

2021 USDA EXPLANATORY NOTES – OFFICE OF THE SECRETARY
DEPARTMENTAL ADMINISTRATION

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AGENCY-WIDE

PURPOSE STATEMENT

Departmental Administration (DA) was established to ensure that the United States Department of Agriculture’s (USDA) administrative programs and policies meet the needs of USDA program organizations and are consistent with laws and mandates. DA provides leadership to ensure the timely and effective delivery of high quality and cost-effective mission support services across the Department, and coordinates, human resources, procurement, property management, emergency preparedness and response activities, and programs for small and is disadvantaged business utilization.

The Department of Administration consists of the Office of Human Resource Management (OHRM), the Office of Property and Fleet Management (OPFM), the Office of Contracting and Procurement (OCP), and the Office of Small and Disadvantaged Business Utilization (OSDBU).

The Office of Safety, Security and Protection (OSSP) was established on October 13, 2019, to improve facility emergency management and response. OSSP provides Department-wide leadership, policy, and management in the safeguarding of property and personnel. OSSP is committed to identifying and addressing all security risks that may affect USDA personnel, infrastructure, and facilities. Funding is currently in Agriculture Buildings and Facilities, Departmental Administration and Office of Homeland Security. While the Office is being consolidated, inter-agency agreements will be used during FY 2020. The realignment of appropriations is requested in our submission.

The majority of DA’s functional activities are located in Washington, D.C. As of September 30, 2019, there were 298 full-time permanent employees under DA. These employees were assigned as follows:

<u>Location</u>	<u>Full-Time Permanent</u>
Washington, D.C.	
DA (Direct & Reimbursement).....	107
DA WCF.....	134
<u>Office of Executive Secretariat.....</u>	<u>32</u>
<i>Subtotal</i>	273
Field Units:	
DA (Direct & Reimbursement)	25
<u>Total</u>	<u>298</u>

OIG and GAO Reports

Table DA-1. Completed OIG Reports

ID	Date	Title
50501-2-12	03/13/2014	FY 2011 Federal Information Security Management Act Report
50501-3-12	03/19/2015	FY 2012 Federal Information Security Management Act Report
50501-4-12	03/19/2015	FY 2013 Federal Information Security Management Act Report
50024-1-22	06/24/2015	CIGIE Purchase Card Initiative – USDA Controls over Purchase Card Use
50501-18-12	04/04/2017	FY 2015 Federal Information Security Management Act Report

Table DA-2. In-Progress OIG Reports

ID	Title
61701-0001-21	Agroterrorism, Prevention, Detection and Response
50601-003-23	OSDBU’S Controls Over the Eligibility of Contract Recipients
50099-0001-12	Review of Expenditures made by the Assistant Secretary for Civil Rights
50099-0003-21	USDA’s Management over the Misuse of Government Vehicles

Table DA-3. Completed GAO Reports

ID	Date	Title	Result
GAO-15-495	5/26/2015	Federal Veterinarians: Efforts Needed to Improve Workforce Planning	OHRM provided response to GAO’s SOA.
GAO-17-426	4/25/2017	Federal Own Vehicles: Agencies Should Improve Processes to Identify Underutilized Vehicles	OFPM provided response to GAO’s SOA.

Table DA-4. In-Progress GAO Reports

ID	Title
#101732	Federal Grants Workforce Training
#102582	SBA Contracting Scorecard
#250356	Small Business Contracting

AVAILABLE FUNDS AND STAFF YEARS**Table DA-5. Available Funds and Staff Years (thousands of dollars, staff years (SY))**

Item	2018		2019		2020		2021	
	Actual	SY	Actual	SY	Estimate	SY	Budget	SY
Salaries and Expenses:								
Discretionary Appropriations	\$22,301	80	\$22,301	79	\$21,376	79	\$27,161	97
Mandatory Appropriations	3,000	3	-	-	-	-	-	-
Sequestration	-198	-	-	-	-	-	-	-
Transfers Out, WCF	-	-	-330	-	-	-	-	-
Total Available	25,103	83	21,971	79	21,376	79	27,161	97
Lapsing Balances	-239	-	-292	-	-	-	-	-
Subtotal Obligations, DA	24,864	83	21,679	79	21,376	79	27,161	97
Obligations under other USDA Appropriations:								
HR Training/Software	16,818	45	12,505	44	12,757	44	12,757	44
Flexible Spending Account	512	-	489	-	501	-	501	-
Honor Awards	20	-	8	-	8	-	8	-
Drug Testing	191	-	304	-	311	-	311	-
Medical Services	514	4	491	3	350	3	-	-
Retirement Processor Web Application	551	-	551	-	551	-	-	-
Shuttle Services	357	-	392	-	402	-	402	-
TARGET Center	1,237	4	1,135	3	1,071	3	1,071	3
HR Transformation Programs	834	4	-	-	-	-	-	-
Office of Contracting and Procurement	134	-	-	-	-	-	-	-
Virtual University	947	4	-	-	-	-	-	-
Oversight Compliance	-	-	439	-	450	-	450	-
Employee Labor Relation Services	233	3	482	3	494	3	494	3
Lease Accountability and Strategy								
Division	842	4	-	-	-	-	-	-
Office of Homeland Security	-	-	-	-	185	-	185	-
Misc. Reimbursable	524	1	1,041	-	400	-	400	-
Total, Other USDA	23,714	69	17,837	53	17,480	53	16,579	50
Working Capital Funds a/:								
Administration (USDA)	43,983	150	45,828	142	48,553	203	47,053	200
Executive Secretariat (USDA)	4,332	22	5,193	24	5,637	32	7,318	34
Total, Working Capital Fund	48,315	172	51,021	166	54,190	235	55,371	234
Total, DA	96,893	324	90,537	298	93,046	367	98,111	381

^a This section includes WCF activities managed by DA. Please see WCF Explanatory Notes for details.

PERMANENT POSITIONS BY GRADE AND STAFF YEARS*Table DA-6. Permanent Positions by Grade and Staff Years*

Item	2018 Actual			2019 Actual			2020 Enacted			2021 Budget		
	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total	D.C.	Field	Total
SES	4	-	4	3	-	3	3	-	3	4	-	4
AL-3	-	-	-	-	-	-	-	-	-	-	-	-
SL	-	-	-	-	-	-	-	-	-	-	-	-
GS-15	13	3	16	15	1	16	16	1	17	17	1	18
GS-14	38	9	47	30	10	40	30	10	40	36	10	46
GS-13	35	7	42	34	9	43	33	9	42	44	9	53
GS-12	6	4	10	4	2	6	5	2	7	7	2	9
GS-11	8	6	14	8	-	8	7	-	7	7	-	7
GS-10	1	-	1	1	-	1	1	-	1	2	-	2
GS-9	6	1	7	6	-	6	6	-	6	7	-	7
GS-8	6	1	7	4	3	7	4	3	7	4	3	7
GS-7	2	-	2	1	-	1	1	-	1	1	-	1
GS-6	1	-	1	1	-	1	1	-	1	1	-	1
GS-5	-	-	-	-	-	-	-	-	-	-	-	-
GS-4	1	-	1	-	-	-	-	-	-	-	-	-
Total Permanent	121	31	152	107	25	132	107	25	132	130	25	155
Unfilled, EOY	-	-	-	-	-	-	-	-	-	-	-	-
Total Perm. FT EOY	121	31	152	107	25	132	107	25	132	130	25	155
Staff Year Est	121	31	152	107	25	132	107	25	132	130	25	155

VEHICLE FLEET**Motor Vehicle Fleet**

The 2021 budget estimate reflects a decrease in the number of vehicles in its fleet, down to eighteen (18) vehicles from the current nineteen (19) vehicles.

The DA/OO fleet is located in the DC Metropolitan area at the USDA South Building, and in Beltsville, MD (Material Management Service Center, and George Washington Carver Center (GWCC). DA/OO will continue to review its inventory to assess the need to acquire or dispose of vehicles in its fleet. As individual leases expire, DA/OO will work with GSA to replace existing light duty, conventional gas vehicles with alternative fuel vehicles that meet our mission requirements.

All eighteen (18) vehicles have Trimble real-time fleet management technology and drive safety devices installed. The technology is being used to provide vehicle tracking, fuel analysis diagnostics, driver safety analysis, data collection data to be used by managers for vehicle monitoring and mandatory reporting.

Material Management Service Center (MMS)

MMS currently maintains a total of five (5) motor vehicles, down from six (6): 3 - 26' Box Trucks, 1- Tractor Trailer, and 1- Dodge Caravan (8-passenger). The vehicles are all leased from General Services Administration (GSA). The 26' Box Trucks and the Tractor Trailer are utilized in the daily pickup and delivery services for Centralized Excess Property Operation and the

Consolidated Forms and Publication Distribution Center customers. The number of vehicles is determined by the number of truck drivers and the volume of property that needs to be picked up and delivered. The Caravan and Explorer are used to transport customers to the Beltsville Service Center to conduct business, to transport employees to business meetings and USDA sponsored events, and to deliver/pick-up smaller property items.

Mail and Reproduction Management Division

The Mail and Reproduction Management Division maintains eleven (11) vehicles in its fleet. The box truck is used to deliver freight, bulk mail items, and copier paper. The passenger vans and cargo vans are used for the following purposes:

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

Protective Operations Division (POD)

Due to the creation of the Office of Safety, Security, and Protection, POD is being reassigned from DA/OO to this new Office. The one (1) vehicle assigned to POD will also be transferred to this new Office. Hence, DA/OO will have one (1) vehicle reduction in its fleet.

