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(2) Planning, providing leadership, coordinating, and conducting PPQ regional programs and activities to protect the Nation's agriculture from harmful plant pests and diseases, and preventing the entry of these plant pests and diseases and animal diseases into the United States or their spread in foreign commerce. (Activities relating to animal diseases are concerned with import and export of animal products and byproducts).

(3) Developing and maintaining cooperative relationships and programs with other Federal agencies, State and local governments, and industry with regard to plant protection activities and programs designed to protect farm crops and other valued plant life from harmful insects, nematodes, diseases, and weeds.

§ 371.4 Veterinary Services.

The VS Operational Support unit and the four VS regional offices, under the administrative direction of the Administrator and the functional and technical direction of the Deputy Administrator, VS, are responsible as follows:

(a) *VS Operational Support.* (1) Participating with the Deputy Administrator, VS, in the overall planning and formulation of policies, programs, and activities of VS within the APHIS framework.

(2) Directing, coordinating, and integrating the activities of subordinate staffs that provide operational support, guidance, and planning to field programs involving the detection, control, and/or eradication of animal diseases and parasites, and involving the enforcement of quarantines governing the importation and exportation of live animals, animal semen, and eggs.

(3) Monitoring and evaluating ongoing programs to ensure that they are effective, efficient, and in compliance with laws, regulations, and policies.

(4) Providing technical guidance, advice, and information in support of field operations units and personnel.

(5) Coordinating and monitoring VS import and export programs.

(6) Negotiating animal health protocols with foreign countries to facilitate the export of United States livestock.

(7) Cooperating with other APHIS organizations and other Federal and pri-

vate agencies in developing plans, programs, and procedures to protect the nation's livestock and poultry resources.

(8) Maintaining close liaison and cooperative relationships with other APHIS organizations, the Agricultural Research Service, other Federal and private agencies, and colleges and universities involved in research and development activities relating to the control and eradication of animal diseases and other programs relating to VS objectives and missions.

(b) *VS Regional Offices.* (1) Participating with the Deputy Administrator, VS, in the overall planning and formulation of all policies, programs, and activities of VS.

(2) Planning, providing leadership, and coordinating VS programs and activities within the Region (comprising several States) to protect the health of livestock, poultry, and other valued animal life through the detection, control and/or eradication of animal diseases and parasites and through the enforcement of quarantines governing the importation and exportation of live animals, animal semen, eggs, and other live animal tissues and specimens.

(3) Supervising, directing, coordinating, and integrating the activities of subordinate Area Offices that are responsible for the conduct of Federal and multi-State cooperative programs.

§ 371.5 Management and Budget.

The Budget and Accounting Division, Human Resources Division, Administrative Services Division, Information Systems and Communications Division, Resource Management Systems and Evaluation Staff, Equal Opportunity and Civil Rights Staff, Equal Opportunity Counseling, and the Field Servicing Office, under the direction of the Deputy Administrator for Management and Budget, are responsible as follows:

(a) *Budget and Accounting Division.* (1) Participating with the Deputy Administrator for M&B in the overall formulation of all administrative management policies, programs, and activities for APHIS, ACS, and OT.

(2) Planning, providing staff leadership and administering the budget and

related programs and the fiscal and related management programs necessary to meet the requirements of program and administrative activities in APHIS, ACS, and OT.

(3) Assisting in formulating current and long-range policies and programs relating to APHIS, ACS, and OT budget and multi-year programs and financial plans and coordinating the development of the documentation of these programs and plans.

(4) Assisting in developing the accounting and related financial systems necessary for APHIS, ACS, and OT. Developing procedures and instructions to implement the systems, and maintaining these systems.

(5) Planning and providing for the selection, documentation, negotiation, and implementation of cooperative agreements.

(b) *Human Resources Division.* (1) Participating with the Deputy Administrator for M&B in the overall formulation of all administrative management policies, programs, and activities for APHIS, FGIS, ACS, P&SA, and OT.

