

**FFAS**  
**HANDBOOK**

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**Organizational Proposals and Operating Relationships**

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**For All FAS Offices, RMA Offices, and FSA Offices  
Except County Offices**

**SHORT REFERENCE**

**1-PM  
(Revision 4)**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250**



UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

**Organizational Proposals and  
Operating Relationships  
1-PM (Revision 4)**

**Amendment 2**

**Approved by:** Deputy Administrator, Management



**Amendment Transmittal**

**A Reasons for Amendment**

This amendment updates procedures for requesting and documenting changes in organizational structures and functional statements.

Exhibit 6 has been amended to provide the revised FAS and FSA organization charts.

Exhibit 11 has been amended to provide a revised example of an approved organizational chart.

Exhibit 13 has been amended to bring functional statement requirements in line with Department requirements.

Exhibit 15 has been removed because it is no longer required for submission.

Exhibit 17 has been amended to agree with Department requirements for staffing summaries.

| <b>Page Control Chart</b> |   |   |
|---------------------------|---|---|
| <b>TC</b>                 | <b>Text</b>                               | <b>Exhibit</b>  |
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**Part 1 Basic Provisions**

**1 Overview**

**A Handbook Purpose**

This handbook prescribes procedures for requesting and documenting changes in:

- organizational structures
- functional statements.

**B Responsibility**

HRD has the authority and responsibility for the FFAS organization program policy and procedures.

**C Organization Policy**

It is the policy of FFAS to:

- organize all levels to achieve the mission and program goals of FSA, FAS, and RMA in the most efficient, effective, and economical manner possible
- make clear functional statements
- delegate authority so that decisions are made at the lowest possible organizational level consistent with effective managerial control.

**2 Authority and Related References**

**A Source of Authority**

DR 1010-1 is the primary authority concerning the development and approval of organizational proposals.

**B Related Handbooks**

Handbooks related to organizational proposals and operating relationships include 2-PM for position management.

**3-17 (Reserved)**



**Part 2 Developing Organizational Proposals**

**18 Responsibilities for Establishing FFAS Organizations**

**A Administrator Responsibilities**

The Administrators of FSA, FAS, and RMA:

- are responsible for the overall alignment of their respective functions
- provide final approval of organizational or functional changes for units reporting to each Office of the Administrator.

**B DAM Responsibilities**

DAM provides concurrence of organizational and functional changes for all offices in FSA, FAS, and RMA.

**C Other Deputy Administrator Responsibilities**

FSA, FAS, and RMA Deputy Administrators review and approve organizational proposals for units under their jurisdiction.

**D Director and STC Responsibilities**

The following are responsible for alignment of assigned functions and initiating organizational proposals:

- Directors, FSA, FAS, and RMA headquarters divisions and staffs
- Directors, FSA, FAS, and RMA Field, Regional, and overseas posts
- Chairperson, STC.

18 Responsibilities for Establishing FFAS Organizations (Continued)

**E HRD \* \* \* Responsibilities**

The following table details the responsibilities of HRD \* \* \* in the development of FFAS organizational proposals.

| Office             | Responsibility   |
|--------------------|--|
| <p>DOB and FOB</p> | <p>Review and evaluate organizational proposals for:</p> <ul style="list-style-type: none"> <li>• adequacy and propriety in relation to FFAS and Agency goals and objectives</li> <li>• clarity of functional assignments</li> <li>• conformance to organizational design and position management principles</li> <li>• adherence to USDA and FFAS regulations.</li> </ul> <p>Prepare final documentation, including transmittal memoranda, functional statements, and organizational charts for changes requiring Agency approval for:</p> <ul style="list-style-type: none"> <li>• FSA headquarters offices</li> <li>• FAS</li> <li>• RMA headquarters, compliance, and regional offices.</li> </ul> <p>Prepare documentation for changes requiring USDA approval, including:</p> <ul style="list-style-type: none"> <li>• transmittal memoranda</li> <li>• staffing patterns</li> <li>• organizational charts.</li> </ul> <p>Provide liaison with USDA on proposed organizational or functional changes requiring USDA approval.</p> <p>Evaluate organizational structure and functions to ensure accomplishment of intended objectives and recommend changes as appropriate.</p> |

18 Responsibilities for Establishing FFAS Organizations (Continued)

E HRD \* \* \* Responsibilities (Continued)

| Office      | Responsibilities  |
|-------------|---|
| *--KCHRO--* | <p>Review and evaluate organizational proposals for assigned organizations for:</p> <ul style="list-style-type: none"> <li>• adequacy and propriety in relation to FFAS and Agency goals and objectives</li> <li>• clarity of functional assignments</li> <li>• conformance to organizational design and position management principles</li> <li>• adherence to USDA regulations.</li> </ul> <p>Prepares final documentation, including transmittal memoranda, functional statements, organizational charts, and staffing patterns for:</p> <ul style="list-style-type: none"> <li>• FSA:               <ul style="list-style-type: none"> <li>• APFO</li> <li>• KCAO</li> <li>• KCCO</li> <li>• KCFO</li> <li>• State and Caribbean Area Offices</li> </ul> </li> <li>• RMA, DARD.</li> </ul> <p>*--Submit through Director, HRD, as appropriate, for review and concurrence.--*</p> |

F Current Agency Organizational Charts

See Exhibit 6 for Agency charts for FSA, FAS, and RMA reflecting reporting relationships.

**19 When to Prepare Organizational Proposals**

**A Requirement**

Prepare organizational proposals when functions or areas of responsibility are:

- established
- discontinued
- consolidated
- transferred
- realigned.