Facility Management Division (FMD)

FMD maintains one (1) vehicle in its fleet. FMD uses a heavy duty 4x4 pickup truck to pick up materials from vendors to support facility operations and for travel to GWCC to provide facility support. It supports snow removal operations as necessary. The vehicle was a part of a vehicle swap between the OO, GSA, and other government agency in exchange for the option to upgrade this vehicle to a dual cab pickup that will better meet FMD's needs.

Safety, Sustainability and Emergency Operations (SSEO)

SSEO maintains one (1) vehicle in its fleet. This vehicle is used to carry large items in support of the Peoples Garden and Agricultural Marketing Service Special Events and Outreach programs. This vehicle is also shared with Mail and Reproduction Management Division Print Services Branch.

GSA information

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

Changes to the motor vehicle fleet

There is one reduction in the vehicle fleet due to the reorganization in 2021.

Replacement of passenger motor vehicles

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

Table DA-7. Size, Composition, and Annual Costs of Motor Vehicle Fleet

Fiscal Year	Sedans and Station Wagons	Lt. Trucks, SUVs, and Vans (4x2)	Lt. Trucks, SUVs, and Vans (4x4)	Medium Duty Vehicles	Heavy Duty Vehicles	Total Vehicles	Annual Operating Costs ^a
2018	2	12	1	5	1	21	\$93
Change	-1	-7	-1	+3	+4	-2	-10
2019	1	5	-	8	5	19	83
Change	-	-	-	-	-	-	+2
2020	1	5	-	8	5	19	85
Change	-	-1	-	-	-	-1	-6
2021	1	4	-	8	5	18	79

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

SHARED FUNDING PROJECTS**Table DA-8. Shared Funding Projects (dollars in thousands)**

Item	2018 Actual	2019 Actual	2020 Estimate	2021 Budget
Working Capital Fund:				
Administration:				
Financial Management Service.....	\$1,992	\$1,999	\$2,038	\$1,988
Beltsville Service Center.....	155	202	92	90
Mail and Reproduction Services.....	674	591	616	642
Human Resources Enterprise Management Systems....	4	4	4	4
Integrated Procurement Systems.....	250	213	219	219
Procurement Operations Services.....	1,146	1,179	1,367	1,199
Subtotal.....	4,221	4,188	4,336	4,142
Communications:				
Creative Media & Broadcast Center.....	274	83	25	47
Finance and Management:				
National Finance Center.....	3,137	3,134	139	112
Financial Management Systems.....	525	571	383	844
Internal Control Support Services.....	76	55	81	66
Subtotal.....	3,738	3,760	603	1,022
Information Technology:				
National Information Technology Center.....	1,286	1,563	2,892	2,777
International Technology Services.....	2,559	2,823	3,117	3,093
Department Administration Information				
Technology Office.....	-	-	2,842	2,971
Telecommunications Services.....	317	444	637	636
Subtotal.....	4,162	4,830	9,488	9,477
Correspondence Management.....	37	11	11	12
Total, Working Capital Fund.....	12,432	12,872	14,463	14,700
Department-Wide Shared Cost Programs:				
Agency Partnership Outreach.....	33	33	33	34
Human Resources Self-Service	3	3	3	-
Dashboard.....				
Human Resources Transformation.....	4	-	-	-
Medical Services.....	25	22	13	-
Office of Customer Experience.....	8	11	13	13
People's Garden.....	2	-	-	-
Personnel and Document Security.....	15	14	14	14
Physical Security.....	-	-	25	18
Security Detail.....	19	18	20	20
Security Operations.....	45	45	25	27
TARGET Center.....	6	5	5	5
USDA Enterprise Data Analytics Services.....	-	-	23	23
Virtual University.....	4	-	-	-
Total, Department-Wide Reimbursable	164	151	174	154
Programs.....				

Item	2018 Actual	2019 Actual	2020 Estimate	2021 Budget
E-Gov:				
Budget Formulation and Execution Line of Business.....	1	1	-	-
Enterprise Human Resources Integration.....	8	8	-	-
E-Rulemaking.....	9	8	26	26
Geospatial Line of Business.....	13	13	13	13
Grants.gov.....	1	1	-	-
Human Resources Line of Business.....	1	1	1	1
Integrated Acquisition Environment.....	1	1	1	1
Total, E-Gov.....	34	33	41	41
Agency Total.....	12,630	13,056	14,678	14,895

ACCOUNT 1: SALARIES AND EXPENSES**LEAD-OFF TABULAR STATEMENT****Table DA-9. Lead-Off Tabular Statement**

Item	Amount
2020 Appropriation	\$21,376,000
Change in Appropriation	+5,785,000
Budget Estimate, 2021	<u>27,161,000</u>

APPROPRIATIONS LANGUAGE

The appropriations language follows (new language underscored; deleted matter enclosed in brackets):

For necessary expenses of the Office of the Secretary, [~~\$46,139,000~~]\$47,836,000 of which not to exceed [~~\$5,051,000~~]\$5,143,000 shall be available for the Immediate Office of the Secretary; not to exceed [~~\$1,496,000~~]\$1,336,000 shall be available for the Office of Homeland Security; not to exceed [~~\$6,211,000~~]\$1,957,000 shall be available for the Office of Partnerships and Public Engagement, [of which \$1,500,000 shall be for 7 U.S.C. 2279(c)(5)]; [~~\$22,251,000~~]\$28,048,000 shall be available for the Office of the Assistant Secretary for Administration, of which [~~\$21,376,000~~]\$27,161,000 shall be available for Departmental Administration to provide for necessary expenses for management support services to offices of the Department and for general administration, security, repairs and alterations, and other miscellaneous supplies and expenses not otherwise provided for and necessary for the practical and efficient work of the Department; Provided, That funds made available by this Act to an agency in the Administration mission area for salaries and expenses are available to fund up to one administrative support staff for not to exceed [~~\$3,869,000~~]\$3,941,000 shall be available for the Office of the Assistant Secretary for Congressional Relations and Intergovernmental Affairs to carry out the programs funded by this Act, including programs involving intergovernmental affairs and liaison within the executive branch; and not to exceed and liaison within the executive branch; and not to exceed [~~\$7,261,000~~]\$7,411,000 shall be available for the Office of Communications: Provided further, That the Secretary of Agriculture is authorized to transfer funds appropriated for any office of the Office of the Secretary to any other office of the Office of the Secretary: Provided further, That no appropriation for any office shall be increased or decreased by more than 5 percent: Provided further, That not to exceed \$22,000 of the amount

made available under this paragraph for the Immediate Office of the Secretary shall be available for official reception and representation expenses, not otherwise provided for, as determined by the Secretary: Provided further, That the amount made available under this heading for Departmental Administration shall be reimbursed from applicable appropriations in this Act for travel expenses incident to the holding of hearings as required by U.S.C. 551-558: Provided further, That funds made available under this heading for the Office of the Assistant Secretary for Congressional Relations may be obligated 30 days after enactment of this Act, unless the Secretary has notified the Committees on Appropriations of both Houses of Congress on the allocation of these funds by USDA agency: Provided further, That of the funds made available under this heading, funding shall be made available to the Office of the Secretary to carry out the duties of the, working group established under section 770 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2019 (Public Law 116-6; 133 Stat. 89): Provided .further, That during any 30 day notification period referenced in section 716 of this Act, the Secretary of Agriculture, the Secretary, of Health and 21 Human Services or the Chairman of the Commodity Futures Trading Commission, (as the case may be) shall take no action to begin implementation of the proposal or make any public announcement in any form.

PROJECT STATEMENT

Table DA-10. Project Statement (thousands of dollars, staff years (SY))

Item	2018		2019		2020		Inc. or Dec.	Chg		2021	
	Actual	SY	Actual	SY	Enacted	SY		Key	SY	Budget	SY
Discretionary Appropriations:											
Departmental Administration.....	\$22,301	80	\$22,301	79	\$21,376	79	+\$5,785	(1)	+18	\$27,161	97
Subtotal.....	22,301	80	22,301	79	21,376	79	+5,785		+18	27,161	97
Mandatory Appropriations:											
Bio based Marketing Program.....	2,802	3	-	-	-	-	-		-	-	-
Total Adjusted Approp.....	25,103	83	22,301	79	21,376	79	+5,785		+18	27,161	97
Sequestration.....	198	-	-	-	-	-	-		-	-	-
Total Appropriation.....	25,301	83	22,301	79	21,376	79	+5,785		+18	27,161	97
Sequestration.....	-198	-	-	-	-	-	-		-	-	-
Transfer Out: WCF.....	-	-	-330	-	-	-	-		-	-	-
Total Available.....	25,103	83	21,971	79	21,376	79	+5,785		+18	27,161	97
Lapsing Balances.....	-239	-	-292	-	-	-	-		-	-	-
Total Obligations.....	24,864	83	21,679	79	21,376	79	+5,785		+18	27,161	97

JUSTIFICATION OF INCREASES AND DECREASES

Departmental Administration

Funding in the Departmental Administration provides critical services for USDA in the areas of human resources policy and planning; procurement policy and operations; property management; homeland security; and small and disadvantaged business utilization. To improve and further support DA’s mission, the following increases are requested.

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

(1) An increase of \$5,785,000 and 18 staff years.

