

2023 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 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 historically underserved business utilization.

Departmental Administration consists of the Office of Human Resource Management (OHRM), the Office of Property and Environmental Management (OPEM), the Office of Contracting and Procurement (OCP), and the Office of Small and Disadvantaged Business Utilization (OSDBU).

As of September 30, 2021, there were 268 permanent full-time employees, of which 254 were located in the headquarters office and 14 in field offices.

OIG AND GAO REPORTS

Table DA-1. Completed OIG Reports

| ID | Date | Title |
|--------------|------|--|
| 50601-003-23 | | OSDBU’S Controls Over the Eligibility of Contract Recipients |

Table DA-2 In-Progress GAO Reports

| ID | Title |
|---------|--|
| #102711 | Disaster Relief Internal Controls |
| #104499 | COVID 19 Contract Planning and Review of Contractor Qualifications |
| #104815 | High-Value Real Estate Sales |

AVAILABLE FUNDS AND FTEs

Table DA-3. Available Funds and FTEs (thousands of dollars, FTEs)

| Item | 2020 Actual | FTE | 2021 Actual | FTE | 2022 Estimated | FTE | 2023 Estimated | FTE |
|---|----------------|-----|----------------|-----|-------------------|-----|-------------------|-----|
| Salaries and Expenses: | | | | | | | | |
| Discretionary Appropriations..... | \$21,376 | 72 | \$21,440 | 68 | \$21,440 | 68 | \$33,300 | 118 |
| Transfers In..... | - | - | 500 | - | - | - | - | - |
| Transfers Out..... | -200 | - | - | - | - | - | - | - |
| Total Available..... | 21,176 | 72 | 21,940 | 68 | 21,440 | 68 | 33,300 | 118 |
| Lapsing Balances..... | -214 | - | -190 | - | - | - | - | - |
| Subtotal Obligations, DA..... | 20,962 | 72 | 21,750 | 68 | 21,440 | 68 | 33,300 | 118 |
| Other USDA: | | | | | | | | |
| HR Training/Software..... | 13,891 | 37 | 19,576 | 41 | 19,406 | 41 | 19,794 | 41 |
| Flexible Spending Account..... | 292 | - | 788 | - | 804 | - | 820 | - |
| Honor Awards..... | 7 | - | 6 | - | 6 | - | 6 | - |
| Drug Testing..... | 328 | - | 129 | - | 132 | - | 134 | - |
| Medical Services..... | 357 | 2 | 1,500 | - | 1,600 | - | 1,700 | - |
| Retirement Processor Web Application..... | 551 | - | - | - | - | - | - | - |
| Shuttle Services..... | 422 | - | 434 | - | 443 | - | 452 | - |
| TARGET Center..... | 1,043 | 3 | 1,050 | 3 | 1,071 | 3 | 1,092 | 3 |
| Oversight Compliance..... | 1,491 | 1 | 449 | - | 458 | - | 467 | - |
| Employee Labor Relations..... | 482 | 3 | 549 | 3 | 560 | 3 | 571 | 3 |
| Real Property Leasing..... | 483 | - | 470 | - | 479 | - | 489 | - |
| Interpreting Services..... | - | - | 500 | - | 510 | - | 520 | - |
| Physical Security..... | 4,256 | 5 | - | - | - | - | - | - |
| Security Detail..... | 5,386 | 15 | - | - | - | - | - | - |
| Misc. Reimbursable..... | 235 | 1 | 363 | 1 | 370 | 1 | 378 | 1 |
| Total, Other USDA..... | 29,224 | 67 | 25,814 | 48 | 25,838 | 48 | 26,423 | 48 |
| Working Capital Funds a/: | | | | | | | | |
| Administration (USDA)..... | 48,129 | 145 | 49,104 | 154 | 49,546 | 178 | 50,202 | 187 |
| Executive Secretariat (USDA)..... | 4,281 | 21 | - | - | - | - | - | - |
| Total, Working Capital Fund..... | 52,410 | 166 | 49,104 | 154 | 49,546 | 178 | 50,202 | 187 |
| Total Available, DA..... | 102,596 | 305 | 96,668 | 270 | 96,824 | 294 | 109,925 | 353 |

PERMANENT POSITIONS BY GRADE AND FTES

Table DA-4. Permanent Positions by Grade and FTES

| Item | 2020 Actual | | | 2021 Actual | | | 2022 Estimated | | | 2023 Estimated | | |
|-------------------------|-------------|-------|-------|-------------|-------|-------|----------------|-------|-------|----------------|-------|-------|
| | D.C. | Field | Total | D.C. | Field | Total | D.C. | Field | Total | D.C. | Field | Total |
| SES..... | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 | 7 | - | 7 |
| GS-15..... | 15 | 1 | 16 | 11 | 1 | 12 | 14 | 1 | 15 | 22 | 1 | 23 |
| GS-14..... | 36 | 5 | 41 | 24 | 5 | 29 | 29 | 5 | 34 | 53 | 5 | 58 |
| GS-13..... | 43 | 7 | 50 | 23 | 7 | 30 | 28 | 7 | 35 | 38 | 7 | 45 |
| GS-12..... | 7 | - | 7 | 7 | - | 7 | 8 | - | 8 | 11 | - | 11 |
| GS-11..... | 6 | - | 6 | 6 | - | 6 | 6 | - | 6 | 8 | - | 8 |
| GS-10..... | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| GS-9..... | 6 | - | 6 | 6 | - | 6 | 5 | - | 5 | 5 | - | 5 |
| GS-8..... | 4 | 1 | 5 | 4 | 1 | 5 | 4 | 1 | 5 | 4 | 1 | 5 |
| GS-7..... | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| GS-6..... | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total Perm. FT EOY..... | 125 | 14 | 139 | 89 | 14 | 103 | 102 | 14 | 116 | 152 | 14 | 166 |
| FTE..... | 125 | 14 | 139 | 102 | 14 | 116 | 102 | 14 | 116 | 152 | 14 | 166 |

VEHICLE FLEET

Motor Vehicle Fleet

The DA Office of Operations’ (OO) fleet is located in the DC Metropolitan area at the USDA South Building, in Beltsville, MD (Materiel Management Service Center), and George Washington Carver Center (GWCC). DA/OO’s 2023 budget estimate reflects no change in the size of its fleet from FY 2022 to FY 2023. 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.

17 of the 19 vehicles have Geotab real-time fleet management technology and drive safety devices installed. The two agency-owned vehicles are reverting to Trimble systems due to the semiconductor shortages affecting GeoTab’s supply chain. The technology is being used to provide vehicle tracking, fuel analysis/diagnostics, driver safety analysis, and other data collection that is used by managers for vehicle monitoring and mandatory reporting. It is unclear when the two remaining vehicles will have the GeoTab devices installed.

Materiel Management Service Center (MMSC)

MMSC manages for Centralized Excess Property Operation (CEPO) and the Consolidated Forms and Publication Distribution Center divisions for USDA. To support this mission, MMSC currently maintains a total of seven motor vehicles: three - 26’ Box Trucks, one - Tractor Trailer, and one - Dodge Caravan (8-passenger). The vehicles are leased from General Services Administration (GSA). MMSC also has two agency-owned vehicles: one - Dodge Crew Cab and one - Ford F550 tow truck.

The 26’ Box Trucks and the Tractor Trailer are utilized in the daily pickup and delivery services for CEPO 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. The Dodge Crew Cab pickup is used to transport cargo typical too small to efficiently use the 26’ Box Trucks and Tractor Trailer.

Since MMSC manages the CEPO division for USDA which includes disposing of vehicles that are inoperable, the F550 tow truck is used to support that mission.

Mail and Reproduction Management Division

The Mail and Reproduction Management Division maintains eleven vehicles in its fleet: three - LD Passenger Minivans, three - MD Passenger Minivans, one - LD Cargo Van, two - MD Cargo Vans, one - MD Box Truck, and one - Compact Sedan. The Compact Sedan and a LD Passenger Minivan are Plug-in Hybrid Electric vehicles.

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 with other Agencies and Offices that might need to utilize them on an as-needed basis.

The hybrid electric sedan is used to provide Transportation Support and Chauffeuring Services for twenty-nine USDA agencies within the National Capital Region. This vehicle is used to chauffeur and provide special transportation for Very Important Persons such as Assistant Secretaries, Directors, and Officials.

Facility Management Division (FMD)

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

Replacement Criteria: 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.

Reductions to fleet: There are no changes expected for FY 2023 from FY 2022.

Table DA-5. Size, Composition, and Annual Costs of Motor Vehicle Fleet

Note: Number of vehicles by type include vehicles owned by the agency and leased from commercial sources or GSA.

