For Internal Purposes Only

Agency Transition Directors Council

May 27, 2020

Agenda

2:00-2:15 Opening Remarks and Introductions – Michael Rigas

2:15-2:35 Overview of Transition Planning and the ATDC – Mary Gibert

- Guiding Legislation
- Transition Planning Efforts and Timing
- Roles and Responsibilities of the ATDC
- Timeline of Major Activities
- Major Milestones

2:35-2:45 Remarks from DOJ, NARA, OGE and OPM

2:45-2:55 Open Discussion, Questions and Answers – All

2:55-3:00 Next Steps and Closing Remarks – Mary Gibert

ATDC Membership

Co-Chairpersons

Michael Rigas Acting Deputy Director for Management Office of Management and Budget (OMB)	**Mary Gibert** Federal Transition Coordinator U.S. General Services Administration (GSA)

Council Members

Mary Pletcher Rice Chief Human Capital Officer Department of Agriculture (USDA)	**Wynn Coggins** Deputy Assistant Secretary for Administration Department of Commerce (DOC)	**Thomas M. Muir** Director, Washington Headquarters Services Department of Defense (DOD)	**Denise L. Carter** Acting Assistant Secretary, Office of Finance and Operations Department of Education (ED)
Ingrid Kolb Director, Office of Management Department of Energy (DOE)	**Erica G. Schwartz** Deputy Surgeon General, Office of the Secretary Department of Health and Human Services (HHS)	**Mark Koumans** Presidential Transition Officer Department of Homeland Security (DHS)	**Matt Ammon** Director of Healthy Homes and Lead Hazard Control Department of Housing and Urban Development (HUD)

ATDC Membership

Council Members

Scott A. de la Vega Associate Solicitor for General Law, Office of the Solicitor Department of the Interior (DOI)	**Lee J. Lofthus** Assistant Attorney General for Administration Department of Justice (DOJ)	**Al Stewart** Deputy Assistant Secretary for Operations Department of Labor (DOL)	**TBD** Department of State (DOS)
Keith Washington Deputy Assistant Secretary for Administration, Office of the Secretary Department of Transportation (DOT)	**Andrew Baukol** Principal Deputy Assistant Secretary for International Monetary Policy Department of the Treasury (USDT)	**Dat Tran** Principal Deputy Assistant Secretary, Office of Enterprise Integration Department of Veteran Affairs (VA)	**Wesley Carpenter** Acting Deputy Chief of Staff ‘ Environmental Protection Agency (EPA)
Tom Cremins AA Strategy & Plans National Aeronautics and Space Administration (NASA)	**Steve Hickman** Deputy Executive Secretary Office of Personnel Management (OPM)	**Shelley K. Finlayson** Chief of Staff and Program Counsel Office of Government Ethics (OGE)	**Richard “Chris” Naylor** Deputy Chief Operating Officer National Archives and Records Administration (NARA)

Name -TBD **Title** Eligible candidate representative (advisory)	**Crede Bailey** Chief Security Officer Executive Office of the President

Overview of Transition Planning and the ATDC

Transition planning efforts and the ATDC support both a transition to a second term where turnover may occur and a transition to a new Administration.

Guiding Legislation

- Presidential Transition Act of 1963
  - Authorizes GSA to provide necessary services and facilities to each President-elect and each Vice President-elect.
- Presidential Transition Act of 2000
  - Authorizes GSA to consult with presidential candidates prior to the general election to develop a systems architecture plan for computer and communication systems, a transition directory, and orientation services for new Presidential appointees.
- Intelligence Reform and Terrorism Prevention Act (IRTPA) of 2004, Subtitle F, Section 7601
  - Requires the preparation of a classified briefing for the President-elect and lists the requirements and timing of background investigations for access to classified information and security clearances for the candidate(s) and their transition team(s).

Guiding Legislation

- Pre-Election Presidential Transition Act of 2010
  - Further authorizes GSA to provide certain services to eligible candidates before the general election.
- Presidential Transition Improvement Act of 2015
  - Requires the establishment of the White House Transition Coordinating Council (WHTCC) and the Agency Transition Directors Council (ATDC).
  - Requires GSA to designate a Federal Transition Coordinator.
- Presidential Transition Enhancement Act of 2019
  - Changes the duration of the transition services from 180 days to 60 days after Inauguration Day.
  - Requires that the head of each agency have a succession plan in place for each senior non-career position by September 15.
  - In the event of a transition, requires the eligible candidate to implement and enforce an ethics plan for the transition.