The funding change is requested for the following items:

A) An increase of \$2,000,000 and 10 staff years in the Office of Contracting and Procurement (OCP) and the Office of Property and Fleet Management (OPFM) to support improved oversight of Departmental contracting and acquisition activities.

This increase will enable DA to hire critical personnel that will lead and support USDA's implementation of the Program Management Improvement and Accountability Act (PMIAA) and provide guidance for complex and high dollar value contracting actions critical to USDA. In addition, these new personnel will provide appropriate levels of centralized compliance oversight for USDA's \$6 billion contract and \$530 million leasing portfolio. Without these key personnel USDA will face challenges in the ability of the Chief Acquisition Officer to exercise the statutorily mandated authorities and responsibilities meeting PMIAA objectives and deadlines.

B) An increase of \$2,000,000 and 3 staff years for Records Management in the Office of the Executive Secretariat (OES).

This increase would be used to accelerate preparation by the Department to meet the National Archives and Records Administration (NARA) requirement to submit records solely in electronic format by December 31, 2022. OES will use these funds to acquire capacity to assist all USDA agencies with developing the necessary records retention plans and implementing enterprise records technology to meet this upcoming deadline.

C) An increase of \$1,000,000 and 6 staff years in the Office of Human Resource Management (OHRM) for an Enterprise Staff Acquisition Team.

This increase will allow DA to proactively address hiring challenges facing USDA by creating an Enterprise Staff Acquisition Team, dedicated to hiring mission support staff across USDA. The creation of an Enterprise Staff Acquisition Team will improve hiring efforts across the Department by allowing Agency HR offices to focus on recruiting and staffing resources to mission specific occupations. Mission support employees consist of budget analysts, procurement and contract specialists, human resources specialists, IT specialists, and general administrative support professionals. The job functions across these specialties are common, regardless of mission or program area or agency. Additionally, job announcements and positions descriptions are consistent and standardized for these support roles. Creation of an Enterprise Staff Acquisition Team will reduce duplication and redundancy within the Department, eliminating the need for each HR Office within USDA to recruit for these personnel. This will assist in improving the time to hire for USDA, by allowing HR personnel in mission areas to focus time and attention to filling mission delivery vacancies.

D) An increase of \$551,000 for the Human Resources Self-Service Dashboard.

This increase is requested to fund the HR self-service dashboard used by USDA employees to manage their personnel related items. The HR dashboard (formerly called the Retirement Processor/Web Application) enables employees to run various retirement calculation scenarios to assist in their retirement planning. The HR dashboard improves delivery of HR services within the Department by allowing personnel to perform many self-service tasks, which then allows HR specialist to focus time and efforts on processing personnel actions. Funding for this system will allow HR personnel to focus on processing actions improving the timeliness of HR actions within the Department.

- E) An increase of \$138,799 for pay costs (\$63,557 for annualization of the 2020 pay increase and \$75,242 for the 2021 pay increase).

This increase will support the pay increase for civilian employees. This increase will allow Departmental Administration and its sub-offices to continue to meet its objective in administering and overseeing programs relating to USDA operations. This critical increase is needed to support and maintain current staffing levels to meet the demands and statutory requirements imposed on DA. Elimination of the pay cost increase means that DA would not be able to fund approximately 1.5 FTE and/or would need to significantly cut travel, training, and mission support. Approximately 51 percent of our budget supports personnel compensation and benefits. Failure to receive this increase would prevent us from fully performing our mission, which is necessary to ensure continued operational support for all areas of the Department as well as meeting the needs of the Executive Office of the President and members of Congress.

- F) An increase of \$100,322 for performance awards.

This increase will support a 1 percentage point increase in awards spending, consistent with objectives outlined in the President's Management Agenda, to enhance workforce development. Without this additional funding, DA will be unable to absorb these costs in FY 2021, resulting in reductions to planned hiring levels, eroding USDA's ability to meet key Administration priorities contained in this Budget.

- G) An increase of \$126,506 for the Department's increased contribution to the Federal Employees Retirement System (FERS).

This increase will cover the expenses for the mandated increase of USDA's contribution to FERS. These increases were effective January 1, 2020, and impact approximately 431 employees' retirement packages.

- H) A decrease of \$131,627, and 1 Staff Year for consolidation of security operations.

Pursuant with the Secretary's memo of August 7, 2019, this decrease is to realign security operation functions under the newly formed Office of Safety, Security, and Protection. Consolidating functions within the OSSP, will enhance the security posture and improve protection for employees and visitors. This realignment of resources will consolidate USDA's facility security, emergency management, and personnel protection in a centralized office, thereby improving communication and coordination.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND STAFF YEARS

Table DA-11. Geographic Breakdown of Obligations and Staff Years (thousands of dollars, staff years (SY))

State/Territory/Country	2018		2019		2020		2021	
	Actual	SY	Actual	SY	Estimate	SY	Budget	SY
Alabama	\$160	1	\$167	1	\$171	1	\$171	1
Colorado	143	1	145	1	149	1	149	1
District of Columbia	23,140	72	19,897	68	19,550	68	25,335	86
Idaho	132	1	138	1	141	1	141	1
Michigan	160	1	162	1	166	1	166	1
Minnesota	323	2	347	2	356	2	356	2
Missouri	332	2	333	2	341	2	341	2
New Mexico	474	3	490	3	502	3	502	3
Obligations	24,864	83	21,679	79	21,376	79	27,161	97
Lapsing Balances	239	-	292	-	-	-	-	-
Total, Available	25,103	83	21,971	79	21,376	79	27,161	97

CLASSIFICATION BY OBJECTS**Table DA-12 Classification by Objects (thousands of dollars)**

Item No.	Item	2018 Actual	2019 Actual	2020 Estimate	2021 Budget
	Personnel Compensation:				
	Washington D.C.	\$8,383	\$7,996	\$8,301	\$10,777
	Personnel Compensation, Field	1,724	1,782	1,826	1,826
11	Total personnel compensation	10,107	9,778	10,127	12,603
12	Personal benefits	3,082	2,882	2,946	3,675
13.0	Benefits for former personnel	5	8	8	8
	Total, personnel comp. and benefits	13,194	12,668	13,081	16,286
	Other Objects:				
21.0	Travel and transportation of persons	65	111	111	147
22.0	Transportation of things	1	11	11	11
23.1	Rental payments to GSA	1,772	1,184	1,240	1,240
23.3	Communications, utilities, and misc. charges	496	795	739	799
24.0	Printing and reproduction	98	98	98	98
25.2	Other services from non-Federal sources	3,812	1,300	1,300	1,420
25.3	Other goods and services from Federal sources	5,348	5,440	4,724	7,016
26.0	Supplies and materials	46	34	34	68
31.0	Equipment	28	38	38	76
43.0	Interest penalties	4	-	-	-
	Total, Other Objects	11,670	9,011	8,295	10,875
99.9	Total, new obligations	24,864	21,679	21,376	27,161
	DHS Building Security Payments (included in 25.3)	\$468	\$426	\$440	\$440
	Position Data:				
	Average Salary (dollars), ES Position	\$168,000	\$171,000	\$171,000	\$173,500
	Average Salary (dollars), GS Position	\$106,500	\$107,000	\$105,500	\$108,000
	Average Grade, GS Position	13.4	13.4	13.4	13.4

STATUS OF PROGRAMS

Departmental Administration (DA) provides overall direction, leadership and coordination for the Department's management of human resources, property and fleet, procurement, small and disadvantaged business utilization, homeland security, customer experience, building operations, and safety and security programs under the leadership and guidance of the Assistant Secretary for Administration. DA is funded through the Office of the Secretary's appropriation. Activities of the offices that comprise DA are as follows.

The Office of Human Resources Management (OHRM)

Current Activities

OHRM leads Department-wide human resources initiatives to ensure that the Department is informed on matters effecting and impacting human resource (HR) management and staffed with the personnel necessary to achieve the Department's mission. To achieve the mission, OHRM has institutionalized hiring reforms that are geared toward enabling the Department to attract and hire a highly qualified and diverse workforce. This is achieved through engaging and empowering hiring managers and is further supported by recruiting and retaining highly skilled HR staff. OHRM provides timely, cross-Departmental guidance for tackling the most common barriers the USDA faces in the Federal hiring process. Additionally, OHRM develops and administers Departmental principles, policies, and objectives related to: position classification and management; training and employee development; leadership development; employee engagement; labor relations; executive resource management; recruitment; work life programs; leave and compensation; enterprise systems management; performance management; and organizational transformation initiatives.