Annual Operating Costs excludes acquisition costs and gains from sale of vehicles as shown in FAST.

| | Sedans and Station Wagons | Vans | SUVs | Light Trucks 4X2 | Light Trucks 4X4 | Medium Duty Vehicles | Buses | Heavy Duty Vehicles | Total Vehicles | Annual Operating Costs |
|---|------------------------------------|------|------|------------------------|------------------------|----------------------------|-------|---------------------------|-------------------|------------------------------|
| 2018 End of Year Operating Inventory | 2 | 5 | 0 | 0 | 0 | 8 | 0 | 5 | 20 | \$93,000 |
| 2020 End of Year Operating Inventory | 1 | 4 | 0 | 0 | 0 | 8 | 0 | 5 | 18 | 83,000 |
| 2021 Planned Acquisitions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | |
| 2021 Planned Disposals | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| 2021 End of Year Operating Inventory | 1 | 3 | 0 | 0 | 0 | 8 | 0 | 7 | 19 | 79,000 |
| 2022 Planned Acquisitions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2022 Planned Disposals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2022 End of Year Operating Inventory | 1 | 3 | 0 | 0 | 0 | 8 | 0 | 7 | 19 | 74,000 |
| 2023 Planned Acquisitions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2023 Planned Disposals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 2023 End of Year Operating Inventory | 1 | 3 | 0 | 0 | 0 | 8 | 0 | 7 | 19 | 74,000 |

Statement of Proposed Purchase of Passenger Motor Vehicles

| Fiscal Year | Net Active Fleet, SOY | Disposals | Replacements | Additions | Total Acquisitions | Net Active Fleet, EOY |
|-------------|-----------------------|-----------|--------------|-----------|--------------------|-----------------------|
| 2020 | 18 | 1 | - | 2 | 2 | 19 |
| 2021 | 19 | - | - | - | - | 19 |
| 2022 | 19 | - | - | - | - | 19 |
| 2023 | 19 | - | - | - | - | 19 |

SHARED FUNDING PROJECTS

Table DA-6. Shared Funding Projects (dollars in thousands)

| Item | 2020 Actual | 2021 Actual | 2022 Estimated | 2023 Estimated |
|--|----------------|----------------|-------------------|-------------------|
| Working Capital Fund: | | | | |
| Administrative Services: | | | | |
| Material Management Service..... | \$127 | \$120 | \$133 | \$135 |
| Mail and Reproduction Services..... | 620 | 589 | 360 | 359 |
| Integrated Procurement Systems..... | 219 | 240 | 219 | 217 |
| Procurement Operations Services..... | 1,239 | 1,414 | 1,691 | 1,819 |
| Human Resources Enterprise Management Systems..... | 4 | 5 | 5 | 5 |
| Subtotal..... | 2,209 | 2,368 | 2,408 | 2,535 |
| Communications: | | | | |
| Creative Media & Broadcast Center..... | 5 | 14 | 44 | 20 |
| Finance and Management: | | | | |
| National Finance Center..... | 124 | 171 | 110 | 110 |
| Financial Management Systems..... | 384 | 379 | 494 | 511 |
| Internal Control Support Services..... | 81 | 70 | 73 | 72 |
| Financial Management Support Services..... | 2,092 | 1,950 | 2,089 | 2,089 |
| Subtotal..... | 2,681 | 2,570 | 2,766 | 2,782 |
| Information Technology: | | | | |
| Client Experience Center..... | 11,636 | 4,714 | 3,099 | 3,233 |
| Department Administration Information Technology Office..... | 2,293 | 3,034 | 3,736 | 3,839 |
| Digital Infrastructure Services Center..... | 2,904 | 2,246 | 2,464 | 2,509 |
| Enterprise Network Services..... | 552 | 484 | 402 | 352 |
| Subtotal..... | 17,385 | 10,478 | 9,701 | 9,933 |
| Correspondence Management Services..... | 9 | 11 | 14 | 14 |
| Office of the Executive Secretariat..... | - | - | - | - |
| Total, Working Capital Fund..... | 22,289 | 15,441 | 14,933 | 15,284 |
| Department-Wide Shared Cost Programs: | | | | |
| Agency Partnership Outreach..... | 33 | 26 | 31 | 31 |
| Human Resources Self-Service Dashboard..... | 3 | - | - | - |
| Medical Services..... | 13 | 74 | 78 | 78 |
| National Capital Region Interpreting Services..... | - | 30 | 37 | 46 |
| Office of Customer Experience..... | 24 | 37 | 37 | 37 |
| Personnel and Document Security Program..... | 14 | 19 | 18 | 18 |
| Physical Security..... | 25 | 16 | 18 | 18 |
| Security Detail..... | 20 | 17 | 19 | 19 |
| Security Operations Program..... | 25 | 25 | 26 | 26 |
| TARGET Center..... | 5 | 5 | 5 | 5 |
| USDA Enterprise Data Analytics Services..... | 34 | 21 | 19 | 19 |
| Total, Department-Wide Reimbursable Programs..... | 196 | 270 | 288 | 297 |
| E-Gov: | | | | |
| Budget Formulation and Execution Line of Business..... | 1 | 2 | - | - |
| E-Rulemaking..... | 47 | 54 | 40 | 42 |
| Financial Management Line of Business..... | 1 | 1 | 1 | 1 |
| Geospatial Line of Business..... | 13 | 12 | 13 | 13 |
| Grants.gov..... | - | - | 10 | 12 |
| Hiring Assessment Tool..... | - | - | 1 | 1 |
| Human Resources Line of Business..... | 1 | 1 | 1 | 1 |
| Integrated Acquisition Environment..... | 6 | - | 13 | 13 |
| Total, E-Gov..... | 69 | 70 | 79 | 83 |
| Agency Total..... | 22,554 | 15,781 | 15,300 | 15,664 |

ACCOUNT 1: SALARIES AND EXPENSES**APPROPRIATIONS LANGUAGE**

For necessary expenses of the Office of the Secretary, [~~\$86,773,000~~]\$81,010,000 of which not to exceed [~~\$14,801,000~~]\$10,623,000 shall be available for the Immediate Office of the Secretary[, of which \$9,098,000 shall be available for climate change, including coordinating climate change activities across the Department]; not to exceed [~~\$13,429,000~~]\$2,306,000 shall be available for the Office of Homeland Security; not to exceed [~~\$13,294,000~~]\$10,525,000 shall be available for the Office of Partnerships and Public Engagement; not to exceed [~~\$2,860,000~~]\$6,450,000 shall be available for the Office of Tribal Relations; not to exceed [~~\$27,400,000~~]\$35,047,000 shall be available for the Office of the Assistant Secretary for Administration, of which [~~\$26,001,000~~]\$33,300,000 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 [~~\$4,480,000~~]\$4,671,000 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 [~~\$10,509,000~~]\$11,388,000 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 maintain personnel at the agency level.

The first change eliminates language that specified funding for climate change related activities.

LEAD-OFF TABULAR STATEMENT

Table DA-7. Lead-Off Tabular Statement (In dollars)

| Item | Amount |
|-------------------------|-------------------|
| Estimate, 2022 | \$21,440,000 |
| Change in Appropriation | +11,860,000 |
| Budget Estimate, 2023 | <u>33,300,000</u> |

PROJECT STATEMENT

Table DA-8. Project Statement (thousands of dollars, FTEs)

| Item | 2020 Actual | FTE | 2021 Actual | FTE | 2022 Estimated | FTE | 2023 Estimated | FTE | Inc. or Dec. | FTE Inc. or Dec. | Chg Key |
|--|----------------|-----------|----------------|-----------|-------------------|-----------|-------------------|------------|-----------------|---------------------------|------------|
| Discretionary Appropriations: | | | | | | | | | | | |
| Departmental Administration..... | \$21,376 | 72 | \$21,440 | 68 | \$21,440 | 68 | \$33,300 | 118 | +\$11,860 | +50 | (1) |
| Transfers In: | | | | | | | | | | | |
| Office of Safety, Security and Protection..... | - | - | 500 | - | - | - | - | - | - | - | - |
| Transfers Out: | | | | | | | | | | | |
| Working Capital Fund..... | -200 | - | - | - | - | - | - | - | - | - | - |
| Total Available..... | 21,176 | 72 | 21,940 | 68 | 21,440 | 68 | 33,300 | 118 | 11,860 | 50 | |
| Lapsing Balances..... | -214 | - | -190 | - | - | - | - | - | - | - | - |
| Total Obligations..... | <u>20,962</u> | <u>72</u> | <u>21,750</u> | <u>68</u> | <u>21,440</u> | <u>68</u> | <u>33,300</u> | <u>118</u> | <u>+11,860</u> | <u>+50</u> | |

