

# Attachment B

## Potential Agenda Outline Meeting with Agency Transition Contacts

- **Agencies with special Presidential Transition responsibilities**
  - Office of Presidential Personnel (PPO)
  - GSA
  - OPM
  - NARA
  - Office of Government Ethics (OGE)
  - DHS (security of electees/nominees)?
- **What to expect after election results are “apparent”**
  - Presidential Transition Team
    - What things do they do?
    - Where will they be?
    - Will I have any contact with them?
  - “Parachute Teams”
    - Who are they? (usually not Federal employees)
    - What do they do?
    - How many?
    - When will we know? When do they start? For how long?
    - What do we need to provide?
    - Security issues (bldg access, info access)
  - Inaugural Committee
  - Authority of President-elect (none)
    - Who will they get direction from? (current Administration)
  - Avoiding disruption of ongoing agency activities
    - Succession plans
    - Capture of appointee knowledge & commitments
    - Guidance to agency employees
- **Outgoing Appointees**
  - Who leaves and who doesn't? (type/length of appointment)
  - When do they leave?
    - After election? On January 19?
  - What support do they need?
    - Sensitivity/empathy
    - HR support (pay, benefits, etc.)
    - Travel & other
    - Ethics
  - What do we need to ensure? (return equipment, records, etc.)
- **Nominees & Incoming Appointees**
  - Background
  - Interaction with PPO
  - Interaction with nominees (e.g., temporary appointment)
  - Role in confirmation process
  - Types of appointments (EX, ES, Schedule C, etc.)

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- What support do they need?
  - HR support
  - Security
  - Office space
  - Travel & other
  - Moving expenses
  - Briefing materials
  - Agency orientation
  - COOP/COG preparation
  - Ethics
- Appointee Orientation
  - Program for top-level officials (e.g., cabinet members, agency heads, key EOP positions)
  - OPM lead for other appointees & Schedule Cs
  - Agency-level orientation
- **Available Resources**
  - Within current Administration
  - Presidential Transition Directory
  - “Dance Card”
- **What to expect on January 21<sup>st</sup>?**
- **What should I be doing now to prepare?**