Selected Examples of Recent Progress

- Improved hiring efforts to combat personnel shortage in Rural America. Over the last five years USDA has faced an attrition rate that has outpaced its hiring efforts; this situation has escalated in FY 2018 and FY 2019. As agencies struggled with meeting their approved FY 2019 hiring plans, OHRM identified areas where USDA could request direct hire authority from OPM to accelerate hiring. OHRM met multiple times with OPM to make the case for USDA needs and ultimately received approval for 4,411 positions. Direct hire authority is targeted at primarily field-based positions, many of which are in rural or hard-to-fill locations. Because of existing hiring rules, USDA cannot hold in-person hiring events to collect resumes and supporting documentation, conduct interviews and provide on-the-spot job offers. While USDA can conduct recruiting events, only if an individual applies via USAJobs can the application be considered. Direct hire authority would enable USDA to tailor its hiring to the local environment. It provides the same flexibility that USDA can employ for hiring attorneys and other excepted service positions that are not subject to competitive service hiring rules. Direct hire authority allows USDA to:
 - To hire locally for field positions because, generally, people do not move for work;

- Current federal hiring process has not adapted modern, common hiring practices; and,
 - The pace of attrition has increased, compounding hiring challenges.
- Tiger Teams: In addition, to address a critical shortage of HR talent across USDA, OHRM implemented a USDA HR tiger team to develop job announcements for HR positions. HR specialist and assistant announcements have been posted for positions in 30 different duty locations.
- Expanded the summer 2019 OneUSDA Pathways internship program. The OneUSDA Pathways Internship Program was expanded to address internship needs for all Mission Areas across the country as well as additional job series. OHRM spearheaded an agreement with OPM to post announcements in USAStaffing as opposed to eRecruit (the legacy system). Announcements were posted in early December 2019 and continued into January receiving over 11,000 applications. OHRM worked with mission areas to review applicants and make selections, resulting in the successful onboarding of 284 summer interns an increase of 350% to FY 2018.
- Successfully launched the SES Candidate Development Program. OHRM oversaw the planning, announcement and selection process for the 2019-2020 USDA SES Candidate Development Program (CDP). USDA received a record number of applications (1,081) with 938 qualified applicants that moved forward to the resume review phase of the selection process. OHRM ensured mission areas were engaged in each phase of the selection process, and facilitated decision making by the Secretary's Executive Resources Board (ERB). Due to the quality of the applicants and active engagement by mission areas during the selection process, the ERB selected 47 employees to participate in the SES CDP, exceeding the targeted number for the program by nearly 50%.
- Streamlined and improved hiring plan process. Building upon the streamlined FY 2019 hiring plan process and the expansion of the HR related dashboards, In the past, hiring plans were done via data call and compilations. This approach was highly prone to errors and resulted in an ineffective management tool. To address these shortcomings, OHRM created standardized templates to be used across USDA. OHRM further simplified the FY 2020 hiring plan submission requirements for mission areas automating these templates and housing them on a common dashboard site. The hiring plan process was also integrated with the Quarterly Strategic Reviews. As a result, all mission area hiring plans were approved by mid October 2019.

The Office of Property and Fleet Management (OPFM)

Current Activities

OPFM provides Department-wide administration, leadership, oversight, and policy in the areas of real and personal property acquisition, utilization and disposal; and fleet, transportation, and aviation management. Additionally, OPFM develops and administers policy and guidance for environmental management at USDA, including response and restoration, facilities energy management, and sustainable operations. As a result of OPFM's leadership in these areas, USDA achieved "Green" ratings on 14 out of the 15 metrics on the 2019 OMB Scorecard for Efficient Federal Operations/Management; received a 2019 Federal Energy & Water

Management Award for Renewable Energy from the U.S. Department of Energy; and received an Electronic Product Environmental Assessment Tool (EPEAT) Award for purchasing sustainable IT products which resulted in an estimated \$1.7 million in cost-avoidance for the Department.

Selected Examples of Recent Progress

- Reduced USDA's fleet size by 1,276 vehicles in FY 2019 and identified an additional 649 vehicles to be disposed in FY 2020. Achieved an overall fleet reduction of 10 percent, which will result in an estimated \$27 million in cost avoidance.
- Processed 15 new Lease Contracting Officer warrant requests and managed the overall Warrant Program for 81 lease contracting officers. This increase will result in a stronger workforce to keep leases in compliance and out of holdover status.
- Audited 33 real property leases, which resulted in a 45 percent reduction in USDA's high-risk leases; thus, significantly reducing the Government's risks for lease violations.
- Disposed of 74 assets and reduced USDA's office and warehouse footprint by 239,287 square feet (a 0.8 percent reduction).
- Rolled out the National Environmental Accomplishment Tracking (NEAT) System – a SharePoint database for tracking the status of USDA's contaminated site inventory, cleanup accomplishments, and environmental compliance. Completed 35 training sessions for NEAT users.
- Recovered nearly \$856 thousand from other responsible parties for contamination that occurred on USDA managed lands.
- In response to a GAO audit, collaborated with the Environmental Protection Agency (EPA) on the status of the 240 USDA sites on EPA's Federal Agency Hazardous Waste Compliance Docket to avoid unnecessary studies and cleanups. As a result of OPFM's collaboration with EPA, no further USDA actions were required for these sites; potentially, achieving millions of dollars in cost-avoidance while maintaining the Department's compliance with environmental laws.
- Managed the Department-wide Facilities Energy and Water Management Program which achieved a 38 percent reduction in energy use, a 25 percent reduction in water use, and which purchased renewable energy equivalent to 19 percent of the Department's electricity use.
- Purchased and generated nearly 90,000 megawatt-hours of renewable electricity, which enabled the Department to achieve its renewable energy goals and rank as a top Federal user of green power.
- Developed the 2019 USDA Sustainability Report and Implementation Plan. This plan includes a summary of progress and strategies for achieving 10 Federal sustainability goals.
- Completed a Department-wide greenhouse gas (GHG) emissions inventory.
- Assessed 95 percent of owned buildings over 10,000 gross square feet and validated over 30 percent of individual buildings as High-Performance Sustainable Buildings.

The Office of Contracting and Procurement (OCP)

Current Activities

OCP provides Department-wide leadership and management in contracts and acquisition. OCP is an organizational leader delivering service, accountability, and stewardship across Departmental procurement priorities. OCP is responsible for Department-wide procurement policy, Enterprise-wide procurement systems including purchase charge cards, and procurement operations servicing USDA agencies and staff offices.

Selected Examples of Recent Progress

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

- For new acquisition-related certifications, processed: 70 FAC-C; 1,373 FAC-COR; and 66 FAC-P/PM certificates USDA-wide.
- Managed existing certifications: 592 FAC-C; 7,357 FAC-COR; and 283 FAC-P/PM certificates USDA-wide.
- Processed 87 new warrant requests USDA-wide and managed the overall warrant program for 669 contracting officers. Was able to maintain productivity for employees and exceed expectations notwithstanding the federal wide appropriations lapse which limited operation from December 2018 to January 2019.
- Improved procurement quality by certifying 98 percent of GS-1102 contracting.
- Led the review of over 260 service-related contracting actions USDA-wide.
- Leading and standing up a new policy staff to oversee and manage contracting compliance USDA-wide.
- Successfully supported the Department-wide Digital Accountability and Transparency Act Compliance Initiative (DATA).
- Successfully supported planning for the Federal Information Technology Acquisition Reform Act (FITARA).
- Led the Program Management Improvement Authorization Act (PMIAA) for the Department with the Senior Procurement Executive serving as the Program Management Improvement Officer.
- Led and Managed the Enterprise-wide Procurement Systems and Charge Card Programs.
- Implemented the SmartPay 3 Charge Card Transition from SmartPay 2 for Purchase and Fleet Charge Cards.
- Charge Card Service Center Purchase Card with approximately 1.2 million transactions worth approximately \$420 million in obligations.
- The CCSC program re-architected its reporting database to accommodate a new US Bank file structure as part of the SmartPay 3 transition, resulting in improved data integrity as well as the automation of labor-intensive processes.
- Re-platformed and refreshed the USDA Enterprise Wide Integrated Acquisition System (IAS) from the National Finance Center to the OCIO National Information Technology Center (NITC) supporting the Data Center reduction initiative.

- The hosting migration additionally resulted in faster system performance for end users and will allow the Procurement Services Division (PSD) to maximize realization of the benefits of consolidated USDA resources, including increasing operational effectiveness of the real-time interface between IAS and Financial Management Modernization Initiative (FMMI) by sharing the same Federal Risk and Authorization Management Program (FedRAMP) certified cloud environment.
- The IAS program procured and implemented the Unison Insight Acquisition Planning functionality that is used to facilitate and improve collaboration between the program office and the contracting team throughout the development of the acquisition plan in IAS, including associated milestones and supporting documentation.
- The IAS program provided classroom training to more than 350 IAS users at USDA sites in Washington, Florida, North Carolina, Utah, Minnesota, Montana, Missouri, New York, Indiana, Colorado, Georgia and Washington, D.C., enhancing users' knowledge of IAS system processes and functionality.
- The Integrated Acquisition System processing approximately 171K procurement transactions worth approximately \$2.9 billion in obligations.
- The IAS program implemented several key changes to the existing technical architecture to position the system for the future state (FY2021) single-COTS configuration.
- The IAS program took significant strides toward satisfying a Department-wide mandate for agencies to implement paperless contracting solutions by enhancing its Electronic Contract File Storage functionality.
- Notable features are expected to drive adoption to include the ability to upload multiple documents simultaneously (including drag-and-drop functionality), the capability for agencies to create custom folder structures to improve the organization of their contract files, and various database optimizations to increase file upload performance.

Procurement Operations Division

- Led and Managed the procurement operations for DA and staff offices
- Executing and managing 80,000 contracting actions worth \$820 million in obligations.
- Working with OCIO on analyzing how centralized USDA IT procurements can benefit current initiatives
- Led, participated, and conducted all work that is involved with Strategic Sourcing and Category Management
- Led, Competed and Implemented multiple USDA Wide contracts for orders against

The Office of Small and Disadvantaged Business Utilization (OSDBU)

Current Activities

OSDBU has primary responsibility for leading the implementation of the Department's Small Business Program, providing maximum opportunity for small, small and disadvantaged, Historically Underutilized Business Zones (HUBZone), women-owned, veteran-owned, and service-disabled veteran-owned businesses to participate in USDA contracting processes and to

fully integrate small business into all aspects of USDA contracting and program activities. OSDBU ensures that the Department implements the Ability One Program that encourages contracting with nonprofit agencies that employ the blind or severely disabled. For the first time in over 15 years, USDA was nominated to be placed on the Federal OSDBU Council as the Executive Secretary.

