provided*, That this appropriation shall be reimbursed from applicable appropriations in this Act for travel expenses incident to the
 1 holding of hearings as required by 5 U.S.C. 551-558[: *Provided further*, That of the amount appropriated, \$13,000,000 is for stabilization and reconstruction activities to be carried out under the authority provided by title XIV of the Food and Agriculture Act of 1977 (7 U.S.C. 3101 et seq) and other applicable laws].

This change in language reflects the transfer of the Provincial Reconstruction Teams to the Foreign Agricultural Service.

Lead-off Tabular Statement

Appropriations Act, 2010.....	\$41,319,000
Budget Estimate, 2011	<u>30,706,000</u>
Decrease in Appropriation.....	<u>-10,613,000</u>

Summary of Increases and Decreases
(On basis of appropriation)

<u>Item of Change</u>	<u>2010 Estimated</u>	<u>Pay Costs</u>	<u>Program Changes</u>	<u>2011 Estimated</u>
Departmental Administration	\$41,319,000	+\$387,000	-\$11,000,000	\$30,706,000

Project Statement
(On basis of appropriation)

	<u>2009 Actual</u>		<u>2010 Estimated</u>		<u>Increase or Decrease</u>	<u>2011 Estimate</u>	
	<u>Amount</u>	<u>Staff Years</u>	<u>Amount</u>	<u>Staff Years</u>		<u>Amount</u>	<u>Staff Years</u>
Departmental Administration.....	\$26,778,372	159	\$41,319,000	218	-\$10,613,000	\$30,706,000	185
Transfer from OCE.....	775,587	--	--	--	--	--	--
Unobligated Balance.....	267,041	--	--	--	--	--	--
Total Available or Estimate.....	27,821,000	159	<u>41,319,000</u>	<u>218</u>	-10,613,000	30,706,000	185
Transfer from OCE.....	-810,000	--					
Total Appropriation.....	<u>27,011,000</u>	<u>159</u>					

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Justifications for Increases and Decreases

(1) A total decrease of \$10,613,000 and 32 staff years for Departmental Administration (\$41,319,000 available in 2010) consisting of:

a) An increase of \$387,000 to fund increased pay costs.

These funds are necessary to maintain staffing levels to continue administrative support services to Department Headquarters and on-going programs in human resources management, financial management, procurement and property management, emergency coordination and security services, government ethics, small business utilization programs, other management programs, such as audit compliance and Department-wide compliance with FOIA, and administrative law functions. DA is a labor intensive staff office with little ability to absorb pay cost increases without holding a large number of positions vacant for the entire year. These vacancies adversely affect DA's ability in providing management and leadership needed to ensure that USDA administrative programs, policies, advice, and counsel meet the needs of USDA program organizations.

b) An increase of \$1,700,000 and 11 staff years for Human Resource Initiative and Veterans Hiring Program.

USDA's mission is to provide leadership on food, agriculture, natural resources and related issues based on sound policy, the best available science, and effective management. This can only be accomplished through the development and strategic implementation of effective human resource management programs and processes. As the lead human resources organization within USDA, a strong Office of Human Resources Management (OHRM) is vital. In response to this need, USDA has initiated a major transformation within OHRM which entails the assignment of all former staff out of the organization, developing a new staffing plan which is more responsive to the Department's long-term strategic human capital needs, and hiring staff with the requisite competencies and skill sets. While the new configuration will facilitate the delivery of core services, there is a need for additional staff to respond to the Department's human resources challenges. These resources will provide for additional staff and operating costs to provide Departmental leadership on the research, assessment, and delivery of corporate human resources enterprise solutions; provide leadership to the Departmental components and the mission areas on leadership development and employee development programs and initiatives; lead the Department's veteran hiring program and coordinate various other special employment programs; serve as a resource to the Department and the mission areas on labor relations matters; support various human resources accountability, quality control, and records management activities; and oversee initiatives in the area of pay, compensation, and classification.

c) An increase of \$300,000 and 1 staff year for a BioPreferred Audit for Labeling Program.

This funding will provide the necessary resources for one staff year to allow limited auditing in the first full year of the BioPreferred labeling program. With a limited audit program of the BioPreferred label, USDA can increase confidence that the information received from manufacturers and vendors regarding biobased product content, performance, and environmental impact is accurate and complete. As a result, the integrity and credibility of the label will be higher than that which would occur in the absence of an audit program.

d) A decrease of \$13,000,000 and 44 staff years for stabilization and reconstruction activities in Afghanistan and Iraq.

USDA support for the Provincial Reconstruction Teams (PRT) in Afghanistan and Iraq is funded through DA and administered by the Foreign Agricultural Service (FAS) in fiscal year 2010 through a Reimbursable Agreement. In order to formalize the future funding for the PRT, full funding in the amount of \$13 million is being moved to FAS for the fiscal year 2011 budget. This funding shift will provide stability for the program and avoid the need for annual reimbursable agreements.

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Geographic Breakdown of Obligations and Staff Years
2009 Actual and Estimated 2010 and 2011

	2009		2010		2011	
	Amount	Staff Years	Amount	Staff Years	Amount	Staff Years
District of Columbia.....	\$27,262,119	157	\$41,021,000	216	\$30,403,000	183
California.....	291,840	2	298,000	2	303,000	2
Subtotal, Available or Estimate	27,553,959	159	41,319,000	218	30,706,000	185
Unobligated balance.....	+267,041	--	--	--	--	--
Total, Available or Estimate	27,821,000	159	41,319,000	218	30,706,000	185

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Classification by Objects2009 Actual and Estimated 2010 and 2011

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Personnel Compensation:			
Washington, D.C.	\$16,914,137	\$24,796,000	\$20,321,000
Field.	215,043	220,000	224,000
11 Total personnel compensation	17,129,180	25,016,000	20,545,000
12 Personnel benefits	3,527,567	6,815,000	5,766,000
Total pers. comp. & benefits.....	20,656,747	31,831,000	26,311,000
Other Objects:			
21 Travel and transportation of persons	146,764	567,000	181,000
22 Transportation of things.....	12,556	53,000	53,000
23.3 Communications, utilities, and misc. charges	601,043	514,000	477,000
24 Printing and reproduction	276,563	220,000	274,000
25.2 Other services	3,296,119	5,932,000	1,258,000
25.3 Purchases of goods and services from Government Accounts.....	1,655,266	1,455,000	1,543,000
26 Supplies and materials	321,979	358,000	370,000
31 Equipment.....	515,474	389,000	239,000
42 Insurance Claims and Indemnities	66,529	--	--
43 Interest	4,919	--	--
Total other objects	6,897,212	9,488,000	4,395,000
Total direct obligations	27,553,959	41,319,000	30,706,000
<u>Position Data:</u>			
Average Salary, ES positions	\$145,006	\$168,819	\$171,183
Average Salary, GS positions.....	\$109,309	\$112,959	\$108,689
Average Grade, GS positions	14.3	14.3	14.2

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STATUS OF PROGRAM

Current Activities:

Departmental Administration (DA) became part of Departmental Management (DM) pursuant to Secretary's Memorandum 1060-001 Reorganization of Departmental Staff Offices, Departmental Administration, and Assistant Secretary for Civil Rights, effective October 1, 2009. DM provides overall direction, leadership and coordination for the Department's management of human resources, ethics, property, procurement, hazardous materials management, facilities management, small and disadvantaged business utilization programs and the regulatory hearing and administrative proceedings conducted by the Administrative Law Judges, and the Judicial Officer. Activities of the offices that comprise DM follow.

Management Services (MS) provides executive leadership in administrative policies and operations that cut across the DM staff offices' activities functional lines. MS manages strategic planning, procurement and human resources operations, budget development and financial management activities; oversees DM's Freedom of Information Act Program; and investigates allegations of executive misconduct; and serves as the DM's internal Government Accountability Office and Office of Inspector General liaison. MS also provides leadership within DM for the implementation of Government-wide electronic solutions and provides an IT infrastructure that supports the staff offices.

The Office of Human Resources Management (OHRM) [formerly the Office of Human Capital Management and Office of Ethics] leads the Department-wide human resources initiatives to ensure that USDA's programs are staffed with the personnel necessary to meet program objectives. Under the Departmental Management reorganization, OHRM develops and administers Departmental principles, policies and objectives related to: organizational development, position classification, employee development, labor relations, performance management supporting strategic human resources management, and non-EEO mediation and alternative dispute resolution programs. These activities support USDA 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. This office also manages the Department-wide ethics program and provides responsive counseling and advice to all USDA employees; administers personal financial disclosure requirements on covered staff; provides training to USDA staff on various rules governing employee ethical conduct, conflicts of interest, and political activity; handles financial disclosure and ethics aspects of Presidential nominations requiring Senate confirmation; and acts as liaison with the White House Counsel's Office, the Office of Government Ethics, and the Office of Special Counsel on ethics issues.

