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A GUIDE TO UNDERSTANDING THE U.S. DEPARTMENT OF AGRICULTURE



U.S. Department of Agriculture
Office of Personnel

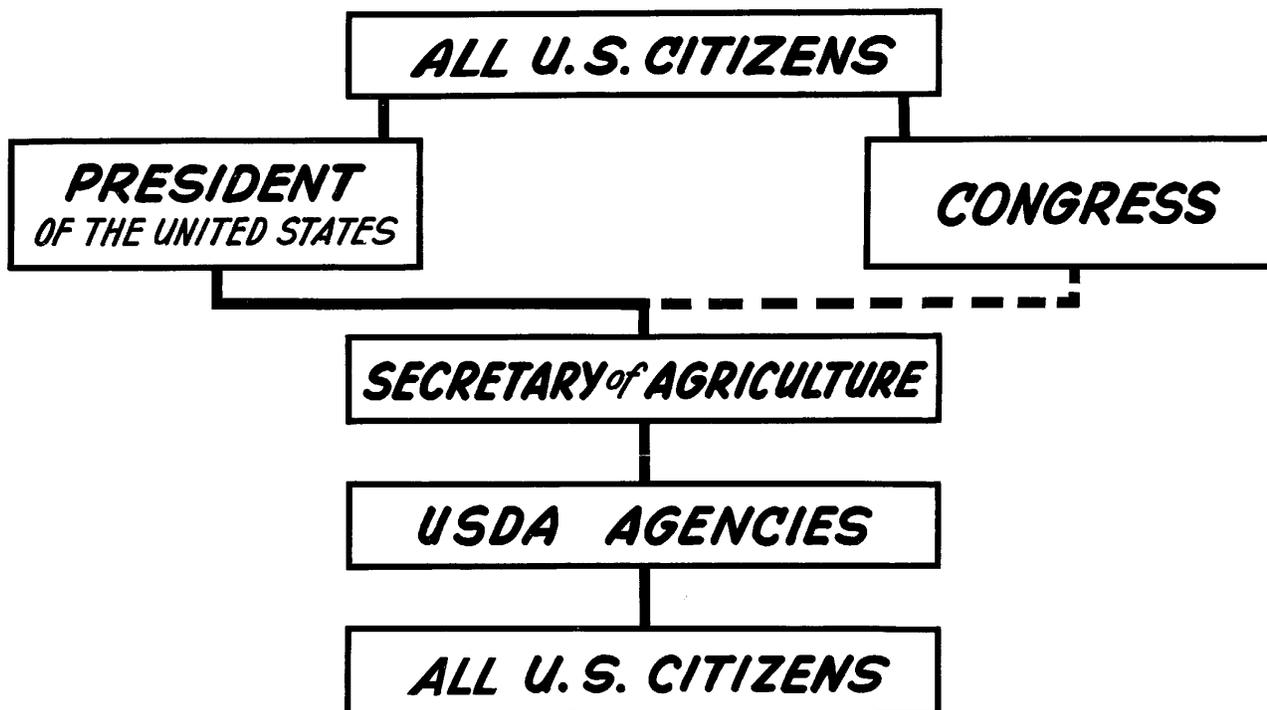
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2025-02-21/2027