**20-35 (Reserved)**

### Part 3 Approval of Organizational Proposals

#### 36 Changes Requiring USDA and Agency Approval

##### A USDA Approval

USDA approval is required for changes that result in:

- establishment of an agency or service
- establishment, abolishment, or transfer of:
  - an agency headquarters unit down to and including the division level or equivalent except as noted in subparagraph B
  - \*--an agency headquarters or field unit which reports directly to an Administrator or head of a Departmental office
- abolishment or transfer of a field unit to another Congressional district.--\*

##### B Agency Approval

Agency approval is required for:

- functional statement changes resulting in the gain or loss of a function for the following organizations:
  - FSA, FAS, and RMA headquarters offices
  - APFO, KCAO, KCCO, State and Caribbean Area Offices
  - \*--DARD, RO's, and RCO's--\*
- clarification of previously approved functional statements
- name changes of organizational units<sup>1/</sup>
- realignment of reporting lines of divisions or staffs among top policy officials in an agency<sup>1/</sup>
- consolidation of divisions which result in no changes to staffing or funding levels.<sup>1/</sup>

<sup>1/</sup>Requires Departmental notification if the organizational unit appears on the Agency organizational chart. See paragraph 37.

**36 Changes Requiring USDA and Agency Approval (Continued)****C Changes Requiring Incidental Transfer Agreements**

ITA's are only required to support the movement of functional assignments between 2 USDA agencies or Departmental offices. ITA's cover personnel, funds, property, space, records, and other details that are impacted by the transfers.

**Note:** See DR 1010-1, Appendix D.

When there is a transfer of function between agencies or staff offices of the Department, preparation of ITA shall be the responsibility of the Agency or Departmental office losing the functions. This document shall be cleared by OHCM before routing for signature.

**D Required Signatures for ITA**

ITA is to be signed by the following in the following order:

- head of each Agency or Departmental office involved in the transfer
- Under Secretary or Assistant Secretary responsible for the mission areas involved in the transfer
- Director, Office of Procurement and Property Management
- Director, OO
- Director, OHCM
- Chief Financial Officer
- Chief Information Officer
- General Counsel
- Director, OBPA
- Assistant Secretary for Administration.

After final approval by the Assistant Secretary for Administration, OHCM shall immediately be provided a copy of ITA by the Agency giving up the functions. When an organization change requires both a reorganization proposal and ITA, ITA should accompany the reorganization proposal.

**37 Requesting Organizational Changes**

**A Proposals Requiring Agency Approval**

The following steps are required for submission of organizational proposals.

| Step | Action  |
|------|---|
| 1    | *--The requesting office submits to DOB, FOB, or KCHRO, as appropriate,--* documentation describing the changes requested, including revised functional statements.   |
| 2    | The servicing personnel specialist shall review proposed changes and resolve position management or organizational concerns with the requesting office.   |
| 3    | *--Upon resolution of concerns, the documentation is finalized by DOB, FOB, or KCHRO, as appropriate, and a memorandum is submitted to the appropriate office for approval. See paragraph 38 for submission requirements. |
| 4    | Upon approval, the organization package is returned to DOB, FOB, or KCHRO--* for implementation.  |

**B Proposals Requiring USDA Approval**

The requesting office submits the organizational proposal according to subparagraph 38 A. Upon resolution of any concerns, HRD prepares the final proposal for submission to the Department. Proposals are submitted:

- through DAM to the appropriate Agency recommending and approving officials
- through the Under Secretary, FFAS, to the Department, for approval.

Upon approval, the organization package is returned to HRD for implementation.

\*--Note: See DR 1010-1:

- paragraph 7 for additional responsibilities during the planning phase of organizational proposals
- paragraph 8 for responsibilities related to union consultation and/or consultation with other offices, as necessary.--\*

38 Basic Requirements for Submitting Organizational Proposals

A Requirements for Proposals Requiring USDA Approval

Proposals shall include 1 original and 9 copies. Reorganization proposals will be signed by \*--the Under/Assistant Secretary or General Officer and sent to the Director, OHCM. All--\* proposals must include the following items.

| Item | Requirement   |
|------|---|
| 1    | <p>A transmittal memorandum (Exhibit 9) describing:</p> <ul style="list-style-type: none"> <li>• changes proposed and rationale for those changes</li> <li>• anticipated changes to the Agency's budget, including cost increases and source of funding or cost savings</li> <li>• one-time costs associated with the reorganization, including relocation costs, severance pay, buyouts, retraining, outplacement services, and lease termination costs</li> <li>• *--information about congressional contracts made, as warranted, indicating--* who was contacted and when they were contacted.</li> </ul> |
| 2    | <p>An organization chart with the original signatures of the Agency head and the appropriate Under/Assistant Secretary. * * *</p> <p><b>Note:</b> See Exhibit 11 for an example of a proposed Agency organization chart.</p>  |
| 3    | <p>Revised functional statements for all impacted units, down to and through the division level.</p> <p><b>Note:</b> See Exhibit 13 for preparation of functional statements.</p>   |
| 4    | <p>Revised Delegations of Authority (7 CFR Part 2) when warranted.</p>  |
| 5    | <p>*--A summary of proposed changes in positions and/or funding for all organizational units affected by the reorganization.</p> <p><b>Note:</b> See Exhibit 17 for an example of a completed staffing summary.</p>   |
| 6    | <p>A signed certification statement about the findings from the civil rights impact analysis and the written concurrence of the USDA Office of Civil Rights. See DR 4300-A.</p>   |
| 7    | <p>A signed certification statement evidencing that appropriate negotiation or consultation with any union representing employees in the affected units has been completed. * * *</p>   |
| 8    | <p>Changes required to the continuity of operation plan.</p>  |
| 9    | <p>A signed ITA. See DR 1010-1, Section 9c and Appendix D.--*</p>   |



**38 Basic Requirements for Submitting Organizational Proposals (Continued)****B Requirements for Proposals Requiring USDA Notification**

\*--The following changes require only written notification to OHCM within 30 calendar days--\* of the change. Notification is required to ensure that the Department's organization records are current. Changes requiring notification include the following:

- name changes of division or staffs
- realignment of reporting lines of divisions or staffs among top policy officials in an agency
- consolidation of divisions that results in **no** changes to staffing or funding levels.