Selected Examples of Recent Progress

- OSDBU continues to work closely with USDA's senior management and contracting offices and actively assisted in the acquisition process by reviewing all planned acquisitions not already set-aside for small business competition (clearance form) and made recommendations for small business set-aside acquisition strategies.
- OSDBU received a Certificate of Recognition for an "A" scorecard for achieving its FY 2018 small business goals as well as receiving a Certificate of Recognition for receiving "10 A's within 10 years."
- Hosted the Small Business Program Awards Ceremony. The purpose of this ceremony was to recognize Small Businesses for their outstanding service to the USDA. We also recognize individuals and groups of USDA employees for their work with the Small Business Program.
- OSDBU hosted bi-monthly Vendor Outreach Sessions in USDA for small business vendors participating in one-on-one meetings.
- Actively working with OCP to improve the Procurement Forecast process. As a result, OSDBU's forecast will be added to the OCP's dashboard.
- In support of Rural Small Businesses, OSDBU hosted small business conferences in Idaho and Illinois. Conference attendees had an opportunity to participate in a full day of workshops and panel discussions led by program and small business procurement officials from USDA, and other Federal agencies. Speakers included small businesses that had been awarded USDA contracts.

The Office of Safety, Security and Protection (OSSP)

Current Activities

The Office of Safety, Security and Protection (OSSP) was established on October 13, 2019, to improve facility emergency management and response. OSSP provides Department-wide leadership, policy, and management in the safeguarding of property and personnel. OSSP is committed to identifying and addressing all security risks that may affect USDA personnel, infrastructure, and facilities.

The mission of OSSP will be to:

- Implement OneUSDA: Unify structure, communication and leadership by consolidating facility security, safety and personnel protection.
- Improve Customer Service: Deliver better service and more effective, consistent security operations, compliance, training, communication, and facility access to USDA personnel and the public.
- Data and Risk-Based Decision Making: Use better data, risk assessment and performance

- measures to modernize security operations and emergency response across the Department.
- Deliver Consistent Service Nationwide: Develop nationwide standardized, risk-based facility security and personnel safety policies and procedures that USDA facilities would be expected to implement based on their functions and vulnerabilities.
 - Be the Best Managed, Most Effective, Most Efficient and *Safe* Federal Workplace: Directly manage all facility security and emergency response, asset protection and personnel safety for the USDA Headquarters Complex as well as have primary authority to coordinate facility security and protection in the National Capitol Region (NCR).

Selected Examples of Recent Progress

OSSP was recently created in early FY 2020, and interim leadership identified. The Office has already taken steps to create a modern Emergency Control Center Dispatch that is staffed 24 hours a day; support the National Bio Agro Defense Facility in Kansas by continuing to identify, quantify, and prioritize their vulnerabilities by our assessment teams; re-compete the security force contract; and, identified, repaired and/or develop a phased plan for improving or updating certain security (e.g., surveillance camera system), safety, and emergency management infrastructure (e.g., fire suppression capacities and public announcement system).

AGENCY-WIDE PERFORMANCE**SUMMARY OF PERFORMANCE**

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

The following table summarizes the results for the Departmental Key Performance Indicators (KPIs) for which DA is responsible.

Table DA- 13 KPI-Research Studies

KPI	2018 Actual	2019 Actual	2019 Target	2019 Result	2020 Target	2021 Target
Maintain ranking of the Top 10 Best Places to Work in the Federal Government for large agencies by the Partnership for Public Service ¹ .	16	16	10	Unmet	10	N/A
Reduce the Department's overall real property footprint through effective disposal and consolidation efforts (Million Square Feet)	32.4	31.3	31.3	Met	31.2	31.1
Reduce the Department's total number of light duty fleet vehicles (Thousand) ²	22.6	27.1	27.1	Met	27.1	26.5

¹/FY 2020 INS THE LAST REPORTING YEAR FOR THIS MEASURE

²/LIGHT DUTY VEHICLES ONLY

SELECTED PAST ACCOMPLISHMENTS TOWARD THE ACHIEVEMENT OF THE KPI OUTCOMES

Departmental Administration Office of Property and Fleet Management (OPFM) has led efforts to reduce the overall fleet inventory and establish an end of fiscal year 2020 cap on fleet size and to include targets for increasing vehicles utilization. A significant accomplishment, OPFM held its first annual fleet managers meeting to discuss this Fleet Management Reform and the 2020 Fleet Plans.

OPFM has also led efforts to reduce the footprint and work with mission areas to improve data integrity. OPFM held its first CPAIS training on data integrity where more than 100,000 sq. ft. of data errors were corrected. FRPP data is currently being evaluated by GSA so therefore, no Q4 data can be provided until early January 2020.

SELECTED ACCOMPLISHMENTS EXPECTED AT THE 2021 PROPOSED RESOURCE LEVEL

USDA is expected to continue to reduce its real property footprint. This will be accomplished by continuing to enforce the USDA space utilization policy and identifying opportunities for space consolidation and collocation. USDA will also continue to evaluate a new Data Enterprise system for tracking property while correcting data anomalies within the current system. OPFM

is providing mission areas with quarterly goal setting locations that can be considered for the Reduce the footprint (based on lease expiration date and space factors determining partial lease termination.)

USDA will further continue to decrease the vehicles in our fleet inventory and cap 2021 levels until further notice, increase our utilization rates, and increase sharing of vehicles in co-located areas. Quarterly reporting will monitor utilization, progress and discuss any other fleet related matters.

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 2017 - 2019.

USDA ADVISORY COMMITTEES			
Policy Area and Committee Title	2017 Allocation	2018 Allocation	2019 Allocation
FOOD, NUTRITION, AND CONSUMER SERVICES:			
Dietary Guidelines Advisory Committee	-	-	350,000
National Advisory Council on Maternal, Infant and Fetal Nutrition	\$80,000	\$80,000	\$80,000
FOOD SAFETY:			
National Advisory Committee on Meat and Poultry Inspection	60,000	60,000	60,000
National Advisory Committee on Microbiological Criteria for Foods.	150,000	150,000	150,000
RESEARCH, EDUCATION, AND ECONOMICS:			
Advisory Committee on Biotechnology and 21 st Century Agriculture	274,000	274,000	274,000
Advisory Committee on Agriculture Statistics	70,000	70,000	70,000
MARKETING AND REGULATORY PROGRAMS:			
National Wildlife Services Advisory Committee	50,000	50,000	50,000
General Conference Committee on the National Poultry Improvement Plan	30,000	30,000	30,000
Advisory Committee on Animal Health	70,000	70,000	70,000
National Organic Standards Board	200,000	200,000	200,000
Fruit and Vegetable Industry Advisory Committee	100,000	100,000	100,000
Federal Grain Inspection Advisory Committee	75,000	75,000	75,000
TRADE AND FOREIGN AGRICULTURAL AFFAIRS:			
Agricultural Policy Advisory Committee for Trade	25,000	25,000	25,000
Agricultural Technical Advisory Committees for Trade	150,000	150,000	150,000
Advisory Committee on Emerging Markets	10,000	10,000	10,000

USDA ADVISORY COMMITTEES			
Policy Area and Committee Title	2017 Allocation	2018 Allocation	2019 Allocation
FARM PRODUCTION AND CONSERVATION:			
Agricultural Air Quality Task Force	170,000	170,000	170,000
OFFICE OF PARTNERSHIPS & PUBLIC ENGAGEMENT			
Council for Native American Farming and Ranching	90,000	90,000	90,000
Minority Farmer Advisory Committee	101,000	101,000	101,000
Advisory Committee on Beginning Farmers and Ranchers	112,000	112,000	112,000
USDA/Hispanic Association of Colleges and Universities	20,000	20,000	20,000
Total Advisory Committees	\$1,837,000	\$1,837,000	2,187,000
Advisory Committee Liaison Services	80,000	80,000	80,000
Contingencies/Reserve	83,000	83,000	633,000
TOTAL, ADVISORY COMMITTEES LIMITATION	\$2,000,000	\$2,000,000	2,900,000

Status of Programs

From 1983 through 1996, a central appropriation provided financial support for all authorized USDA Advisory Committee activities other than those included in the Forest Service and those financed from user fees. Beginning in 1997, language in the General Provisions of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act permits agencies funded in the Act to finance the activities of selected committees that advise them from their own funds, subject to a Department-wide limitation on expenditures for those committees. The statuses of these programs provide information on the activities of committees during fiscal year (FY) 2019.

FOOD, NUTRITION, AND CONSUMER SERVICES

Dietary Guidelines Advisory Committee

The National Nutrition Monitoring and Related Research Act of 1990 requires the Secretaries of USDA and HHS to jointly publish the *Dietary Guidelines for Americans* at least every five years. The *Dietary Guidelines* was first published in 1980 and then every five years thereafter. Beginning with the 1985 edition, USDA and HHS have established a Dietary Guidelines Advisory Committee to review the scientific and medical knowledge current at the time. USDA and HHS consider the Committee's scientific review as the Departments develop the next edition of the *Dietary Guidelines*. Chartering a Dietary Guidelines Advisory Committee every five years rotates between USDA and HHS. USDA assumed the responsibility of chartering the 2020 Dietary Guidelines Advisory Committee and is serving as the administrative lead.

