

# 2022 USDA EXPLANATORY NOTES –OFFICE OF HOMELAND SECURITY

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***AGENCY-WIDE*****PURPOSE STATEMENT**

The Office of Homeland Security (OHS) provides overall leadership and coordination of programs in the Department to plan for and respond to major natural and terrorist emergencies and threats. This involves coordination with mission areas/agencies for policy formulation, response plans, reporting, and action assignments to meet acute and major threats to the nation’s food and agriculture systems and to key USDA assets. It also involves activation of the USDA incident management system and the Federal Response Plan responsibilities in the event of a major incident; oversight of USDA nationwide policies and procedures related to homeland security; and coordination with the Department of Homeland Security and other Federal agencies, public and private organizations.

The general authority of the OHS for managing all activities relating to homeland security is contained in Executive Order 13228, 7 CFR 2.95 and the Homeland Security Presidential Directive-1.

The staff financed from this appropriation are in Washington, D.C. As of September 30, 2020, there were 44 full-time permanent employees.

OHS did not have any open or completed Office of Inspector General or Government Accountability Office evaluation reports during the past year.

**AVAILABLE FUNDS AND FTEs*****Table OHS-1. Available Funds and FTEs (thousands of dollars, FTEs)***

<b>Item</b>	<b>2019</b>		<b>2020</b>		<b>2021</b>		<b>2022</b>	
	<b>Actual</b>	<b>FTE</b>	<b>Actual</b>	<b>FTE</b>	<b>Enacted</b>	<b>FTE</b>	<b>Budget</b>	<b>FTE</b>
Salaries and Expenses:								
Office of Homeland Security.....	\$1,496	4	\$1,496	5	\$1,324	6	\$13,429	54
Lapsing Balances.....	-83		-38					
Total Obligations.....	1,413	4	1,458	5	1,324	6	13,429	54
Obligations Under Other USDA Approps:								
Radiation Safety.....	1,187	4	1,087	4	1,007	4	1,007	4
Personnel and Document Security.....	2,200	14	2,135	14	2,246	14	-	-
Security Operations.....	9,702	23	5,130	16	5,873	19	-	-
Other Reimbursable Programs.....	2,623	8	1,800	6	3,774	6	2,400	8
Total, Other USDA.....	15,712	49	10,152	40	12,900	43	3,407	12
Total Available, OHS.....	17,125	53	11,610	45	14,224	49	16,836	66

**PERMANENT POSITIONS BY GRADE AND FTEs**

*Table OHS-2. Permanent Positions by Grade and FTEs*

Item	2019 Actual Total	2020 Actual Total	2021 Enacted Total	2022 Budget Total
SES.....	1	1	1	1
GS-15.....	9	9	8	9
GS-14.....	19	12	15	27
GS-13.....	11	10	10	12
GS-12.....	9	6	8	12
GS-11.....	3	3	3	3
GS-9.....	1	1	1	1
GS-7.....	2	2	2	-
GS-5.....	-	-	1	
Total Permanent.....	55	44	49	66
Total Perm. FT EOY.....	55	44	49	66
FTE.....	53	45	49	66

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

Item	2019 Actual	2020 Actual	2021 Enacted	2022 Budget
<b>Working Capital Fund:</b>				
Administrative Services:				
Material Management Service.....	\$7	\$11	\$11	\$11
Mail and Reproduction Services.....	41	50	1	49
Integrated Procurement Systems.....	11	11	6	11
Procurement Operations Services.....	45	45	46	41
Human Resources Enterprise Management Systems.....	1	1	1	1
Subtotal.....	105	118	65	113
Communications:				
Creative Media & Broadcast Center.....	-	14	3	-
Finance and Management:				
National Finance Center.....	-	-	-	10
Financial Shared Services.....	59	54	54	54
Financial Management Support Services.....	223	169	169	169
Subtotal.....	282	223	223	233
Information Technology:				
Client Experience Center.....	2,003	2,075	2,063	5,377
Department Administration Information Technology Office.....	-	101	199	50
Digital Infrastructure Services Center.....	385	398	257	160
Enterprise Network Services.....	-	108	47	48
Subtotal.....	2,388	2,682	2,566	5,635
Correspondence Management Services.....	-	-	-	-
Office of the Executive Secretariat.....	2	2	4	1
Total, Working Capital Fund.....	2,777	3,039	2,861	5,982
<b>Department-Wide Shared Cost Programs:</b>				
Agency Partnership Outreach.....	1	1	1	-
Medical Services.....	1	1	4	4
Office of Customer Experience.....	-	1	2	2
Personnel and Document Security Program.....	7	6	9	-
Physical Security.....	-	1	1	-
Security Detail.....	1	1	1	1
Security Operations Program.....	2	1	1	-
USDA Enterprise Data Analytics Services.....	-	1	1	-
Total, Department-Wide Reimbursable Programs.....	12	13	20	7
Agency Total.....	2,789	3,052	2,881	5,989

