

## 2025 USDA EXPLANATORY NOTES - DEPARTMENTAL SHARED COST PROGRAMS

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**PREFACE**

This publication summarizes the fiscal year (FY) 2025 Budget for the U.S. Department of Agriculture (USDA). Throughout this publication any reference to the “Budget” is in regard to the 2025 Budget, unless otherwise noted. All references to years refer to fiscal year, except where specifically noted. The budgetary tables throughout this document show actual amounts for 2022 and 2023, annualized Continuing Resolution levels for 2024, and the President’s Budget request for 2025. Amounts for 2024 estimated levels include: non-enacted amounts such as Full-Time Equivalent levels, fleet levels, information technology investment levels, recovery levels, transfers in and out, balances available end of year, and obligation levels.

Throughout this publication, the “2018 Farm Bill” is used to refer to the Agriculture Improvement Act of 2018. Most programs funded by the 2018 Farm Bill are funded through 2023. Amounts shown in 2024 and 2025 for most Farm Bill programs reflect those confirmed in the baseline.

Pursuant to the Balanced Budget and Emergency Deficit Control Act of 1985, sequestration is included in the numbers for mandatory programs in 2022, 2023, 2024 and 2025.

In tables throughout this document, amounts equal to zero (0) are displayed as dashes (-). Amounts less than 0.5 and greater than zero are rounded and shown as a zero (0). This display treatment is used to prevent the masking of non-zero amounts that do not round up to one (1).

**AGENCY-WIDE**

**PURPOSE STATEMENT**

The Department of Agriculture’s (USDA) programs funded through Departmental Shared Costs Program (DSCP), sometimes referred to as “Greenbook” activities have been established when there is a programmatic need that is of general benefit to the Departmental agencies. These are efforts and activities that the Secretary of Agriculture has determined are best provided centrally on behalf of all the USDA agencies, thus creating synergies within the Department and eliminating duplicative activities. DSCPs incur costs for which use-based recovery methods cannot be applied and the programs are managed by a Departmental Staff Office source. An Advisory Committee made up of member from the Office of the Secretary, Office of General Counsel, Office of Budget and Program Analysis, and the Office of the Chief Financial Officer serve as the primary recommending body to the Secretary on: resource estimates, cost recovery methodologies, new or expanded programs, termination of programs, and changes in funding mechanisms.

**Table SCP-1. Shared Costs Program - Programs (In dollars)**

<b>Program</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Estimate</b>
Advisory Committee Liaison Services .....	\$392,207	\$375,391	\$471,000	\$471,000
Agency Partnership Outreach .....	5,936,744	6,828,770	7,000,000	7,000,000
Diversity, Equity, Inclusion and Accessibility.....	-	1,849,558	2,500,000	2,500,000
Employee Experience * .....	-	3,186,465	3,500,000	3,500,000
Intertribal Technical Assistance Network.....	2,000,000	2,049,771	2,050,000	2,050,000
Medical Services.....	1,500,000	1,780,000	1,843,000	1,843,000
National Capital Region Interpreting Services .....	510,000	849,668	1,100,000	1,100,000
Office of Customer Experience .....	8,195,283	2,978,416	3,013,000	3,013,000
Personnel and Document Security .....	2,684,197	-	-	-
Physical Security .....	4,001,185	4,202,275	4,400,000	4,400,000
Security Detail .....	4,235,904	4,668,684	5,030,000	5,030,000
Security Operations .....	5,832,064	6,465,442	7,127,000	7,127,000
Talent Group.....	-	3,358,568	3,100,000	3,100,000
TARGET Center.....	1,203,523	1,539,120	1,666,000	1,666,000
USDA Enterprise Data Analytics Services.....	4,132,990	-	-	-
<b>Total Departmental Shared Cost Programs.....</b>	<b>40,624,097</b>	<b>40,132,128</b>	<b>42,800,000</b>	<b>42,800,000</b>

\*Human Resources Priority Goals/Honor Awards changed their name to Employee Experience.