\*--Documentation should accompany the notification to OHCM as follows:--\*

- a transmittal memorandum describing the changes made

**Note:** See Exhibit 9 for information to be included in the transmittal memorandum.

- an organization chart with the original signatures of the Agency head and the appropriate Under/Assistant Secretary
- revised functional statements for all impacted units, down to and including the division level.

**C Requirements for Proposals Requiring Agency Approval**

\*--DOB, FOB, or KCHRO, as appropriate, shall:--\*

- prepare a transmittal memorandum describing the rationale for the changes proposed
- attach functional statements and organizational charts
- submit the proposal through the appropriate channels for approval.

**39 Exceptions to Basic Documentation Requirements**

**A Functions of Single Units**

If the proposal is exclusively a change in the functional statement of a single unit that does not affect any other unit:

- prepare a statement of the new functional assignments
- submit the functional statement with a transmittal memorandum to servicing personnel office for clearance through the appropriate approving officials.

**B Title Changes**

If the proposal is exclusively a change in the title of 1 or more organizational units on an approved organizational chart and does not include changes in functional assignments:

- prepare an organizational chart reflecting desired title changes according to Exhibit 11
- submit the organizational chart with a transmittal memorandum to the servicing personnel office for clearance according to subparagraph 38 B.

**40 Distributing and Filing Documentation**

**\*--A DOB, FOB, and KCHRO Responsibility--\***

The preparing office shall:

- distribute copies of approved organization proposals and functional statements
- forward a copy of the approved documentation to DOB for inclusion in the historical files
- forward copies of functional statements to DOB electronically for maintenance of electronic files.

**41-52 (Reserved)**



**Part 4 Delegations of Authority****53 Delegations of Program Authority****A Introduction**

This part contains information about delegations of program authority during periods of key employee absence.

**B Policy**

Each division or staff director is delegated authority to carry out program responsibilities assigned in the current functional statement for the organization directed. This includes authority to redelegate responsibility to subordinate supervisors. This does **not** preclude the appropriate Deputy Administrator, Administrator, or other higher level official from reviewing, reversing, or modifying decisions made or actions taken.

**C Designation of Acting Officials**

Officials at the branch chief level and above shall designate an employee to act for them in their absence. Reasons for absences include the following:

- leave
- travel
- training
- other causes.

The designee shall have the same authorities and responsibilities as the official for whom he or she is acting, unless otherwise limited.

In emergency situations, when no designation has been made, actions shall be approved at the next higher supervisor level.

**Reports, Forms, Abbreviations, and Redelegations of Authority**

**Reports**

None

**Forms**

None

**Abbreviations Not in 1-CM**

The following abbreviations are not listed in 1-CM.

| <b>Approved Abbreviation</b> | <b>Term</b>  | <b>Reference</b> |
|------------------------------|--|------------------|
| DARD                         | Deputy Administrator for Research and Development, RMA | 18, 36           |
| DOB                          | Domestic Operations Branch, HRD                        | 18, 37, 38, 40   |
| FOB                          | Foreign Operations Branch, HRD                         | 18, 37, 38, 40   |
| FTE                          | full-time equivalent                                   | Ex. 17           |
| HR                           | human resource   | 18               |
| ITA                          | Incidental Transfer Agreement                          | 36, 38           |
| KCHRO                        | Kansas City, Human Resources Office, KCAO              | 18, 37, 38, 40   |
| OHCM                         | Office of Human Capital Management                     | 36, 38, Ex. 11   |
| RCO                          | Regional Compliance Office                             | 36               |

**Re delegations of Authority**

None









## Definitions of Terms Used in This Handbook

### Functional Statement

A functional statement is a narrative statement of functional responsibilities assigned to an organizational unit.

### Major Function

A major function is a program function that is either of the following:

- 1 of the basic purposes for the existence of an agency
- 1 of the following types of management functions:
  - budget and finance
  - management and finance
  - management analysis and improvement
  - human resources
  - management services
  - public affairs
  - planning and evaluation
  - information technology services.

### Organizational Chart

An organizational chart is a block chart showing organizational echelons and reporting lines.

### Organizational Proposal

An organizational proposal is a written plan recommending that a change be made to an office's organizational structure or functional responsibility.

