

2021 USDA EXPLANATORY NOTES – OFFICE OF THE SECRETARY

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AGENCY-WIDE

PURPOSE STATEMENT

The Office of the Secretary is headed by the Secretary of Agriculture and includes the Deputy Secretary, Chief of Staff, Under Secretaries, Assistant Secretaries, the Executive Secretariat, and members of their immediate staffs. The Office of the Secretary serves as the management arm of the Department, administering and overseeing the work of the organization. This involves formulating and providing policy direction for all areas of the Department's responsibilities including research, educational and regulatory activities, nutrition, conservation and farm programs, forestry, and international agriculture. It also involves maintaining relationships with organizations and others in the development of programs and maintaining liaison with the Executive Office of the President and members of Congress on all matters pertaining to Departmental policy.

The Office of the Secretary also oversees special projects that are conducted at the behest of the Congress and the Administration. These projects include short-term studies, investigations, and research on matters affecting agriculture or the agricultural community. Project results are reported to the appropriate Congressional Committees.

The general authority of the Secretary to supervise and control the work of the Department is contained in the Organic Act (7 U.S.C. 2201-2202). The delegation of regulatory functions to the Department employees and authorization of appropriations to carry out these functions are contained in 7 U.S.C. 450c-450g. The authority of the Secretary to streamline and reorganize the Department is contained in the Federal Crop Insurance Reform and Department of Agriculture Reorganization Act of 1994, Public Law 103-354.

The Office of the Secretary consists of the Immediate Office of the Secretary; Office of the Assistant Secretary for Congressional Relations; Office of the Assistant Secretary for Administration; Office of the Assistant Secretary for Civil Rights; Office of the Under Secretary for Research, Education, and Economics; Office of Under Secretary for Marketing & Regulatory Programs; Office of Under Secretary for Food Safety; Office of Under Secretary for Rural Development; Office of Under Secretary for Food, Nutrition, & Consumer Services; Office of Under Secretary for Farm Production and Conservation; Office of Under Secretary for Trade and Foreign Agricultural Affairs; Office of Codex Alimentarius; and Office of Under Secretary for Natural Resources & Environment.

As of September 30, 2019, there were 64 permanent full-time personnel all of which are located in the headquarters office.

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

AVAILABLE FUNDS AND STAFF YEARS**Table OSEC-1. Available Funds and Staff Years (thousands of dollars, staff years (SY))¹**

Item	2018 Actual	SY	2019 Actual	SY	2020 Enacted	SY	2021 Budget	SY
Salaries and Expenses:								
Discretionary Appropriations	\$21,173	63	\$21,424	76	\$22,122	81	\$28,998	114
Supplemental Appropriations	2,360,000	-	3,005,442	-	1,500,000	-	-	-
Transfers Out	-	-	-2,660	-	-	-	-	-
Adjusted Appropriation	2,381,173	63	3,024,206	76	1,522,122	81	28,998	114
Balance Available, SOY	-	-	1,986,908	-	4,038,229	-	-	-
Total Available	2,381,173	63	5,011,114	76	5,560,351	81	28,998	114
Lapsing Balances	-2,146	-	-2,123	-	-	-	-	-
Balance Available, EOY	-1,986,908	-	-4,038,229	-	-	-	-	-
Obligations	392,119	63	970,762	76	5,560,351	81	28,998	114
Ob. Under Other USDA Appr.:								
Reimbursements:								
Office of Customer Experience	1,810	1	2,406	1	2,755	1	2,755	1
Advisory Committee Liaison Services	302	2	292	1	302	1	302	1
Security Detail (formerly Pre-Auth.) ²	4,085	16	3,995	15	-	-	-	-
USDA Enterprise Data Analytics Services	-	-	-	-	-	-	5,000	1
Office of Chief Scientist ³	3,404	10	2,274	11	2,274	11	-	-
Other Reims Programs	364	3	272	-	272	-	376	-
Total, Other Agriculture Appropriations	9,965	32	9,239	28	5,603	13	8,433	3
Total, OSEC	402,084	95	980,001	104	5,565,954	94	37,431	117

1/ Includes the Office of the Under Secretary for Natural Resources & Environment, appropriated by Interior Subcommittee

2/ Effective FY 2020 reimbursements associated with the Security Detail are reflected within OSSP

3/ Effective FY 2021 funding associated with the Office of the Chief Scientist is reflected in OSEC

PERMANENT POSITIONS BY GRADE AND STAFF YEARS*Table OSEC-2. Permanent Positions by Grade and Staff Years*