EMPLOYEES' PLACE IN USDA PROGRAM



AGRICULTURE'S CENTURY OF PROGRESS

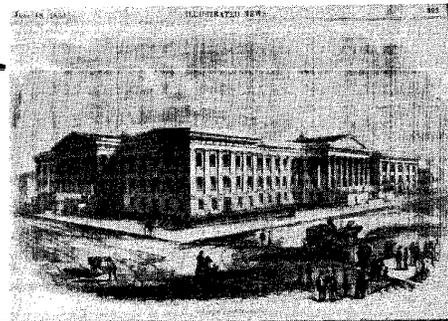
1839



FIRST AGRICULTURE APPROPRIATION
●
AGRICULTURE DIVISION
ESTABLISHED IN PATENT OFFICE
●

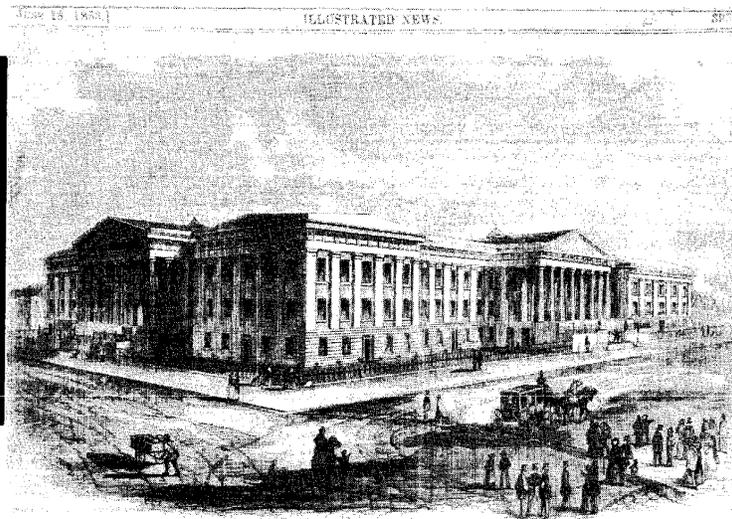
AGRICULTURE DIVISION →

Appropriation \$1,000



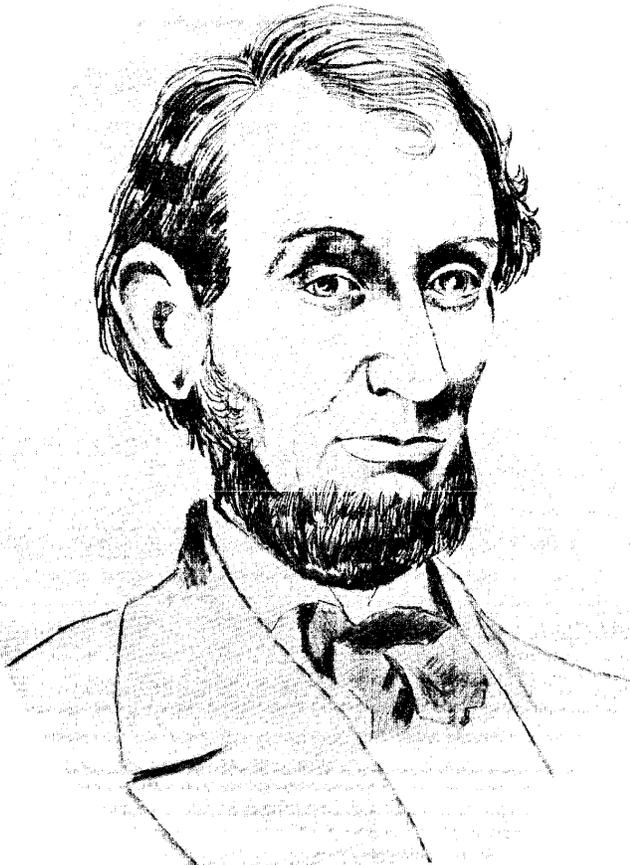
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1849
PATENT OFFICE PLACED IN NEW INTERIOR DEPARTMENT



PATENT OFFICE → INTERIOR DEPARTMENT - SAME BUILDING

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MAY 15, 1862, THE U.S.
DEPARTMENT OF
AGRICULTURE WAS BORN.

Abraham Lincoln approved
an Act creating the U.S.
Department of Agriculture
"To acquire and diffuse among
people of the United States
useful information on subjects
connected with agriculture...."

