- Secretary for Administration determines that because of the nature of the proceeding it would be desirable for the proceeding to be presided over by an Administrative Law Judge and that such duties and responsibilities would not be inconsistent with those of an Administrative Law Judge.
- (ii) Provide administrative supervision of the Office of Administrative Law Judges.
- (iii) Maintain overall responsibility and control over the Hearing Clerk's activities which include the custody of and responsibility for the control, maintenance, and servicing of the original and permanent records of all USDA administrative proceedings conducted under the provisions of 5 U.S.C 556 and 557:
- (A) Receiving, filing and acknowledging the receipt of complaints, petitions, answers, briefs, arguments, and all other documents that may be submitted to the Secretary or the Department of Agriculture in such proceedings;
- (B) Receiving and filing complaints, notices of inquiry, orders to show cause, notices of hearing, designations of Administrative Law Judges or presiding officers, answers, briefs, arguments, orders, and all other documents that may be promulgated or issued by the Secretary or other duly authorized officials of the Department of Agriculture in such proceedings;
- (C) Supervising the service upon the parties concerned of any documents that are required to be served, and where required, preserving proof of service;
- (D) Keeping a docket record of all such documents and proceedings;
- (E) Filing a stenographic record of each administrative hearing;
- (F) Preparing for certification and certifying under the Secretary's facsimile signature, material on file in the Hearing Clerk's office;
- (G) Performing any other clerical duties with respect to the documents relative to such proceedings as may be required to be performed;
- (H) Cooperating with the Office of Operations in the letting of contracts for stenographic and reporting services; and forwarding vouchers to appropriate agencies for payment;
- (I) Receiving and compiling data, views or comments filed in response to notices of proposed standards or rules or regulations; and
- (J) Performing upon request the following services with respect to any hearings in such proceedings:
- (1) Arranging for suitable hearing place; and

- (2) Arranging for stenographic reporting of hearings and handling details in connection therewith.
- (2) Related to management. (i)
 Administer a productivity program in
 accordance with Executive Order 12089,
 3 CFR, Comp., p. 246, and other policy
 and procedural directives and laws to:
- (A) Assess and improve productivity of the Department; and
- (B) Assist agencies in developing, implementing and maintaining productivity measurement systems.
- (ii) Responsible for the Modernization of Administrative Processes project to analyze and make recommendations to the Secretary regarding improved processes with respect to administrative and financial activities of the Department.
- (iii) Designate the Department's Chief Management Improvement Officer.
- (iv) Improve Departmental management by: Performing management studies and reviews in response to agency requests for assistance; enhancing management decisionmaking by developing and applying analytic techniques to address particular administrative operational and management problems; searching for more economical or effective approaches to the conduct of business; developing and revising systems, processes, work methods and techniques; and undertaking other efforts to improve the management effectiveness and productivity of the Department.
- (v) Administer the Department's Management Improvement Program including the provision of assistance to agencies through management studies and planning review; review the management and operating policies and processes; search for more economical approaches to the conduct of business and provide such other assistance as will aid in improving the management effectiveness and operation of the Department's programs.
- (vi) Administer the Department's Management Review Program. This authority includes the development and promulgation of departmental directives regulating the management review function.
- (vii) Develop, design, install, and revise systems, processes, work methods, and techniques, and undertake other system engineering efforts to improve the management and operational effectiveness of the USDA.
- (3) Related to operations. (i) Promulgate Departmental policies, standards, techniques, and procedures, and represent the Department, in the following:

- (A) Contracting for and the procurement of administrative and operating supplies, services, equipment and construction;
- (B) Socioeconomic programs relating to contracting, except matters otherwise assigned;
- (C) Selection, standardization, and simplification of program delivery processes utilizing contracts;
- (D) Acquisition, leasing, utilization, value analysis, construction, maintenance, and disposition of real and personal property, including control of space assignments;
- (E) Acquisition, storage, distribution and disposition of forms, supplies and equipment;
 - (F) Mail management;
- (G) Motor vehicle fleet and other vehicular transportation;
- (H) Transportation of things (traffic management);
- (I) Prevention, control, and abatement of pollution with respect to Federal facilities and activities under the control of the Department (Executive Order 12088, 3 CFR, 1978 Comp., p. 243);
- (J) Implementation of the Uniform Relocation Assistance and Real Property Policies Act of 1970 (42 U.S.C. 4601, et seq.) and
- (K) Develop and implement energy management actions related to the internal operations of the Department. Maintain liaison with other government agencies in these matters.
- (ii) Operate, or provide for the operation of, centralized Departmental services for printing, copy reproduction, offset composition, supply, mail, automated mailing lists, excess property pool, resource recovery, shipping and receiving, forms, labor services, issuance of general employee identification cards, supplemental distribution of Department directives, space allocation and management, and related management support.
- (iii) Exercise the following special authorities:
- (A) Designate the Department's Debarring Officer to perform the functions of 48 CFR part 9, subparts 9.406 and 9.407:
- (B) Conduct liaison with the Office of the Federal Register (1 CFR part 16) including the making of required certifications pursuant to 1 CFR part 18;
- (C) Maintain custody and permit appropriate use of the official seal of the Department;
- (D) Establish policy for the use of the official flags of the Secretary and the Department:
- (E) Coordinate collection of historical material for Presidential Libraries;
- (F) Oversee the safeguarding of unclassified materials designated "For Official Use Only;"