The Office of Operations (OO) is responsible for Department-wide activities relating to facilities management services and operational support in the areas of engineering and architecture, space, internal energy conservation, recycling, occupational safety and health, accessible technology, reasonable accommodations, and interpreting services. OO provides facilities management and security services for USDA agencies and staff offices occupying USDA's Headquarters, the George Washington Carver Center, and USDA leased facilities in the National Capital Region.

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

Emergency Coordination and Security Services (ECSS) provides Department-wide leadership in policy, oversight, and guidance relating to personnel, physical, and document security ensuring a safe and secure work environment for USDA employees and carries out government-wide activities pertaining to emergency programs and continuity of operations and continuity of government. ECSS provides security management of USDA's Headquarters facilities in the National Capital Region and around the clock operations center support to USDA emergency response and program operations Nationwide.

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 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. OSDBU ensures that the Department implements the Ability One Program (Javits-Wagner-O'Day Act Program) which encourages contracting with nonprofit agencies that hire people who are blind or severely disabled.

The Office of Administrative Law Judges (OALJ) conducts rule making and adjudicatory hearings throughout the United States in proceedings subject to the Administrative Procedure Act (APA), 5 U.S.C. 554 *et seq.* The Judges render initial decisions and orders that become final decisions of the Secretary unless appealed to the Secretary's Judicial Officer by a party to the proceedings.

The Office of the Judicial Officer (OJO) serves as the Department's final deciding officer in appeals of regulatory proceedings that are quasi-judicial in nature.

Selected Examples of Recent Progress:

The Office of Human Resources Management (OHRM) implemented numerous strategic human resources initiatives at both the Departmental and mission area levels. Each initiative required significant collaboration with stakeholders both external and internal to the Department. Key accomplishments are: 1) Developed USDA-wide strategy to improve employee satisfaction as part of the Administration's "Hiring Reform '09" initiatives; 2) Continued progress and success in closing occupational competency gaps throughout USDA. Gap closure was achieved on all 20 mission critical occupations; and 3) Improved the use of human resource hiring flexibilities for employee appointments throughout USDA. Additionally, this office assisted the outgoing Administration by providing post-employment and negotiation for employment training for more than 200 officials, reviewed and certified more than 250 termination financial disclosure reports, created more than 100 recusal letters, provided specific advice to more than 100 former Administration officials, and provided specific post-government employment counseling to dozens of former officials. The office created on its Website a sample New Entrant Financial Disclosure Report to assist new appointees in properly preparing their initial report. It produced "Self-Help" modules that allowed new political personnel to walk their way through the Obama Ethics Pledge and gift rules relating to official travel and event invitations. The office worked with the White House Liaison to develop and mandate completion by incoming appointees of a 4-hour ethics course curriculum to be completed in their first year. In addition, the office developed an Advance Person's Questionnaire to assist political appointees in avoiding complicated ethics issues by addressing recurring issues in advance of events, travel, etc., developed an assistant's questionnaire to document the official necessity for junior political appointees accompanying Presidential appointees at partisan political activities during duty hours, provided ethics training to 98 percent of over 200 incoming appointees and provided classroom training to incoming Farm Service Agency State Executive Directors and Rural Development State Directors. Appointees have taken an average of 2.7 hours of ethics training. [Regulatory requirement is 1 hour.] Additionally, this office worked with the White House Counsel, U.S. Office of Government Ethics and Senate Agriculture Committee Staff to clear for nomination 15 Presidential appointees [as well as 4 other nominees whose nominations were dropped]; reviewed more than 250 incoming political appointee reports, provided over 300 email and written advisories to political appointees, and answered thousands of verbal questions on

ethics. Finally, this office received, reviewed and certified over 400 public and 16,000 confidential financial disclosure reports from career officials.

The Office of Operations (OO) transitioned the Washington, DC Headquarters Health Unit from in-house operations to Federal Occupational Health (part of the Department of Health and Human Services, the health provider to Federal agencies), and prepared to make both seasonal and H1N1 flu vaccine available at no cost to employees. The Health Units at the Washington, DC Headquarters and the George Washington Carver Center conducted twice-weekly allergy clinics and weekly blood pressure clinics. These clinics at or near the workplace reduce the time employees needing allergy shots and blood pressure monitoring need to be away from work. Several health screenings were provided for employees, including echocardiogram, stroke, osteoporosis, cancer, diabetes, vision acuity and glaucoma. The Health Units also conducted blood screenings to test for cholesterol levels, prostate cancer, ovarian cancer and a variety of other conditions. In total, the two Health Units received 10,668 employee visits, including 73 for emergency conditions. Six Red Cross blood drives were conducted. The Medical Officer reviewed medical records for employees who work with toxic substances, for disability retirements, reasonable accommodations, and pre-employment.

Five additional automated external defibrillators were installed in readily accessible public spaces at the George Washington Carver Center, which significantly improved the availability of this critical protection for occupants.

The Office of Procurement and Property Management (OPPM) published a proposed rule for a voluntary labeling program as part of its first full year in implementing the BioPreferred Marketing Program. In addition, OPPM published the final regulation for a fifth round of designation of Biobased products for preferred Federal procurement. With this rule, USDA enlarges the scope of the BioPreferred program to 42 categories of Biobased products representing an estimated 5,600 individual products. OPPM Federal procurement sent a proposed sixth round designation rule to the Office of Management and Budget (OMB) for review and placed a seventh round proposed designation rule into USDA internal clearance prior to transmittal to OMB. OPPM also led successful outreach/training efforts at major government conferences including the General Services Administration (GSA) Expo, GSA SmartPay, and GovEnergy at which total attendance exceeded 15,000. In the sustainability area, OPPM helped to secure over \$665,000 in Recovery Act subsidies from the Department of Energy (DOE) to cover services provided by DOE National Laboratories at USDA facilities. OPPM coordinated numerous energy efficiency assessments at USDA facilities in accordance with the Energy Independence and Security Act of 2007; effectively managed the acquisition and allocation of renewable energy credits to ensure that USDA met Energy Policy Act of 2005 requirements for FY 2009; and provided Web-based Water Efficiency Training for USDA energy/water managers. OPPM modified a Department-wide blanket purchase agreement to provide only Electronic Product Environmental Assessment Tool (EPEAT)-registered products. OPPM also provided Web-based Green Purchasing training to USDA personnel involved in sustainable operations. OPPM incorporated the USDA Sustainable Implementation Plan into USDA's Asset Management Plan. Finally, OPPM's Energy Management Team was part of the USDA contingent awarded the 2009 Presidential Award for Leadership in Federal Energy Management. OPPM staff also won the Secretary's "Group Honor Award for Excellence" as part of the Headquarters Green Team.

Emergency Coordination and Security Services (ECSS) combined the Radiation Safety, Physical Security, Personnel and Document Security, Emergency Preparedness, and the Continuity Planning under the authority of one Program Office to better serve the Department. This reorganization resulted in elimination of redundancies, better communications among security and emergency response related activities, and improved staffing support for critical programs.

ECSS continued to streamline personnel security investigations and adjudications, achieving 96 percent submission rate of electronic security questionnaires for national security and public trust and improving the use of electronic forms for all other USDA background investigations from less than 20 percent to over 90 percent by the end of fiscal year 2009. ECSS continued to phase in enhancements to USDA's secure, on-

line personnel security database and ensured compliance with Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA) by regularly updating security clearance information into the Office of Personnel Management's Clearance Verification System, to include improving data in clearance records to nearly 98 percent accuracy.

ECSS led the initiative to comply with the 2008 Farm Bill through a proposal to "establish an Agricultural Biosecurity Communications Center" to coordinate and centralize information collection, dissemination, and preparation for an agricultural disease emergency, agroterrorist act, or other threat to agricultural biosecurity. As co-chair of Food and Agriculture Government Coordinating Council and the Center for Excellence for Homeland Security Planning and Response, ECSS planned, led and coordinated a variety of activities within the Food and Agriculture sector and the interagency community, to include setting developing standards; expanding outreach; developing, conducting, and participating in exercises; coordinating and facilitating USDA response efforts, to include Red River of the North flooding, tropical storms, and volcanic activity. ECSS initiated upgrades to the USDA Headquarters Continuity of Operations (COOP) and devolution sites to meet Homeland Security Presidential Directive 20 and National Communications System Directive 3-10 requirements. ECSS also fully facilitated USDA's successful participation in the White House's annual Continuity event, Exercise EAGLE HORIZON 2009.