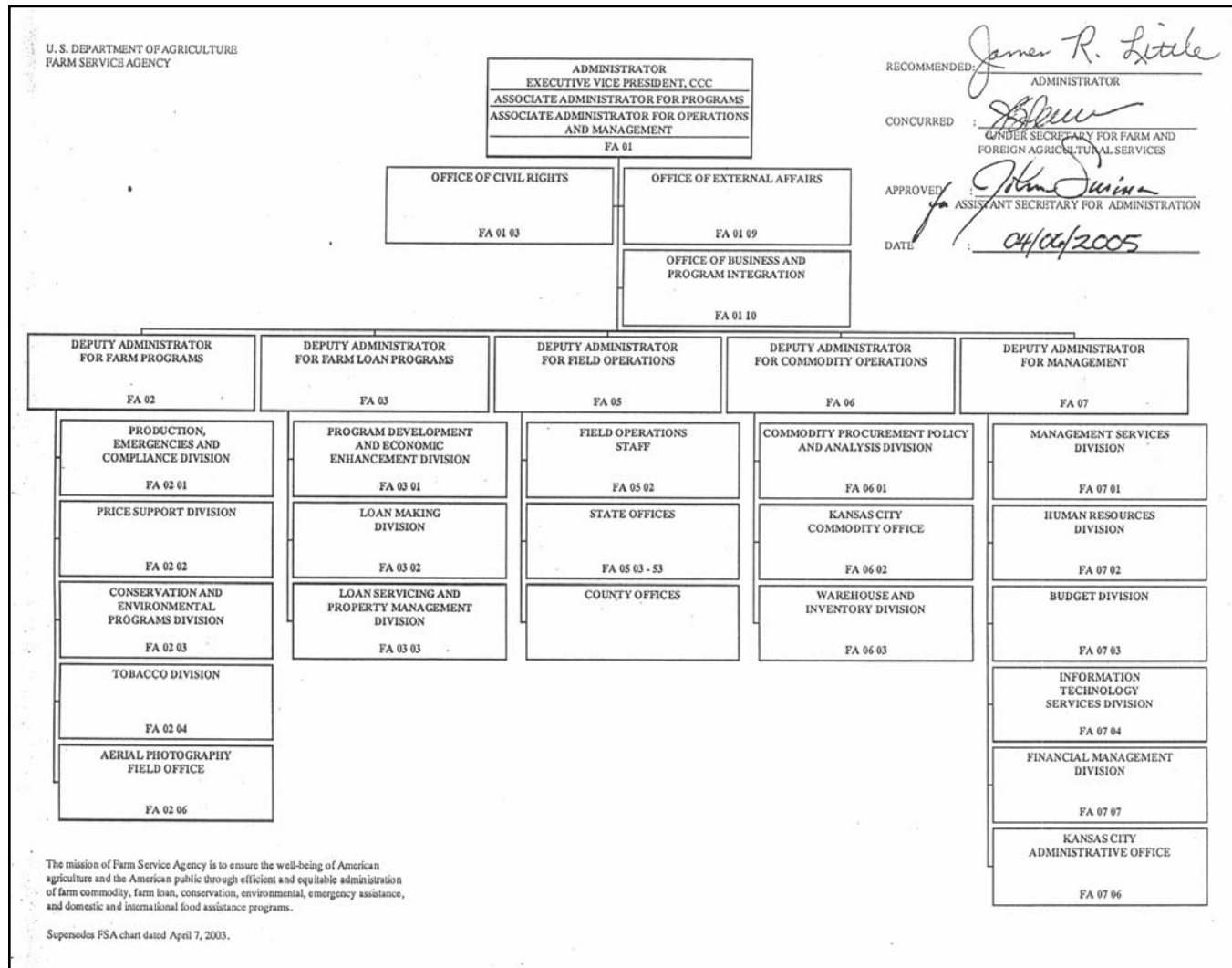


Approved Organizational Charts for FSA, FAS, and RMA

A Approved FSA Organizational Chart

Following is the FSA organizational chart.

