

DEPARTMENTAL REGULATION

Number: 4000-1

DATE: June 3, 2003

SUBJECT: Increasing Achievements in the Javits-Wagner-O'Day Act Program

OPI: Assistant Secretary for Administration

1. PURPOSE

This regulation establishes procedures and goals to increase the Department of Agriculture's (USDA) participation in the Javits-Wagner-O'Day Act (JWOD) Program.

2. BACKGROUND

In Secretary's Memorandum 4000-002, dated May 16, 2002, Secretary Veneman established USDA's goals to increase participation in the JWOD Program and to increase USDA's JWOD acquisitions annually. In addition the memorandum directed that other actions be taken in coordination with these goals.

The JWOD program creates jobs for persons who because of their severe disabilities cannot otherwise achieve employment. The program relies on the purchases of the Federal Government to accomplish this. Federal agencies purchase products and services provided by participating non-profit organizations, enabling these organizations to provide the employment opportunities for persons with blindness or other disabilities.

3. PROGRAM LEADERSHIP

The USDA JWOD program is led by the Deputy Assistant Secretary for Administration (DASA) in the role of USDA's Member of the President's Committee For Purchase From People Who Are Blind or Severely Disabled (Committee). The DASA will create and maintain a 5-year Implementation Plan, inclusive of mission area performance plans, in order to manage this program.

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Each Under and Assistant Secretary will take those actions necessary to increase USDA's participation in the JWOD Program within their mission area.

Each Under and Assistant Secretary will identify and empower one or more program or acquisition staff members as their JWOD Liaison to lead this effort. The names and contact information are to be submitted to the DASA.

4. INCREASE JWOD ACQUISITIONS

USDA will strive to increase its acquisitions under this program by ½ percent of its total acquisitions annually. To meet this goal, attention must be given by each mission area to the addition of new products and services to the JWOD Program Procurement List.

The DASA will establish the baseline for measurement from the results achieved in each fiscal year and provide this information to each mission area by November 15.

Each mission area will submit a performance plan for the upcoming fiscal year to the DASA's staff by August 15. The performance plan will outline the mission area goals, projected new listings, activities, and resources to be committed within the format of the Implementation Plan.

The DASA will concur in the mission area performance plans or will call for additional action if the sum of the plans does not indicate that the USDA goal will be achieved. The DASA will provide each mission area quarterly reports. A year-end summary report will be provided to evaluate the performance of each mission area against their plan for the year.

5. RECOGNITION PROGRAM

The DASA will carry out an annual JWOD Awards Program to recognize the accomplishments of our employees and of our outstanding JWOD partners who provide products or services to USDA. The award program is to be organized to complement the program awards offered by the Committee and its operating activities, the National Industries for the Blind and NISH.

Each Under and Assistant Secretary is encouraged to recognize, using monetary or non-monetary awards, the employees and outstanding JWOD partners within their organizational area.