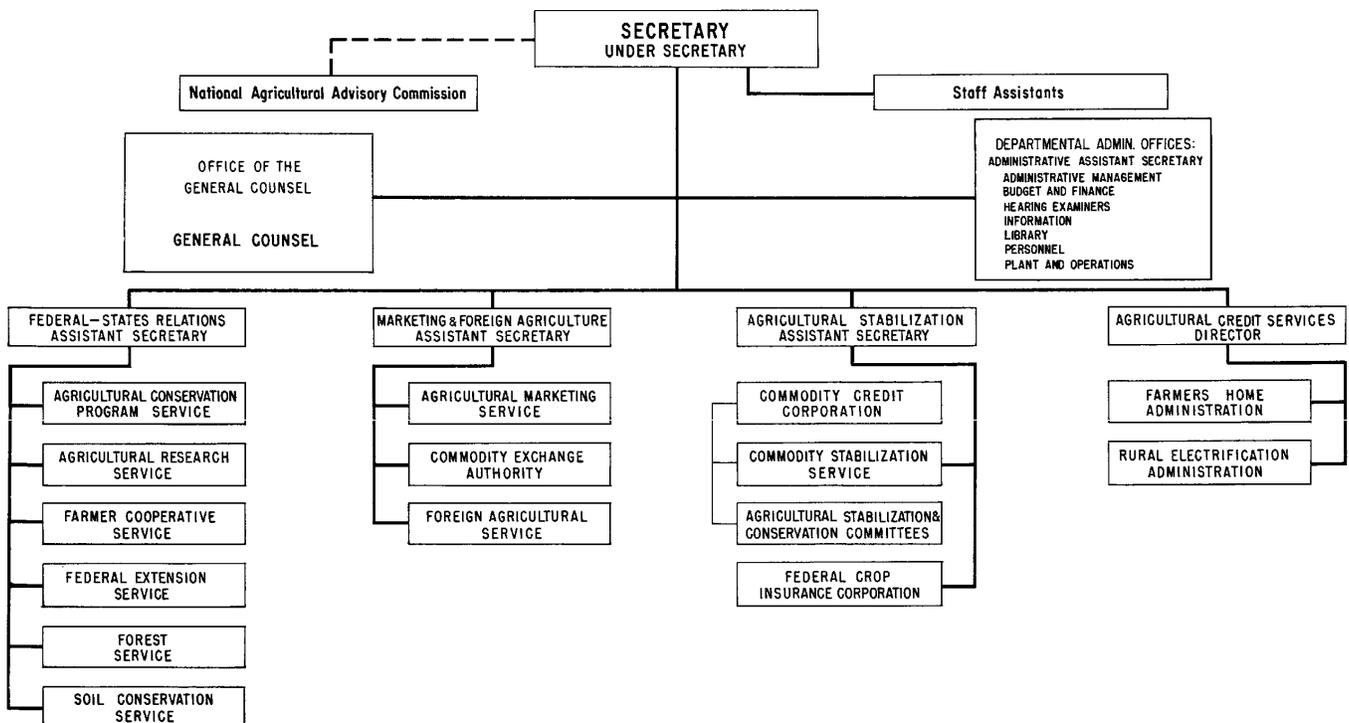
COMMISSIONERS OF AGRICULTURE

<i>Isaac Newton</i>	_____	<i>1862-1867</i>
<i>John W. Stokes</i>	_____	<i>1867-1867</i>
<i>Horace Capron</i>	_____	<i>1867-1871</i>
<i>Frederick Watts</i>	_____	<i>1871-1877</i>
<i>William G. LeDuc</i>	_____	<i>1877-1881</i>
<i>George B. Loring</i>	_____	<i>1881-1885</i>
<i>Norman J. Colman</i>	_____	<i>1885-1889</i>

SECRETARIES OF AGRICULTURE

<i>Norman J. Colman</i>	_____	1889
<i>Jeremiah McL. Rusk</i>	_____	1889 - 93
<i>J. Sterling Morton</i>	_____	1893 - 97
<i>James Wilson</i>	_____	1897 - 1913
<i>David F. Houston</i>	_____	1913 - 20
<i>Edwin T. Meredith</i>	_____	1920 - 21
<i>Henry C. Wallace</i>	_____	1921 - 24
<i>Howard M. Gore</i>	_____	1924 - 25
<i>William M. Jardine</i>	_____	1925 - 29
<i>Arthur M. Hyde</i>	_____	1929 - 33
<i>Henry A. Wallace</i>	_____	1933 - 40
<i>Claude R. Wickard</i>	_____	1940 - 45
<i>Clinton P. Anderson</i>	_____	1945 - 48
<i>Charles F. Brannan</i>	_____	1948 - 53
<i>Ezra Taft Benson</i>	_____	1953 -

UNITED STATES DEPARTMENT OF AGRICULTURE



OFFICE OF THE GENERAL COUNSEL

PROVIDES LEGAL ADVICE and SERVICE AS AN AID TO ADMINISTRATION and ENFORCEMENT OF DEPARTMENT PROGRAMS

1. *Legal opinions*

2. *Contracts, titles, conveyances, patents and claims*

3. *Administrative rule making and Adjudication*

4. *Counsel for Commodity Credit Corporation and Federal Crop Insurance Corporation*

5. *Litigation*

OFFICE OF ADMINISTRATIVE MANAGEMENT

GIVES POLICY GUIDANCE AND GENERAL DIRECTION TO
IMPROVE ORGANIZATION, WORK METHODS, AND MANAGEMENT IN USDA

- 1. Management Improvement**
- 2. Organization**
- 3. Administrative Issuances**
- 4. Paperwork Management**
 - Correspondence
 - Forms
 - Records
 - Reports
- 5. Committee Management**
- 6. Assigned Projects on Special Problems**

OFFICE OF BUDGET AND FINANCE

DIRECTS, COORDINATES, and SUPERVISES the BUDGETARY
and FINANCIAL AFFAIRS of the DEPARTMENT

1. Budgetary administration
2. Accounting and fiscal
3. Financial reporting
4. Internal Audit
5. Fiscal management
6. Legislative Review
and Reporting

OFFICE OF INFORMATION

Develops, Plans, and Executes the Department's Information Policies and Programs.