**Table SCP-2. Shared Costs Program - Agencies (In dollars)**

<b>Agencies</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Estimate</b>	<b>2025 Estimate</b>
Agricultural Marketing Service .....	\$1,595,250	\$1,646,078	\$1,799,149	\$1,799,149
Agricultural Research Service .....	2,575,135	2,543,975	2,591,577	2,591,577
Animal and Plant Health Inspection Service .....	3,089,562	3,141,117	3,377,935	3,377,935
Departmental Administration .....	262,236	241,666	339,226	339,226
Economic Research Service.....	151,392	146,405	148,077	148,077
Farm Production and Conservation Business Center.....	744,705	806,348	822,503	822,503
Farm Service Agency .....	4,628,090	4,373,024	4,229,853	4,229,853
Food and Nutrition Service.....	670,453	610,073	808,145	808,145
Food Safety and Inspection Service.....	3,553,036	3,337,499	3,552,681	3,552,681
Foreign Agricultural Service .....	821,088	556,625	622,695	622,695
Forest Service .....	13,287,819	13,531,864	14,443,473	14,443,473
National Agricultural Statistics Service.....	410,013	432,168	480,248	480,248
National Institute of Food and Agriculture .....	118,940	162,589	165,636	165,636
Natural Resources Conservation Service.....	4,440,379	4,449,404	5,066,764	5,066,764
Office of Budget and Program Analysis.....	29,952	32,111	34,824	34,824
Office of Chief Economist.....	40,921	44,243	49,371	49,371
Office of Civil Rights .....	86,099	91,340	124,429	124,429
Office of Communications .....	29,908	59,680	43,548	43,548
Office of General Counsel .....	145,617	157,126	194,378	194,378
Office of Hearings and Appeals.....	36,246	34,043	37,535	37,535
Office of Homeland Security .....	21,076	12,129	12,449	12,449
Office of Inspector General .....	278,419	204,121	202,193	202,193
Office of Partnerships and Public Engagement .....	11,483	8,518	19,188	19,188
Office of the Chief Financial Officer.....	506,090	508,464	537,941	537,941
Office of the Chief Information Officer.....	649,656	691,699	721,651	721,651
Office of the Secretary .....	224,904	86,434	144,630	144,630
Risk Management Agency.....	160,603	149,255	166,573	166,573
Rural Development.....	2,055,025	2,074,130	2,063,328	2,063,328
<b>Total Departmental Shared Cost Programs.....</b>	<b>40,624,097</b>	<b>40,132,128</b>	<b>42,800,000</b>	<b>42,800,000</b>

**Advisory Committee Liaison Services**

The Office of the Secretary provides guidance and direction to USDA agencies on Advisory Committees and Boards. Costs to support this function and screening/selection of members are reimbursed from agencies to the Office of the Secretary.

**Agency Partnership Outreach**

The program serves as the lead agent for USDA partnership and outreach activities. Includes tasking and reporting authority to direct, coordinate and control all target programs including all components of the Higher Education Initiatives Program, Small Farms and Beginning Farmer/Rancher and youth outreach and integration into workforce diversity 2030, Socially Disadvantaged Producers and Limited Resource Producers, Military Veterans Agricultural Liaison and supporting Veterans Program Office, and, any other such outreach programs the Secretary deems essential to serve the interest of USDA. In 2023, the 1994 Program moved out of Agency Partnership Outreach to the Tribal College Program in the Office of Tribal Relations.

**Diversity, Equity, Inclusion and Accessibility (DEIA)**

The Chief Diversity and Inclusion Office is positioned in the Secretary's Office to ensure high-level strategy, program development, policy coordination, and oversight of diversity, equity, inclusion, and accessibility strategies, and establish the systems and structures for a high performing DEIA mission function for USDA while supporting The White House and the USDA 2022-2026 DEIA Strategic Plan.

