

**UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20250**

**July 20, 2012**

**SECRETARY'S MEMORANDUM 1076-002**

REORGANIZATION OF DEPARTMENTAL MANAGEMENT

1. INTRODUCTION

The purpose of this memorandum is to effect changes to the Departmental Management organization to increase efficiency, streamline process, and make better use of resources (economies of scale) within a transparent environment.

In October 2009, the Departmental Management organization was created. Included in the creation of the organization was the establishment of the Management Services organization. Management Services was created to provide the operational services including human resources, procurement, budget, and financial management to the various offices that comprise Departmental Management, as well as the Office of the Secretary, and staff offices.

In January 2012, the Secretary initiated the Administrative Solutions Project (ASP) as a part of the Blueprint for Stronger Services. The ASP is intended to strengthen the administrative services of the Department through process improvement while reducing operational timelines and overall costs. In light of the ASP and recent declining budgets, new organizational constructs must be designed to streamline operations and decrease costs. By aligning certain Management Services functions under Departmental policy officials with years of experience and expertise, we can improve service and decrease costs.

2. ACTIONS ORDERED

- a. The budget formulation and budget execution functions currently provided by Management Services' Budget Formulation and Budget Execution organization shall be transferred to the Office of the Chief Financial Officer.
- b. The procurement function currently provided by Management Services' Procurement Operations Division shall be transferred to the Office of Procurement and Property Management.
- c. The desktop and information technology support functions provided by Management Services' Washington Communication and Technology Services organization shall be transferred to the Office of the Chief Information Officer.

- d. The human resources operations functions performed by Management Services shall be transferred to the Office of Human Resources Management.
- e. The functions performed by Management Services' Executive Services shall be transferred to the Office of Operations.
- f. The following organization, previously authorized within the Department, is hereby abolished:

Departmental Management, Management Services.

3. INCIDENTAL TRANSFERS

The Acting Assistant Secretary for Administration and the Deputy Chief Financial Officer are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of the Memorandum.

4. EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of the Memorandum shall remain in full force and effect.

5. EFFECTIVE DATE

The provisions of this Memorandum are effective September 1, 2012.

6. TERMINATION

This Memorandum shall remain in effect for one year or until such earlier time as published delegations of authority have been revised to incorporate its provisions.

/s/

THOMAS J. VILSACK  
SECRETARY