Item	2018		D.C.	Field	2019		2020		2021			
	D.C.	Field			Actual	D.C.	Field	Estimate	D.C.	Field	Budget	
SES	22	2	24	26	-	26	23	-	23	24	-	24
GS-15	12	1	13	16	-	16	15	-	15	33	1	34
GS-14	3	-	3	15	-	15	12	-	12	13	-	13
GS-13	16	-	16	11	-	11	9	-	9	11	-	11
GS-12	14	-	14	13	-	13	13	-	13	16	-	16
GS-11	11	-	11	8	-	8	8	-	8	8	-	8
GS-9	6	-	6	8	-	8	7	-	7	6	-	6
GS-8	1	-	1	3	-	3	1	-	1	1	-	1
GS-7	6	-	6	3	-	3	3	-	3	2	-	2
GS-5	5	-	5	2	-	2	2	-	2	1	-	1
GS-4	1	-	1	1	-	1	1	-	1	1	-	1
Total Permanent	97	3	100	106	-	106	94	-	94	116	1	117
Unfilled, EOY	5	-	5	2	-	2	-	-	-	-	-	-
Total Perm. FT EOY	92	3	95	104	-	104	94	-	94	116	1	117
Staff Year Est	92	3	95	104	-	104	94	-	94	116	1	117

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

Item	2018 Actual	2019 Actual	2020 Estimate	2021 Budget
Working Capital Fund:				
Administration:				
Material Management Service	\$53	\$20	\$29	\$29
Mail and Reproduction Services	465	398	427	443
Integrated Procurement Systems	8	9	12	12
Procurement Operations Services	6	12	27	29
Human Resources Enterprise Management Systems	2	5	5	5
Subtotal.....	534	444	500	518
Communications:				
Creative Media & Broadcast Center	28	9	19	13
Finance and Management:				
National Finance Center.....	55	62	48	46
Financial Management Systems	141	140	120	158
Financial Management Support Services	71	57	71	22
Subtotal.....	267	259	239	226
Information Technology:				
Client Experience Center.....	138	763	310	304
Digital Infrastructure Service Center.....	123	9	19	18
Department Administration Information Technology Office..	-	-	355	396
Enterprise Network Services.....	35	17	211	220
Subtotal.....	296	789	895	938
Correspondence Management.....	26	16	16	17
Total, Working Capital Fund.....	1,151	1,517	1,669	1,712
Department-Wide Shared Cost Programs:				
Advisory Committee Liaison Services.....	2	2	2	2
Agency Partnership Outreach.....	5	7	7	7
Honor Awards.....	14	8	9	9
Human Resources Self-Service Dashboard.....	1	1	1	1
Human Resources Transformation.....	1	-	-	-
Medical Services.....	4	5	4	-
Office of Customer Experience.....	1	2	3	3
Personnel and Document Security.....	132	123	124	124
Physical Security.....	0	0	5	4
Security Detail (formerly Pre-authorizing Funding)	3	4	4	4
Security Operations.....	6	10	5	6
TARGET Center.....	1	1	1	1
USDA Enterprise Data Analytics Services.....	-	-	5	5
Virtual University.....	1	-	-	-
Total, Department-Wide Reimbursable Programs	171	163	170	166
E-Gov:				
Enterprise Human Resources Integration.....	2	2	1	1
Agency Total.....	1,324	1,682	1,840	1,879

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

Item	Amount
2020 Appropriation, Agriculture Subcommittee.....	\$21,247,000
2020 Appropriation, Interior Subcommittee	875,000
2020 Appropriation, Total.....	\$22,122,000
Change in Appropriation.....	+6,876,000
Budget Estimate, 2021	28,998,000

APPROPRIATIONS LANGUAGE

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

Office of the Secretary

For necessary expenses of the Office of the Secretary, [~~\$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.

Office of the Assistant Secretary for Civil Rights

For necessary expenses of the Office of the Assistant Secretary for Civil Rights, [\$901,000] \$914,000: *Provided*, That funds made available by this Act to an agency in the civil rights mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Rural Development

For necessary expenses of the Office of the Under Secretary for Rural Development, [\$800,000] \$1,036,000: *Provided*, That funds made available by this Act to carrying out the administration and implementation of programs in the Rural Development mission area for salaries and expenses shall be available to fund up to one administrative support staff for the office.

Office of the Under Secretary for Research, Education and Economics

For necessary expenses of the Office of the Under Secretary for Research, Education and Economics, [\$800,000] \$6,813,000: *Provided*, That funds made available by this to an agency in the Rural Development mission area for salaries and expenses are available to fund up to one administrative support staff for the Office, of which \$6,000,000 shall be available for the Office of the Chief Scientist.