**Employee Experience (formerly Human Resources Priority Goals Program/Honor Awards)**

The program creates effective pipelines for attracting, hiring, developing, rewarding, and retaining a diverse and talented workforce that is responsive to and reflective of the agricultural sector and customer. The effort includes active succession management, creating and administering internship opportunities with a particular focus on underserved communities, and further develop the current workforce to meet our USDA mission and advance the

Administration's diversity, equity, inclusion, and accessibility goals. The program will lead efforts to promote sound and strategic human capital policies. Addressing the existing gaps in accountability, monitoring, and oversight for human capital activities will enable USDA to effectively mitigate risks, deficiencies, and reduce liability, while protecting the integrity of the Department's human capital programs and exercised delegated authorities. Includes the Department's highest honor awards program designed to recognize significant accomplishments of USDA employees.

#### **Intertribal Technical Assistance Network**

The program addresses the unique challenges faced by American Indian and Alaskan Native tribal governments, communities and individuals in effectively utilizing USDA programs and services. These challenges require intensive technical assistance and program access improvement through an intertribal coordinated network and coordination with the Department of the Interior/Bureau of Indian Affairs, which also has jurisdiction and authority over Indian lands. Information on all USDA programs will be covered by the technical assistance efforts of staff within the Network. Program efforts will also focus on promoting the Department's Strategic Goals within Indian Country, including Tribal consultation responsibilities, in accordance with government-to-government and trust responsibilities of USDA.

#### **Medical Services**

The program provides basic, extended, and additional care and minor medical assistance in the event of injuries, illnesses, or life-threatening emergencies to government employees and visitors while in or on the grounds of the USDA Headquarters Complex and George Washington Carver Center. Provides preventative health measures such as COVID-19 vaccines, booster shots, flu shots and health screenings to employees in the National Capital Region that lead to a higher quality workforce environment.

#### **National Capital Region Interpreting Services**

Provides interpreting services for USDA agencies in the National Capital Region.

#### **Office of Customer Experience**

The program coordinates Department-wide efforts to improve customer service. This includes: speeding up customer-facing processes using lean management with rapid process improvements; simplifying customer's access to USDA programs; and creating a highly engaged USDA culture where employees are accessible, responsive, courteous, helpful and knowledgeable.

#### **Physical Security**

The program is responsible for the protection of all USDA facilities, personnel, and assets inside the National Capital Region as well as promulgating Department policies, standards, techniques, and procedures in maintaining the security of physical facilities throughout USDA. This is accomplished through the administration of three (3) integrated physical security programs to include: the Facilities Protection Program, HSPD-12 LincPass Program, and ePACS Program, which manages the USDA Enterprise Physical Access Control System. All three of these programs serve to protect all USDA Employees, Contractors, and Visitors at all USDA locations throughout the continental United States, Alaska, Hawaii, and Puerto Rico.

#### **Security Detail**

Provides funding for the Secretary's security detail.

#### **Security Operations**

Provides for USDA Continuity Of Operations Planning (COOP) activities including awareness training, exercises, COOP plan reviews, and operates a secure emergency operations center on a 24/7 basis. The center provides critical communications and coordination systems and provides risk-based security assessments with countermeasure recommendations for all critical infrastructures within USDA agencies.

#### **Talent Group**

The program addresses the workforce development needs in USDA and leads in creating a best-in class learning organization. The Talent Group ensures that USDA employees have training and developmental opportunities to enhance employees' skills, competencies, capabilities, and expand career paths and options for employees to move into upward mobility and leadership roles. The USDA Student Intern program plays a vital role in USDA's strategic workforce planning. It attracts, inspires, and develops college students and entry level professionals. The Talent Group program provides the technological resources that allow data collection, evaluation, and a reporting process to track student intern participant data, demographic data and along with employee development and career status of

interns. Obtaining a clear picture and understanding the long-term success of bringing in students to USDA is critical. A robust portal is needed to be able to better understand the return on investment and to better tell the USDA student intern story.

**TARGET Center**

The TARGET Center is an integral component of the Department’s Reasonable Accommodations interactive process. The program actively participates in the process to assist with recommending reasonable accommodations for qualified employees and applicants with disabilities by providing resources for assistive technologies to ensure equal access to electronic technologies and automated systems. The TARGET Center’s resources are essential to today's employment for individuals with visual, hearing, cognitive, speech, mobility, dexterity, and hidden disabilities. The program also includes the general administration of sign language interpreting services.