PROJECT STATEMENT

Table DA-9. Project Statement (thousands of dollars, FTEs)

| Item | 2020 Actual | FTE | 2021 Actual | FTE | 2022 Estimated | FTE | 2023 Estimated | FTE | Inc. or Dec. | FTE Inc. or Dec. |
|--|----------------|-----------|----------------|-----------|-------------------|-----------|-------------------|------------|-----------------|---------------------------|
| Discretionary Obligations: | | | | | | | | | | |
| Departmental Administration..... | \$20,962 | 72 | \$21,750 | 68 | \$21,440 | 68 | \$33,300 | 118 | +\$11,860 | +50 |
| Lapsing Balances..... | 214 | - | 190 | - | - | - | - | - | - | - |
| Total Available..... | 21,176 | 72 | 21,940 | 68 | 21,440 | 68 | 33,300 | 118 | 11,860 | 50 |
| Transfers In: | | | | | | | | | | |
| Office of Safety, Security and Protection..... | - | - | -500 | - | - | - | - | - | - | - |
| Transfers Out: | | | | | | | | | | |
| Working Capital Fund..... | 200 | - | - | - | - | - | - | - | - | - |
| Total Appropriation..... | <u>21,376</u> | <u>72</u> | <u>21,440</u> | <u>68</u> | <u>21,440</u> | <u>68</u> | <u>33,300</u> | <u>118</u> | <u>11,860</u> | <u>50</u> |

Departmental Administration

This program 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 historically underserved business utilization.

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

1. An increase of \$11,860,000 and 50 FTEs in Departmental Administration (\$21,440,000 and 68 FTEs available in FY 2022).
 - (A) An increase of \$342,000, which includes \$233,000 for pay inflation and \$109,000 for FERS for 2022 Pay and FERS.

This increase supports the pay increase which went into effect January 1, 2022, of 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 \$634,000 for 2023 pay costs (\$104,000 for annualization of the 2022 pay increase and \$530,000 for the 2023 pay increase).

This increase will support the annualization of the 2022 2.7 percent Cost of Living pay increase and the 2023 4.6 percent Cost of Living pay increase. This increase will allow Departmental Administration (DA) 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 the DA would not be able to fund approximately two FTE and/or would need to significantly cut travel, training, and mission support. Approximately 51 percent of program's budget supports personnel compensation and benefits. Failure to receive this increase would adversely impact DA's ability to effectively carryout mission critical functions which are necessary in providing 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.

- (C) An increase of \$364,000 for Shared Cost Programs and Working Capital Fund Inflationary Increases.

An increase of \$364,000 which includes \$353,000 for WCF and \$11,000 for Shared Cost Programs inflationary costs. This increase will support an inflationary percentage increase of 2.4% for the Departmental Administration to continue to fund the required fixed Departmental programs.

- (D) An increase of \$1,320,000 and 6 FTEs for the Acquisition Workforce Succession Plan.

OCP is requesting this funding for 1 FTE to lead the execution of the Acquisition Workforce Succession Plan which requires the hiring of interns and experienced personnel who will succeed the over 500 current agency work force who are retirement eligible in the next five years. In addition, five FTE are needed to lead and support the agency's procurement efforts in supporting Diversity, Equity, Inclusion and Accessibility, Climate, Supply Chain Risk and Labor Well-being initiatives. This includes working with the White House, Office of Management and Budget (OMB) and legislative committees on policies, providing training to agency workforce on execution and validating compliance with laws and regulations.

- (E) An increase of \$2,000,000 and 6 FTEs for the Office of Customer Experience.

USDA's Office of Customer Experience (OCX) was established under Departmental Administration to lead the effort to improve customer experience (CX) across USDA. OCX leads USDA's CX commitment to providing the highest quality experience to both customers and employees by using data, human-centered design practices, innovative tools, and training to improve the Department's delivery of services to a diverse range of customers, including employees, farmers, scientists, children, families, foresters, state governments, and more. As a Department-level organization, OCX is strategically positioned to ensure that a human-centered design approach and perspective is implemented across our programs and services that impact the vast public that we serve.

OCX drives USDA's understanding of its customers and maintains a Department-Wide customer experience 'lens'. This informs opportunities to reduce administrative burden, advance equity, and promote transparency in order to meet the needs and exceed the expectations of our customers – the American people. This includes building the customer experience expertise and capacity across the Department necessary to design and facilitate these activities.

OCX identifies and baselines the public's level of trust in USDA's high impact services. This establishes accountability across USDA policy, planning, programs, and practices in order to deliver the value that the American people expect and deserve.

OCX is leading USDA's coordination and response to Executive Order 14058, in partnership with all USDA Mission Areas, agencies, and staff offices. This includes coordination and governance across all USDA High Impact Service Providers (HISPs) defined by the Office of Management and Budget (OMB). USDA has more HISPs than any other Cabinet-level Department in the Federal government. It also includes establishing Department-wide CX policies, regulations, governance. OCX anticipates supporting the implementation of the President's Management Agenda Priority #2 and USDA's Agency Priority Goal (APG) action planning process. The funding will be used to onboard one SES, two GS/15s, two GS/14s and one GS/13.

(F) An increase of \$1,300,000 and 7 FTEs for the Office of Property and Environmental Management includes the following increases.

(1) Fund OPEM Personnel (3 FTEs and \$500,000).

OPEM is requesting to fund three positions to support USDA and Administration priorities including Executive Orders on climate change, sustainability, and fleet electrification. Additionally, these positions will support and promote the use of biofuels, space and lease management, and Future of Work/Return to Work initiatives in the Office of the Director: The funding will be used to onboard one GS/15, one GS/13, and one GS/11.

(2) Space Management Personnel Request (1 FTE and \$210,000).

USDA spends over \$475 million annually on leases for USDA-managed and General Services Administration (GSA) leased space. Proper management and accountability of USDA's broad portfolio of properties require a more centralized space management approach to address USDA's future space requirements and the Future of Work/Return to Work initiative. In order for the Department to maximize efficiency and create innovation in its space management portfolio, there is a dire need for a realty/lease management specialist to assist with performing, developing, and gathering the analytical data necessary to assist senior management at the Departmental level in decisions on right-sizing USDA's real property and leasing portfolio. The funding will be used to onboard one GS/14.

(3) Environmental Management Personnel Request (2 FTEs and \$410,000).

The Administration's commitment and strategic priority for climate change, as expressed in Executive Order 14057, the Infrastructure and Investment Jobs Act of 2021, and budget proposals, plays an integral part in USDA's sustainability and resilience strategic goals. Environmental factors, energy consumption, greenhouse gases, water consumption, and climate change pose significant risks to agriculture, forests, and grasslands across the United States and the communities that support and depend upon them. Environmental compliance and environmental justice are front and center of this Administration. Both Federal and state governments have geared up enforcement for compliance. The Office of Property and Environmental Management provides a unique service to USDA's Mission Areas/Agencies and Staff Offices, as well as USDA customers across the country. These efforts include environmental compliance, cleanup, and remediation efforts of contaminated areas through the hazardous materials program, providing guidance for sustainable practices, energy and water reduction, electronic stewardship, and buildings, and response and restoration through the National Response Team efforts. The funding will be used to onboard two GS/14s.

(4) Fleet Management Personnel Request (1 FTE and \$170,000).

USDA has an inventory of over 37,000 vehicles. The Administration's newly released Executive Order 14057 specifies the acquisition of zero-emission vehicles (ZEVs) and installing electric vehicle supply equipment (EVSE) in FY 2022 (and beyond). Currently there are only two dedicated Fleet Program Specialists who manage fleet systems, dashboards, telematics, misuse, Home-to-Work, increased use of biofuels, sustainability, and the fleet charge card program.

USDA's readiness to support the immediate call to action and ability to champion the transformation of our fleet from one that currently has a significant quantity of petroleum-based vehicles to one that is expansive with inventoried ZEVs that are powered through an agency-wide EVSE network and supports the priority of increased use of biofuels requires, at a minimum, one additional FTE.

With the proper amount of time and funding, USDA can optimize the electrification of its fleet and continue to propel USDA's ability to lead the charge to plan, design, and execute. This FTE will support the realization of the Administration's and USDA's shared vision for increased electrification of the fleet and the infrastructure needed to support the initiatives under tight timelines and extreme conditions. The funding will be used to onboard one GS/13.

This funding will complement the \$25 million requested for AgB&F.

(G) Total increase of \$5,900,000 and 31 FTEs for OHRM includes the following increases:

(1) An increase of \$1,200,000 and 6 FTEs for Office of Employee Engagement (OEX).