Six security assessments of mission critical facilities were conducted, which resulted in implementation of security countermeasures at those facilities to mitigate their risks, and 10 security design reviews were performed for newly planned and renovated facilities. ECSS also continued with implementation of the Enterprise Physical Access Control System (ePACS) to meet the requirements of Homeland Security Presidential Directive-12 ID card (LincPass) interoperability by migrating 4 USDA mission critical facilities into the System. This provided an integrated centrally controlled security system that is now capable of such processes as de-provisioning personnel immediately that no longer require unaccompanied access to USDA facilities nationwide. ECSS Radiation Safety coordinated submission of the clean-up plan for the radioactive waste burial site in Beltsville, MD and the disposal of the large radiation source at the Agricultural Research Service (ARS) facility in Starkeville, MS with ARS, contractors, and Federal agency partners.

The Office of Small and Disadvantaged Business Utilization (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 increased 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. While the overall Government-wide goal is 23 percent of annual small business prime contract awards, USDA awarded over 52 percent of the Department's prime contracts to small businesses, totaling \$2.7 billion. USDA agencies made a concerted effort to direct contracts to Service Disabled Veteran-Owned Small Business (SDVOSB) with an increased number of prime contract awards to these firms over the preceding year. Overall, during FY 2009, USDA provided \$137.5 million of its contracting dollars or 2.66 percent to SDVOSBs. Also during FY 2009, information technology contracting actions with SDVOSBs represented \$63 million or 7.2 percent of overall USDA information technology contracting expenditures.

The Office of Administrative Law Judges (OALJ) conducted 22 hearings (including several rulemaking hearings). The hearings ranged from less than a day to five weeks. OALJ judges issued 30 initial decisions, 34 default decisions, 94 consent decisions and 28 miscellaneous decisions, for a total of 186 decisions during the year. Approximately 202 complaints and petitions were filed with the office during the fiscal year.

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Summary of Budget and Performance
Statement of Goals and Objectives

DA has one strategic goal and four strategic objectives that contribute to all of the strategic goals of the Department.

USDA Strategic Goals	Agency Strategic Goal	Agency Objectives	Programs that Contribute	Key Outcome
DA supports all USDA strategic goals.	Agency Goal 1: Provide USDA leadership with the administrative tools, services, infrastructure, and policy framework to support their public service missions.	<u>Objective 1:</u> Ensure USDA has a diverse, ethical, results-oriented workforce able to meet mission priorities and work cooperatively with USDA partners and the private sector.	Office of Human Resources Management and Office of Ethics	<u>Key Outcome 1:</u> USDA programs will be staffed with personnel trained to meet program objectives through the use of effective, timely and uniform human resources management. Headquarters organizations will receive effective and timely human resources management support. Employees will be trained and held accountable for compliance with Government Standards of Conduct.
		<u>Objective 2:</u> Ensure USDA has a trained acquisition workforce with the procurement policies and systems needed to ensure responsiveness, high quality, cost-effectiveness, and accountability using an increasingly diverse vendor pool and range of products.	Office of Procurement and Property Management and Office of Small and Disadvantaged Business Utilization	<u>Key Outcome 2:</u> Mechanisms will be established to provide advantageous pricing for selected products and services and the Integrated Acquisitions System will be fully deployed. Participation of small and disadvantaged businesses will increase. USDA vehicle fleet usage will reduce petroleum use and bio-based products will be promoted.

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USDA Strategic Goals	Agency Strategic Goal	Agency Objectives	Programs that Contribute	Key Outcome
DA supports all USDA strategic goals.	Agency Goal 1: Provide USDA leadership with the administrative tools, services, infrastructure, and policy framework to support their public service missions.	<u>Objective 3:</u> Provide the policies, technical guidance, and operating environment that enhance the safety and security of USDA personnel, information and facilities, and the continuity of its vital programs and operations.	Office of Operations and Emergency Coordination and Security Services	<u>Key Outcome 3:</u> USDA will have a safe, secure, and productive work environment nationwide. Security information will be handled in the correct manner and USDA personnel will have the appropriate level of security clearances. USDA Continuity of Operations plans will be reviewed and regularly updated.
		<u>Objective 4:</u> Provide formal adjudicative support.	Office of Administrative Law Judges and Office of the Judicial Officer	<u>Key Outcome 4:</u> USDA Administrative law proceedings will be handled quickly and fairly.

Selected Accomplishments Expected at the FY 2011 Proposed Resource Level:

Strategic Objective 1: Ensure USDA has a diverse, ethical, results-oriented workforce able to meet mission priorities and work cooperatively with USDA partners and the private sector.

DA will improve Headquarters human resources services by providing Departmental leadership on the research, assessment, and delivery of corporate human resources enterprise solutions; provide leadership to the Departmental components and the mission areas on leadership development and employee development programs and initiatives; lead the Department's veteran hiring program and coordinate various other special employment programs; serve as a resource to the Department and the mission areas on labor relations matters; support various human resources accountability, quality control, and records management activities; and oversee initiatives in the area of pay, compensation, and classification. In addition, DA will continue to provide ethics advice and counseling to USDA employees and meet timeliness requirements for financial disclosure filings.

Strategic Objective 2: Ensure USDA has a trained acquisition workforce with the procurement policies and systems needed to ensure responsiveness, high quality, cost-effective, and accountability using an increasingly diverse vendor pool and range of products and services.

DA's Integrated Acquisition System is in "steady state" and processes up to \$2 billion in procurements using this system. USDA will continue to be a leader in the Federal Government in achieving small business program contracting goals. DA will promote energy efficiency and procurement of biofuels, as well as other E.O. 13423 requirements such as energy conservation and green procurement by participating on the USDA Sustainable Operations Council's working groups, issuing policy and guidance, and carrying out awareness and outreach activities. To increase biofuels usage, DA will identify specific geographic

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locations that have both a significant number of E85 fleet vehicles and accessible E85 fueling sites. Working with agency fleet personnel, DA will initiate a targeted educational, promotional, and tracking campaign to significantly increase E85 use at those locations.

Strategic Objective 3: Provide the policies, technical guidance, and operating environment that enhance the safety and security of USDA personnel, information and facilities, and the continuity of its vital programs and operations.

DA's Emergency Coordination and Security Services staff will continue reviewing agency and staff office COOP programs to enhance USDA's ability to execute and sustain operations during a COOP event. An expanded contingency exercise will be conducted to ensure USDA preparedness in the event of a COOP activation. DA will conduct physical security assessments of the USDA agencies COOP Level 4 Emergency Relocation Facilities as agency funding and resources allow. DA will ensure that the USDA Crisis Action Team is trained in the Enterprise Contingency Program Planning System, that the system has up-to-date COOP data, and that it can track emergency actions effectively. Acquisition of new Intel communications capabilities will allow USDA to communicate securely with other Federal Departments and agencies during emergency events.

Strategic Objective 4: Provide formal adjudicative support.

The Office of Administrative Law Judges and the Judicial Officer will continue administrative law activities in support of USDA programs. These activities involve hearing cases, conducting rulemaking proceedings, and issuing decisions and rulings.

Summary of Budget and Performance
Key Performance Outcomes and Measures

Goal 1: Provide USDA leadership with the administrative tools, services, infrastructure, and policy framework to support their public service mission.

Key Outcome 1: USDA programs will be staffed with personnel trained to meet program objectives through the use of effective, timely and uniform human resources management. Headquarters organizations will receive effective and timely human resources management support. Employees will be trained and held accountable for compliance with Government Standards of Conduct.

Key Outcome 2: Mechanisms will be established to provide advantageous pricing for selected products and services and a new Integrated Acquisitions System will be fully deployed. Participation of small and disadvantaged businesses will increase. USDA vehicle fleet will reduce petroleum use and biobased products will be promoted.

Key Outcome 3: USDA will have a safe, secure, and productive work environment nationwide. Security information will be handled in the correct manner and USDA personnel will have the appropriate level of security clearances. USDA Continuity of Operations plans will be reviewed and regularly updated.

Key Outcome 4: USDA Administrative law proceedings will be handled quickly and fairly.

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Key Performance Measures:

- Performance Measure 1.1 Improve employee satisfaction score in the OPM 2010 Federal Human Capital Survey.
- Performance Measure 1.2 Sustain an employee retention rate commensurate with USDA workforce needs.
- Performance Measure 1.3 Improve the end to end hiring process in USDA.
- Performance Measure 1.4 Increase the Federal procurement of biobased products and develop biobased market opportunities.

Selected Past Accomplishments toward Achievement of the Key Outcome:

During fiscal year 2009, Departmental Administration underwent a major realignment as part of the Secretary's Memorandum 1060-001 Reorganization of Departmental Staff Offices, Departmental Administration, and Assistant Secretary for Civil Rights. The purpose of this reorganization was to reduce fragmentation, increase efficiency, improve quality of services, streamline processes, enhance skills, and make better use of resources through economies of scale. Within this framework the Office of Human Capital Management (OHCM) was renamed the Office of Human Resources Management (OHRM) and the Office of Ethics was combined within the OHRM. OHRM was refocused on policy development and management by reassigning the operational functions of that office to Management Services and the contracting out of direct personnel operational support formerly provided by OHCM to the Agricultural Research Services' personnel center of excellence on an interim basis.