**ACCOUNT 1: SALARIES AND EXPENSES**

**LEAD-OFF TABULAR STATEMENT**

**Table OHS-4. Lead-Off Tabular Statement**

<b>Item</b>	<b>Amount</b>
2021 Enacted.....	\$1,324,000
Change in Appropriation.....	12,105,000
Budget Estimate, 2022.....	13,429,000

**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, [~~\$46,998,000~~] \$86,773,000 of which not to exceed
- 1 [~~\$5,101,000~~]\$14,801,000 shall be available for the Immediate Office of the Secretary, of which \$9,098,000 remain available until expended for activities relating to climate change, including coordinating such activities across the Department; not to exceed [~~\$1,324,000~~]\$13,429,000 shall be available for the Office of Homeland Security; not to
  - 2 exceed [~~\$7,002,000~~] \$13,294,000 shall be available for the Office of Partnerships and Public Engagement; [of which
  - 3 \$1,500,000 shall be for 7 U.S.C. 2279(c)(5)]; not to exceed \$2,860,000 shall be available for the Office of Tribal Relations; not to exceed [~~\$22,321,000~~]\$27,400,000 shall be available for the Office of the Assistant Secretary for Administration, of which [~~\$21,440,000~~]\$26,001,000 shall be available for Departmental Administration to provide for necessary expenses for management support services to offices of the Department and for general administration, security, repairs and alterations, and other miscellaneous supplies and expenses not otherwise provided for and necessary for the practical and efficient work of the Department; *Provided*, That funds made available by this Act to an agency in the Administration mission area for salaries and expenses are available to fund up to one administrative support staff for the Office; not to exceed [~~\$3,908,000~~]\$4,480,000 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 [~~\$7,342,000~~]\$10,509,000 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 and Intergovernmental Affairs may be transferred to agencies of the Department of Agriculture funded by this Act to
  - 4 maintain personnel at the agency level. [*Provided further*, That no funds made available under this heading for the Office of Assistant Secretary for Congressional Relations may be obligated after 30 days from the date of enactment of this Act, unless the Secretary has notified the Committees on Appropriations of both Houses and Congress on the allocation of these funds by USDA agency: *Provided further*, That during any 30 day notification period referenced in section 716 of this Act, the Secretary of Agriculture shall take no action to begin implementation of the action that is subject to section 716 of this Act or make any public announcement of such action in any form.]

The first change eliminates language that puts undo restrictions on the Office of Partnerships and Public Engagement.

The second change adds language that moves the Office of Tribal Relations that was previously funded under the Office of Partnerships and Public Engagement.

The third change eliminates language that puts undo restrictions on the Secretary of Agriculture.

The fourth change eliminates language that puts undo restrictions on the Secretary of Agriculture.

**PROJECT STATEMENT****Table OHS-5. Project Statement (thousands of dollars, FTEs)**

Item	2019		2020		2021		Inc. or Dec.	Chg FTE	2022 Key	2022 Budget	2022 FTE
	Actual	FTE	Actual	FTE	Enacted	FTE					
Discretionary Appropriations:											
Office of Homeland Security.....	\$1,496	4	\$1,496	5	\$1,324	6	+\$12,105	+48	(1)	\$13,429	54
Lapsing Balances.....	-83	-	-38	-							
Total Obligations.....	1,413	4	1,458	5	1,324	6	12,105	48	(1)	13,429	54

**PROJECT STATEMENT****Table OHS-6. Project Statement (thousands of dollars, FTEs)**

Item	2019		2020		2021		Inc. or Dec.	Chg Key	2022 FTE	2022 Budget	2022 FTE
	Actual	FTE	Actual	FTE	Enacted	FTE					
Discretionary Obligations:											
Office of Homeland Security.....	\$1,413	4	\$1,458	5	1,324	6	+12,105	(1)	+48	13,429	54
Lapsing Balances.....	83	-	38								
Total Appropriation.....	1,496	4	1,496	5	1,324	6	12,105	(1)	48	13,429	54

**JUSTIFICATION OF INCREASES AND DECREASES**

Base funds allow the Office of Homeland Security (OHS) provides overall leadership and coordination of programs in the Department to plan for and respond to major natural and terrorist emergencies and threats. This involves coordination with mission areas/agencies for policy formulation, response plans, reporting, and action assignments to meet acute and major threats to the food and agriculture system and to key USDA assets.

