

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

July 11, 2013

SECRETARY'S MEMORANDUM 1072-003

Realignment of the Office of the Chief Financial Officer and the Office of Budget and Program Analysis

1. **PURPOSE**

The purpose of this Memorandum is to realign the Office of the Chief Financial Officer ("OCFO") from a staff office within the Departmental Management organization to a staff office whose head reports directly to the Secretary of Agriculture (Secretary), and to realign the Office of Budget and Program Analysis (OBPA) within OCFO to a staff office whose head reports directly to the Secretary.

2. **ACTIONS ORDERED**

- a OCFO, previously established within the Departmental Management organization, is transferred from the supervision of the Assistant Secretary for Administration to the supervision of the Secretary, and is re-established as provided in section 2.b.
- b OCFO will be headed by the Chief Financial Officer who will report directly to the Secretary. The Chief Financial Officer serves as the principal advisor to the Secretary and senior officials on all matters related to financial management, financial management systems, financial control and accounting, internal control and assessment, and financial training. The major functional components include: Continuity of Financial Management Planning; Working Capital Fund; National Finance Center; Financial Operations; Financial Systems and Internal Controls and Process Evaluation.
- c OBPA, previously established within OCFO, is transferred from the supervision of the Chief Financial Officer to the supervision of the Secretary, and is re-established as provided in section 2.d.
- d OBPA will be headed by the Director, OBPA, who will report directly to the Secretary.

- (1) Except as provided in Paragraph (2), OBPA exercises general responsibility and authority within the Department for matters related to budget formulation and program analysis.
- (2) The authority to exercise final approval of the Department's program and financial plans is reserved to the Secretary.

3. INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Chief Financial Officer are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

4. EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in full force and effect.

5. EFFECTIVE DATE AND TERMINATION

This Memorandum is effective immediately and will remain in effect for one year from the effective date, or until such earlier time as the Department's published delegations of authority have been revised to incorporate the provisions of this Memorandum.

/s/Thomas J. Vilsack
Secretary