Numerous strategic human resources initiatives at both the Departmental and mission areas levels continue to be implemented, i.e., the Human Capital Accountability Program, improving the end to end hiring timeline for GS and SES, issuing revised guidance for performance evaluation of employees that is performance based, restarting the SES Candidate Development Program. USDA successfully implemented the centralization of all ethics services previously located in the USDA mission areas. Implementation of the Enterprise Physical Access Control System (ePACS) and other security improvements continued, helping USDA meet the requirements of Homeland Security Presidential Directive-12. Work continues toward increasing the USDA contract dollars awarded to small businesses providing commodities to USDA. They provide outreach and technical assistance to agencies, small businesses, and trade associations; and identify and match small business and agencies' program delivery needs.

The key outcomes of the transformed Departmental Administration are to ensure USDA programs will be staffed with personnel trained to meet program objectives through the use of effective, timely and uniform human resources management. Headquarters organizations will receive effective and timely human resources management support. Employees will be trained and held accountable for compliance with Government Standards of Conduct. USDA vehicle fleet usage will reduce petroleum and bio-based products will be promoted. USDA will have a safe, secure, and productive work environment nationwide. Security information will be handled in the correct manner and USDA personnel will have the appropriate level of security clearances. USDA Continuity of Operations plans will be reviewed and regularly updated. USDA Administrative law proceedings will be handled quickly and fairly.

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Summary of Budget and Performance
Key Performance Outcomes and Measures - Continued

Key Performance Targets:

<u>Performance Measure</u>	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Estimate</u>	<u>2010 Target</u>	<u>2011 Target</u>
Performance Measure 1.1 Improve employee satisfaction score in the OPM 2010 Federal Human Capital Survey. a. Units	N/A	N/A	N/A	N/A	Score within top third of Federal government	Score within top third of Federal government
Performance Measure 1.2 Sustain an employee retention rate commensurate with USDA workforce needs. a. Units	N/A	N/A	N/A	N/A	Establish baseline	TBD
Performance Measure 1.3 Improve the end to end hiring process in USDA. a. Units	N/A	N/A	N/A	N/A	Establish baseline	TBD
Performance Measure 1.4 Increase the Federal procurement of biobased products and develop biobased market opportunities. a. Units	N/A	N/A	N/A	N/A	Establish baseline	Increase by 10%

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Summary of Budget and Performance
Full Cost by Strategic Goal

Strategic Goal: Provide USDA leadership with the administrative tools, services, infrastructure, and policy framework to support their public service mission.

		(Dollars in Thousands)		
		<u>2009</u>	<u>2010</u>	<u>2011</u>
Salaries & Benefits		\$20,657	\$31,831	\$32,321
Administrative Costs (Direct)		6,897	9,488	9,385
	Total Costs	27,554	41,319	30,706
	FTEs	159	218	185
Performance Measure 1.1: Improve employee satisfaction score in the OPM 2010 Federal Human Capital Survey.				
BY Performance		N/A	Score within top third of Federal Government	Score within top third of Federal Government
Performance Measure 1.2: Sustain an employee retention rate commensurate with USDA workforce needs.				
BY Performance		N/A	Establish baseline	TBD
Performance Measure 1.3: Improve the end to end hiring process in USDA.				
BY Performance		N/A	Establish baseline	TBD
Performance Measure 1.4: Increase the Federal procurement of biobased products and develop biobased market opportunities.				
BY Performance		N/A	Establish baseline	Increase by 10%

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 fiscal years 2009 and 2010.

USDA ADVISORY COMMITTEES		
Policy Area and Committee Title	2009 Actual	2010 Estimate
FOOD, NUTRITION, AND CONSUMER SERVICES:		
National Advisory Council on Maternal, Infant and Fetal Nutrition.....	\$47,563	\$50,000
FY 2010 Dietary Guidelines Advisory Committee.....	222,294	285,000
FOOD SAFETY:		
National Advisory Committee on Meat and Poultry Inspection.....	0	67,000
National Advisory Committee on Microbiological Criteria for Foods.	30,625	40,000
RESEARCH, EDUCATION, AND ECONOMICS:		
Forestry Research Advisory Council	21,981	65,000
Advisory Committee on Biotechnology and 21 st Century Agriculture	81,507	286,000
Advisory Committee on Agriculture Statistics	35,000	35,000
USDA/Hispanic Association of Colleges and Universities	19,090	23,000
MARKETING AND REGULATORY PROGRAMS:		
National Wildlife Services Advisory Committee	18,956	24,000
General Conference Committee on the National Poultry Improvement Plan.....	4,130	10,000
Advisory Committee on Foreign Animal and Poultry Diseases	0	0
National Organic Standards Board	96,407	190,000
Fruit and Vegetable Industry Advisory Committee	31,636	70,000
Federal Grain Inspection Advisory Committee	45,000	45,000
FARM AND FOREIGN AGRICULTURAL SERVICES:		
Agricultural Policy Advisory Committee for Trade	3,000	14,000
Ag. Tech. Adv. Comm. For Trade in:		
Animals & Animal Products.....	8,011	14,000
Fruits and Vegetables.....	8,011	14,000
Grains, Feed, and Oilseeds	8,011	14,000

USDA ADVISORY COMMITTEES		
Policy Area and Committee Title	2009 Actual	2010 Estimate
Sweeteners and Sweetener Products	8,011	14,000
Tobacco, Cotton, Peanuts, and Planting Seeds	8,011	14,000
Processed Foods	8,011	14,000
Advisory Committee on Emerging Markets	0	25,000
Consultative Group on Child Labor and Forced Labor.....	0	14,000
Edward R. Madigan Agricultural Export Excellence Award Board	0	0
Advisory Committee on Beginning Farmers and Ranchers.....	0	80,000
NATURAL RESOURCES AND ENVIRONMENT:		
Task Force on Agricultural Air Quality Research.....	117,025	150,000
Total Advisory Committees	822,280	1,557,000
Contingencies/Reserve	977,720	243,000
TOTAL, ADVISORY COMMITTEES LIMITATION	1,800,000	1,800,000

ADVISORY COMMITTEES

STATUS OF PROGRAM

From fiscal year (FY) 1983 through FY 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 FY 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. These Explanatory Notes provide information on the activities of committees during FY 2009 and planned activities for FY 2010.

FOOD, NUTRITION, AND CONSUMER SERVICES:

National Advisory Council on Maternal, Infant and Fetal Nutrition

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) and makes recommendations to the programs for how they may be improved as deemed appropriate. 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 met at the Food and Nutrition Service (FNS) Headquarters in Alexandria, Virginia, on July 21-23, 2009. A total of 25 individuals attended the meeting, including 12 Council members, the general public, and the FNS staff. The Council was briefed by FNS staff on current issues pertaining to WIC and CSFP. The Council worked on recommendations for WIC and CSFP.

FY 2010 Dietary Guidelines Advisory Committee

The thirteen-member Dietary Guidelines Advisory Committee (DGAC) which operates under the regulations of the Federal Advisory Committee Act (FACA) held three public meetings under the USDA's administrative leadership during FY 2009.

The first DGAC meeting was held October 30 and 31, 2008, and served primarily as an orientation to the Committee members. Key officials made presentations on the history of the *Dietary Guidelines for Americans* and how they are used, as well as a presentation on USDA's newly implemented Nutrition Evidence Library, which serves as one of many tools that the Committee has to complete its charge. The Committee formed seven Subcommittees which included Nutrient Adequacy, Energy Balance and Weight Management, Fluid and Electrolytes (now called Sodium, Potassium and Fluid), Carbohydrates (which became Carbohydrates and Protein), Fatty Acids (now called Fatty Acids and Cholesterol), Food Safety and Technology, and Ethanol. The Committee then proceeded to begin formulation of plans for future work.

The second DGAC meeting was held on January 29 and 30, 2009. This meeting provided the public an opportunity to give oral testimony. Public participants gave more than 50 presentations. Federal officials gave statistics-based presentations on usual nutrient and food group intakes in the U.S. population, as well as various MyPyramid food pattern research updates. The Committee continued discussing plans for the direction of all the Committees work needing to be completed in the upcoming year.

