

SOURCE	Obama-Biden Transition Project documents
DATE	September 5, 2008

Annotated Outline for the Agency Data File

1. SECTION 1-AGENCY OVERVIEW

- a. Agency's Mission and History—Provide the “mission statement” and any brief history available on the agency's web site or from other sources. Provide any similar statements or histories about the agency's major component units (i.e., each significant organization, office, division, administration, bureau etc. within the agency).
- b. Agency's Organization—Provide an organizational chart of the agency and each of the agency's major component units. List the major programs for which each unit is primarily responsible.
- c. Agency in 2001—Describe how the agency has changed structurally since January 19, 2001. List organizational units, programs, advisory committees, or other entities associated with the agency that have been created, disbanded, reorganized, moved, or significantly downsized or expanded.
- d. Campaign commitments—List all commitments made by the campaign with respect to either the agency specifically or regarding policy areas under the agency's influence.

2. SECTION 2-HIGH PRIORITY ISSUES

- a. Priority Policy and Legislative Issues Requiring Immediate Attention - List the major non-regulatory policy and legislative issues requiring attention from the agency's senior leadership between January 21, 2009 and January 21, 2010. Propose questions that would elicit additional useful information about these issues or flush out other similarly important issues. List key contacts in Congress or other outside stakeholders who should be contacted and consulted (including proposed order or priority) immediately after the election.
- b. Priority Regulatory and Litigation Issues Requiring Immediate Attention - List the regulatory and litigation issues requiring attention from the agency's senior leadership between January 21, 2009 and January 21, 2010 including, but not limited to, significant regulations and significant, publicly available regulatory “guidance” documents (e.g., general counsel opinions, opinion letters, interpretive regulations, revisions to agency manuals, etc.) that have been proposed, promulgated, or otherwise issued since January 2008. Include any pending U.S. Supreme Court cases as well as any federal litigation where the agency must take positions of material importance to policy priorities. Propose questions that would elicit additional useful information about these issues or flush out other similarly important issues.
- c. Priority Budgetary and Management Issues Requiring Immediate Attention - List the budget and management issues requiring attention from the agency's senior leadership between January 21, 2009 and January 21, 2010. Propose questions that would elicit additional useful information about these issues or flush out other similarly important issues.
- d. Priority Personnel Issues Requiring Immediate Attention - List the personnel issues requiring attention from the agency's senior leadership between January 21, 2009 and January 21, 2010. Propose questions that would elicit additional useful information about these issues or flush out other similarly important issues. Place special emphasis on identifying any new groups of Bush political appointees or other non-career management at the agency.
- e. Budget Opportunities - List opportunities where the current agency budget could be reduced to free up resources for other priorities. Propose questions about existing budget areas that would elicit additional information about importance and impact, as well as the costs or other risks of cutting current budget areas.
- f. Organizational structure - Given the strategic goals with respect to this agency, describe potential changes should be made to the structure of the agency. In addition, also in light of strategic goals, describe changes

both with respect to any functions that should be moved outside or inside the agency, as well as with respect to other forms of inter-agency coordination involving the agency. List questions and issues that should be investigated to clarify whether and how such changes should be made. Emphasis should be on achieving strategic goals and priorities, not on basic management efficiency (unless imperative for strategic goals). Note that this item may not be applicable for many agencies

3. SECTION 3-PERSONNEL AND MANAGEMENT

- a. Agency's Total Workforce - Provide the section of the President's FY 2009 budget that discloses the total number of full-time employees ("FTEs") authorized to be employed by the agency during FY 2009. Provide the same information from the budgets for FY 2001 and FY 2005. If available, provide comparable information about the total number of FTEs actually "on board" in FY 2001, FY 2005, and FY 2009.
- b. Press, Trade Press, or Blog Stories About Personnel and Management Issues in the Agency - Search for any discussion of personnel issues in the agency since January 21, 2001, including
 - converting political appointees to career status;
 - hiring of experts, consultants, or contractors;
 - resignations of career employees or career employees being forced to retire;
 - appointments to advisory committees or other agency-related bodies;
 - recent decisions made within the agency about salaries or other compensation, travel, or other benefits provided to political appointees or senior career employees;
 - any significant outsourcing of key agency functions to private entities with a particular emphasis on identifying the programs most affected by outsourcing;
 - significant management issues or controversial decisions; or
 - significant conflict with unions.
- c. 2000 and 2004 "Plum Book" and Other Resources - Provide copies of the 2000 and 2004 "Plum Book" section about this agency. Also, provide a copy of the most recent Federal Yellow Book or other resource listing agency personnel for this agency.
- d. Identify any newly created non-career positions in the agency.
- e. Provide current job descriptions for the agency's senior leadership positions.
- f. Federal Advisory Committees. List any committees organized by the agency under the provisions of the Federal Advisory Committee Act (FACA). Include a brief description of the committees purpose and membership.