\*--



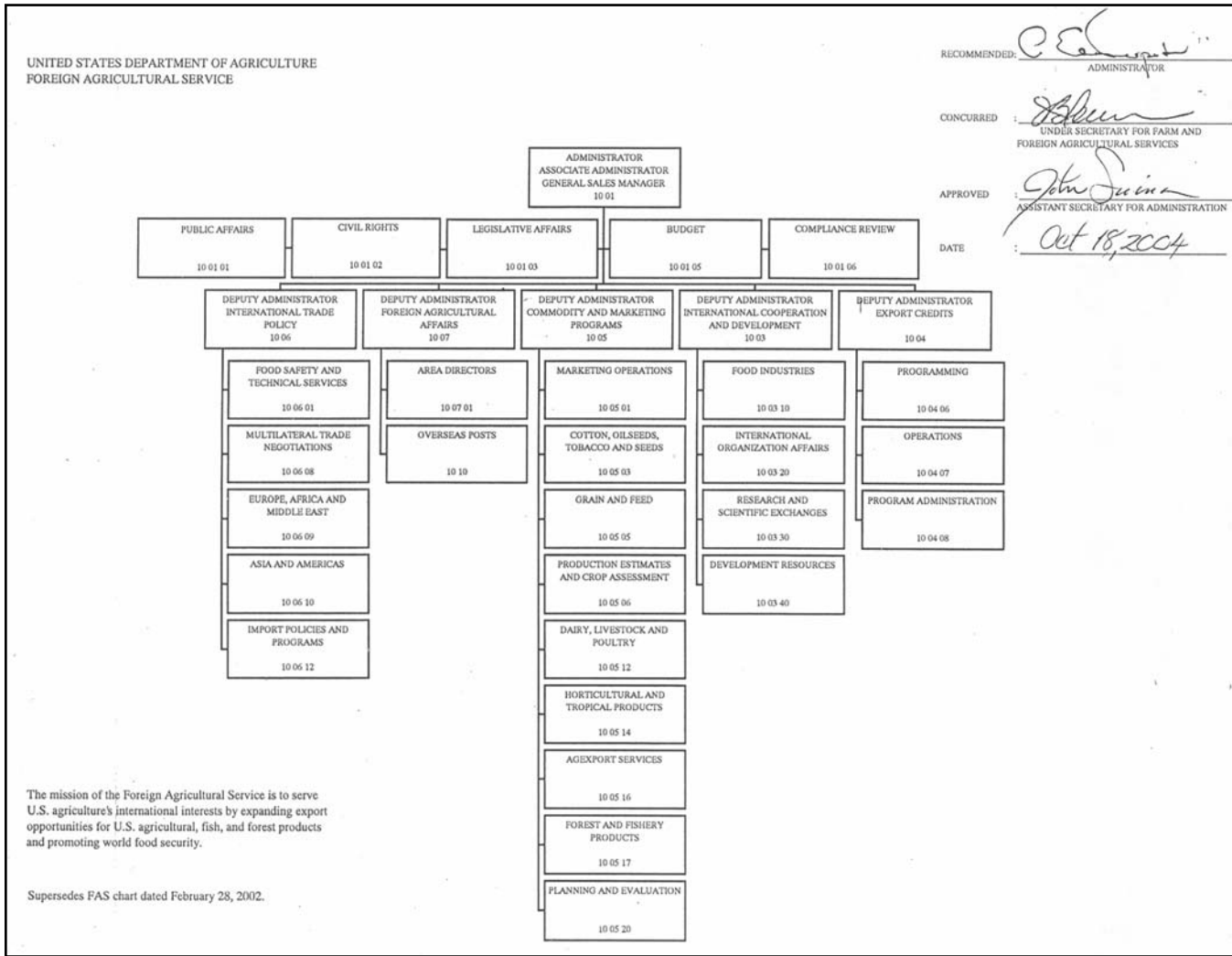
--\*

Approved Organizational Charts for FSA, FAS, and RMA (Continued)

B Approved FAS Organizational Chart

Following is the FAS organizational chart.

\*--

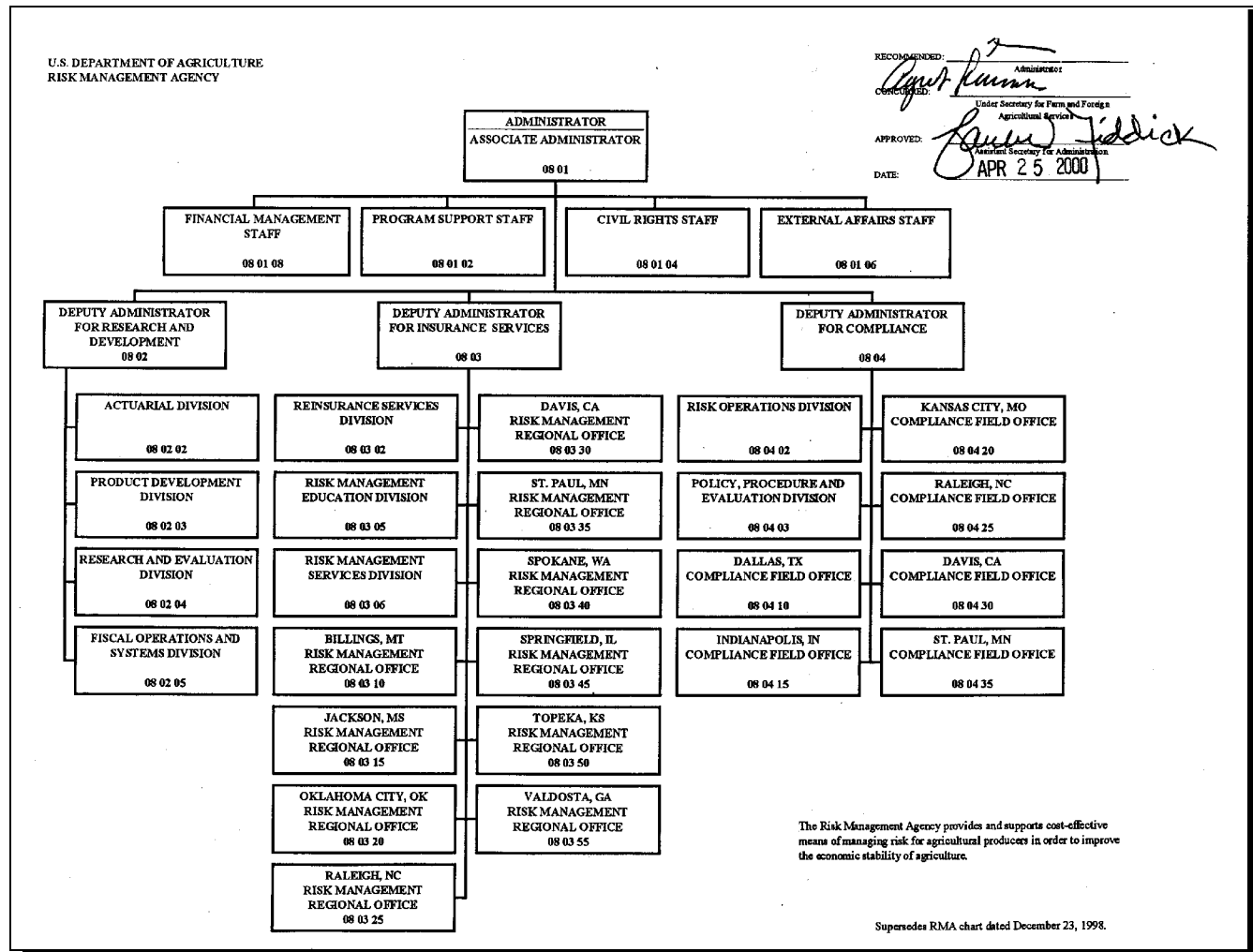


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Approved Organizational Charts for FSA, FAS, and RMA (Continued)

C Approved RMA Organizational Chart

Following is the RMA organizational chart.