The third DGAC meeting was held on April 29 and 30, 2009. Unlike the first two meetings which were held in the Jefferson Auditorium where the public could watch the Committee's deliberations in person,

this meeting was held via Webinar. This was the first time this technology was used to broadcast a DGAC meeting and it was quite a success in that attendance doubled from previous meetings and it had a reach that spanned around the globe. This meeting included presentations by invited experts on topics that included the diet and the eating environment, economics and nutrient adequacy, effects of various macronutrient meal plans on weight status, *Dietary Guidelines for Americans* in the community, sustainable food systems and Dietary Guidance, consumer behaviors related to nutrition and an update on USDA food plans. The remainder of the meeting was spent on DGAC members providing updates on progress made within each of the Sub-committees.

The fourth DGAC meeting was held during the first quarter of FY 2010. The meeting again was held via Webinar on November 4 and 5, 2009. The meeting focused on DGAC member updates on progress made within each of the Sub-committees in assessing the state of the science. Draft conclusion statements were presented for approximately 50 of the 180 or so questions that DGAC members have posed. Questions were answered using a number of different approaches that included use of the USDA's Nutrition Evidence Library systematic review of evidence, food pattern modeling exercises, review of various data analyses as well as the review of existing reviews and nationally recognized reports. Two additional meetings of the DGAC remain before the Dietary Guidelines Advisory Committee Report is submitted to the Secretaries of USDA and HHS.

An additional resource available to the Committee members and the public is the www.DietaryGuidelines.gov Web site which was established solely as a centralized place for maintaining all records and materials related to the *Dietary Guidelines for Americans*, both past and present. This Web site houses the public comments database, where anyone interested in contributing comments, data or other material in support of the *Dietary Guidelines for Americans* revision process has the ability to do so.

FOOD SAFETY:

National Advisory Committee on Meat and Poultry Inspection (NACMPI)

Congress established the NACMPI in 1971 under authority of the Federal Meat and Inspection Act and the Poultry Products Inspection Act. Both acts require the Secretary of Agriculture to consult with an advisory committee before issuing product standards and labeling changes or any matters affecting Federal and State program activities.

The previous charter expired on July 24, 2009. The agency published a Federal Register Notice on December 24, 2008 (Docket No. FSIS-2008-0038) requesting nominations for membership on the Committee. Seventy-two applications were received and are currently being reviewed. When the Committee is formed, we plan to have 16-18 members serving a 2-year term. As with the previous Committee, we expect the composition of the Committee for this term will be equally diverse and include members representing the Hispanic and African American communities.

No meetings of the Committee were held in FY 2009. We expect the first meeting of the new Committee will be held in early FY 2010 with a possible second meeting to be scheduled later in the fiscal year.

Information about the NACMPI, meeting transcripts, and reports can be viewed on the FSIS Web site at http://www.fsis.usda.gov/About_FSIS/NACMPI/index.asp.

National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

The NACMCF was established under Departmental Regulation 1043-28, and is co-sponsored by the Food Safety and Inspection Service (FSIS), the Food and Drug Administration, the Centers for Disease Control and Prevention, the National Marine Fisheries Service, and the Department of the Defense Veterinary

Service Activity. The NACMCF was re-chartered on June 5, 2008 for a two-year term. The Committee has 30 members and current NACMCF membership term expired March 23, 2009.

NACMCF has been under review at USDA and changes in membership term length and the number of terms members may serve are being considered. The NACMCF has operated allowing members to serve for a two-year terms with service for up to three two-year terms. USDA is also evaluating ways to ensure that NACMCF membership has representation by consumer groups. It is anticipated that the Secretary of Agriculture will appoint some members to NACMCF in early 2010. FSIS is in the process of re-announcing a Federal Register notice calling for nominations for additional NACMCF members.

The activities of NACMCF are carried out, in part by subcommittees that are focused on specific areas being considered by the full Committee. During FY 2009, NACMCF held one plenary meeting on March 20, 2009 in Washington, DC; the work of the two active Subcommittees was discussed. These groups included the Subcommittee on Determination of the most Appropriate Technologies for the FSIS to Adopt in Performing Routine and Baseline Microbiological Analyses and the Subcommittee on Parameters for Inoculated Pack/Challenge Protocols.

The NACMCF held a number of Subcommittee meetings in Washington, D.C. and Web meetings by computer during FY 2009. The full Committee adopted the final two reports during FY 2009:

- “Response to Questions Posed by the Food Safety and Inspection Service Regarding Determination of the Most Appropriate Technologies for the Food Safety and Inspection Service to Adopt in Performing Routine and Baseline Microbiological Analyses” - This report is being formatted for posting on the FSIS Web site and has been submitted to the Journal of Food Protection for publishing.
- “Parameters for Determining Inoculated Pack/Challenge Study Protocols” - This report is posted on FSIS Web site and has been submitted to the Journal of Food Protection for publishing.

Upcoming work charges for this Committee include the topics of control strategies for reducing foodborne norovirus infections and the study of microbiological criteria as indicators of process control or insanitary conditions.

NACMCF meeting minutes, transcripts and final reports can be viewed on the NACMCF Web site at http://www.fsis.usda.gov/About_FSIS/NACMCF/index.asp.

RESEARCH, EDUCATION, AND ECONOMICS:

Forestry Research Advisory Council (FRAC)

The FRAC was authorized for the purpose of providing the Secretary of Agriculture with recommendations and advice on regional and national planning for forestry research supported by the McIntire-Stennis Cooperative Forestry Program administered previously by the Cooperative State Research, Education, and Extension Service (CSREES), now known as the National Institute of Food and Agriculture (NIFA). The Council also provides advice related to the Forest Service Research Program, authorized by the Forest and Rangeland Renewable Resources Act of 1978. The Council is comprised of up to 20 members appointed by the Secretary and drawn from Federal, State, university, industry, and non-governmental organizations. FRAC did not meet in FY 2009.

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

The AC21 was established by the Secretary 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 is still officially in existence but the continuation of its work awaits decisions from the Office of the Secretary. The AC21 met only once in FY 2009, and not since the change of Administration.

Under its Charter, the AC21 can have 20-25 members, and recent members have included representatives from academia, biotechnology providers, food manufacturers, the grain trade, farmers, the legal profession, and both environmental and consumer organizations, plus *ex officio* members from five government agencies and departments and a representative from State Departments of Agriculture. The terms of "regular" committee members are up to 2 years in length, and typically the terms of half the committee members expire in a given year, in February of that year. The current Committee Charter will expire in February, 2010, and will need to begin a renewal process soon.

In its one meeting in FY 2009, the Committee attempted to complete a paper relating to government oversight of transgenic animals, focusing on food animals for food and non-food issues. There was not sufficient time for the Committee to complete this work, but the Committee did draft a letter which was transmitted to the Secretary of Agriculture by the AC21 Chair describing the nature of its discussions.

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 FY 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 25 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.

One meeting was held in Arlington, VA, on February 24-25, 2009. The meeting focus was to advise NASS on the upcoming 2012 Census of Agriculture; and offer suggestions on the NASS on-going survey program.

The first day was devoted to the 2008 Recommendations and Overview, *State of NASS* and an update Data Enclave. The Data Enclave, which was presented by representatives of the National Opinion Research Center (NORC). NORC is an institution that can manage access to data needs of statistical agencies. They discussed how they are maintaining confidentiality and data management. NASS provides Agricultural Resource Management Survey (ARMS) data to NORC and the University Researchers that contact NASS to do research with ARMS data in turn work with NORC. Staff from the Census Survey Division gave presentations on 2012 Agricultural Census Content.

The second day included topics on the Status of Programs for NASS, and public comments. The Agricultural Resource Management Survey Data Users meeting was held in the afternoon.

For more information on the proceedings of the meeting, please see the following Web site:
http://www.nass.usda.gov/About_NASS/Advisory_Committee_on_Agriculture_Statistics/index.asp.

The Committee's next meeting in Washington, DC was scheduled for February 16-17, 2010. However, the Advisory Committee 2010 meeting is postponed until further notice. The Office of the Secretary is currently reviewing the renewal of the Advisory Committee on Statistics charter.

USDA/Hispanic Association of Colleges and Universities (HACU)

The Secretary of Agriculture signed a Memorandum of Understanding (MOU) with HACU to ensure that the Hispanic community equitably participates in USDA education and employment programs, resources, and services. The Secretary of Agriculture appointed a national body, the Leadership Group, to ensure the fulfillment of the objectives set forth in the MOU. The Leadership Group, consisting of 12 members, serves as the lead advisory group to the Secretary on issues relating to Hispanic-Serving Institutions (HSIs) and Hispanic higher education.

The USDA-HACU Leadership Group has focused on the improvement of representation of Hispanics in the USDA workforce through increasing participation of Hispanic Americans, Hispanic-serving school districts, HSIs, and other educational institutions in USDA employment, education programs, and services. Seeking to be a responsive driving force behind the President's Hispanic Nine-Point Plan, and in promoting successful recruitment, retention, and promotion practices, the Leadership Group recommends strategies and identifies initiatives and mechanisms to successfully implement a strategic human capital approach to improve Hispanic representation.