This increase will lead and support the establishment of the OEX responsible for critical Department-wide internal assessments and evaluations that will inform and drive the development of policy, strategy, leadership, and independent accountability concerning the employee experience at USDA. Located within the Office of Human Resources Management (OHRM), OEX will lead USDA's efforts to improve morale as well as to attract and retain talent, especially in USDA's mission critical occupations, and motivate and elevate employees' performance. OEX is fundamental to USDA's efforts to achieve the Administration's vision of building a high performing culture that will enable the Department's workforce and leadership to address the challenges of the 21st century. The funding will be used to onboard one GS/15 and five GS/14s.

(2) An increase of \$1,500,000 and 8 FTEs for Diversity, Recruitment and Employee Engagement Division.

This increase will be used to establish and support a Diversity, Recruitment and Employee Engagement Division within the Office of Human Resources Management (OHRM) that will spearhead USDA's efforts to leverage existing outreach and recruitment efforts across the Department to create effective pipelines for hiring a more diverse and talented future workforce that is responsive to and more reflective of the agricultural sector and USDA's customers. This Division will be tasked with expanding student program and internship opportunities across USDA Mission Areas, with particular focus on underserved communities, which directly aligns with the Administration's effort to advance equity, diversity, inclusion and accessibility within the Federal workforce, while simultaneously advancing succession planning efforts. The funding will be used to onboard one SES, one GS/15, two GS/14s, two GS/13s and two GS/12s.

(3) An increase of \$2,000,000 and 10 FTEs for Training and Talent Management Division.

This increase will establish and support a Training and Talent Management Division within the Office of Human Resources Management (OHRM) that will create more cohesive policy, strategy, and leadership for USDA's efforts to improve its ability to attract and hire a talented workforce and further develop skillset of our current employee population. These functions are critical for USDA acquiring, cultivating, and retaining the leadership and staff resources needed to perform its agency-specific missions and fully implement the Administration's diversity, equity, inclusion, and accessibility goals. The funding will be used to onboard one SES, two GS/15s, four GS/14s, two GS/13s and one GS/12.

(4) An increase of \$1,300,000 and 7 FTEs for Strategic Human Resources Planning and Accountability Division.

This increase will establish and support a Strategic Human Resources Planning and Accountability Division within the Office of Human Resources Management (OHRM) that will lead a Department-wide effort to proactively promote strategic and organizational development within the disciplines comprising of Human Resources (HR) programs within the Mission Areas. This Division will also provide USDA with a vital tool for independent accountability and assessment of how HR programs effectively operate and satisfy OPM requirements, as well as help solve identified deficiencies which will ultimately reduce liability and help protect the integrity of the Department's delegated authorities. The funding will be used to onboard one GS/15, three GS/14s, two GS/13s and one GS/11.

GEOGRAPHIC BREAKDOWN OF OBLIGATIONS AND FTEs

Table DA-10. Geographic Breakdown of Obligations and FTEs (thousands of dollars, FTEs)

| State/Territory/Country | 2020 | | 2021 | | 2022 | | 2023 | |
|---------------------------|--------|-----|--------|-----|-----------|-----|-----------|-----|
| | Actual | FTE | Actual | FTE | Estimated | FTE | Estimated | FTE |
| Alabama..... | \$159 | 1 | \$162 | 1 | \$165 | 1 | \$167 | 1 |
| District of Columbia..... | 20,093 | 67 | 20,865 | 63 | 20,537 | 63 | 32,388 | 113 |
| Michigan..... | 167 | 1 | 170 | 1 | 173 | 1 | 175 | 1 |
| Minnesota..... | 205 | 1 | 209 | 1 | 213 | 1 | 215 | 1 |
| Missouri..... | 165 | 1 | 168 | 1 | 171 | 1 | 173 | 1 |
| New Mexico..... | 173 | 1 | 176 | 1 | 180 | 1 | 181 | 1 |
| Obligations..... | 20,962 | 72 | 21,750 | 68 | 21,440 | 68 | 33,300 | 118 |
| Lapsing Balances..... | 214 | - | 190 | - | - | - | - | - |
| Total, Available..... | 21,176 | 72 | 21,940 | 68 | 21,440 | 68 | 33,300 | 118 |

CLASSIFICATION BY OBJECTS

Table DA-11 Classification by Objects (thousands of dollars)

| Item No. | Item | 2020 Actual | 2021 Actual | 2022 Estimated | 2023 Estimated |
|--|---|--------------------|--------------------|-----------------------|-----------------------|
| Personnel Compensation: | | | | | |
| | Washington D.C. | \$8,979 | \$8,599 | \$8,876 | \$17,150 |
| | Personnel Compensation, Field | 869 | 885 | 903 | 912 |
| 11 | Total personnel compensation | 9,848 | 9,484 | 9,779 | 18,062 |
| 12 | Personal benefits | 3,078 | 2,929 | 3,090 | 5,696 |
| 13.0 | Benefits for former personnel | 6 | 7 | 6 | 6 |
| | Total, personnel comp. and benefits | 12,932 | 12,420 | 12,875 | 23,764 |
| Other Objects: | | | | | |
| 21.0 | Travel and transportation of persons | 26 | 3 | 27 | 77 |
| 23.1 | Rental payments to GSA | 1,929 | 1,380 | 1,393 | 1,393 |
| 23.3 | Communications, utilities, and misc. charges | 754 | 669 | 762 | 888 |
| 24.0 | Printing and reproduction | 100 | 85 | 102 | 102 |
| 25.2 | Other services from non-Federal sources | 979 | 1,332 | 988 | 1,238 |
| 25.3 | Other goods and services from Federal sources | 4,188 | 5,676 | 5,237 | 5,582 |
| 26.0 | Supplies and materials | 31 | 21 | 32 | 132 |
| 31.0 | Equipment | 23 | 164 | 24 | 124 |
| | Total, Other Objects | 8,030 | 9,330 | 8,565 | 9,536 |
| 99.9 | Total, new obligations | 20,962 | 21,750 | 21,440 | 33,300 |
| | DHS Building Security Payments (included in 25.3).. | \$363 | \$213 | \$214 | \$214 |
| Information Technology Investments:..... | | | | | |
| 25.2 | Outside Services (Consulting)..... | 9 | 9 | 9 | 9 |
| | Total Major Investment 3..... | 9 | 9 | 9 | 9 |
| | Total IT Investments..... | 9 | 9 | 9 | 9 |
| Position Data: | | | | | |
| | Average Salary (dollars), ES Position | \$172,000 | \$173,500 | \$175,000 | \$177,000 |
| | Average Salary (dollars), GS Position | \$105,500 | \$108,000 | \$114,000 | \$117,000 |
| | Average Grade, GS Position | 13.3 | 13.4 | 13.5 | 13.6 |

ADVERTISING EXPENDITURES

Table DA-12 Advertising Expenditures (thousands of dollars)

| Item | 2021 Number of Contracts | 2021 Dollars Obligated | 2022 Number of Contracts | 2022 Dollars Obligated | 2023 Number of Contracts | 2023 Dollars Obligated |
|-----------------------------------|---|---------------------------------------|---|---------------------------------------|---|---------------------------------------|
| USDA, Departmental Administration | 10 | \$1,024 | 6 | \$2,425 | 8 | \$3,449 |

STATUS OF PROGRAMS

Departmental Administration (DA) provides overall direction, leadership and coordination for the Department's management of human resources, property and fleet, procurement, historically underserved business utilization, homeland security, customer experience, building and facilities 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 is the catalyst for driving organizational performance in managing the Department's greatest resource; the employees. OHRM leads, plans, and directs USDA enterprise and Department-wide human resources portfolio of services and programs to ensure the Department has the workforce and expertise necessary to fulfill its mission to the American public and agricultural community. To achieve this, OHRM institutionalizes hiring reforms and adopts technology improvement that are designed toward attracting and hiring a highly qualified and diverse workforce. OHRM provides timely, cross-Departmental guidance for addressing the most common human resources barriers that USDA faces in the Federal hiring process. Additionally, OHRM develops and administers Departmental policies, procedures, and directives related to position classification and management; training and employee development; employee relations, labor relations; executive resources management; staffing acquisition and recruitment and onboarding; leave and compensation; strategic and workforce planning; enterprise software applications and systems management; benefits, performance management; employee awards and recognition; and organizational initiatives.

Selected Examples of Recent Initiatives

Robust hiring strategies and collaborative efforts to hire mission critical personnel vacancies. Building upon the successful adoption and implementation of previous direct hire authority requests granted by the Office of Personal Management (OPM), OHRM oversees and executes the strategy to secure or expand Direct Hire authority for Forest Service, Food Safety and Inspection Service, Economic Research Service, National Institute of Food and Agriculture, Agricultural Marketing Service, Animal and Plant Health Inspection Service, and Natural Resources Conservation Service. OHRM met multiple times with OPM to present evidence and data supporting the need to secure these hiring flexibilities. This authority has resulted into a highly skilled candidate pool and expedited hiring across USDA.