The Committee focuses on nutrition across the lifespan – from birth into older adulthood – with a focus on patterns of what we eat and drink *as a whole*, on average and over time, to help prevent disease and keep people healthy.

USDA filed the Charter for the Committee on October 5, 2018. USDA and HHS announced the 20-member Committee, selected from public nominations, on February 21, 2019. USDA and HHS hosted two meetings of the Committee on March 28-29, 2019 and July 10-11, 2019 that the public was able to attend in-person or by webinar. A public comment period was opened on March 12, 2019 and will continue throughout the Committee's work into 2020; over 16,000 written public comments have been submitted at Regulations.gov. The July public meeting also included an opportunity for oral comments to the Committee; 75 members of the public provided oral comments.

The Center for Nutrition Policy and Promotion (CNPP) commissioned the National Academies of Sciences, Engineering and Medicine (NASEM), Health and Medicine Division to conduct an independent study on the process to update the *Dietary Guidelines*. The NASEM's study findings are now available on its website (<http://www.nationalacademies.org/hmd/Activities/Nutrition/DietaryGuidelinesforAmericans.aspx>). The study culminated in two reports, one on the process for selecting the Dietary

Guidelines Advisory Committee and another on the remaining aspects of the *Dietary Guidelines* development process.

As requested in Section 766 of the Consolidated Appropriations Act, 2019 (Public Law 116-6), USDA submitted a report to Congress on August 15, 2019 with an explanation with respect to the decision to incorporate or exclude each recommendation from NASEM. USDA appreciates NASEM's review of and recommendations on the process to develop the *Dietary Guidelines*. With each edition, the Department reexamines its process and implements continuous quality advancements in every possible step of the process. USDA strives to align with best practices in the field of nutrition science, evidence review, and dietary guidance development. USDA, along with our partners at Health and Human Services, thoughtfully considered all the recommendations from NASEM reports and, when possible, have incorporated them into the process to develop the 2020-2025 edition of the *Dietary Guidelines*. Future cycles of this publication will continue to reexamine the NASEM recommendations and consider how additional recommendations may be incorporated.

National Advisory Council on Maternal, Infant and Fetal Nutrition (Council)

The Council is a statutory committee that studies the operation of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and related programs such as the Commodity Supplemental Food Program (CSFP). The Council is composed of 24 members and includes representatives of Federal, State and local governments, the medical field, industry, WIC and CSFP parent participants, and advocacy groups.

The Council's expenses are unique because they include the cost of lost wages and childcare for parent members.

The annual meeting of the Council was not held in 2019 since the Council's Charter expired October 25, 2018, and therefore the Council may not conduct business. The committee's work has become obsolete. The 2014 Farm Bill transitioned CSFP to an elderly-only program which further reduced the scope of programs that the Council can study. The Council is currently administratively inactive. No funds were spent on the committee other than the minimal salary costs required to complete administrative actions. The Council is currently administratively inactive, as the charter expired in October 2018.

FOOD SAFETY

National Advisory Committee on Meat and Poultry Inspection (NACMPI)

The NACMPI was established as a discretionary committee in 1971 to advise the Secretary of Agriculture on matters affecting Federal and State inspection program activities. The Committee also contributes to USDA's regulatory policy development. The Food Safety and Inspection Service (FSIS) Administrator serves as the Committee Chair. Recommendations are sent to USDA's Under Secretary for Food Safety for consideration and review by the Secretary of Agriculture. The Committee is composed of 20 members. Six members were appointed

September 28, 2018. Fourteen members are retiring at the end of this year after serving their 2-year appointments from 2016-2018. USDA published a Federal Register notice on October 9, 2018, soliciting nominations to fill the upcoming vacancies and balance the membership, per the Civil Rights Impact Analysis mandate. No plenary sessions were convened in 2018. The committee's charter is due to expire on November 3, 2018 with an intent to re-establish the committee in FY 2019.

National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

The NACMCF was established in 1988 under Departmental Regulation 1043-28 as a discretionary committee reporting to the Secretary of Agriculture and to the Secretary of Health and Human Services. The Department of Health and Human Services (DHHS), Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention (CDC); the Department of Commerce (DoC), National Marine Fisheries Service (NMFS); and the Department of Defense (DoD) participate in directing the work of this committee and all benefit from committee advice. The current NACMCF charter expired February 3, 2019; awaits the Secretary's approval. The NACMCF appointments expires April 30, 2020.

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

In FY 2019 the committee held two teleconference Subcommittee Meetings:

- October 12, 2018: Subcommittee on the Use of Water in Animal Slaughter and Processing
- November 2, 2018: Subcommittee on Appropriate Product Testing Procedures and Criteria to Verify Process Control for Microbial Pathogens in Ready-to-Eat Foods 2020 Future Plans: Renew Committee Charter & appoint memberships. NACMCF will continue to work on the two new charges stated above and host Subcommittee meetings in the spring or summer of 2020.

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

RESEARCH, EDUCATION, AND ECONOMICS

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

The AC21 is a discretionary (agency authority) committee whose charter expired on March 13, 2017 and the committee has remains terminated in fiscal year 2019.

Advisory Committee on Agriculture Statistics

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

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

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

The Committee met on November 14-15, 2018 in San Antonio, TX. The Committee provided 7 recommendations to the Secretary following the meeting. For more information on the proceedings of the meeting, please see the following website:

https://www.nass.usda.gov/About_NASS/Advisory_Committee_on_Agriculture_Statistics/index.php

The charter expires on February 7, 2021, and NASS intends to seek member nominations in FY 2020.

MARKETING AND REGULATORY PROGRAMS

National Wildlife Services Advisory Committee

The committee is established under agency authority to support the Animal and Plant Health Inspection Service (APHIS) Wildlife Service's (WS) program, which operates under the Agriculture Act of March 2, 1931 (commonly known as the "Animal Damage Control Act" or "ADCA"), 7 U.S.C. §§8351-8354, amended by Pub. L. 115-270, October 23, 2018, 132 Stat 3765. The purpose of the National Wildlife Services Advisory Committee (NWSAC) is to advise the Secretary of Agriculture on policies and program issues necessary to manage damage caused by depredating wildlife to protect America's agricultural, industrial, and natural resources, and to safeguard public health and safety.

The Committee charter was re-established February 5, 2019. Upon reestablishment, the agency appointed 20 members. The Committee's memberships are composed of 20 persons

representing a broad spectrum of agricultural, environmental, conservation, academic, animal welfare, and related interests. In this fiscal year, a meeting was held September 18-19, 2019 and thirteen recommendations were made. Recommendations and more information on the NWSAC may be found at

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

General Conference Committee of the National Poultry Improvement Plan

The National Poultry Improvement Plan (NPIP), started in 1935, is a successful Federal-State-industry cooperative program for controlling specific poultry diseases in the United States. The U.S. commercial poultry industry is an approximately \$40 billion industry. The Plan allows the application of new technology to improve poultry and poultry products throughout the country. The NPIP is governed by the General Conference Committee (GCC), the Official Federal Advisory Committee to the Secretary of Agriculture on poultry health.

Recommendations are made at the National Biennial Conferences (held every other year) by official delegates representing participating flock owners, breeders, and hatchery owners from all cooperating States and territories, in accordance with title 9, Code of Federal Regulations (9 CFR) Part 147, Subpart E. The GCC can, on a limited basis, make an interim approval of a change until the change is published in the Federal Register. In FY 2019, during the official GCC meeting, interim approval was granted for three new Salmonella diagnostic tests which can be used to quickly detect disease within the poultry industry.

Accomplishments of the NPIP-GCC for 2019 at the General Conference Committee Meeting:

- Approved and accepted the 2018 minutes as written;
- Interim approval granted for three new Salmonella diagnostic tests; and
- Offered several informative presentations at the meeting:
 - update from APHIS/VS concerning Avian Influenza and Virulent Newcastle disease in the US;
 - update from the USDA Agriculture Research Services on Global Highly Pathogenic Avian Influenza and Virulent Newcastle disease; and
 - updates from industry on Salmonella and Mycoplasma.

We believe the GCC met all of the goals listed in the 2018 Report during 2019.

Advisory Committee on Animal Health

The Secretary's Advisory Committee on Animal Health (SACAH) is established under Departmental Regulation 1043-31 as an agency authority committee that advises the Secretary on strategies, policies, and programs to prevent, control, and/or eradicate diseases of national significance. The Committee approaches animal health from a one-health perspective, which considers emerging and other animal diseases, public health, livestock economies, comprehensive surveillance, animal disease traceability, animal import/export strategies, natural resources, and other related aspects of animal agriculture.

During FY 2018, the committee was unable to hold any meetings due to the expired committee members' appointments and the charter's expiration on September 2, 2018. In December of

2018, the committee's charter was signed and re-established by the Secretary. The committee members were seated in March of 2019. The committee held an administrative meeting in late June of 2019. Plans for an in-person meeting are on hold awaiting decision from the Secretary on if it will continue due to Presidential Executive Order. If the committee is does not continue, APHIS will be able to gather stakeholder feedback and input through other mechanisms such as the Farm Bill outreach, targeted meetings with industry groups, and outreach at industry meetings.