The HACU National Internship Program, Public Service Leaders Scholarship Program, the E. (Kika) de la Garza Fellowship Program, and the newly established Agricultural Ambassador programs have been utilized to close the academic achievement gap among Hispanic Americans while engaging the Hispanic community with Federal employment opportunities.

The Leadership Group met on July 1, 2009 in Washington, DC to discuss:

- The Farm Bill and Hispanic-Serving Agricultural Colleges and Universities (HSACUs);
- The 2008 Food, Conservation, and Energy Act;
- Effectively marketing USDA as an employer of choice to students; Work with USDA managers to provide positive work environment to a diverse work force;
- Transitioning to a new Administration; Change of CSREES to NIFA and Departmental Management reorganization;
- Creating partnerships to engage Hispanics and minorities in science related fields;
- Leveraging resources by creating effective educational partnerships, especially to promote science to students under Title V funding under the HEA;
- Program objectives for the HSI National Program;
- Objectives and outcomes of the USDA-HSI Grants Program; and
- Creating new partnerships with Hispanic Serving School Districts.

A strategic plan has been developed for the USDA-HSI National Program covering each of the five geographic regions covered by the USDA-HSI regional directors. Customers are surveyed and results are measured to determine that activities are producing desired results and program targets are met. Internal goals have been set to ensure that the program meets the program objectives identified above.

MARKETING AND REGULATORY PROGRAMS:

National Wildlife Services Advisory Committee (NWSAC)

NWSAC advises the Secretary of Agriculture on policies, issues, and research needs of the Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) Program. The 20 members represent a broad range of agricultural, environmental, and conservation groups, academia, and other interest groups. The Committee met June 9-11, 2009, in Sandusky, Ohio. The Chairperson requested that each Committee member present one or two issues for discussion as a precursor to developing recommendations for the Secretary's consideration. Thirty-one issues were presented, which were categorized into seven discussion

topics including: Funding, Health and Disease, Food Safety Protection, Airport Safety, Education and Information, Management Operations, and Vision and Future.

The Committee discussions reviewed and discussed last year's Committee recommendations. Discussions that followed addressed the status and concerns for other research field stations, results of the information transfer survey regarding research and operational communications, the costs to implement the recommendations of the Committee, and the perception of the overall effectiveness of the Committee.

The Committee passed 14 recommendations for the Secretary to consider:

- WS develop a process to prepare an ongoing, long-range plan (3-5 year updates), for a 20-year period for the entire program (operations and research);
- WS continue to provide assistance in all 50 States by matching cooperative funds, up to \$250,000 per State, to protect the Nation's natural resources, food and feed supply, and human health and safety;
- Support WS in partnering with the 50 States, the Department of the Interior, other Federal agencies, Tribes, and Non-Governmental Organizations in the national healthy wildlife concept addressed in the National Fish and Wildlife Health Initiative;
- The Secretary support WS' efforts to complete construction of a Wildlife Disease Research Building at the National Wildlife Research Center (NWRC) in Fort Collins, Colorado;
- Seek new Federal funding to place an Airport Wildlife Biologist in each State;
- WS should reduce the administrative management burden on leadership staff to allow more time to manage people rather than paperwork;
- Seek new funds to continue and enhance WS's research program to develop new tools and methodologies to limit adverse effects of depredating wildlife species on aquaculture, agriculture, forestry, and human health and safety;
- Support future budget initiatives for WS so that redirection of existing resources is not necessary to maintain effective programs in all 50 States, and that the Secretary resist attempts to reduce the program budget;
- Continue to support and enhance WS' rabies control programs, including emergency contingency outbreaks; expedite NWRC investigation in the research and field trials of new oral rabies vaccines (ORV) and, assist in making these ORV options available in a timely manner; and, support the overall North American Rabies Management Plan to enhance and improve rabies management in North America;
- Reaffirm that a WS' priority is to protect the production of a safe and adequate food supply, which includes efforts through WS to minimize or eliminate damage from injurious vertebrate species that adversely affect agriculture, aquaculture, forestry and human health and safety;
- Continue to support the use of approved toxicants for predator control, which are used by WS, including continued support for, and prioritization of, the theobromine/caffeine pesticide to hasten its transition from research, development, and registration to its actual implementation and use in the field;
- Seek new funding to adequately fund all security issues at all WS' facilities;
- Support the restoration of the \$9.2 million Congressional Directives; and
- Have WS' NWRC investigate and evaluate field diagnostic disease tests that are currently being developed, including, but not limited to plague, tularemia, tuberculosis, and anthrax, for potential use by state WS programs and other State, Federal, and Tribal agencies in their wildlife disease programs.

General Conference Committee of the National Poultry Improvement Plan

The purpose of the General Conference Committee (the Committee) of the National Poultry Improvement Plan (NPIP), consisting of seven members, is to maintain and ensure industry involvement in advising the Administration in matters pertaining to poultry health and to the administration of the NPIP. The Committee represents cooperating State agencies and poultry industry members and serves as a liaison

between the poultry industry members as well as between the poultry industry and USDA on matters pertaining to poultry health.

Status of 2008 recommendations:

1. APHIS Veterinary Services Sanitary Trade Team of the National Center for Import and Export has worked with the association of primary breeder veterinarians in the development of a pilot project for compartmentalization of primary breeding operations and plans to present the pilot project to the Quadrilateral meeting of animal health officials from New Zealand, Canada, the United States, and Australia;
2. Agricultural Research Services' researchers have completed some preliminary research on the sensitivity of type of environmental sample and isolation and identification protocol for *Salmonella enteritidis*; and,
3. The U.S. *Mycoplasma iowae* clean program will be considered at the 40th biennial conference of the NPIP in San Diego, California next year.

2009 Committee recommendations:

1. Accept the three Polymerase Chain Reaction (PCR) procedures for *Salmonella enteritidis* (SE) as official tests of the NPIP with the understanding that information will be continued to be collected until the biennial conference of the NPIP where a final decision can be made and an official ratification;
2. APHIS' Veterinary Services program work with the NPIP to develop a compartmentalization pilot project for Notifiable Avian Influenza with the Primary Poultry Breeding Industry;
3. Add the real time Reverse Transcriptase-PCR and USDA Licensed Antigen Capture Assays to the NPIP active and passive surveillance program for Notifiable Avian Influenza as official assays;
4. NPIP work with the U.S. Poultry and Egg Association in the development of an SE Monitored program for multiplier meat-type chicken breeding flocks as a measure to respond to the prevalence of SE in meat-type chickens; and,
5. Help fund field research on the use of commercially available vaccines for the control of very virulent Infectious Bursal Disease in California.

The Committee then assisted in planning and organizing the 40th Biennial (Diamond Anniversary) Conference of the NPIP. The Committee passed several interim approvals that will be considered at the that conference, planned for San Diego, California, August 31-September 2, 2010:

1. Flocks testing positive on the Antigen Capture Immuno Assay must be retested using the real time Reverse Transcriptase(rRT)-PCR or virus isolation, in the case of cloacal swabs collected from waterfowl. Positive results from the rRT-PCR must be further tested by Federal Reference Laboratories using appropriate tests for confirmation;
2. U.S. Salmonella Enteritidis Clean program for primary meat-type chicken breeding flocks; and
3. Hygiene and biosecurity procedures for poultry primary breeding flocks and hatcheries.

Advisory Committee on Foreign Animal and Poultry Diseases (FAPD)

The FAPD Committee has served to advise the Secretary of Agriculture on issues regarding the prevention, suppression, control, and/or eradication of an outbreak of foot-and-mouth disease or other destructive foreign animal diseases, should such a disease enter the United States. Committee duties include advising and counseling on policy and regulatory action with regard to dealing with an outbreak, changing practices in the production and marketing of animals, the importation of animals and animal products, and the handling and treatment of unusual or suspicious animal or poultry problems.

The FAPD Charter has 17 members and was renewed for a two-year period in August 2007 after a lapse of several months; however, the Committee selection process was not completed. Efforts are currently underway to revise the name and scope of the Committee to include all animal health issues, and to address not only foreign animal disease issues, but also to support Departmental efforts to improve food safety and to support the profitability of farmers and ranchers.

National Organic Standards Board (NOSB)

The NOSB was established to provide recommendations to the Secretary on implementing the Organic Foods Production Act of 1990 (OFPA), which authorizes a National Organic Program (NOP) for the production and handling of organically produced foods. The NOSB is composed of four farmers/growers, two handlers/processors, one retailer, one scientist, three consumer/public interest advocates, three environmentalists, and one certifying agent. Members come from all four U.S. regions and serve rotating 5 year terms.