Revitalized Performance Management System at USDA. OHRM oversees the transition from 5-tier performance management to a 2-tier, pass-fail system. The USDA Mission Areas were unanimous in their desire to improve the performance management process in a manner that would further promote employee accountability and empower supervisors to more easily reward top performers. New policies and directives were established and approved. A communications, change-management, and comprehensive training strategy was developed and executed across the entire Department. To underpin this program was the development and implementation, first-ever automated enterprise performance management system for use by all USDA employees and supervisors.

Expanding the OneUSDA Pathways internship program. The OneUSDA Pathways Internship Program is being expanded to address increased demand for interns across the Mission Areas as well as adding more occupations to the program. OHRM is partnering with the Department's Mission Area Human Resources Offices and leveraging OPM's USAStaffing application to simplify the application process for students as well as reduce the burden on those interested in hiring interns. Announcements were posted in early November and OHRM works with Mission Areas to review applicants and make selections, resulting in the successful onboarding of interns year-round across USDA.

Development and Adoption of HR data analytics through new and improved dashboards. Building upon the previous improvements to the hiring plan dashboards, OHRM is leading an aggressive development and expansion of human capital related dashboards. New or existing dashboards with increased functionality include: Time to Hire, Direct Hire Authority, Certificate Analysis, Time Keeping, Awards, Workforce Demographics and Employee Information. These advances not only help inform decision-making by providing real-time information on the state of USDA's human capital but also reduced the reporting burden required to capture this data previously. Additionally, these dashboards were integrated into the Quarterly Strategic Reviews, ensuring all Mission Area HR data was reported uniformly and consistently.

Adopting Robotics Processing Automation to reduce time spent on transaction processing. OHRM is leading the pilot development and implementation of unattended bots to support personnel action and transactional

processing. The bots are designed to assist managers and the Human Resources Offices in the execution of documenting and processing performance ratings and awards as well as processing of reassignment actions. These bots have automated labor-intensive processes and reduced the execution time from days or hours down to minutes or overnight batch processing. The time and manpower gained from these efficiencies will be redirected to support needs in other understaffed shortage areas performing Human Resources work. The lesson learned from this pilot effort will lead to faster and more efficient adoption of the automation of routine HR processing work.

The Office of Property and Environmental Management (OPEM)

Current Activities

OPEM 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. The Office provides quarterly oversight and compliance reports on USDA's leasing portfolio and provides guidance to agencies on best practices. Additionally, OPEM develops and administers policy and guidance for environmental management at USDA, including response and restoration, facilities energy management, and sustainable operations. As a result, USDA received 2020 Energy and Sustainability Awards from Department of Energy Federal Energy Management Program and 2020 Electronic Product Environmental Assessment Tool Purchaser Award at the 4-star level for excellence in sustainable purchasing of IT products from Green Electronics Council.

Selected Examples of Recent Progress

- Led USDA to increase the number of Alternative Fueled Vehicles (AFV) and negotiated AFV surcharges resulting in a cost avoidance of \$787,248 annually beginning in FY 2022.
- Led USDA's progress and enhanced the efficiency of its fleet despite pandemic closures that led to a reduction in the number of vehicles over the optimal level from 1,500 vehicles to less than 500.
- Developed a plan to increase the efficiency and effectiveness of the USDA Real Property Management Program from FY 2021-FY 2025 to include the establishment of a Departmental approach to portfolio assessment; expansion of the initiative to consolidate space and facilities by identifying ten priority sites for collocation and conduct of a department-wide space survey to identify future space consolidation efforts; conduct of a proof of concept for an enterprise asset management system; and, enhance OPEM's ability to monitor and manage real property and lease operations.
- Led the Hazardous Materials Management Program initiatives and tracked the cost recovery from polluters. Recovered more than \$310,000 from W.R. Grace for the Libby Asbestos National Priority List Site in Montana towards cleanup of contaminants on USDA's lands with the assistance of OGC. Reconciled the status of 253 USDA facilities on EPA's Federal Agency Hazardous Waste Compliance Docket. The team also conducted environmental justice assessments on current cleanup sites for potential impacts to historically underserved communities
- Implemented USDA's comprehensive fleet management plan for FY 2021-2026. The plan develops a uniform 5-year metrics-driven planning and accountability process for fleet; enables fleet modernization and cost optimization; ensures new vehicle acquisitions are equipped with telematics to provide real-time, accurate data for future fleet decisions and performance assessment; implements a uniform planning and budget forecasting protocol to determine USDA fleet requirements; and develops department-level staff capabilities.
- Led the largest GSA telematics retrofit activity in the Federal government, equipping over 6,000 GSA-leased vehicles, coordinating multiple phases/zones, and demonstrating flexibility and vision addressing unplanned mid-stream process adjustments which led to the deployment of telematics technology on an additional 3,000 USDA vehicles in FY 2021, for a total of 6,000 vehicles in the USDA fleet with the technology.

The Office of Contracting and Procurement (OCP)

Current Activities

OCP provides Department-wide leadership, management and oversight 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 several USDA agencies and staff offices.

Selected Examples of Recent Progress

Acquisition Workforce Management

- Managed over 10,000 employee acquisition certifications and migrated users to a new government-wide

system for management of training and certifications.

- Provided a low-cost training platform for USDA employees to earn over 4,400 continuous learning points to meet the certification requirements.
- Eighteen contracting officers completed required training to obtain a FAC-C-DS (Federal Acquisition Certification in Contracting for Digital Services) in support of the new requirement for executing digital services contracts.

Procurement Policy

- Quickly developed policies and procedures to address the Global Pandemic, supply chain issues and equity in small business contract awards which resulted in obligations supporting multiple Executive Orders and legislation like the American Rescue Plan and the Great American Outdoors Act.
- Managed new policy for contract file storage which helped to increase the use of digital files for 80 percent of contracts, further supporting remote and telework requirements.
- Completely revised the Agriculture Acquisition Regulation, removing outdated, burdensome, and duplicative information and streamlining required language.

Charge Card Service Center (CCSC)

- Led and Managed the Enterprise-wide Purchase Card Program which executed 750,000 transactions worth approximately \$417 million in obligations, an increase from last year.
- Launched partnership with GSA enabling participating agencies to purchase routine, commercial products through GSA's e-marketplace platform providers as part of implementation efforts for the Commercial Platforms program and Section 846 of the 2018 National Defense Authorization Act. The program has 13,891 active users, total spend of \$3,776,742, and a shipping cost savings of \$50,552.

Integrated Acquisition System (IAS)

- IAS Release 10.0 achieved the objective of a true end-to-end procurement solution from procurement forecasting, to requisitioning, to contracting, all in one commercial-off-the-shelf solution. All the transactions are housed in one application, allowing greater data visibility to all authorized users, unlocking of new functionality, and elimination of errors caused by having two applications
- Contracts issued in IAS to support USDA programs resulted in 145,864 transactions, accounting for approximately \$3.4 billion in obligations
- The IAS program reduced the use of redundant software and services and used the cost-savings of approximately \$2 million to provide significant improvements in functionality for users, which could lead to additional cost avoidance in overall USDA contract prices
- With the introduction of virtual training, the number of users trained increased from 900 to 4,000. Survey results show 71 percent of the participants preferred virtual training to classroom training.
- IAS Program solicited robotic process automation (RPA Bots) ideas from the IAS user community and received 56 candidates. Of these, four user ideas were prioritized and selected for development. The first IAS bot was implemented in September 2021 and is used to support routine IAS operations and maintenance tasks. Additional Bots are in development and are scheduled to be deployed in the first quarter of FY 2022 which supports significant automation of the contract closeout process, returning unliquidated funds.

Procurement Operations

- Led and managed the procurement operations for DA, staff offices, Trade and Foreign Agricultural Affairs, and Farm Production and Conservation IT.
- Awarded over \$1.1 billion in new obligations to include construction, information technology solutions, civil rights support services, human resources support and financial systems support. This was an increase of approximately 10 percent in obligated dollars from the previous fiscal year and accomplished during 100 percent telework due to Covid-19, with no service disruption to customers.

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, historically underserved, 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.