(2) Planning for and providing staff leadership and assistance to managers and program leaders of APHIS, FGIS, ACS, P&SA, and OT in the areas of organization, position management, performance appraisal, position classification, salary and wage administration, placement, employee relations, and labor management relations.

(3) Providing leadership in the development of personnel policy for recruitment, employee development, training, and the Foreign Service Personnel System.

(4) Leading and coordinating personnel management review and evaluation activities throughout APHIS to ensure that personnel management programs are effective, efficient, and in compliance with laws, regulations, and policy.

(5) Providing certain operating personnel services for APHIS, FGIS, ACS, P&SA, OT, and AMS, was agreed upon by APHIS and each of the other Agencies.

(6) Developing, implementing, and maintaining a career management initiative and organizational development program.

(c) *Administrative Services Division.* (1) Participating with the Deputy Administrator for M&B in the overall formulation of all administrative management policies, programs, and activities for APHIS, FGIS, ACS, P&SA, OT, and AMS.

(2) Planning for and providing staff leadership and operating administrative services and assistance to managers and supervisors in: Real and personal property management and utilization; procurement of supplies, equipment, and services through competitive and noncompetitive procedures or from established contract sources; safety, health and environmental concerns; development and control of forms and reports; records security; printing and distribution; mail and shuttle service; and directives management. Providing overall direction and coordination for the design and construction of facilities.

(d) *Information Systems and Communications Division.* (1) Participating with the Deputy Administrator for M&B in the overall formulation of information resources management policies and programs in support of APHIS programs.

(2) Planning, directing, and conducting studies to determine the feasibility of applying automated data systems and techniques to agency operations. Determining the advantages of using automated systems and processing in terms of economic and other considerations.

(3) Developing and designing automated data systems, standards, and new and improved methods and techniques for translation into basic program structures relative to systems analysis, computer programming and equipment utilization and capabilities. Assisting agency managers in determining informational requirements. Analyzing types and volume of data involved, cost of present methods and cost and advantages of applying electronic data processing.

(4) Developing computer programs to meet objectives of specific programs and projects, including all levels of electronic data processing documentation and the testing or "debugging" of machine programs. Designing procedures and advising in the development

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of source documents to facilitate the conversion of data from source documents to machine media.

(5) Reviewing and evaluating existing systems and computer programs and implementing improvements.

(6) Planning, managing and/or coordinating agency policies, methods, and procedures for telecommunications, records management, micrographics and correspondence management.

(e) *Resource Management Systems and Evaluation Staff.* (1) Participating with the Deputy Administrator for M&B in the overall formulation of administrative and management policies, programs, and activities of APHIS.

(2) Developing, implementing, coordinating, and directing a Resource Management Evaluation System, including on-site reviews of domestic and international programs, with the objective of determining the use of resources in terms of efficiency, effectiveness, and compliance with appropriate laws, rules, regulations, and agreements. Assessing delivery of administrative services to APHIS programs to determine their impact on program mission accomplishment.

(3) Collecting, analyzing, evaluating, and reviewing management information and data, including critical incidents, to assist management in formulating current and long-range policies, procedures, and systems and providing staff assistance to the Deputy Administrator in the management of OIG and GAO liaison activities and the analysis of OIG and GAO reports.

(4) Carrying out these and related projects or studies with the assistance of functional or program specialists from other organizations in order to assure adequate staffing, a proper mix of expertise, and acceptance of work products.

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

(2) Providing leadership in the overall development and planning of all policies, programs, and activities of equal employment opportunity.

(3) Developing and implementing Equal Employment Opportunity (EEO)

plans of action for APHIS, FGIS, ACS, P&SA, and OT.

(4) Establishing statistical information systems and reporting procedures for agency accomplishments.

(5) Representing the agency in negotiations and at meetings on EEO, both within and outside the Department.

(6) Establishing guidelines for EEO action plans. Evaluating and approving EEO action plans prior to their implementation.

(7) Examining programs to ensure that programs or interpretations of programs tending to discriminate are eliminated. Reviewing current and proposed legislation and recommending changes to remove any discriminatory elements.

(8) Coordinating civil rights programs.

(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.