

(2) Identifying recruitment needs, intermediate and long-range, and forecasting needs for specialized occupational expertise.

(3) Developing and maintaining a database to identify appropriate external sources of personnel and expertise.

(4) Developing strategies and plans for recruitment.

(5) Conducting recruitment activities independently and with program personnel.

(6) Establishing and maintaining a system for evaluating the recruitment process and its results.

(7) Identifying and developing options within APHIS for career movement.

(8) Devising mechanisms for enabling employees to choose and pursue alternative career paths.

(b) *Management, Technical Training, and Development.* (1) Developing and recommending supervisory and management development programs.

(2) Developing and managing selection processes for entry to supervisory and management development programs.

(3) Designing, developing, and delivering, or arranging for delivery of training and development experience for all employees.

(4) Working with senior executives to identify and carry out opportunities for growth in leadership skills.

(5) Developing and administering a system for evaluating the effectiveness of participant selections and programs.

(6) Recommending improvement of management practices to promote and enhance the payoff of management training and development.

(c) *Professional Development Center.* (1) Designing, processing, and working with supervisors and managers to implement processes to identify training and development needs of employees carrying out plant health programs and related biological support activities.

(2) Designing and developing instructional programs for employees engaged in carrying out plant health programs, nationally and internationally.

(3) Delivering and arranging for others to deliver courses and developmental assignments, and evaluating those

programs to determine their effectiveness and any need for change.

(4) Developing and keeping up-to-date operational models for use in training programs and by line program personnel.

(d) *Professional Development Coordination and Planning.* (1) Developing the basic concepts, procedures, guidelines, and models for packaging a complete scientific instructional course.

(2) Working with universities and professional education organizations to provide development opportunities for technical and professional employees.

(3) Identifying and evaluating employee development needs of technical and professional employees.

(4) Designing, developing, and delivering courses and seminars to prepare employees to effectively carry out animal health and animal care programs.

(5) Developing and maintaining an automated job information and skill/interest bank system.

(6) Revising and updating the veterinary accreditation education model as required.

#### §371.11 Legislative and Public Affairs.

The units of Public Information, Executive Correspondence, Legislative Services, and Media Services, under the administrative direction of the Administrator and the functional and technical direction of the Director, LPA, are responsible for:

(a) *Public Information.* (1) Providing leadership in planning, developing, and implementing information programs for animal health, veterinary biologics, animal welfare, biotechnology, animal damage control, plant protection and agricultural quarantine inspection, and regulatory enforcement activities of APHIS.

(2) Coordinating staff emergency activities, with input from other staff groups, providing on-site and headquarters information support to the Regional Emergency Animal Disease Eradication Organization (READEO) and the Preparedness for Emergency Plant Pest Actions (PEPPA) task force and other emergency operations.

(3) Preparing and issuing press releases, background statements, special reports and other informational material to the general public and special

groups in agriculture and other affected industries.

(4) Maintaining contact with general and trade media for release of immediate and complete information regarding agency programs and policies.

(5) Drafting and distributing information to the public, through the Office of Governmental and Public Affairs of the Department.

(6) Conducting public information programs in support of cooperative international pest and disease eradication campaigns carried out in foreign countries.

(7) Preparing and issuing news releases, magazine articles, background statements, special reports, and other informational materials to the public, press, and others in agriculture, government, and industry in the United States and foreign countries.

(8) Collaborating, as appropriate, with foreign officials, the United States Information Agency, U.S. Agricultural Counselors and Attaches, and other governmental and private organizations and individuals in the planning and conduct of assigned educational activities associated with APHIS cooperative programs in foreign countries.

(9) Preparing major speeches, background statements, special reports and other materials required by APHIS and Departmental officials concerning USDA's international activities.

(10) Advising and training foreign personnel in public information techniques, either on site in foreign countries, or at headquarters. Cooperating with international organizations, such as FAO and the Interamerican Institute for Cooperation in Agriculture, to conduct feasibility studies of public information aspects of proposed agricultural programs, to evaluate existing public information capabilities, and to propose improvements, if needed.

(b) *Executive Correspondence.* (1) Coordinating all agency activities in carrying out the Freedom of Information and Privacy Acts. Making all initial determinations to deny information requested under the FOIA. Ensuring that files coming within the scope of the Privacy Act are properly identified, used, and safeguarded.

(2) Writing, tracking, and preparing all Departmentally controlled cor-

respondence, Congressional correspondence, and other high-priority correspondence, as determined by the Administrator.