Office of the Under Secretary for Marketing and Regulatory Programs

For necessary expenses of the Office of the Under Secretary for Marketing and Regulatory Programs, [\$800,000] \$914,000: *Provided*, That funds made available by this Act to an agency in the marketing and regulatory programs mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Food Safety

For necessary expenses of the Office of the Under Secretary for Food Safety, [\$800,000] \$813,000: *Provided*, That funds made available by this Act to an agency in the food safety mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Food, Nutrition and Consumer Services

For necessary expenses of the Office of the Under Secretary for Food, Nutrition and Consumer Services, [\$800,000] \$813,000: *Provided*, That funds made available by this Act to an agency in the food, nutrition, and consumer services mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Farm Production and Conservation

For necessary expenses of the Under Secretary for Farm Production and Conservation, [\$901,000] \$1,141,000: *Provided*, That funds made available by this Act to an agency in the farm production and conservation mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of the Under Secretary for Trade Foreign and Agriculture Affairs

For necessary expenses of the Under Secretary for Trade Foreign and Agriculture Affairs, [\$875,000] \$891,000: *Provided*, That funds made available by this Act to an agency in the trade and foreign agricultural mission area for salaries and expenses shall be available to fund up to one administrative support staff for such Office.

Office of Codex Alimentarius

For necessary expenses of the Office of Codex Alimentarius, [\$4,775,000] \$4,817,000: *Provided*, That not to exceed \$40,000 shall be available for official reception and expenses.

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

Item	2018 Actual	SY	2019 Actual	SY	2020 Enacted	SY	Inc. or Dec.	SY	2021 Budget	SY
Discretionary Appropriations:										
Office of the Secretary	\$5,051	18	\$5,051	22	\$5,051	23	\$92	-	\$5,143	23
Assistant Secretary for Civil Rights	901	1	901	3	901	3	13	-	914	3
Assistant Secretary for Administration	804	2	875	3	875	3	12	-	887	3
Assistant Secretary for Congressional Relations	3,869	14	3,869	14	3,869	18	72	-	3,941	18
U/S to the Secretary for Rural Development	800	3	800	3	800	3	236	-	1,036	4
U/S for Research, Education, and Economics	800	2	800	3	800	3	13	-	813	3
Office of the Chief Scientist	-	-	-	-	-	-	6,000	29	6,000	29
U/S for Marketing and Regulatory Programs	901	4	901	3	800	3	114	-	914	3
U/S for Food Safety	800	3	800	3	800	3	13	-	813	3
U/S for Farm Production and Conservation	901	3	901	4	901	4	240	1	1,141	5
U/S for Trade and Foreign Agricultural Affairs	875	3	875	4	875	4	16	-	891	4
Office of Codex Alimentarius	3,796	4	3,976	8	4,775	8	42	2	4,817	10
U/S for Food, Nutrition and Consumer Services	800	3	800	3	800	3	13	-	813	3
<i>Subtotal, Approp.. Agriculture Subcommittee</i>	<i>20,298</i>	<i>60</i>	<i>20,549</i>	<i>73</i>	<i>21,247</i>	<i>78</i>	<i>6,876</i>	<i>32</i>	<i>28,123</i>	<i>111</i>
U/S for Natural Resources & Environment a/	875	3	875	3	875	3	-	-	875	3
<i>Subtotal, Approp.by Interior Subcommittee</i>	<i>875</i>	<i>3</i>	<i>875</i>	<i>3</i>	<i>875</i>	<i>3</i>	<i>-</i>	<i>-</i>	<i>875</i>	<i>3</i>
Total Adjusted Appropriation.....	21,173	63	21,424	76	22,122	81	6,876	32	28,998	114
Rsc, Trns, Other (Net)	2,224	-	-	-	-	-	-	-	-	-
Total Appropriation	18,949	62	21,424	76	22,122	81	6,876	32	28,998	114
Transferred Balances	(1,240)	-	(2,660)	-	-	-	-	-	-	-
Total Available	17,709	62	18,764	76	22,122	81	6,876	32	28,998	114
Lapsing Balances	(1,480)	-	(2,123)	-	-	-	-	-	-	-
Total Obligations	16,229	62	16,641	76	22,122	81	6,876	32	28,998	114

a/The Under Secretary for Natural Resources and Environment is appropriated by the Interior Subcommittee.

JUSTIFICATIONS

The Office of the Secretary oversees the general management of the department and provides the principal support to the Secretary and the organization in formulating policy and program leadership for the department's functions.

- (1) An increase of \$6,876,000 and an increase of 33 staff years (\$22,122,000 and 81 staff years available in 2020).

The funding change is requested for the following items:

- A) An increase of \$6,000,000 for and 29 staff years for the Office of the Chief Scientist.