1. CURRENT INFORMATION

PRESS SERVICE
RADIO
T.V.
SPECIAL REPORTS

2. PUBLICATIONS

CLEARANCE
PRINTING
DISTRIBUTION

3. VISUAL INFORMATION

MOTION PICTURE SERVICE
ART AND GRAPHICS
PHOTOGRAPHY
EXHIBITS

USDA LIBRARY

1. COLLECTS AND ORGANIZES THE LITERATURE OF AGRICULTURE AND THE RELATED SCIENCES OF THE WORLD.

2. DISSEMINATES THIS KNOWLEDGE THROUGH :

Exchange of USDA Publications with most foreign countries.

Bibliographies and indexes.

Reference service and loans of publications.

Photoprints and microfilms.

OFFICE OF PERSONNEL

PLANS AND DIRECTS THE PERSONNEL PROGRAM OF USDA

I. Provides Leadership in :

- a. Recruitment, Placement, Promotions, Reassignments, Safety, Classification, Training, Pay, Retirement, and Personnel Legislation.
- b. Employee Services -- Incentive Awards, Welfare and Benefits, Insurance, Leave, and Health.

II. Performs Personnel Operations Relating to:

- a. Review of Agency Personnel Programs.
- b. Personnel Security and Misconduct Matters.
- c. Employee Grievances and Appeals.
- d. Key Personnel Actions.

OFFICE OF PLANT AND OPERATIONS

DIRECTS, COORDINATES, AND SUPERVISES THE OVER-ALL
MANAGEMENT OF THE DEPARTMENT'S OPERATING SERVICES:

1. REAL ESTATE AND SPACE MANAGEMENT
2. PROCUREMENT AND PROPERTY MANAGEMENT
3. SERVICE OPERATIONS :
 - COMMUNICATIONS
 - REPRODUCTION
 - SUPPLIES

AGRICULTURAL CONSERVATION PROGRAM SERVICE

DEVELOPS THE NATIONAL AGRICULTURAL CONSERVATION PROGRAM

WHICH...

HELPS FARMERS AND RANCHERS DO
NEEDED CONSERVATION WORK,

BY SHARING COSTS OF PRACTICES THAT
PROTECT AGRICULTURAL LAND AND WATER
RESOURCES NEEDED IN THE PUBLIC INTEREST.

AGRICULTURAL RESEARCH SERVICE

- COORDINATES DEPARTMENT RESEARCH ACTIVITIES.
- CONDUCTS RESEARCH ON PRODUCTION AND UTILIZATION OF FARM COMMODITIES AND ON HOME ECONOMICS.
- CARRIES OUT A FEDERAL MEAT INSPECTION PROGRAM, AND PROGRAMS TO CONTROL AND ERADICATE PLANT AND ANIMAL DISEASES AND PESTS.
- ADMINISTERS FEDERAL GRANT FUNDS FOR RESEARCH IN STATE EXPERIMENT STATIONS.

FARMER COOPERATIVE SERVICE

HELPS FARMERS BUILD AND OPERATE SELF-HELP BUSINESS ORGANIZATIONS THROUGH:

1. RESEARCH..... TO DETERMINE HOW FARMER COOPERATIVES CAN BE ORGANIZED AND OPERATED MOST EFFECTIVELY.
2. EDUCATION..... TO FURTHER KNOWLEDGE IN COOPERATIVE PRINCIPLES AND PRACTICES.
3. ADVISORY SERVICE.. TO HELP SOLVE SPECIFIC PROBLEMS OF COOPERATIVES.

FEDERAL EXTENSION SERVICE

Provides Leadership and Coordination of Educational Activities of the Department

IN COOPERATION WITH

STATE EXTENSION SERVICES

Which Work Through :

1. COUNTY AGENTS
2. HOME DEMONSTRATION AGENTS
3. 4-H CLUB AGENTS

FOREST SERVICE

- MANAGES 181 MILLION ACRES OF NATIONAL FORESTS FOR MULTIPLE USE.
- CONDUCTS RESEARCH IN FOREST, RANGE, AND WATERSHED MANAGEMENT AND IN FOREST PRODUCTS UTILIZATION.
- COOPERATES WITH THE STATES AND PRIVATE LAND OWNERS IN THE DEVELOPMENT AND WISE USE OF FOREST LANDS.