National Organic Standards Board

Title XXI of the 1990 Farm Bill, known as the Organic Foods Production Act (OFPA), established the National Organic Program (NOP), a USDA program responsible for implementing and enforcing organic standards and facilitating the work of the National Organic Standards Board (NOSB), an advisory board to the Secretary of Agriculture. The NOSB is composed of four farmers/growers, two handlers/processors, one retailer, one scientist, three consumer/public interest advocates, three environmentalist/resource conservationists, and one certifying agent. Members come from all four U.S. regions and serve rotating five-year terms. The NOSB charter was renewed and approved in May 2018 for a period of two years.

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

In FY 2019 one (1) NOSB member resigned his seat early due to an unforeseen work conflict. The NOP currently has a call for nominations to fill five (5) vacancies beginning in January 2020; The five new members will replace the member who resigned and four (4) members who are due to complete their service in January 2020.

The NOSB met twice in fiscal year 2019: in October 2018 in St. Paul, Minnesota and in April 2019 in Seattle, Washington. At each meeting the NOSB discussed substances used in organic crop, livestock, and handling/processing production, as well as organic standards and procedures that impact the entire organic community. Prior to the public meeting, the NOSB received and analyzed approximately 2,400 written comments. During each of the public meetings, the NOSB heard updates from the National Organic Program (NOP) about its activities, listened to oral testimony from over 300 interested public members, discussed its large volume of agenda items, and voted on recommendations to the Secretary of Agriculture. The NOSB subsequently made a total of 57 recommendations to Sonny Perdue, Secretary of Agriculture. Topics discussed at each of the meetings included materials on the List of Allowed and Prohibited Substances (The National List) that must be reviewed every five years; Substances petitioned for addition to the National List; Research Priorities for the USDA to

support the organic sector; and Import Oversight.

Fruit and Vegetable Industry Advisory Committee

The current 2018-2020 Committee is very active. During the FVIAC meeting held in May 2019, four subcommittees were established: Food Safety Workgroup; Labor Workgroup; Trade Workgroup; and Production Workgroup. Thereafter, the subcommittees held a total of seven (7) virtual meetings to draft and refine their proposed recommendations. The Committee met in-person for a second time in August, where FVIAC members heard from several government and industry experts pertaining to agricultural labor, production, food safety, and trade matters. Thus, the 33 recommendations submitted to the Agricultural Marketing Service (AMS) by the FVIAC are actively under review by leaders within the USDA Marketing & Regulatory Program. Once USDA leaders review the recommendations, AMS will request stakeholder feedback/comments be provided by end of the 2019 calendar year with the intent to publish USDA responses to each recommendation on the FVIAC webpage.

The Fruit and Vegetable Industry Advisory Committee (Committee) is established under Departmental Regulation 1042-139 as an agency authority committee. The committee consists of 25 members of the fruit and vegetable industry who represent the following sectors: growers, packers, and shippers; wholesalers and distributors; retailers and restaurateurs; State Department of Agriculture leadership; trade association and organization executives; processors; importers and exporters; foodservice suppliers and brokers; organic producers; and farmer's market and food hub representatives. The Committee represents a balanced diversity of views regarding the many fruit and vegetable industry interests. The Committee's purpose and responsibility is to research, review, and develop recommendations to the Secretary on issues facing the industry as a whole, as well as ways the USDA can tailor its programs and services to better meet stakeholder needs. The Committee usually meets an average of twice per fiscal year.

The Committee charter was reestablished on March 26, 2018, for a two-year period. The Committee did not meet in FY 2018. During the re-establishment of the charter, the Committee members' terms expired, and nominations were solicited in FY 2018 to fill all 25 vacant seats in FY 2019.

Grain Inspection Advisory Committee (GIAC)

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

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

In FY 2019, the committee was renewed on October 25, 2018 and Advisory Committee members met with AMS staff in a public meeting on August 15-16, 2019, in Kansas City, Missouri.

At this meeting the following issues were addressed and discussed: General Program Updates, the National Organic Program, Hemp rulemaking, Exceptions, Hard and Vitreous Kernels of Amber Color Testing Methods, LED Lighting, Mycotoxin Testing, Financial Status, Food and Drug Administration Memorandum, and a Policy and Procedure Manual for the Committee.

The Advisory Committee members made five recommendations to AMS:

- Establish a GIAC subcommittee to review the need for and scope of establishing grading standards or guidance for hemp oil and seed, and other ideotypes and uses with commercial need for standards. The subcommittee will work in conjunction with staff and report findings and recommendations at the 2020 spring meeting.
- The GIAC recommends that the 2020 reauthorization of the U.S. Grain Standards Act establishes a 5-year term of service for GIAC members with the utilization of shorter terms to stagger appointments. This process of appointing members serves to strengthen commitments of service, establish continuity, foster collaboration and encourage cohesiveness of the committee. Members are eligible to serve multiple but not successive terms. If the reauthorization of the 2020 USGSA extends the terms of service for GIAC members, the committee recommends that the Secretary extend current GIAC member terms according to this policy.
- The GIAC Committee recommends implementation of the non-use of service exception be executed in a manner that is transparent, consistent, and non-subjective. Further, the committee supports the Federal Grain Inspection Service's (FGIS) plan to conduct an advanced notice of proposed rulemaking on exceptions in order to provide a transparent process for non-use of service exceptions.
- The GIAC recommends the FGIS work with FDA to update their Memorandum of Understanding to define a timeline (the shorter the better) to address actionable items referred to them by FGIS and have clarification on the discrepancy and potential remediation solutions, whether from the FGIS, FDA, or the party involved.
- The GIAC committee recommends a comprehensive survey of the market and scope of service needs in each boundary for official grain inspection services and the number of the official agencies. Since FGIS was created in 1976, there have been significant changes in the number and operations of both grain handling facilities and officially designated inspection agencies; the amount of grain and oilseeds handled and processed within each geographic boundary; and the number of quality attributes and other quality tests conducted by these agencies. The Advisory Committee believes these changes in the domestic marketplace, necessitate that FGIS comprehensively update information and data upon which the geographic boundaries are based. FGIS can make

recommendations, if necessary, to modify the boundaries based upon the comprehensively updated information and data gathered through the review in order to provide more reliable, uninterrupted, consistent and cost-effective service to grain handling facilities.

For GIAC Committee recommendations to AMS can be viewed at the following address:

<https://gipsa.usda.gov/fgis/advisorycommittee.aspx>

TRADE & FOREIGN AGRICULTURAL AFFAIRS

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

Pursuant to Departmental Regulation 1042-68, USDA currently administers the APAC and six ATACs: (1) Animals and Animal Products; (2) Fruits and Vegetables; (3) Grains, Feed, Oilseeds and Planting Seeds; (4) Processed Foods; (5) Sweeteners and Sweetener Products; and (6) Tobacco, Cotton and Peanuts. The APAC and the ATACs are jointly administered by the USDA and the United States Trade Representative (USTR).

The APAC and ATACs are authorized by sections 135(c)(1) and (2) of the Trade Act of 1974, as amended (Pub. L. No. 93-618, 19 U.S.C. 2155). Congress established these Committees to ensure that trade policy (including trade negotiating) objectives adequately reflect private sector U.S. commercial and economic interests. The Committees provide a formal mechanism to ensure engagement between the Federal Government and private sector regarding international agricultural trade matters. Specifically, the Committees provide the Secretary of Agriculture and USTR information and advice on negotiating objectives, bargaining positions, and other matters related to the development, implementation, and administration of U.S. agricultural trade policy. The APAC provides policy advice, while the ATACs provide detailed commodity technical advice. The members on the APAC and on the ATACs are important to advancing the Administration's trade agenda to liberalize agricultural trade, expand access for U.S. food and agricultural products in overseas markets, and reduce unfair competition.

The Secretary of Agriculture and the United States Trade Representative appoint members jointly to be reasonably representative of U.S. organizations and persons interested in the respective agricultural commodities. Members serve at the discretion of the Secretary of Agriculture and the United States Trade Representative. All Committee members have demonstrated leadership qualities, commodity expertise, and knowledge of the effects that various trade barriers, or absence of trade barriers, can have on the commodities they represent. All members are recognized leaders in their field and are able to represent those interests with fairness.

During 2019, a range of timely and sensitive agricultural trade issues were discussed, including the following:

- Input on the tariffs to be levied against China under the auspices of Section 301 and Section 232, as well as discussion on the retaliatory tariffs levied by China;

- Negotiating objectives with Japan, as well as an assessment of the benefits of the recently concluded U.S.-Japan Agreement;
- Input on resumed negotiations under the Agreement on Trade in Agricultural Products (ATAP) between the United States and Israel;
- Negotiating objectives for potential negotiations with the EU and the United Kingdom;
- Focused attention on trade in U.S. rice under the U.S.-Korea Free Trade Agreement; and
- Numerous other issues related to access for various U.S. agricultural products to individual foreign countries (i.e., restrictions on the use of sweeteners for products destined to Saudi Arabia).