Information To Be Included in the Transmittal Memorandum

| Element                 | Information Required   | Level of Detail   |
|-------------------------|--|---|
| Budgetary impact        | Describe how one-time and continuing costs will be budgeted.   | <p>If funds are to be transferred from another Agency unit, describe in detail the effect on the losing unit.</p> <p>If additional funding is required, identify:</p> <ul style="list-style-type: none"> <li>• the amount of increased funding</li> <li>• the proposed method of acquiring the increased funds.</li> </ul>  |
| Staffing impact         | Describe the expected effect of the proposed changes on staffing levels for units affected by the reorganization.            | <p>If implementation of the proposed changes requires an increase in employment ceiling, describe:</p> <ul style="list-style-type: none"> <li>• how the proposed changes will affect grade levels</li> <li>• whether there will be a negative effect on minorities or women.</li> </ul> <p><b>Note:</b> If a negative effect is expected, include a detailed explanation of the action planned to offset the negative effect.</p> |
| Delegation of Authority | Describe the extent to which the proposed changes will affect the policy on the delegation of authority in subparagraph 1 C. | <p>If the organizational proposal requires changes to the basic delegations of authority in 7 CFR Part 2:</p> <ul style="list-style-type: none"> <li>• include these changes in the description</li> <li>• submit a draft of the changes to 7 CFR Part 2 with the proposal.</li> </ul>  |



## Instructions for Preparing Organizational Charts

### A Preparing Proposed Organizational Charts

Prepare proposed organizational charts as follows.

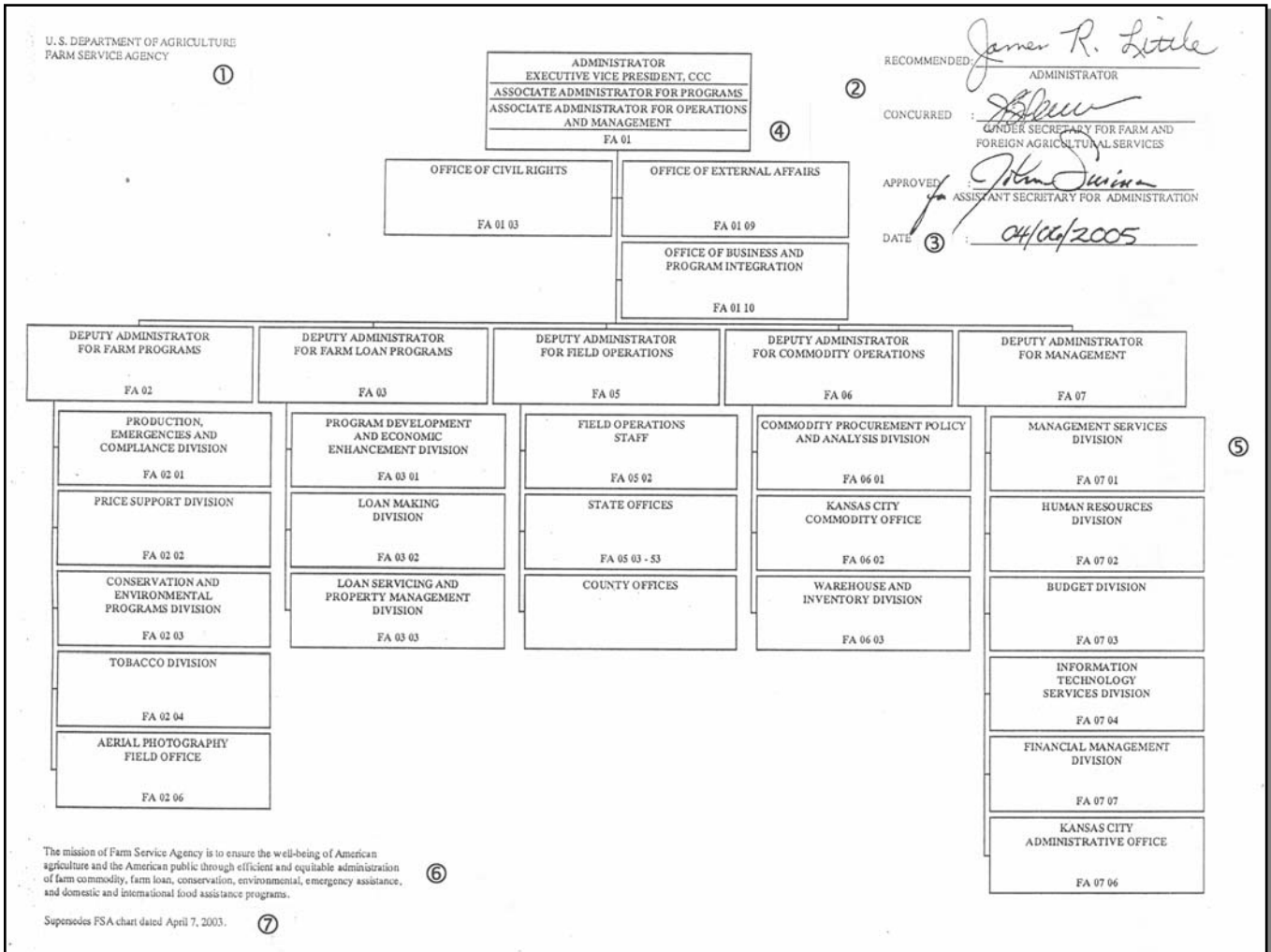
| <b>Circled Number</b> | <b>Instruction</b>   |
|-----------------------|--|
| 1                     | Include USDA and Agency name in the upper-left corner.   |
| 2                     | Include signature lines for recommending, concurring, and approving officials in the upper-right corner.<br><br><b>Note:</b> The chart will be signed by the Administrator before submission to<br>*--OHCM.--* |
| 3                     | Date of chart will be entered upon final approval of organization by the Assistant Secretary for Administration or designee.   |
| 4                     | Indicate the organizational structure code centered in each unit's block.  |
| 5                     | Show organizational units through the division or comparable level, and include field structures.  |
| 6                     | Include a statement of the Agency's mission in the lower left corner.  |
| 7                     | Indicate the date of the previously approved chart in the lower-left corner below the mission statement.   |