4. SECTION 4-PROGRAM, POLICY, AND REGULATORY INFORMATION

- a. Program Information
 1. Programmatic Authority - Organized by component unit, provide material from the agency's web site or other sources describing all programs over which the agency has been given jurisdiction by legislation, executive order, or other legal authority.
 2. Appropriations Riders and Earmarks Affecting Existing Programs - Provide a copy of the portions of the FY 2008 and, if available, FY 2009 appropriations bill or omnibus act funding the agency. To the extent possible, identify riders or earmarks that limit, prohibit, direct, or require any action by the agency.¹ Specify when the rider or earmark first became effective and its stated duration.
 3. Other Legislative Changes - Describe any recently-enacted legislation that will affect the programs or operations of the agency after November 5, 2008 through July 20, 2010. Include all legislation, including that which does not directly or explicitly regulate the agency's behavior.

¹ We will attempt to make arrangements with the appropriate congressional staff or the Office of Management and Budget to provide this information.

4. GAO Reports - Provide an annotated list of all GAO Reports issued since January 21, 2001 discussing and assessing the agency's programs. Identify and provide a copy of important GAO Reports requiring attention from the agency's senior leadership.
5. (5) OIG Reports - Provide an annotated list of all Inspector General Reports issued since January 21, 2001 discussing and assessing the agency's programs. Identify and provide a copy of important GAO Reports requiring attention from the agency's senior leadership.
6. (6) Program Evaluations - List and provide a copy of all publicly available evaluations of major programs (i.e., \$200 million or larger) other than the "PART" evaluations discussed in Section 5(c)(3) below.

b. Other Policy Issues and Enforcement

1. Imminent Non-Regulatory, Non-Legislative Policy Issues - List all non-regulatory policy issues that may require attention from the agency's leadership between January 21, 2009 and July 20, 2010.
2. Pending or Expected Legislation - List all legislation pending in Congress that is likely to require attention from the agency's leadership between January 21, 2009 and July 20, 2010.
3. Pending, Expected, or Recent Regulations - Provide a copy of the agency's section of the most recent Semi-Annual Unified Regulatory Agenda. Provide an annotated list of all significant regulations promulgated or published for notice and comment since January 21, 2008, as well as any "guidance" documents that could have significant impacts on regulatory programs.²
4. Agency's Congressional Relations - Identify the agency's authorizing committee, sub-committees of that authorizing committee that address issues within the agency's jurisdiction, other committees and sub-committees that address issues within the agency's jurisdiction, and the agency's appropriations sub-committee. List the membership of the committees and principal majority and minority staff.
5. Executive Orders and Other Orders affecting Agency's Programs - List and provide copies of all executive orders, secretarial orders, significant bureau directives (i.e., defining the scope, resources allocated to, or processes used by the program), intra-Executive Branch memoranda of understanding, or similar actions relating to the agency's jurisdiction that have been issued since January 21, 2001 or which are expected to be issued between November 5, 2008 and July 20, 2010.³
6. Press, Trade Press, or Blog Stories About Enforcement, Regulatory or Litigation Issues - Search for any discussion of major enforcement strategies or tactics, regulatory matters, or pending or past litigation involving the agency after January 21, 2001 or expected to be commenced between November 5, 2008 and July 20, 2010.
7. Currently active litigation - Please complete a federal courts search in Westla /Lexis for the agency. List all active federal court actions including a short one/two sentence annotation of the basic issues in the action

5. SECTION 5- BUDGET AND MANAGEMENT

- a. FY 2001, 2005, 2009 Budget Information - Provide copies of the President's budgets for the agency for FY 2001, FY 2005, and FY 2009, including the public justification for the budget and relevant materials in OMB's budget appendix, accompanied by "Analytical Materials" and other OMB-produced or agency-produced supplementary materials that are relevant to the agency's budget.
- b. Mid-Year OMB Estimates - Provide copies of the OMB Mid-Session review for each from FY 2001, FY 2005, and FY 2009.

² We will attempt to make arrangements with the Office of Management and Budget to provide this information.

³ We will attempt to make arrangements with the Office of Management and Budget to provide the information about executive orders.

- c. Government Performance and Results Act (GPRA) and Presidential Management Agenda (PMA)
1. Strategic Plans - Provide a copy of the agency's last Multi-Year Strategic Plan from the Clinton-Gore Administration and the most recent Multi-Year Strategic Plan prepared pursuant to GPRA and the strategic plans for the preceding four fiscal years.
 2. Annual Performance Plans (a/k/a "Performance Budgets") - Provide a copy of the agency's Annual Performance Plan for the last year of the Clinton-Gore Administration and the most recent Annual Performance Plan.
 3. Annual Performance Reports - Provide copies of all PART assessments of the agency and its component units since the inception of PART plans (FY 2004?).
 4. President's Management Agenda Scorecards and Supporting Materials - Provide copies of all the agency's PMA scorecards since the inception of the President's Management Agenda and all other PMA information that is unique to the agency.⁴

⁴ We will attempt to make arrangements with the Office of Management and Budget to provide the background information about the PMA scorecards.



The Partnership's Center for Presidential Transition helps ensure the efficient transfer of power that our country deserves. The Center's Ready to Govern® initiative assists candidates with the transition, works with Congress to reform the transition process, develops management recommendations to address our government's operational challenges, and trains new political appointees.

For original transition documents and additional resources, templates and tools, visit presidentialtransition.org.