Advisory Committee on Emerging Markets

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

The purpose of the Committee is to provide information and advice, based upon the knowledge and expertise of the members, useful to USDA in implementing the Emerging Markets Program (EMP), which assists U.S. entities in developing, maintaining, or expanding exports of U.S. agricultural commodities and products by funding activities that improve emerging markets’ food and rural business systems, including reducing potential trade barriers in such markets. The Committee also advises USDA on ways to increase the involvement of the U.S. private sector in cooperative work with emerging markets in food and rural business systems. One of the principal functions of the Committee is to review qualified proposals submitted to EMP for funding and advice on funding recommendations. This committee has been administratively inactive since 2011. In response to the Presidential Executive Order on Evaluating Federal Advisory Committees, the agency recommended the Secretary request Congress to terminate this committee.

FARM PRODUCTION AND CONSERVATION

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

The Agricultural Air Quality Task Force (AAQTF; officially logged in the USDA FACA database as the Task Force on Agricultural Air Quality Research) was created in accordance with Section 391 of the Federal Agricultural Improvement and Reform Act of 1996, to advise the Secretary of Agriculture on issues related to agricultural air quality. In 1996, Congress found that various studies alleged that agriculture is a source of Particulate Matter emissions and that many of these studies have often been based on erroneous data. Congress also cited ongoing

research by USDA and declared that Federal policy in regard to air pollution be based on sound scientific findings that are subject to adequate peer review and take into account economic feasibility. The Task Force's mandate is to strengthen and coordinate USDA's air quality research effort and identify cost effective ways for the agriculture industry to improve air quality and meet Federal and local air quality emissions requirements. The Chief of the USDA's Natural Resources Conservation Service chairs the AAQTF. The AAQTF membership consists of leaders in farming, industry, health, and science. The Task Force also includes representatives from USDA's Forest Service, Agricultural Research Service, and the National Institute of Food and Agriculture.

The AAQTF charter expired on April 16, 2017 and has not been renewed by the Secretary of Agriculture. There was no activity from October 1, 2017 to September 30, 2019. However, in response to the Presidential Executive Order on Evaluating Federal Advisory Committees, the Secretary approved the agency to continue this committee. In FY2020, the agency plans to re-establish (renew) the committee.

OFFICE OF PARTNERSHIPS AND PUBLIC ENGAGEMENT

Council for Native American Farming and Ranching

The Council for Native American Farming and Ranching (CNAFR) committee was terminated as of July 12, 2018. The work is complete and no funding was utilized in FY 2019.

Minority Farmer Advisory Committee

The Charter for the Advisory Committee on Minority Farmers Committee was established pursuant to section 14008 of the Food Conservation, and Energy Act of 2008, Pub. L. 110-246, 122 Stat. 1651, 2008 (7 U.S.C. 2279). It was renewed on November 6, 2019 and expires on November 6, 2021.

The committee will be comprised of at least 15 committee members. USDA advisory committees were placed in an administrative hold by the Secretary in January 2017. As a result, the committee members' terms expired on June 4, 2017, and the committee was unable to host any public meetings in FYs 2018-2019.

Upon submission of recommended candidates for USDA clearance, another administrative hold was placed on the renewal of the committee charter by USDA resulting in an expired charter and membership.

This lapse was independent of OPPE's authority; however, it is not expected to reoccur in the future. Committee regulations and USDA guidelines will be followed to ensure a timely clearance of committee charters for all OPPE advisory committees. This hold was released in late FY 2019 and the White House Liaison's Office is working to renew the charter in FY 2020 to authorize committee activities to resume.

Members will be selected from the above-mentioned solicitations. Once the consolidated list of applicants is vetted (currently in progress), a nominations package will be submitted for Secretarial approval of new committee members. Members will be appointed to 1- and 2-year staggered terms during the first or second quarter of FY 2020. The primary focus of the committee is to continue or exceed the level of public participation of its meetings held to date without compromising the quality of the meetings or increasing costs.

Once the new committee is formed, OPPE is expected to continue to provide guidance to the Committee on the Secretary's agenda via in-person public meetings, teleconferences and e-mails.

Advisory Committee on Beginning Farmers and Ranchers

The Beginning Farmers and Ranchers Advisory Committee (BFRAC) is a statutory committee authorized pursuant to Section 5 of the Agricultural Credit Improvement Act of 1992. The Committee's purpose is to advise the Secretary on ways to develop programs that assist new farmers and ranchers by providing new opportunities. The Committee's charter was renewed on September 12, 2019 for two-years.

Committee members were appointed on September 23, 2019. All, but one member, were appointed to 2-year terms. One member was reappointed for one year. An orientation for the Members was held on September 30.

In FY 2020 the first public FACA meeting of the newly appointed Committee was held on October 31 -November 1, in Indianapolis, Indiana. The primary focus of the committee is to identify challenges faced by Beginning Farmers and Ranchers and develop recommendations to help address these challenges. Another meeting is planned for the spring.

OPPE provided administrative support, training and guidance to the Committee via in-person meetings, teleconferences and e-mails.

USDA/Hispanic Association of Colleges and Universities (HACU)

The USDA/HACU Leadership Group serves as an advisory body to provide guidance and direction to USDA on matters of mutual benefit emanating from USDA/HACU partnership initiatives. This body consists of an equal number of members from USDA and HACU-member institutions and has the responsibility to make recommendations to the Secretary of Agriculture and the President of HACU. The Secretary of Agriculture appoints a Co-Chairperson of the USDA/HACU Leadership Group and all of the USDA members. The President of HACU nominates a Co-Chairperson of the USDA/HACU Leadership Group and all of the HACU members for secretarial approval. This partnership provides a cooperative framework for the parties to develop and maintain a USDA Hispanic-Serving Institutions (HSIs) and Hispanic-Serving Agricultural Colleges and Universities (HSACUs) agenda that helps Hispanic Americans achieve education excellence and to contribute to the fulfillment of the USDA mission. This collaborative agenda is focused on promoting agriculture, food and

environmental sciences, and other agriculture-related careers for students attending HSIs and HSACUs. Other focal areas address increasing employment opportunities in USDA for students attending HACU-member institutions and supporting capacity enhancement of HACU-member institutions and their faculty. FY 2019 remained a transition year due and, as a result, the Leadership Group did not meet. Work is currently underway for the Secretary to appoint new members.

**AUTHORITY AND COMPOSITION OF USDA ADVISORY COMMITTEES IN EXISTENCE
IN FY 2019**

Committee Title	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
FOOD, NUTRITION AND CONSUMER SERVICES:			
Dietary Guidelines Advisory Committee	CNPP	(D) 7 U.S.C. 5341	20
National Advisory Council on Maternal, Infant and Fetal Nutrition	FNS	(S) 42 U.S.C. 1786	24
FOOD SAFETY:			
National Advisory Committee on Meat and Poultry Inspection	FSIS	(S) 21 U.S.C. 454a-4	20
National Advisory Committee on Microbiological Criteria for Foods	FSIS	(D) Departmental Regulation 1043-28	30
RESEARCH, EDUCATION, AND ECONOMICS:			
Advisory Committee on Biotechnology and 21 st Century Agriculture	ARS	(D) Departmental Regulation 1043-049	20-25
Advisory Committee on Agriculture Statistics	NASS	Departmental Regulation 1042-130	20
MARKETING AND REGULATORY PROGRAMS:			
National Wildlife Services Advisory Committee	APHIS	(D) Departmental Regulation 1043-27	20
General Conference Committee of the National Poultry Improvement Plan	APHIS	(D) Departmental Regulation 1043-8	7
Advisory Committee on Animal Health	APHIS	(D) Departmental Regulation 1043-31	20
National Organic Standards Board	AMS	(S) 7 U.S.C. 6518	15
Fruit and Vegetable Industry Advisory Committee	AMS	(D) Departmental Regulation 1042-139	25
Federal Grain Inspection Advisory Committee	AMS	(S) P. L. 103-156 7 U.S.C. 87i	15

Committee Title	USDA Agency	Authority Statutory (S) or Discretionary (D)	Committee Membership
TRADE AND FOREIGN AGRICULTURAL AFFAIRS:			
Agricultural Policy Advisory Committee for Trade	FAS	(S) P.L. 93-618	36
Agricultural Technical Advisory Committees for Trade:			
Animals & Animal Products	FAS	(D) P.L.93-618/ Departmental Regulation 1042-68	19
Fruits and Vegetables	FAS	(D) P.L.93-618/ Departmental Regulation 1042-68	22
Grains, Feed & Oilseeds	FAS	(D) P.L.93-618/ Departmental Regulation 1042-68	27
Sweeteners and Sweetener Products	FAS	(D) P.L.93-618/ Departmental Regulation 1042-68	14
Tobacco, Cotton, Peanuts and Planting Seeds	FAS	(D) P.L.93-618/ Departmental Regulation 1042-68	13
Processed Foods	FAS	(D) P.L.93-618/ Departmental Regulation 1042-68	27
Advisory Committee on Emerging Markets	FAS	(S) 7 U.S.C. 1421	20
FARM PRODUCTION AND CONSERVATION:			
Agricultural Air Quality Task Force	NRCS	(S) 7 U.S.C. 5405	Unlimited
OFFICE OF PARTNERSHIPS AND PUBLIC ENGAGEMENT:			
Council for Native American Farming and Ranching	OTR	(D) 5 U.S.C. App 2	15
Minority Farmer Advisory Committee.	OPPE	(S) 7 CFR U.S.C 2279	15
Advisory Committee on Beginning Farmers and Ranchers.	OPPE	(S) 7 U.S.C. 1929	20
USDA/Hispanic Association of Colleges and Universities Leadership Group	OPPE	(D) Memorandum of Agreement dated 10/96	8