**(1) A net increase of \$12,105,000 and 48 additional FTEs for the OHS (\$1,324,000 and 6 FTEs available in 2021).**

The funding change is requested for the following items:

**A) An increase of \$29,000, which includes \$20,590 for pay inflation and \$8,410 for FERS.**

This increase will support a 2.7 percent cost of living pay increases for civilian employees, and a 1.1 percent increase to cover the expenses for the mandated increase of USDA's contribution to FERS.

**B) An increase of \$3,396,000 and 14 FTEs for the ESF #11 Transfer from APHIS.**

The coordination role for ESF #11 has resided in the USDA's Animal and Plant Health Inspection Service (APHIS) since 2007. Historically this was the right fit for the coordination role and the committed team at APHIS has served the Nation extremely well during past disasters. Recent disaster events including hurricanes and extreme weather events, such as the 2019 flooding in the Midwest, have indicated that a broader USDA approach to disasters, in addition to animal and plant diseases, would build on the APHIS expertise and serve Americans impacted by a wide variety of natural and man-made disasters. The organizational change planned for USDA is to transfer the role of ESF #11 coordination, along with the funding and staff, from APHIS to the USDA's Office of Homeland Security (OHS), Emergency Programs Division (EPD) to operate as a wholly funded and operational Branch within EPD. This move will not reduce the critical animal and plant disease support provided by APHIS experts during an incident, rather, the move will add a centralized, "Whole-of-USDA" capability to engage subject matter experts, and support from across the Department to address diverse emergency events and the threats they pose to the Nation's agriculture and natural resource sectors.

**C) An increase of \$2,695,000 and 14 FTEs to streamline the Personnel and Document Security Program from the Shared Costs Programs.**

The increased funding will help to facilitate the realignment of programs within the Shared Cost Programs to the OHS appropriation. After analysis conducted by the Department of the Shared Costs Programs,

USDA determined that the realignment of resources associated with certain programs to the servicing organizations would better serve and meet the needs of the Department by improving oversight, transparency, and accountability, in addition to a realization in management efficiencies by reducing workload and administrative expenses.

The Personnel and Document Security Division (PDS) focuses on safeguarding national security information within USDA, managing security clearances, and for determining "Suitability for Employment" for USDA employees holding/occupying public trust positions. PDS controls access to classified information by establishing and implementing USDA's "Access to Classified Information" program as required under Executive Order 12968, Access to Classified Information; and Executive Order 13526, Classified National Security Information. This high-functioning division is comprised of two unique components:

- Personnel Security
- Classified National Security Information

The Personnel Security Branch (PSB) is led by a cadre of Personnel Security Specialists who implement the personnel security program for all employees, contractors, and political appointees within USDA. They adjudicate all investigations for security clearances and Public Trust positions; handles the clearance suspension, revocation and/or denial of security clearances. They act as USDA's liaison to the Office of Personnel Management for security and suitability matters. Additionally, the Personnel Security Division develops and maintains USDA policies and regulations concerning personnel security and ensures personnel security program maintains currency with government wide directives and initiatives.

D) An increase of \$5,985,000 and 20 FTEs to streamline the Security Operations program from the Shared Costs Programs.

The increased funding will help to facilitate the realignment of programs within the Shared Cost Programs to the OHS appropriation. After analysis conducted by the Department of the Shared Costs Programs, USDA determined that the realignment of resources associated with certain programs to the servicing organizations would better serve and meet the needs of the Department by improving oversight, transparency, and accountability, in addition to a realization in management efficiencies by reducing workload and administrative expenses. Services provided within this realignment include Security Operations.