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 hosts bi-monthly Vendor Outreach Sessions in USDA for small business vendors participating in one-on-one meetings.
- In support of outreach and coalition, OSDBU participated in numerous small business events throughout the country in-person and virtually during the pandemic. These events were led by other Federal agencies as well as various Chambers of Commerce and Industry groups. OSDBU will continue to host one-on-one meetings as well Rural Small Business Events via in-person or virtual.
- Outreach in OSDBU is vital in respect to meeting/providing information to small businesses pertaining to doing business with USDA. OSDBU utilizes an active outreach program to identify available small, historically underserved, service-disabled veteran-owned, HUBZone, and women-owned small businesses.
- Throughout the year OSDBU would host and participate in small business events. These events consists of small farmers, small farmer-cooperative members, and small rural businesses to provide information and technical assistance to understand the complexities of working in Federal as well as state and commercial business sectors. Each event can host up to 300 participants depending on the event.
- Outreach will be even more pertinent in the future due to the recovery of small businesses that were decimated due to the pandemic and revitalizing the small business community.

AGENCY-WIDE PERFORMANCE

Introduction

The Office of Property and Environmental Management (OPEM) provides Department-wide administration, leadership, policy, and program oversight in the areas of property, fleet, and environmental management. This includes issuing guidance and policy, managing data, leasing oversight and compliance; real property management; fleet and aviation management; environmental response and restoration; environmental compliance; and sustainable operations for energy and water, sustainable buildings, solid waste and recycling, sustainable acquisition, and electronic stewardship.

Alignment to USDA 2022 – 2026 Strategic Plan

OPEM’s activities contribute to the success of USDA’s overall mission to provide leadership on food, agriculture, natural resources, rural development, nutrition, and related issues using sound public policy, the best available science, and effective management, to the benefit of all Americans. OPEM is responsible for achieving and measuring results with respect to the following 2022 – 2026 Strategic Goal and Objectives:

- Strategic Goal 1: Combat Climate Change to Support America’s Working Lands, Natural Resources and Communities
 - Objective 1.4: Increase Carbon Sequestration, Reduce Greenhouse Gas Emissions, and Create Economic Opportunities (and Develop Low-Carbon Energy Solutions).
- Strategic Goal 6: Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA
 - Objective 6.3: Promote USDA Operational Excellence Through Better Use of Technology and Shared Solutions

SUMMARY OF PERFORMANCE

A more detailed report of the performance plan can be found at <https://www.usda.gov/our-agency/about-usda/performance> . The following table summarizes the results for the Departmental Key Performance Indicators (KPIs) for which DA is responsible.

Table DA- 12 KPI-Greenhouse Gas Reduction

| Strategic Objective 1.4 | | Baseline | FY 22 | FY 23 |
|--|---------|----------------|-------|-------|
| Greenhouse Gas Reduction | Results | | - | - |
| Percent change in Scope 1 and Scope 2 greenhouse gas emissions | Target | 482,097 MTCO2E | 1% | 1% |

Note: The unit MTCO2E for Baseline is Metric Tons of Carbon Dioxide Equivalent. Baseline of 2021 GHG information and targets for FY 22 and FY 23 are preliminary and are subject to change to align with the White House policy direction.

Table DA- 13 KPI-Property Footprint

| Strategic Objective 6.3 | | Baseline | FY 22 | FY 23 |
|--|---------|------------|------------|------------|
| Property Footprint | Results | | - | - |
| Property Footprint: Reduce the Department's overall real property footprint through effective disposal and consolidation efforts (Square Feet) | Target | 31,200,000 | 31,100,000 | 30,800,000 |

Expected Performance Progress Towards the Achievement of Strategic Objectives:

Strategic Objective 1.4: Increase Carbon Sequestration, Reduce Greenhouse Gas Emissions, and Create Economic Opportunities (and Develop Low-Carbon Energy Solutions).

- For FY 2023, OPEM plans to achieve GHG emissions reduction through attaining the respective targets requested for energy efficiency, renewable energy, water efficiency, and transportation. USDA's 2022 comprehensive GHG inventories will better inform the decision-making and implementation process to reduce its GHG emissions. USDA's key planned actions for reducing Scope 1 and 2 GHG emissions in FY 2023 include 1) conducting GHG awareness/engagement activities for USDA employees; 2) employing operations and maintenance best practices for high emissions generating equipment, systems, and vehicles; 3) Increasing eligible employee telework to 4 days per week; 4) Reducing fleet petroleum use; and 5) Increasing fleet alternative fuel use.

Expected Performance Progress Towards the Achievement of Strategic Objectives:

Strategic Objective 6.3: Promote USDA Operational Excellence Through Better Use of Technology and Shared Solutions

- Fleet Reduction/Inventory: USDA will continue to evaluate a new Data Enterprise System for tracking fleet inventory and processes involving fuel-consumption/costs, utilization, location, acquisition, maintenance, and disposal. USDA will further continue to monitor the mission agency USDA vehicle capped inventories and the 2018 inventory numbers in accordance with E.O. 14057.
- As pandemic restrictions gradually lift, more progress in making fleet reductions is anticipated in FY 2023 as it relates to utilization. This will be facilitated by a fleet Proof of Concept, which increases capabilities related to inventory tracking and processes involving fuel consumption/costs, utilization, location, acquisition, maintenance, and disposal.
- Real Property/Space Utilization: USDA is expected to continue to reduce its real property footprint due to the new telework policy. This will be accomplished by continuing to enforce the new USDA space utilization policy and identifying opportunities for space consolidation. OPEM will continue working with GSA on ten proposed collocations.

Introduction

At the Office of Human Resources Management (OHRM), our Mission is to facilitate the attainment of the Department's strategic goals and program objectives by ensuring the recruitment and retention of a diverse, highly skilled, engaged, and motivated workforce that is aligned with our program needs as well as to promote a competency-based and results-oriented performance culture at USDA.

Alignment to USDA 2022 – 2026 Strategic Plan

OHRM activities contribute to the success of USDA mission of serving all Americans by using sound public policy, the best available science, and effective management to provide leadership on agriculture, food and nutrition, natural resources, rural development, and related issues. OHRM is responsible for achieving and measuring results with respect to the following 2022 – 2026 Strategic Goal and Objectives:

Strategic Goal 6: Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA

Objective 6.1 Foster a Culture of Diversity, Equity, and Inclusion, Transparency, and Accountability

SUMMARY OF PERFORMANCE

A more detailed report of the performance plan can be found at <https://www.usda.gov/our-agency/about-usda/performance> . The following table summarizes the results for the Departmental Key Performance Indicators (KPIs) for which OHRM is responsible.

Table DA- 14 KPI-Time to Hire

| Strategic Objective 6.1 | | Baseline | FY 22 | FY 23 |
|---|---------|----------|---------------------------------------|---------------------------------------|
| Time to Hire (T2H) | Results | | - | - |
| Period of time between Request Hiring Validation Date (SF-52 approved date) and New Hire Actual Start Date (entry on Duty date) | Target | 90 | 60% of employees hired within 80 days | 60% of employees hired within 80 days |

Expected Performance Progress Towards the Achievement of Strategic Objectives:

Strategic Objective 6.1: Foster a Culture of Diversity, Equity, and Inclusion, Transparency, and Accountability
 Promote USDA Operational Excellence Through Better Use of Technology and Shared Solutions

- **Time to Hire:** This KPI represents the period of time it takes to hire and employee. Specifically, the time a manager validates the need to recruit an employee, until the tentative offer is accepted and until entrance on duty. T2H is a valuable metric in the hiring process because it can help pinpoint many inefficiencies and identify areas in the hiring process that require improvement.
 - In FY 2023, OHRM will continue to strive to exceed the Office of Personnel Management Federal-wide goal of a time to hire of 80 days. OHRM will continually work with Agency Chief Human Capital Officers to review and analyze the T2H data and implement strategies based on the findings.

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 2019 - 2022.