Instructions for Preparing Organizational Charts (Continued)

B Example of an Organizational Chart

Following is an example of an approved organizational chart.

\*--



--\*

## Instructions for Preparing Functional Statements

### A Preparing Functional Statements

Prepare functional statements as follows.

| Circled<br>Number | Reference                      | Instruction   |
|-------------------|--------------------------------|---|
| 1                 | Name of<br>Agency or<br>Office | Center the name of the Agency, division, or staff office.<br><br><b>Note:</b> The use of "U.S. Department of Agriculture" and the Agency name is only required on statements for the Office of the Administrator.   |
| 2                 | Agency and<br>Unit Code        | Identify the Agency code and appropriate unit code for each unit for which functional statements are prepared.  |
| 3                 | Assignment of<br>Functions     | Required for every unit, down to and including the division level. The purpose of the information appearing under this heading is to provide in as short, concise, and clear manner as possible, a description of the work for which the unit is responsible. This purpose should be the determining factor in making decisions concerning the organization, *--extent of detail, and wording used in describing assignments of functions. Functional assignments to agencies will be consistent with the delegation in 7 CFR Part 2. A CFR reference shall be cited for each function, as well as the law or other authority under which the activity is conducted. Legal citations are required only for the narrative statement for the office of an agency head and are optional below that level; they are, however, recommended.--* |
| 4                 | Availability of<br>Information | If the unit maintains information of public interest, a means of contacting the unit shall be described under this heading. If the unit is an agency and has rules published, a means of contacting the unit shall be described under this heading. If the unit is an agency and has rules published pursuant to the Freedom of Information Act (5 U.S.C. 552), these rules shall be cited. This heading is optional below the Agency level.  |
| 5                 | Regulations                    | Units which have published regulations in the Code of Federal Regulations for governing programs of public interest shall cite these regulations under this heading. This heading is optional below the Agency level.   |
| * * *             | * * *                          | * * *   |
| 6                 | Historical<br>Documents        | The laws, Executive Orders, Secretary's Memoranda, or Code of Federal Regulations that (a) established the unit and delegated the functional authority to the agency head and (b) resulted in major organizational or functional changes in the unit should be cited under this heading. A description of documents with an introductory sentence is sufficient. This heading is optional below the Agency level.   |

Instructions for Preparing Functional Statements (Continued)

**B Example of Functional Statement**

Following is an example of a functional statement for the Office of the Administrator.

**UNITED STATES DEPARTMENT OF AGRICULTURE**

① **FARM SERVICE AGENCY**

② **FA 01 - Office of the Administrator**

**A. Assignment of Functions** ③

1. The Office of the Administrator of the Farm Service Agency provides overall direction and oversight of:
  - a. Farm Programs

Formulates and develops policies and programs for administering production adjustment programs including acreage diversion for wheat, feed grains, upland and ELS cotton and rice; farm yields; and related program provisions; farm commodity and emergency loan programs, tobacco and peanut programs, conservation and environmental protection programs; and directs activities of the Aerial Photography Field Office.
  - b. Farm Loan Programs

Formulates and develops policies and programs, and administers credit, outreach, and technical assistance to help farm families achieve economic security, produce a healthy and abundant supply of food and fiber, and conserve agricultural resources.
  - c. Commodity Operations

Formulates and develops policies and programs, and directs the acquisition, inventory, storage, inspection, and merchandising of Farm Service Agency commodities.
  - d. Field Operations

Directs the field delivery systems for farm, farm loan and commodity services and programs at the State and County Office levels.



## Instructions for Preparing Functional Statements (Continued)

### B Example of Functional Statement (Continued)

e. Administrative Programs

Formulates and develops policies and programs, and provides administrative management and support in management services, human resources, budget, financial management, and information technology services. Responsible for the development, presentation, justification and execution of FSA's multi-billion dollar program and administrative budgets, including farm loan and CCC programs.

2. Formulates and administers national farm commodity and related resource conservation and environmental programs; disaster and emergency assistance programs; and farm loan programs.
3. Provides overall policy and program direction for: the Agriculture Market Transition Act (AMTA), price support, and commodity and facility loan programs; farm ownership and operating loan programs; feed grain, wheat and cotton programs; disaster relief and emergency livestock feed assistance programs; agricultural conservation and environmental protection programs; and dairy indemnity programs.
4. Administers commodity procurement, storage, supply, transportation, handling, payment and related services in connection with programs under Title II of P.L. 480 and payment and related services for the Foreign Agricultural Service with respect to export subsidy operation under Title I and the export credit sales program.
5. Administers functions under the Defense Production Act and Federal Civil Defense Act relating to agricultural production; food processing, storage and distribution; distribution of farm equipment and fertilizer; rehabilitation and use of food and agricultural and related agribusiness facilities; and resources of the CCC.
6. Coordinates and prevents duplication of aerial photographic work within the Department of Agriculture.
7. Provides overall program direction for functions administered by the Office of Civil Rights, Office of External Affairs, and the Office of Business and Program Integration.