The OHS Security Operations Support program houses funding for the Emergency Programs Division, Continuity Planning Division, and the Physical Security Division. The mission of OHS is to mitigate risk and safeguard USDA personnel, customers, assets, and information by leading Government-wide initiatives and championing USDA's equities in homeland and national security. Outlined below are the specifics for each functional area:

- Emergency Programs: The Emergency Programs Division (EPD) manages the Operations Center and serves as the focal point for emergency management and coordination of natural or man-made disasters within the scope of the USDA mission. The Operations Center also assists in the development and coordination of policies, capabilities, and procedures for reporting and response to emergencies impacting the USDA mission or personnel. The Operations Center receives, assesses, and analyzes emergency incidents or events, making internal and external notifications as required.
- Continuity Planning Division: The Continuity Planning Division (CPD) serves as USDA's focal point for continuity of operations (COOP) program planning and activities, as well as coordination of department-wide planning, training, and exercising activities. The CPD staff, comprised of emergency response leadership and a team of continuity planning and emergency response officials, establishes guidance for development of USDA COOP plans and coordinates the

development and maintenance of the USDA Headquarters COOP Plan.

- iii. Other: Security Operations also houses the intelligence analysis and counterintelligence programs. The intelligence analysis program provides the Office of the Secretary and other USDA leaders with decision support information to protect agriculture and food in the United States. The counterintelligence program works to educate USDA employees on ways unauthorized individuals may attempt to acquire classified and unclassified information.

Until appropriated funds are enacted for the purpose of the Personnel and Document Security and Security Operations, these programs will continue to be being funded through the Shared Costs Program mechanism. If appropriated funds are not provided, the Shared Costs Programs will continue as the Department has funded them in the past.

**GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND FTEs**

***Table OHS-7. Geographic Breakdown of Obligations and FTEs (thousands of dollars, FTEs)***

State/Territory/Country	2019		2020		2021		2022	
	Actual	FTE	Actual	FTE	Enacted	FTE	Budget	FTE
District of Columbia.....	1,496	4	1,496	5	1,324	6	13,429	54
Lapsing Balances.....	-83	-	-38	-				
Total, Obligations.....	1,413	4	1,458	5	1,324	6	13,429	54



**CLASSIFICATION BY OBJECTS****Table OHS-8. Classification by Objects (thousands of dollars)**

<b>Item No.</b>	<b>Item</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Enacted</b>	<b>2022 Budget</b>
Personnel Compensation:					
	Washington D.C.....	\$547	\$687	\$780	\$6,791
	Personnel Compensation, Field.....	-	-	-	-
11	Total personnel compensation.....	547	687	780	6,791
12	Personal benefits.....	154	204	252	2,275
13.0	Benefits for former personnel.....	13	14	-	-
	Total, personnel comp. and benefits.....	714	905	1,032	9,066
Other Objects:					
21.0	Travel and transportation of persons	33	7	5	445
22.0	Transportation of things.....	-	-	-	1
23.1	Rental payments to GSA.....	2	2	2	2
23.3	Communications, utilities, and misc. charges.....	19	14	16	220
24.0	Printing and reproduction.....	3	3	3	23
25	Other contractual services.....	41	1	1	52
25.1	Advisory and assistance services.....	333	301	75	45
25.2	Other services from non-Federal sources.....	11	69	70	686
25.3	Other goods and services from Federal sources.....	186	62	40	2,690
25.4	Operation and maintenance of facilities.....	61	18	15	10
25.7	Operation and maintenance of equipment.....	-	-	-	15
26.0	Supplies and materials.....	7	20	15	69
31.0	Equipment.....	3	56	50	105
	Total, Other Objects.....	699	553	292	4,363
99.9	Total, new obligations.....	1,413	1,458	1,324	13,429
	DHS Building Security Payments (included in 25.3).....	\$23	\$13	\$10	\$10
Information Technology Investments:.....					
Name of Major Investment.....		DA-OHS-Office of Homeland Security			
11	Internal Labor.....	-	\$622	-	-
	External Labor (Contractors).....	-	1,042	-	-
25.2	Outside Services (Consulting).....	-	298	\$2,850	\$2,850
	Mission Area Standard Investment Totals.....	-	2,263	2,928	2,918
25.3	Mission Area WCF Transfers.....	-	453	1,127	1,127
Position Data:					
	Average Salary (dollars), ES Position.....	\$178,000	\$178,000	\$185,000	\$185,000
	Average Salary (dollars), GS Position.....	\$127,000	\$127,000	\$133,000	\$137,000
	Average Grade, GS Position.....	14.3	14.3	14.4	14.5