The NOSB has assisted in the development of the NOP regulations, including the National List of Allowed and Prohibited Substances (National List). They have reviewed and continue reviewing substances for use in organic production and advise the Secretary on different aspects of implementing the NOP.

The terms of 5 out-going NOSB members are expiring January 23, 2010: one environmentalist, two farmers, one handler, and one retailer. A broad solicitation for nominations for the 5 candidates occurred in the Spring of 2009. The Secretary processed and announced those appointments during FY 2009 so those individuals are in place to begin their 5 year terms beginning January 24, 2010. There will be 5 more vacancies to fill on the NOSB in FY 2011, so the NOP will begin seeking candidates for nomination to the NOSB in early Spring 2010 to all United States organic producers and handlers, and other organizations representing the organic industry and community. Those appointed persons will begin their service on January 24, 2011.

In FY 2009, at the November 28 and May 2009 public meetings, the NOSB reviewed, evaluated, and recommended the addition of one new material petitioned for listing and the modification of the annotation of a second material already listed on the National List Code of Federal Regulations (CFR) §205.601 for use in crops. The NOSB recommended the allowance of the injectable form of an existing listing already allowed on CFR §205.603 for use in the management of livestock. The NOSB reviewed, evaluated, and recommended the addition of one listing on and the removal of another listing (and so now prohibited) from CFR §205.605 (b) which is the list of synthetics allowed for use in handling. The NOSB also reviewed, evaluated, and recommended two new listings and narrowed an existing listing on CFR §205.606 which is the list of agricultural ingredients allowed for use in handling as commercially unavailable as organic or whose organic supply is inconsistent. Dockets for these National List material changes are moving through the rule-making process now as appropriate.

Additionally, the NOSB, the NOSB reviewed, evaluated, and made recommendations on the limitations on the allowance of the use of wild fish as feed and open cage net pens in the proposed standards for aquaculture. The NOSB also completed its recommendations regarding the proposed standards for organic pet food. In addition, the NOSB recommended practices for the certification of multi-site operations and the third party peer review of the Accreditation Program of the National Organic Program, both as guidance, and the specific addition of the enhancement and protection of ecosystem biodiversity as an evaluation criteria for the review of materials petitioned to the National List.

During the coming fiscal year, the NOSB will continue to review, evaluate and make recommendations on the certification of retail operations, the clarification of definitions of materials on the National List, the proposed standards for animal welfare, the proposed standards for bivalves and mollusks under organic aquaculture management, and proposed definitions and guidance regarding the certification of personal body care products. As always, the NOSB will continue its review and evaluation of petitioned and sunseting substances to determine whether such substances should be included or continued for use in

organic production and handling. During FY 2010, the NOSB has held one public meeting in November 2009 in Washington, DC and is scheduling a second public meeting in April 2010 to be held somewhere in California.

Fruit and Vegetable Industry Advisory Committee

Under four 2-year charters that spanned 2001 to 2009, the Fruit and Vegetable Industry Advisory Committee met multiple times to fulfill its purpose of providing recommendations to the Secretary of Agriculture on ways the USDA can tailor its programs to better meet the industry's needs. Meetings take place at least twice per year, most recently on February 7-8, 2008, September 8, 2008, and February 23-24, 2009, all within the Washington, D.C. area.

In March 2009, the Secretary of Agriculture re-chartered the Committee for 2 more years. The Agricultural Marketing Service (AMS) subsequently asked industry for nominations of individuals to be on the Committee and received nominations for 75 individuals. On January 6, 2010, USDA selected 25 individuals representing diverse interests in the produce industry. AMS will conduct its first meeting under the new charter.

Since its inception, the Committee has developed 56 recommendations related to issues such as grading and certification services, marketing orders, Market News, crop insurance, labor and immigration, pesticides, and nutrition. Throughout its existence, the Committee has placed particular emphasis in developing ways to increase fruit and vegetable consumption in USDA's National School Lunch Program.

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 GIPSA Administrator on implementing the USGSA and the Agricultural Marketing Act of 1946, or more simply, on implementing the agency's grain inspection and weighing programs. The Advisory Committee is comprised of 15 members and 15 alternates 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 GIPSA on various important issues affecting agency operations and the official grain inspection and weighing system. In FY 2009, the Advisory Committee met on December 16-17, 2008, in Kansas City, Missouri, and June 24-25, 2009, in St. Louis, Missouri. At the December meeting, the Advisory Committee addressed the agency programs; both domestic and international; agency finances, the sorghum odor line validation and future technology, the quality management program for the official system, and agency technical training programs. At the June meeting the Advisory Committee addressed the agency's strategic plan and program initiatives, review of the revised sorghum standards, sorghum odor line update, international affairs activities, cost containment, container regulations, and the agency finances.

At these meetings, the Advisory Committee offered the Administrator advice and recommendations for addressing these issues and others that affect service delivery.

The Advisory Committee held their first meeting for FY 2010 on November 17-18, 2009, in Kansas City, Missouri, and the next meeting is tentatively scheduled for June 2010 in Kansas City, Missouri. The purpose of the November meeting was to discuss the crop production and marketing outlook, further discussion on the sorghum odor line validation, status of the quality management program implementation, rice equipment approval issues, container regulation changes, wheat standards, international program updates, the laboratory proficiency program, and Agency finances.

FARM AND FOREIGN AGRICULTURAL SERVICES:

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, and Oilseeds; (4) Sweeteners and Sweetener Products; (5) Tobacco, Cotton, Peanuts, and Planting Seeds; and (6) Processed Foods. 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 May of 2007 for four years. Appointment and re-appointment of members was completed early in 2008.

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 and trade negotiations objectives adequately reflect private sector U.S. commercial and economic interests. The Committees provide a formal mechanism to ensure liaison 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.

A balanced representation is sought for the Committees, but there is no legal requirement stating that Committee membership is composed of exact numbers from each sector of an industry. Representation on the re-chartered Committees is similar to the previous Committees. Current membership numbers are as follows: 37 members on the APAC, 32 members on the Animals and Animal Products ATAC, 31 members on the Fruit and Vegetables ATAC, 34 members on the Grains, Feed and Oilseeds ATAC, 23 members on the Sweeteners and Sweetener Products ATAC, 23 members on the Tobacco, Cotton, Peanuts, and Planting Seeds ATAC, and 32 members on the Processed Foods ATAC.

All 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 FY 2009, the APAC and the six ATACs did not convene formally; however, the Committees remained active through participation in joint conference calls hosted by the USTR. During these calls, the Committees discussed the status of Doha Development Agenda (DDA) negotiations in the World Trade Organization (WTO) and bilateral and regional trade agreements. Members also provided advice on the negotiations with several countries in the process of acceding to the WTO. Committee members provided formal recommendations in the form of "resolutions" and numerous recommendations orally. The recommendations in all cases are fully considered by USTR and USDA negotiators in the course of negotiating free trade agreements, WTO accessions and resolving trade disputes.

The Administration continues to receive crucial advice from the Advisory Committees on a variety of issues.

The APAC and ATACs will be called upon in FY 2010 for issues related to the WTO DDA negotiations, WTO Accession negotiations with several countries, ongoing WTO agreement implementation and monitoring issues, trade issues with China, Mexico, and other Nations; sanitary and phyto-sanitary access issues for U.S. products, and enforcement of regional and bilateral agreements.

Advisory Committee on Emerging Markets

The Committee reviews qualified proposals submitted to the Foreign Agricultural Service (FAS)/Office of Trade Programs (OTP) under the Emerging Markets Program (EMP), and provides recommendations to FAS/OTP for project approvals and revised project funding levels as appropriate.

The Charter allows up to 20 members to be appointed by the Secretary to serve two-year terms. Recommendations for future membership of the Advisory Committee represent a cross-section of the U.S. agricultural industry and provides geographic and ethnic diversity. Members possess a broad range of expertise in: agricultural policy; marketing; agribusiness management; banking and finance; production and processing of food and feed; livestock and genetics; farm cooperatives and management; transport, storage and handling; and project development and management.

FAS issued a Federal Register announcement seeking nominees to serve on its Advisory Committee on the Emerging Markets Program. Committee members must have expertise in international agriculture, trade and/or development related to emerging market economies. The Secretary of Agriculture makes the final selection and appointment.

The members serve two-year terms, all of which expired on May 22, 2009.

The EMPAC charter was renewed on April 8, 2009. An announcement seeking nominees was issued on July 14, 2009. USDA is considering nominations.

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 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 provides technical assistance and shares U.S. agricultural expertise with emerging 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 Advisory Committee is to review qualified proposals submitted to EMP for funding and advice on funding recommendations. Member affiliation is not mandated.

FAS generally convenes EMPAC meetings once or twice a year, as needed to review EMP proposals.