(3) Preparing timely and responsive replies to written inquiries by identifying accurate sources of information, determining agency actions necessary, tailoring responses to the interests of the recipient, ensuring that they adhere to APHIS policies and are consistent with other responses, and securing the corroboration of appropriate agency officials.

(4) Preparing reports on legislation as requested by Congressional staffs or committees and monitoring "The Congressional Record" for items of interest to APHIS.

(5) Providing editorial assistance to staffs in the preparation of speeches, briefings, regulations, procedural manuals, articles for publication, and standard replies to recurring questions posed by correspondence answered at the program level.

(6) Preparing speeches and briefings for top Department and agency officials and also Congressional testimony support material for agency witnesses for Congressional hearings.

(7) Analyzing proposed legislation to determine its impact on APHIS programs and preparing legislative reports when requested by Congress.

(c) *Legislative Services.* (1) Advising and assisting the Administrator and other agency officials on all matters relating to agency legislative affairs.

(2) Preparing legislative proposals in connection with APHIS programs and responsibilities, based on recommendations from program officials.

(3) Analyzing proposed legislation to determine its impact on APHIS programs and preparing legislative reports when requested by Congress.

(4) Establishing and maintaining liaison with Members of Congress, various Congressional committees and subcommittees, and their staffs on all matters pertaining to the legislative affairs of APHIS. This includes responding to Congressional telephone inquiries and tracking, monitoring, and reporting on pertinent legislation and hearings.

(5) Managing and providing reports on various advisory committees.

(d) *Media Services.* (1) Designing, producing, and/or coordinating production of graphic design, photographic and video-related materials.

(2) Conducting pre-printing policy, editorial, and graphic design reviews of manuscripts for outside publication.

(3) Conducting media relations and legislative affairs training.

(4) Planning, developing, and maintaining agency-wide internal communication systems.

(5) Monitoring APHIS issues in the media.

**§ 371.12 Science and Technology.**

The units of the National Veterinary Services Laboratories, the Denver Wildlife Research Center, the Plant Methods Development Center, and the National Monitoring and Residue Analysis Laboratory, under the administrative direction of the Administrator and the functional and technical direction of the Director, S&T, are responsible for:

(a) *National Veterinary Services Laboratories.* (1) Participating with the Director, S&T, and the Deputy Administrator, VS, in the overall planning and formulation of all policies, programs, and activities of Animal Health Programs as they affect laboratory and testing services.

(2) Planning, providing leadership, coordinating, and conducting a laboratory support and diagnostic services program to animal disease control and eradication programs; and a laboratory support program to the biologics program regulating the production and marketing of veterinary biologics in interstate and international commerce.

(3) Providing other laboratory support as appropriate to other APHIS organizations.

(b) *Denver Wildlife Research Center.* (1) Developing or adapting existing techniques to resolve animal damage and nuisance problems effective and economically with minimal risks to humans and the environment.

(2) Conducting studies in biology, ecology, and behavior as required for development of control methods.

(3) Evaluating the impact of new or existing damage control methods on target species and on the environment.

(4) Providing data as required for the registration and for the maintenance of registrations of control materials and devices.

(5) Assisting the Deputy Administrator for ADC and the ADC Operational Support unit in ADC operational control practices and in developing and reviewing technical training and certification programs.

(6) Consulting with the interested public, ADC operational programs staffs, and others as required to ensure that the research program is designed to meet operational program needs.

(7) Maintaining a current reference library specializing in animal damage and nuisance control.

(c) *Plant Methods Development Center.* (1) Participating with the Director, S&T, and the Deputy Administrator, PPQ, in the overall planning and formulation of all policies, programs, and activities of APHIS as they relate to methods development initiatives.

(2) Planning, providing leadership, and administering the development of methods and procedures and providing scientific and technical support for APHIS programs and activities, especially as they relate to plant pest control (including biological control) and quarantine operations.

(3) Supervising, directing, coordinating, and integrating activities of methods development centers.

(4) Developing new and improved techniques and methods for managing agricultural pests and for making decisions in agricultural production.

(5) Developing new techniques that provide operational evaluation of biological control organisms in field use.

(6) Developing new techniques for quarantine and commodity treatments and insect and disease survey and detection.

(7) Directing, coordinating, and developing new technologies that include pesticide efficacy, bioassay, and biological control as needed to support APHIS program goals.

(d) *National Monitoring and Residue Analysis Laboratory.* (1) Participating with the Director, S&T, in the overall planning and formulation of all policies, programs, and activities of S&T.