| USDA ADVISORY COMMITTEES | | | | |
|--|-----------------|-----------------|-----------------|-----------------|
| Policy Area and Committee Title | 2019 Allocation | 2020 Allocation | 2021 Allocation | 2022 Allocation |
| FOOD, NUTRITION, AND CONSUMER SERVICES: | | | | |
| Dietary Guidelines Advisory Committee | \$350,000 | \$350,000 | - | - |
| National Advisory Council on Maternal, Infant and Fetal Nutrition | 80,000 | 80,000 | \$80,000 | \$80,000 |
| FOOD SAFETY: | | | | |
| National Advisory Committee on Meat and Poultry Inspection | 60,000 | 60,000 | 60,000 | 60,000 |
| National Advisory Committee on Microbiological Criteria for Foods | 150,000 | 150,000 | 150,000 | 150,000 |
| RESEARCH, EDUCATION, AND ECONOMICS: | | | | |
| Advisory Committee on Biotechnology and 21 st Century Agriculture | 274,000 | - | - | - |
| Advisory Committee on Agriculture Statistics | 70,000 | 70,000 | 70,000 | 70,000 |
| MARKETING AND REGULATORY PROGRAMS: | | | | |
| National Wildlife Services Advisory Committee | 50,000 | 50,000 | 50,000 | 50,000 |
| General Conference Committee on the National Poultry Improvement Plan | 30,000 | 30,000 | 30,000 | 30,000 |
| Advisory Committee on Animal Health | 70,000 | 70,000 | 70,000 | 70,000 |
| National Organic Standards Board | 200,000 | 200,000 | 200,000 | 200,000 |
| Fruit and Vegetable Industry Advisory Committee | 100,000 | 100,000 | 100,000 | 100,000 |
| Grain Inspection Advisory Committee | 75,000 | 75,000 | 75,000 | 75,000 |
| TRADE AND FOREIGN AGRICULTURAL AFFAIRS: | | | | |
| Agricultural Policy Advisory Committee for Trade | 25,000 | 25,000 | 25,000 | 25,000 |
| Agricultural Technical Advisory Committees for Trade | 150,000 | 150,000 | 150,000 | 150,000 |
| Advisory Committee on Emerging Markets | 10,000 | 10,000 | 10,000 | 10,000 |

| USDA ADVISORY COMMITTEES | | | | |
|--|--------------------|--------------------|--------------------|--------------------|
| Policy Area and Committee Title | 2019 Allocation | 2020 Allocation | 2021 Allocation | 2022 Allocation |
| FARM PRODUCTION AND CONSERVATION: | | | | |
| Agricultural Air Quality Task Force | 170,000 | 170,000 | 170,000 | 170,000 |
| Urban Agriculture and Innovative Production | | | 100,000 | 100,000 |
| OFFICE OF TRIBAL RELATIONS | | | | |
| Council for Native American Farming and Ranching | 90,000 | - | - | |
| OFFICE OF PARTNERSHIPS & PUBLIC ENGAGEMENT | | | | |
| Minority Farmer Advisory Committee | 101,000 | 101,000 | 101,000 | 101,000 |
| Advisory Committee on Beginning Farmers and Ranchers | 112,000 | 112,000 | 112,000 | 112,000 |
| USDA/Hispanic Association of Colleges and Universities | 20,000 | 20,000 | 20,000 | 20,000 |
| Total Advisory Committees | \$2,187,000 | \$1,823,000 | \$1,573,000 | \$1,573,000 |
| Advisory Committee Liaison Services | 80,000 | 80,000 | 80,000 | 80,000 |
| Contingencies/Reserve | 633,000 | 997,000 | 1,247,000 | 1,247,000 |
| TOTAL, ADVISORY COMMITTEES LIMITATION | \$2,900,000 | \$2,900,000 | 2,900,000 | 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) 2021.

FOOD, NUTRITION, AND CONSUMER SERVICES***National Advisory Council on Maternal, Infant and Fetal Nutrition (Council)***

The Council studies the operation of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) and related programs such as the Commodity Supplemental Food Program (CSFP). The Council is composed of 24 members and includes representatives of Federal, State and local governments, the medical field, industry, WIC and CSFP parent participants, and advocacy groups. The Council's expenses are unique to include the cost of lost wages and childcare for parent members.

By law, the Council could not hold the annual meeting in FY 2021 due to the lack of quorum. No funds were spent on the committee other than the minimal salary costs required to complete administrative actions. The Council is currently administratively inactive due to vacancies affecting the quorum of members. No anticipated accomplishments in 2022.

FOOD SAFETY***National Advisory Committee on Meat and Poultry Inspection (NACMPI)***

The NACMPI was established, under statutory authority in 1971, to advise the Secretary of Agriculture on matters concerning meat, poultry, and processed egg products inspection; food safety; and other matters that fall within the scope of the Federal Meat Inspection Act, Poultry Products Inspection Act, and the Egg Products Inspection Act .

The Committee is composed of 20 members.

The Food Safety and Inspection Service (FSIS) held a public meeting in September 2021 to discuss and seek input on how the Agency should clarify its positions on custom and retail exemptions to ensure that meat and poultry produced under such exemptions are safe, wholesome, and correctly labeled and packaged. Additionally, FSIS sought advice on actions it should take to prevent and reduce illnesses associated with the handling or consumption of frozen, raw, stuffed, not ready-to-eat (RTE) poultry products, which may be breaded and par-fried and may appear RTE to consumers. The meetings were highly successful, resulting in useful recommendations and consensus across the industry, research, and consumer group members.

National Advisory Committee on Microbiological Criteria for Foods (NACMCF)

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. USDA, FSIS, the Department of Health and Human Services, Food and Drug Administration (FDA) and the Centers for Disease Control and Prevention; the Department of Commerce, National Marine Fisheries Service; and the Department of Defense participate in directing the work of this Committee and all benefit from Committee advice.

The activities of 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.

Accomplishment during FY 2021 include:

- The Federal Register Notice seeking nominations for the 2021-2023 NACMCF term was published on October 8, 2020;
- The Executive Committee met three times in FY 2021 (October 16, 2020; December 11, 2020; January 5, 2021), to discuss the status of current charges, recruitment of new members on the 2021-2023 Committee, and proposals for new charges;
- NACMCF reports on the FSIS sponsored work charge “The Use of Water in Animal Production, Slaughter, and Processing” and the FDA sponsored work charge “Microbiological Testing by Industry of Ready-to-Eat Foods Under FDA’s Jurisdiction for Pathogens (or Appropriate indicator Organisms): Verification of Preventive Controls” were adopted at a public Plenary Meeting on April 22, 2021; and
- The NACMCF Appointment Package for the 2021-2023 term was signed by the Secretary of Agriculture September 16, 2021.

Future Plans for FY 2022 include:

- Public Plenary Meeting was held November 17, 2021 to introduce new Committee members and issue two new work charges. FSIS sponsored work charge “Enhancing Salmonella Control in Poultry Products” and FDA sponsored work charge “Cyclospora cayetanensis”;
- Open Subcommittee meetings were held for each of the two new work charges November 17, 18, and 19, 2021, with additional meeting to occur throughout the year; and
- The charter expired January 29, 2022 and will need to be renewed.

NACMCF meeting minutes, transcripts and final reports can be viewed on the NACMCF website at <https://www.fsis.usda.gov/policy/advisory-committees/national-advisory-committee-microbiological-criteria-foods-nacmcf>

RESEARCH, EDUCATION, AND ECONOMICS

Advisory Committee on Agriculture Statistics

The Advisory Committee on Agriculture Statistics was established under agency authority 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 22 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 charter expires on September 22, 2023.

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

MARKETING AND REGULATORY PROGRAMS

National Wildlife Services Advisory Committee (NWSAC)

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 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's memberships are composed of 20 persons representing a broad spectrum of agricultural, environmental, conservation, academic, animal welfare, and related interests. In FY 2021, a meeting was not held due to the Covid-19 pandemic. In addition, the Agency is working to reestablish the NWSAC Charter. Solicitation of members will occur once the Charter is reestablished.

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 2021, the GCC met virtually on the Zoom platform on September 22, 2021. Two changes were approved: 1) the diagnostic assay from Clear Labs Clear Safety Salmonella method, and 2) the addition of the phrase "and/or" before Newcastle in the US Avian Influenza and Newcastle Disease Clean Compartmentalization program to clarify that there are two distinct programs for compartmentalization.

Accomplishments of the NPIP-GCC for 2021 at the General Conference Committee Meeting:

- Approved and accepted the 2019 minutes as written. (Note that the Committee did not meet in 2020 due to the COVID-19 pandemic).
- Interim approval denied for the Thermo Fisher Scientific assay, the Salmonella Rapid Finder SLM Multiplex.
- Interim approval recommended for one proposed new Salmonella diagnostic assay, the Clear Labs Clear Safety Salmonella method.

- Interim approval recommended for the addition of the phrase “and/or” before appearance of the word “Newcastle Disease” in the US Avian Influenza and Newcastle Disease Clean Compartmentalization program.
- Offered several informative presentations at the conference, on Salmonella, Mycoplasma, Avian Influenza and Newcastle Disease.
- We believe the GCC met all of the goals for the 2021 year.

Advisory Committee on Animal Health

The Secretary’s Advisory Committee on Animal Health (SACAH) is established under Departmental Regulation 1043-31 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 2020, the committee was unable to hold any meetings due to awaiting decision from the Secretary on if it will continue due to Presidential Executive Order. The current Committee’s charter expired in December 2020. Committee members terms expired March of 2021.

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 OFPA requires that the NOSB be composed of 15 members, representing the following categories: four individuals who own or operate an organic farming operation, or employees of such individuals; two individuals who own or operate an organic handling operation, or employees of such individuals; one individual who owns or operates a retail establishment with significant trade in organic products, or employees of such individuals; three individuals with expertise in areas of environmental protection and resource conservation; three individuals who represent public interest or consumer interest groups; one individual with expertise in the fields of toxicology, ecology, or biochemistry; and one individual who is a USDA certifying agent. Members come from all four U.S. regions and serve staggered five-year terms.

