

■ Departmental Administration

Civil Rights

The Office of Civil Rights provides overall leadership, oversight, direction, and coordination for USDA civil rights and equal employment opportunity programs. The goal of this office is to ensure equal opportunity for women, minorities, and persons with disabilities in the work force, and to ensure equal opportunity in the delivery of USDA programs and services to all customers without regard to race, sex, national origin, disability, and other protected bases dependent upon certain programs and activities.

This office is responsible for ensuring program delivery compliance and evaluation of USDA Agency programs and activities for civil rights concerns. This office has full responsibility for investigation, adjudication, and resolution of complaints of discrimination arising out of USDA employment activities or in the context of conducted or assisted programs, including complaints made by USDA employees, applicants for employment, and USDA program participants and customers.

The Office of Civil Rights proactively promotes civil rights at USDA, provides guidance and oversight to USDA agencies, and conducts compliance reviews and audits to ensure enforcement of all applicable civil rights laws, rules, and regulations.

Office of Human Resources Management

The Office of Human Resources Management, in Departmental Administration, provides leadership, consultation, policy, analysis, and coordination throughout the Department in the areas of human resource management, as well as safety and health management.

Table 5-1.

USDA staff year history

<i>Year</i>	<i>Number of USDA employees*</i>	<i>Year</i>	<i>Number of USDA employees*</i>
1948.....	60,815	1973.....	104,104
1949.....	63,063	1974.....	101,430
1950.....	67,560	1975.....	103,779
1951.....	66,150	1976.....	109,276
1952.....	62,825	1977.....	113,085
1953.....	62,492	1978.....	118,563
1954.....	63,309	1979.....	122,809
1955.....	64,191	1980.....	125,185
1956.....	69,423	1981.....	117,440
1957.....	74,215	1982.....	111,853
1958.....	77,264	1983.....	109,773
1959.....	79,998	1984.....	108,598
1960.....	81,585	1985.....	106,665
1961.....	85,238	1986.....	102,997
1962.....	89,168	1987.....	102,579
1963.....	94,527	1988.....	106,552
1964.....	94,781	1989.....	109,567
1965.....	94,548	1990.....	110,754
1966.....	98,688	1991.....	110,357
1967.....	102,175	1992.....	113,405
1968.....	105,628	1993.....	112,457
1969.....	101,848	1994.....	108,132
1970.....	100,860	1995.....	108,620
1971.....	102,698	1996.....	106,272
1972.....	104,540	1997**.....	106,000

*Full-time equivalent (FTE). For example, two half-time employees would count as one FTE.

**Projections from USDA Streamlining Plan, February 1995.

■ *In 1996, USDA had nearly 1,100 employees with targeted disabilities in permanent full-time positions.*

Table 5-2.

Where do USDA Employees Work?

<i>State</i>	<i>Number of employees*</i>	<i>State</i>	<i>Number of employees*</i>
Alabama	1,204	Montana	2,730
Alaska	1,002	Nebraska	1,370
Arkansas	1,942	Nevada	333
Arizona	1,691	New Hampshire	300
California	7,615	New Jersey	535
Colorado	2,587	New Mexico	1,366
Connecticut	165	New York	1,055
Delaware	208	North Carolina	1,853
District of Columbia	7,001	North Dakota	782
Florida	1,579	Ohio	836
Georgia	2,588	Oklahoma	930
Hawaii	416	Oregon	5,097
Idaho	2,720	Pennsylvania	1,535
Illinois	1,601	Rhode Island	38
Indiana	750	South Carolina	960
Iowa	1,805	South Dakota	823
Kansas	1,167	Tennessee	1,077
Kentucky	1,159	Texas	3,729
Louisiana	2,921	Utah	1,452
Maine	277	Vermont	249
Maryland	3,034	Virginia	2,141
Massachusetts	341	Washington	2,436
Michigan	1,242	West Virginia	707
Minnesota	1,650	Wisconsin	1,504
Mississippi	1,974	Wyoming	736
Missouri	3,708		

<i>Territory</i>	<i>Number of employees*</i>	<i>Territory</i>	<i>Number of employees*</i>
American Samoa	.6	Guam	.31
Commonwealth of Northern Mariana Islands	.7	Puerto Rico	.616
Federated States of Micronesia	.2	Marshall Island	.1
		U.S. Virgin Islands	.29

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Table 5-2 continued.