The Office of the Chief Scientist is responsible for carrying out the following functions:

- Provide to the Secretary of Agriculture information on topics that can benefit from scientific input to ensure informed decision making at the highest levels of government;
- Facilitate the coordination and collaboration of science leadership within the Department on high priority science issues that will benefit from intradepartmental

collaboration, including coordinating the assessment of the scale, quality, and effectiveness of the Department's efforts in science;

- Build partnerships within the scientific community by serving as a point of contact for interactions with other agencies of science, universities, and other external members of the scientific community for the purpose of leveraging and promoting relationships to explore common scientific interests and shared goals; and
- Develop appropriate processes to protect and enhance scientific integrity in the Department.
- Currently, this Office is funded through Interagency Agreements by the Agricultural Research Service, Economic Research Service, National Institute of Food and Agriculture, and National Agricultural Statistics Service. Dedicated resources will support USDA in expanding OCS's ability to increase engagement with key policymakers and decision leaders affecting agriculture science and funding, lead cross-Departmental interdisciplinary teams for addressing critical emerging issues and approaches to agriculture research challenges, strengthen an integrated approach to integrating innovative technologies and practices into USDA programs, increase the availability of science information and ensure that research is not duplicated both within and outside of the Department. Dedicated resources will also support new communication efforts promoting USDA as a champion of agriculture and the broader impact of USDA science and how USDA science agencies enable land grant universities, policymakers, regulators, and the private-sector through our innovations.

B) An increase of \$240,000 and 1 staff year for the Under Secretary for Farm Production and Conservation.

An increase of \$240,000 in personnel costs in the Under Secretary for Farm Production and Conservation office.

C) An increase of \$236,000 and 1 staff year for the Under Secretary for Rural Development.

An increase of \$236,000 in personnel costs in the Under Secretary for Rural Development.

D) An increase of \$150,000, for pay costs (\$81,000 for annualization of the 2020 pay increase and \$69,000 for the 2021 pay increase).

This increase will support the pay increase for civilian employees. This increase will allow the Office of the Secretary (OSEC) and its sub-offices to continue to meet its objective in administering and overseeing programs and policies 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 OSEC. Elimination of the pay cost increase means the OSEC would not be able to fund approximately 1.5 FTE and/or would need to significantly cut travel, training, and mission support. Approximately 60 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 policy direction for all areas of the Department as well as meeting the needs of the Executive Office of the President and members of Congress.

E) An increase of \$92,000 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, OSEC 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.

F) An increase of \$116,000 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 85 employees' retirement packages.

G) A net increase of \$42,000 for and 2 staff years for the U.S. Codex Office.

A decrease of \$359,664 in Advisory Assistance Contracts. An increase of \$402,000 for 2 staff years for the U.S. Codex Office.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND STAFF YEARS

Table OSEC-6. Geographic Breakdown of Obligations and Staff Years (thousands of dollars, staff years (SY))

State/Territory/Country	2018		2019		2020		2021	
	Actual	SY	Actual	SY	Enacted	SY	Budget	SY
District of Columbia	\$18,962	61	\$16,641	76	\$22,122	81	\$26,748	113
Missouri	53	1	-	-	-	-	-	-
North Carolina	-	-	-	-	-	-	250	1
Texas	12	1	-	-	-	-	-	-
Obligations	19,027	63	16,641	76	22,122	81	26,998	114
Lapsing Balances.....	2,146	-	2,123	-	-	-	-	-
Total, Available	21,173	63	18,764	76	22,122	81	26,998	114

CLASSIFICATION BY OBJECTS**Table OSEC-7 Classification by Objects (thousands of dollars)**

Item No.	Item	2018 Actual	2019 Actual	2020 Enacted	2021 Budget
	Personnel Compensation:				
	Washington D.C.	\$6,605	\$8,131	\$9,254	\$13,202
	Personnel Compensation, Field	204	-	-	142
11	Total personnel compensation	6,809	8,131	9,254	13,344
12	Personnel benefits	2,008	2,381	3,708	4,997
13	Benefits for former personnel	175	168	24	25
	Total, personnel comp. and benefits	8,992	10,680	12,986	18,366
	Other Objects:				
21	Travel and transportation of persons	560	870	895	1,005
23.1	Rental payments to GSA	4	2	6	6
23.3	Communications, utilities, and misc. charges	633	592	760	865
24	Printing and reproduction	241	436	256	300
25	Other contractual services	1,663	86	1,100	1,195
25.1	Advisory and assistance services	4,815	2,479	3,840	3,872
25.2	Other services from non-Federal sources	1,140	50	1,283	1,641
25.3	Other goods and services from Federal sources	491	7	5	799
25.4	Operation and maintenance of facilities	289	787	674	414
26	Supplies and materials	141	119	170	180
31	Equipment	59	33	147	355
	Total, Other Objects	10,036	5,461	9,136	10,632
99.9	Total, new obligations.....	19,028	16,141	22,122	28,998
	DHS Building Security Payments (included in 25.3)	\$86	\$21	\$50	\$50
	Position Data:				
	Average Salary (dollars), ES Position	\$172,000	\$179,000	\$186,000	\$193,000
	Average Salary (dollars), GS Position	\$91,000	\$104,000	\$109,000	\$110,000
	Average Grade, GS Position	12.5	13.3	13.4	13.4