The NOSB charter was renewed and approved in June 2020 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 2021 the NOP published a call for nominations to fill four vacancies. These members were appointed in January 2022 to replace members who completed their service in early January 2022.

The NOSB met twice in FY 2021: in October 2020 and April 2021. Both meetings were held virtually due to travel restrictions from the ongoing Covid-19 pandemic. 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 meetings, the NOSB received and analyzed a total of approximately 1,650 written comments and listened to oral testimony from 230 stakeholders. During each of the public meetings, the NOSB heard updates from NOP about its activities, hosted an expert panel on sanitizers used in organic production, discussed its large volume of agenda items, and voted on recommendations to the Secretary of Agriculture. In FY 2021 the NOSB made a total of 23 recommendations to the Secretary of Agriculture. The recommendations are posted on the AMS/NOSB website: <https://www.ams.usda.gov/rules-regulations/organic/nosb/recommendations>.

Fruit and Vegetable Industry Advisory Committee

The Fruit and Vegetable Industry Advisory Committee (Committee) is established under Departmental Regulation 1042-139. The Committee comprises up to 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 16, 2020 and is due to renewed on March 16, 2022. During the re-establishment of the charter, the Committee members’ terms expired, and nominations were solicited in FY 2020 to fill up to 25 vacant seats in FY 2020. The Secretary appointed 24 representatives to the Committee on July 9, 2020.

The Committee held a total of three virtual public meetings: April 6, 2021; November 3-4, 2021, and February 2, 2022. Within 30 days of the first virtual meeting, the Committee voted to create the following Subcommittees: Labor and Production; Food Safety; Climate and Infrastructure; and Consumption. The Committee has drafted approximately 10-to-15 recommendations for USDA leaders to consider. The Committee executive team (Chair, Vice Chair, and Secretary) have a scheduled administrative meeting on March 3, 2022, to finalize the draft recommendations.

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 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 2021, the Advisory Committee held one virtual meeting due to COVID-19 in May 2021.

At this meeting the following issues were addressed and discussed: General Program Updates, Corn Borer, Average Inspection Flexibilities, Falling Number, and the FGIS Food and Drug Administration Memorandum of Understanding.

The Advisory Committee members recommended to AMS the following:

Establish a GIAC Subcommittee to review FDA-actionable items for which a pre-approved reconditioning plan can be developed. Furthermore, the Subcommittee should also propose what actions/activities would be required under the pre-approved reconditioning/remediation plan. The Subcommittee will work in conjunction with FGIS staff and report findings and recommendations at the next meeting of the GIAC.

TRADE and 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 USTR 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 USTR. 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 2021, a range of timely and sensitive agricultural trade issues were discussed, including the following:

- Pending Section 301 matters related to six ongoing Section 301 investigations of Digital Services Taxes imposed by Austria, India, Italy, Spain, Turkey and the United Kingdom;
- Worker-centered trade policy agenda;
- The root causes of migration to the United States from Central America and the Dominican Republic;
- How to achieve diversity within the committee membership; and
- Numerous other issues related to access for various U.S. agricultural products to individual foreign countries (i.e., access for U.S. meat and poultry to Brazil, Action Plan on Seasonal and Perishable Products, Import licensing restrictions in Indonesia, access to India, maximum residue limits).

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 of Agriculture 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 of Agriculture 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 to 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 (NRCS) chairs the AAQTF. The AAQTF membership consists of leaders in farming, industry, health, and science. The Task Force also includes representatives from USDA's Forest Service, Agricultural Research Service, and the National Institute of Food and Agriculture.

The AAQTF charter was renewed by the Secretary of Agriculture in July 2020. A Federal Register Notice requesting nominations for membership was published in September 2020 with a nomination application deadline of November 2020. An extensive outreach campaign was conducted to identify a wide diversity of potential nominees. A total of 63 nominations were received, with 26 selected for membership by Secretary of Agriculture on January 2021. Upon the change in Administration, a hold was placed on the AAQTF, pending a membership review. That membership review is ongoing, so no meetings were held in FY 2021 and subsequently, no accomplishments were made. As such, no funds were spent on the Committee other than minimal salary costs required to complete administrative actions in FY 2021. It is anticipated that the membership review will be completed in early FY 2022 and an initial meeting of the group will be held later in FY 2022. Additionally, the AAQTF charter will need to be renewed prior to July 2022.

Urban Agriculture and Innovative Production Advisory Committee

The Urban Agriculture and Innovative Production Advisory Committee (UAIPAC) was established in accordance to section 12302 of the Agriculture Improvement Act of 2018 (2018 Farm Bill), Public Law 115–334, 7 U.S.C. § 6923(b)(1) to advise the Director of the Office of Urban Agriculture and Innovative Production within NRCS and the Secretary of Agriculture on the development of policies and outreach relating to urban, indoor, and other emerging agricultural production practices; and any other aspects of the implementation of that section of the Farm Bill. The UAIPAC charter was established in January 2021. Pursuant to the direction of Congress at 7 U.S.C. § 6923(b)(4)(A), the Committee plans to meet not fewer than three times per year. In FY 2021, the NRCS solicited for nominations and plans to selection members and hold its first meeting in FY 2022.

OFFICE OF PARTNERSHIPS AND PUBLIC ENGAGEMENT

Minority Farmer Advisory Committee

The Charter for the Minority Farmers Advisory 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 expired on November 6, 2021.

The purpose of the Committee is to advise the Secretary of Agriculture on:

- The implementation of section 2501 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 2279).
- Methods of maximizing the participation of minority farmers and ranchers in U.S. Department of Agriculture programs.
- Civil rights activities within the Department, as such activities relate to participants in such programs.

The Committee is advisory only. The duties of the Committee include: 1) deliberations that will result in the creation or elimination of policies or guidelines that will increase minority participation in U.S. Department of Agriculture programs; 2) make recommendations resulting in significant improvements in service or reductions in cost; and 3) provide an important perspective or viewpoint affecting agency operations.

The Committee is comprised of at least 15 Committee members and met 4 times in 2021 (February, April, June, and November). Each meeting had great representation of senior advisors and leadership from various USDA agencies (i.e., Nation Appel Division, USDA Office of Inspector General, Office on Ethics, Agriculture Marketing Services, Office of the Secretary, National Agricultural Statistics Services, National Institute on Food and Agriculture and the Office of Assistant Secretary for Civil Rights) providing a presentation to address the needs and concerns for minority farmers. Sub-committees met to work out their assignments.

The Committee provided 59 recommendations and a resolution to the Secretary.

A memo was submitted to the Secretary's office to extend the term of 3 members and fill one Committee member vacancy. The submission request was granted by the Secretary and the Committee continued to move forward with its duties.

The charter expired in November 2021. A new request has been submitted to renew the charter for the Committee in FY 2022.

Advisory Committee on Beginning Farmers and Ranchers

The Beginning Farmers and Ranchers Advisory Committee (BFRAC) is authorized pursuant to Section 5 of the Agricultural Credit Improvement Act of 1992. The Committee's purpose is to advise the Secretary of Agriculture on ways to develop programs that assist new farmers and ranchers by providing new opportunities. The Committee's charter was renewed in September 2019 and has since expired but a renewal package was submitted to the Secretary and awaiting approval by mid-March of 2022.

In June 2021 a public meeting of the Committee was held with the primary focus of the Committee was to identify challenges faced by Beginning Farmers and Ranchers (BFR) and develop recommendations to help address these challenges. The Committee considered USDA goals and objectives necessary to make recommendations, to the Secretary, and to develop and recommend a framework and overall strategy. The Committee did its work by focusing on four areas: Land Access – purchasing and leasing land; Capital - borrower / lender expectations; Information – BFR Coordinators, communication, and data; and Transition - eligibility and qualifications; barriers; incentive lease agreements, senior and junior member goals, and transition vs. sale. The Committee charter expired on September 19, 2021. A request to renew the committee and its recommendation was submitted to the Secretary in anticipation of a renewal by early March 2022.

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. The group did not meet in FY 2021 due to the need to reconstitute the group with new membership on both sides of the partnership. A new 5-year memorandum of understanding (MOU), reaffirming USDA's partnership with HACU and committing both parties to reform the USDA/HACU Leadership Group, was signed by Secretary Vilsack on August 25, 2021.

AUTHORITY AND COMPOSITION OF USDA ADVISORY COMMITTEES IN EXISTENCE IN FY 2021

| 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 | 22 |
| 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 |
| Urban Agriculture and Innovative Production | NRCS | (S) 7 U.S.C. § 6923(b)(1) | 12 |
| 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 |