Where do USDA Employees Work?

<i>Country</i>	<i>Number of employees*</i>	<i>Country</i>	<i>Number of employees*</i>
Argentina	.2	Korea, Republic of	.4
Australia	.3	Morocco	.1
Austria	.5	Mexico	.24
Bermuda	.1	Malaysia	.1
Belgium	.7	Nigeria	.1
Bahamas	.2	Netherlands	.3
Brazil	.4	Nicaragua	.4
Bulgaria	.2	New Zealand	.1
Canada	.3	Peru	.2
China	.7	Pakistan	.1
Chile	.3	Poland	.2
Colombia	.2	Panama	.2
Costa Rica	.5	Trust Territories of the Pacific	.3
Denmark	.1	Philippines	.3
Dominican Republic	.3	Russia	.5
Egypt	.2	Saudi Arabia	.1
Federated States of Micronesia	.10	South Africa	.3
France	.7	Singapore	.3
Germany	.4	Spain	.2
Greece	.1	Sweden	.1
Guatemala	.3	Switzerland	.4
Hong Kong	.1	United Arab Emirates	.1
Honduras	.1	Thailand	.2
Indonesia	.2	Tunisia	.1
India	.2	Turkey	.3
Italy	.5	United Kingdom	.3
Ivory Coast	.1	Venezuela	.2
Japan	.7	Vietnam	.1
Kenya	.3		

*Permanent, full-time employees in 1996

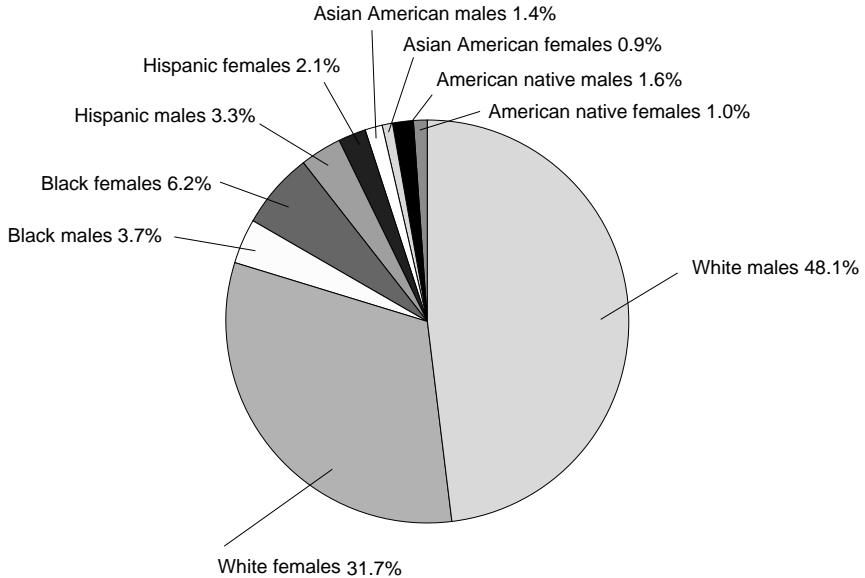
Modernization of Administrative Processes (MAP)

The Modernization of Administrative Processes (MAP) program is USDA's initiative to improve and streamline the processes and systems involved in the administrative functions of the Department. These functions include procurement, human resources management/civil rights, information resources management (IRM), property, and administrative leadership and management. MAP helps USDA fulfill its highest priorities in administrative improvements, carrying out its work through business modernization initiatives. Through these efforts, MAP plans to achieve at least \$250 million in cost savings/redistribution by 1999.

MAP has six major ongoing initiatives. In the area of procurement, these involve purchase card and convenience checking as well as procurement systems modernization. In human resources management/civil rights, one initiative is on time and atten-

Figure 5-1.

USDA Workforce Profile by Race and Gender Group



dance and the other is on human resources management analysis. One IRM initiative is on redesigning telecommunications services, and another is on analysis of the IRM business processes.

Hazardous Waste Management Group

The Hazardous Waste Management Group, in Departmental Administration, manages the USDA Hazardous Waste Central Account, conducts environmental management and compliance oversight reviews at USDA facilities, represents USDA on the National Response Team, and provides advice and guidance on hazardous waste and pollution prevention issues.