**Instructions for Preparing Functional Statements (Continued)**

**B Example of Functional Statement (Continued)**

8. Administers and coordinates outreach efforts for all FSA programs to enhance participation of small or limited resource farmers and ranchers and ensure equal access to programs to acquire and maintain economic viability for family farmers and ranchers.
9. Addresses concerns of minority and socially disadvantaged farmers to provide another avenue to seek technical assistance and information, particularly as it relates to USDA loan applications.
10. Administers the Agricultural Foreign Investment Disclosure Act of 1978.
11. Monitors and coordinates administrative appeal activities, developing administrative appeals policy and assisting the Office of the General Counsel and the U.S. Department of Justice concerning administrative appeals and litigation involving FSA and CCC. Monitors and coordinates FOIA appeal activities for FSA and CCC.
12. The Associate Administrator for Operations and Management provides direction and oversight of programs and operations under the Deputy Administrator for Commodity Operations, and the Deputy Administrator for Management.
13. The Associate Administrator for Programs provides direction and oversight of farm, farm loan programs under the Deputy Administrator for Farm Programs and the Deputy Administrator for Farm Loan Programs; in addition to program delivery for state and county offices and activities related to outreach and program coordination under the Deputy Administrator for Field Operations.
14. Administers the activities of the Commodity Credit Corporation (CCC), the government organization charged with implementing the commodity stabilization functions of the Department of Agriculture, through the personnel and facilities of the Farm Service Agency. The FSA Administrator, who serves as Executive Vice President of the CCC, oversees the performance of fiscal, accounting, and claims functions related to CCC programs.

Instructions for Preparing Functional Statements (Continued)

B Example of Functional Statement (Continued)

**B. Availability of Information ④**

Information concerning FSA programs may be obtained from each FSA field office and each FSA office and division in Washington D.C., or from the Administrator, Farm Service Agency, U.S. Department of Agriculture; 1400 Independence Ave, SW, STOP 0501; Washington, DC 20250-0501.

**C. Regulations ⑤**

Regulations governing FSA and CCC programs may be found in Title 7, Code of Federal Regulations, Parts 700 through 799 and Parts 1400 through 1499. ③

**D. Historical Documents ⑥**

For creation and major changes in the organization and mission of the Farm Service Agency and Commodity Credit Corporation, see:

- a. Department of Agriculture Reorganization Act of 1994, P.L. 103-354
- b. 5 U.S.C. 301
- c. Reorganization Plan No. 2 of 1953
- d. Commodity Credit Corporation: Executive Order 6340, October 16, 1933.
- e. Reorganization Plan No. 2 of 1939
- f. Commodity Credit Corporation Charter Act (62 Stat. 1070; 15 U.S.C. 714), as amended
- g. Compilation of Statutes: Agriculture Handbook No. 476 revised as of 1978.

Supersedes statement dated May 4, 2002.

11/3/02



**Staffing Summary**

**A Staffing Summary**

Prepare a summary of the staffing proposal as follows.

| <b>Circled Number</b> | <b>Instruction</b>  |
|-----------------------|---|
| 1                     | *--Center the Departmental office or agency heading.  |
| 2                     | List pay plans and grades of GS-14 and above positions for all units identified.<br><br><b>Note:</b> Group GS-13 and below positions, show as "Other."  |
| 3                     | Summarize current FTE staff year for all units identified.  |
| 4                     | Summarize proposed FTE's for all units identified.  |
| 5                     | Difference between proposed and current FTE's.  |
| 6                     | Summarize current annual costs, proposed annual costs, and difference between current and proposed annual cost <b>for the current FY</b> . Costs shall be broken down by "Salary and Benefits" and "Other". "Other" includes travel, supplies, and equipment costs related to the identified FTE's. A reduction in FTE's and salary and benefit costs usually result in a reduction in "Other" costs. |
| 7                     | Current supervisory to employee ratio and proposed supervisory to employee ratio.--*  |
| * * *                 | * * *   |

Staffing Summary (Continued)

**B Example of Staffing Summary**

Following is an example of a staffing summary.

\*--

| <b>① Staffing Summary<br/>Farm Service Agency</b> |                            |                             |                               |
|---|----------------------------|-----------------------------|-------------------------------|
| <b>② Pay, Plan, and<br/>Grade</b>                 | <b>③ Current<br/>FTE's</b> | <b>④ Proposed<br/>FTE's</b> | <b>⑤ Difference<br/>FTE's</b> |
| ES  | 2                          | 2                           | 0                             |
| GS-15   | 2                          | 2                           | 0                             |
| GS-14   | 4                          | 2                           | -2                            |
| Other (GS-13 and below)                           | 33                         | 31                          | -2                            |
| <b>Total <u>1/</u></b>                            | <b>41</b>                  | <b>37</b>                   | <b>-4</b>                     |
| <b>⑥ Annual Costs</b>                             |                            |                             |                               |
| Salaries and Benefits                             | \$3,263,437                | \$2,725,602                 | \$537,835                     |
| Other   | 250,000                    | 200,000                     | 50,000                        |
| <b>Total</b>                                      | <b>\$3,513,437</b>         | <b>\$2,925,602</b>          | <b>\$587,835</b>              |
| <b>⑦ Supervisory/Employee<br/>Ratio</b>           | 1:7.7                      | 1:6.5                       |                               |

1/ These numbers should equal the actual staff years before and after the proposed reorganization. Assume that all Senior Executive Service and Senior Level positions are filled when completing FTE information.--\*