Edward R. Madigan Agricultural Export Excellence Award Board

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.

On September 4, 2007, the Charter re-established the Edward R. Madigan United States Agricultural Export Excellence Board of Evaluators creating 6 Board positions. On November 9, 2007 a Federal Register Notice was published announcing the re-establishment of the Board of Evaluators. On July 17, 2008 a Federal Register Notice was published seeking Board nominations, however an insufficient number

of nominations were received to re-establish a Board of Evaluators. The Board's Charter expired September 14, 2009. Until such time as a Board is established, no awards can be made.

Board members are selected primarily for their knowledge and experience in exporting U.S. agricultural products. No person, company, producer, farm organization, trade association or other entity has a right to representation on the Board. In making selections, every effort will be made to maintain balanced representation of the various broad industries within the United States as well as geographic diversity.

Advisory Committee on Beginning Farmers and Ranchers

The Advisory Committee on Beginning Farmers and Ranchers was established by Section 5 of the Agricultural Credit Improvement Act of 1992 (Pub. L. 102-554). The Committee's purpose is to advise the Secretary on the administration of the Farm Service Agency's (FSA) beginning farmer programs and methods to increase participation between Federal and State programs to provide joint financing to beginning farmers and ranchers, along with other methods of creating new farming or ranching opportunities. The duration of the Committee is indefinite. The Committee first met in 1999.

As required by law, members include representatives from USDA's FSA; State beginning farmer programs; commercial lenders; private nonprofit organizations with active beginning farmer programs; NIFA, and community colleges; and other entities or persons providing lending or technical assistance for qualified beginning farmers or ranchers. Several farmers and ranchers were also appointed to serve.

The Committee, consisting of 20 members, did not meet in FY 2009.

Consultative Group on Child Labor and Forced Labor

The Consultative Group to Eliminate the Use of Child Labor and Forced Labor in Imported Agricultural Products ("Consultative Group") was established by section 3205 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246 or Farm Bill). The Consultative Group is charged with developing recommendations relating to a standard set of practices for independent, third party monitoring and verification for the production, processing, and distribution of agricultural products or commodities to reduce the likelihood that agricultural products or commodities imported into the United States are produced with the use of forced labor or child labor. The Consultative Group is chartered under Departmental Regulation 1043-50. It is not subject to the provisions of the Federal Advisory Committee Act.

Members of the Consultative Group were named by the Secretary of Agriculture on September 23, 2009. As required under section 3205(d) of the Farm Bill, the Consultative Group is composed of a total of 13 members, including two officials from USDA; the Deputy Under Secretary for International Affairs, Department of Labor; and one representative from the Department of State. The Consultative Group also includes:

- Three members to represent private agriculture-related enterprises, which may include retailers, food processors, importers, and producers;
- Two members to represent institutions of higher education and research institutions;
- One member to represent an organization that provides independent, third-party certification services for labor standards for producers or importers of agricultural commodities or products; and
- Three members to represent organizations described in section 501(c)(3) of the Internal Revenue Code of 1986 that have expertise on the issues of international child.

The Consultative Group held its first meeting on November 4, 2009. Recommendations developed by the Consultative Group will be submitted to the Secretary of Agriculture by June 18, 2010. The Secretary will then have one year to publish guidelines for a voluntary initiative to enable private companies to address child and forced labor issues raised by the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7101 et seq.).

NATURAL RESOURCES AND ENVIRONMENT:

Agricultural Air Quality Task Force (AAQTF)

AAQTF was created in accordance with Section 391 of the Federal Agricultural Improvement and Reform Act of 1996, to advise the Secretary of Agriculture on issues related to agricultural air quality. In 1996, Congress found that various studies alleged that agriculture is a source of Particulate Matter emissions and that many of these studies have often been based on erroneous data. Congress also cited ongoing research by USDA and declared that Federal policy in regard to air pollution be based on sound scientific findings that are subject to adequate peer review and take into account economic feasibility.

The Task Force's mandate is to strengthen and coordinate USDA's air quality research effort and identify cost effective ways for the agriculture industry to improve air quality and meet Federal and local air quality emissions requirements.

Chaired by the Chief of the USDA's Natural Resources Conservation Service, the AAQTF has 25 members and consists of leaders in farming, industry, health, and science. The task force also includes representatives from USDA's Forest Service, Agricultural Research Service, NIFA, and Economic Research Service. Membership in the Task Force is for a two year period with the current Task Force having begun their duties in the Fall of 2008 and will conclude their duties in the Summer of 2010.

Task Force meetings are held two to three times a year at locations around the country in order to witness regional agricultural air quality related concerns in various places nationally and to hear from concerned citizens about the impacts of air quality issues, concerns and regulations. The 2008—2010 Task Force held meetings in FY 2009 at the following locations:

- Washington, D.C. December 6-7, 2008
- Fresno, CA May 6-7, 2009
- Des Moines, IO September 16-18, 2009

At the first meeting of the 2008—2010 Task Force, Chief White established five Committees that would be charged with reviewing issues that would be presented to the full Task Force during the current charter. The five Committees are:

- Livestock and Poultry
- Greenhouse Gas (GHG) and Bio-energy
- Air Quality Standards
- Agriculture Equipment
- Reactive Nitrogen.

These Committees have been actively engaged in reviewing issues and presenting them to the full Task Force. Following these discussions, recommendations have been generated by the Task Force for submission to the Secretary of Agriculture for his consideration. Recommendations that have been submitted for consideration to date include the following:

- The Environmental Protection Agency (EPA) should establish a process for review of critical documents and data associated with the National Air Emissions Monitoring Study (NAEMS).
- EPA should establish a Scientific Independent Peer Review and Advisory Panel to review the first six months of data from the NAEMS study and conduct semi-annual meetings of this panel to review field data collected to date.
- USDA should convene a workgroup of university and government scientists to establish minimum standards for protocols on measurement, monitoring, and verification of agricultural Greenhouse Gas (GHG) emission reductions and Carbon (C) sequestration.

- USDA should lead research efforts focusing on agronomic and field strategies to minimize GHG emissions associated with biofuel crop production.
- USDA should establish and pilot an agricultural PM monitoring network that represents the five major crops in the US, corresponding soil factors, climate zones and cropping practices (e.g., tillage, irrigation).

For additional information on these recommendations and minutes from the meetings, including copies of presentations made before the Task Force, please visit the following Web site:

<http://www.nrcs.usda.gov/AAQTF/documents>

AUTHORITY AND COMPOSITION OF USDA ADVISORY COMMITTEES IN EXISTENCE BETWEEN
FY 2009 AND FY 2010

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
FY 2010 Dietary Guidelines Advisory Committee	FNS	7 U.S.C. 5341	13
FOOD SAFETY:			
National Advisory Committee on Meat and Poultry Inspection	FSIS	S 21 U.S.C. 454a-4	16-18
National Advisory Committee on Microbiological Criteria for Foods	FSIS	Departmental Regulation 1043-28	30
RESEARCH, EDUCATION, AND ECONOMICS:			
Forestry Research Advisory Council	NIFA	S 16 U.S.C. 582a-4	20
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	25
USDA/Hispanic Association of Colleges and Universities	REE	Memorandum of Agreement dated 10/96	12
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 Foreign Animal and Poultry Diseases	APHIS	Departmental Regulation 1043-31	17
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

AUTHORITY AND COMPOSITION OF USDA ADVISORY COMMITTEES IN EXISTENCE BETWEEN
FY 2009 AND FY 2010

Committee Title	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
FARM AND FOREIGN AGRICULTURAL SERVICES:			
Agricultural Policy Advisory Committee for Trade	FAS	Departmental Regulation 1042-68	37
Agricultural Technical Advisory Committee for Trade:			
Animals & Animal Products	FAS	Departmental Regulation 1042-68	32
Fruits and Vegetables	FAS	Departmental Regulation 1042-68	31
Grains, Feed & Oilseeds	FAS	Departmental Regulation 1042-68	34
Sweeteners and Sweetener Products	FAS	Departmental Regulation 1042-68	23
Tobacco, Cotton, Peanuts and Planting Seeds	FAS	Departmental Regulation 1042-68	23
Processed Foods	FAS	Departmental Regulation 1042-68	32
Advisory Committee on Emerging Markets	FAS	7 U.S.C. 1421	20
Edward R. Madigan Agricultural Export Excellence Award Board	FAS	P.L. 104-127	6
Advisory Committee on Beginning Farmers and Ranchers	FSA	7 U.S.C. 1929	20
Consultative Group on Child Labor and Forced Labor	FAS	Departmental Regulation 1043-50	13
NATURAL RESOURCES AND ENVIRONMENT:			
Agricultural Air Quality Task Force	NRCS	7 U.S.C. 5405	25