SOIL CONSERVATION SERVICE

ADMINISTERS PROGRAMS TO CONSERVE SOIL AND WATER RESOURCES

Through :

1. TECHNICAL ASSISTANCE TO FARMERS AND RANCHERS IN SOIL CONSERVATION DISTRICTS.
2. TECHNICAL AND FINANCIAL ASSISTANCE FOR WATERSHED PROTECTION AND FLOOD PREVENTION.
3. THE NATIONAL COOPERATIVE SOIL SURVEY.
4. THE GREAT PLAINS CONSERVATION PROGRAM.
5. SNOW SURVEY AND WATER FORECASTING IN WESTERN STATES.

AGRICULTURAL MARKETING SERVICES

CONDUCTS RESEARCH, PROVIDES MARKETING SERVICES,
AND MAKES ECONOMIC AND STATISTICAL ANALYSES.

1. RESEARCH -- to improve marketing of farm products
2. MARKETING SERVICES --
Market News, Grading, and Inspection
Food Distribution Programs -- School Lunch, Special Milk, Plentiful Foods, and
Direct Distribution
Marketing Orders and Regulatory Acts.
3. ECONOMIC AND STATISTICAL REPORTS
Current Farm Outlook Analyses
Statistics on Farm Production, Supplies, and Prices

COMMODITY EXCHANGE AUTHORITY

REGULATES AND SUPERVISES FUTURES TRADING ON COMMODITY EXCHANGES TO:

1. MAINTAIN FAIR TRADING PRACTICES.
2. CURB PRICE MANIPULATION AND ABUSES.
3. PROTECT CUSTOMERS' FUNDS AGAINST IMPROPER BROKERAGE PRACTICES.
4. ASSURE PRODUCER COOPERATIVES OF MEMBERSHIP PRIVILEGES ON COMMODITY EXCHANGES.

FOREIGN AGRICULTURAL SERVICE

ADMINISTERS USDA ACTIVITIES RELATING TO FOREIGN
AGRICULTURAL COMPETITION, PRODUCTION, AND TRADE.

1. Conducts programs to develop and expand foreign markets for U.S. farm products.
2. Analyzes and reports on foreign agricultural situations and developments.
3. Represents USDA in foreign areas.

COMMODITY STABILIZATION SERVICE

ADMINISTERS

1. ACREAGE ALLOTMENTS AND MARKETING QUOTAS, SOIL BANK PROGRAM, PRICE SUPPORTS.
2. MANAGEMENT, SHIPPING, STORAGE, AND DISPOSAL OF SURPLUSES BY DOMESTIC AND FOREIGN SALES, BARTER, TRANSFERS, AND DONATIONS.
3. SUGAR ACT, INTERNATIONAL WHEAT AGREEMENT, DISASTER LIVESTOCK FEED PROGRAMS
4. AGRICULTURAL CIVIL DEFENSE AND DEFENSE MOBILIZATION ACTIVITIES AS ASSIGNED

(CSS PERSONNEL AND FACILITIES ARE UTILIZED IN THE OPERATIONS OF THE COMMODITY CREDIT CORPORATION.)

FEDERAL CROP INSURANCE CORPORATION

On experimental basis, PROVIDES INSURANCE PROTECTION of farmers' crop investments against loss due to weather, insects, and plant disease :

1. DEVELOPS INSURANCE POLICIES
2. ESTABLISHES COVERAGES AND RATES
3. SELLS INSURANCE TO FARMERS
4. DETERMINES PROTECTION AND PREMIUMS
5. ADJUSTS LOSSES
6. PAYS INDEMNITIES

FARMERS HOME ADMINISTRATION

PROVIDES CREDIT AND MANAGEMENT AID
TO ELIGIBLE FAMILY-TYPE FARMERS, ENABLING THEM
TO ESTABLISH SOUND FARMING ENTERPRISES

Through Loans For :

- FARM AND HOME OPERATIONS
- FARM HOUSING
- FARM OWNERSHIP
- EMERGENCIES
- SOIL AND WATER CONSERVATION

RURAL ELECTRIFICATION ADMINISTRATION

HELPS RURAL PEOPLE OBTAIN ELECTRIC AND
TELEPHONE SERVICES BY MAKING LONG-TERM LOANS TO:

1. FARMER-OWNED COOPERATIVES AND
OTHER POWER SUPPLIERS TO BUILD
RURAL ELECTRIC SYSTEMS.
2. INDEPENDENT COMPANIES AND
COOPERATIVES TO EXTEND AND IMPROVE
RURAL TELEPHONE SERVICE.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
 CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	for DD/S		6/11
2	General Coun		6/14
3	for DD/S		6/15
4			
5			6/16/60
6	ERIC-FILE		

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Larry -
 I thought you
 might like to have
 this.

2-3 notes of same.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Asst. to the DCT	6/2/60

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