

(g) *Equal Opportunity Counseling.* (1) Participating with the Deputy Administrator for M&B in the overall formulation of administrative policies and programs.

(2) Developing and maintaining a comprehensive Equal Employment Opportunity Counselor Program and complaint processing and adjudication program designed to prevent prohibited discrimination and to attempt settlement of complaints based on race, color, religion, sex, national origin, age, marital status, and physical and mental handicaps for employees and applicants for employment.

(h) *Field Servicing Office.* (1) Participating with the Deputy Administrator for M&B in the overall formulation of personnel, financial and administrative services policies and programs for APHIS, FGIS, ACS, P&SA, and OT.

(2) Within the provisions of applicable policies, procedures and laws, providing personnel, financial and administrative services to personnel in AMS, APHIS, FGIS, ACS, P&SA, and OT.

(3) Participating in planned management reviews. Providing assistance and advice to program officials and supervisory personnel concerning personnel, financial, and administrative problems. Providing guidance on the implementation of policies, procedures, and regulations.

§371.6 Animal Damage Control.

The ADC Operational Support unit and the ADC Regional offices, under the administrative direction of the Administrator and the functional and technical direction of the Deputy Administrator, ADC, are responsible for:

(a) *ADC Operational Support.* (1) Coordinating the development of annual operational plans for national program activities that are compatible with APHIS and ADC strategic long-range plans.

(2) Developing and maintaining an ADC operating policy manual for use at State and local levels.

(3) Participating in program evaluations of field activities. Assuring that identified deficiencies are corrected in an appropriate and timely manner.

(4) Developing and maintaining ADC programmatic data systems. Working with ADC Regional Directors and other

APHIS units to ensure that the data base meets field and headquarters data needs.

(5) Preparing briefing and issue papers involving ADC activities. Ensuring that appropriate solutions to field problems are attained.

(6) Preparing routine correspondence on ADC activities requiring signature by the Deputy Administrator for ADC or the APHIS Administrator. Participating with Regional and State Directors in obtaining appropriate information for this correspondence.

(7) Coordinating technical and non-technical training activities of ADC headquarters and field units. Facilitating the identification of training needs.

(8) Obtaining information and preparing routine reports regarding operational activities.

(9) Identifying research and methods development needs of field operations units.

(10) Identifying, analyzing, and resolving operational needs associated with pesticide registration and use, both nationally and within a State.

(11) Coordinating environmental issues related to operational activities; collecting and assembling data required for environmental documents as requested; ensuring compliance with environmental policy in carrying out operational activities; and ensuring that an ongoing monitoring program is in place to assess the impact of operational activities on the environment.

(12) Acting as liaison with internal and external organizations regarding ADC program operations.

(13) Providing representation and liaison with all industry groups and other agencies having an interest in wildlife management issues related to ADC operational program activities.

(14) Providing committee representation to all agency, intra-agency, and industry groups on issues involving national and State ADC operational activities. Representing the Deputy Administrator on committees involving ADC operational issues and interests.

(15) Identifying, analyzing, and resolving all national and State issues requiring technical policy interpretation.

(16) Developing, reviewing, and approving publications and presentations

about national and State operational activities involving headquarters, regional, and State personnel.

(17) Determining national and States' needs relative to ADC public education and information program activities. Acting on these needs by establishing priorities and ensuring that these needs are met through assisting in the development of appropriate information documents and by coordinating with other units in APHIS with specific public information responsibilities.

(b) *ADC Eastern Regional Office.* (1) Managing Federal-cooperative ADC programs in the Eastern Region, comprised of 31 Eastern States and the District of Columbia. Through supervision of the State Directors, ensuring that all program activities in the Eastern Region are conducted in accordance with applicable laws, regulations, and policies.

(2) Assisting in providing administrative direction to ADC programs in the Eastern Region.

(3) Advising the Deputy Administrator, ADC, and other agency officials on policies, programs, and resources needed to manage vertebrate animal conflicts with agriculture, industry, natural resources, public health and safety, and other human activities.

(4) Providing recommendations for research needed to develop or improve techniques for the control of wildlife damage and nuisance problems.

(5) Assisting the Deputy Administrator, ADC, in initiating, evaluating, and improving Federal-cooperative ADC programs in the Eastern Region.

(6) Managing resources allocated to the Eastern Region.

(c) *ADC Western Regional Office.* (1) Managing Federal-cooperative ADC programs in the ADC Western Region, comprised of 19 Western States. Through supervision of the State Directors, ensuring that all program activities in the Western Region are conducted in accordance with applicable law, regulations, and policies.

(2) Assisting in providing administrative direction to ADC programs in each Western State.

(3) Advising the Deputy Administrator and other agency officials on policies, programs, and resources need-

ed to manage vertebrate animal conflicts with agriculture, industry, natural resources, public health and safety, and other human activities.

(4) Providing recommendations for research needed to develop or improve techniques for the control of wildlife damage and nuisance problems.

(5) Assisting the Deputy Administrator, ADC, in initiating, evaluating, and improving Federal-cooperative ADC programs in the Western Region.

(6) Managing resources allocated to the Western States.

(7) Managing aircraft operations for the aerial hunting activities carried out in the Western States.

(8) Managing the activities of the Pocatello Supply Depot, which procures or manufactures control materials and devices used nation-wide, maintaining quality control of these items, and assisting in the preparation of labels for registered products.

§ 371.7 Regulatory Enforcement and Animal Care.

The units of REAC, under the administrative direction of the Administrator and the functional and technical direction of the Deputy Administrator, REAC, are responsible for:

(a) *Regulatory enforcement.* (1) Supervising and conducting investigations of alleged violations of the Code of Federal Regulations and applicable laws.

(2) Coordinating field enforcement activities with VS and PPQ field offices at the State and regional level and with other Federal, State, and local law enforcement agencies.

(3) Meeting with industry groups, State and local authorities, and other organizations to explain and discuss the APHIS regulatory enforcement program.

(4) Developing procedural guidelines for the conduct of APHIS field enforcement activities.

(5) Maintaining liaison and coordination among program line and staff entities, OGC, OIG, the USDA Hearing Clerk, and other organizations that may be involved in the enforcement of regulations.

(6) Reviewing investigative case reports and determining appropriate disposition.