Transition Planning Efforts and Timing

GSA's central role in the transition to a second term presidency:

- GSA provides space and/or transition related services for:
  - Eligible candidate(s);
  - Presidential Inaugural Committee;
  - Inter-agency coordination; and
  - Appointee orientation and training.
- Pre-election transition services will take place at 1401 Constitution Ave NW, Washington DC (Herbert C. Hoover Building, Department of Commerce Headquarters).
- In the event of a second-term presidency, GSA will not provide any post-election transition services other than the support for Appointee orientation and training.
- Presidential Inaugural services will take place at a Federal office building located at 301 D Street, SW, in Washington, DC.

Transition Planning Efforts and Timing

GSA's central role in a presidential transition:

- GSA provides space and/or transition related services for:
  - Eligible candidate(s);
  - Presidential Inaugural Committee;
  - Inter-agency coordination;
  - Appointee orientation and training;
  - President-elect, Vice President-elect, and Team (until 60 days after the Inauguration) and;
  - Former (Outgoing) President and Vice President.

- Pre-election transition services will take place at 1401 Constitution Ave NW, Washington DC (Herbert C. Hoover Building, Department of Commerce Headquarters).

- In the event of a presidential transition, post-elect transition services will take place at the same location.

- Presidential Inaugural services will take place at a Federal office building located at 301 D Street, SW, in Washington, DC.

Roles and Responsibilities of the ATDC

- Ensure the Federal Government has an integrated strategy for addressing interagency challenges and responsibilities around Presidential transitions and turnover of non-career appointees.
- Coordinate transition activities among the EOP, agencies, and the transition team of the eligible candidate(s) and the President-elect and Vice-President-elect.
- Provide guidance to agencies in gathering briefing materials and information relating to the Presidential transition that may be requested by the eligible candidate(s).
- Ensure that agencies adequately prepare career employees who are designated to fill non-career positions and will consult with the President's Management Council in carrying out its duties.

Timeline of Major Activities

November 2019	May 2020	August 2020	August 17-20, 2020	August 24-27, 2020	September 1, 2020
Presidential Transition Directory launch	6 Month Report to Congress Transition Councils established **Agency Transition Leads designated**	3 Month Report to Congress	Democratic National Convention Milwaukee, WI	Republican National Convention Charlotte, NC	Eligible candidate(s) offered transition services

September 15, 2020	November 1, 2020	November 3, 2020	November 4, 2020	November 4, 2020	January 20, 2021
Acting officers identified for vacant non-career positions	**Agency Briefings finalized**	Election Day	If change of Administration, President-elect and Vice President-elect offered support services	**If change of Administration, Agency Review Teams begin arriving at Agencies** and the selection of incoming presidential appointees begins	Inauguration Day If change of Administration, onboarding of new political appointees begins

Blue Bold font = Key activities for the ATDC

Major Milestones

- GSA launched the Transition Directory (www.gsa.gov/presidentialtransition) on November 1, 2019. The Transition Directory provides resources for candidates from GSA, NARA, OGE and OPM.
- The ATDC was established on April 27, 2020 by OMB M-20-24.
- The White House established the White House Transition Coordinating Council.
- Submitted the 6 Month Report on "2020 Presidential Transition Activities" to Congress: https://www.gsa.gov/governmentwide-initiatives/presidential-transition-directory/congressional-reports

Remarks from DOJ, NARA, OGE and OPM

Open Discussion, Questions and Answers

Next Steps

- The next few ATDC meetings will be held in August.
- Guidance will be issued on the succession plans and agency briefing materials due September 15 and November 1, respectively.

Appendix: Resources & POCs

Points of Contact

GSA

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OMB

- **Dustin Brown**
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- **Houman Rasouli**
  OMB Transition Lead
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Resources

- **GSA Presidential Transition Directory**
  www.gsa.gov/presidentialtransition

- **General Email**
  presidentialtransition2020@gsa.gov