
Outline of Agency Review 2-Page Summary Memo

- I. OVERVIEW OF THE AGENCY
 - a. Mission and main components
 - b. An attached organization chart populated with budget and headcount
- II. STRATEGIC PRIORITIES/OPPORTUNITIES FOR THE AGENCY [OFFENSE: PRESIDENT-ELECT'S AGENDA]
 - a. Major Promises/Commitments made by the President-elect relative to the Agency
 - b. Strategic Vision for the Agency – Year One and long term
 - c. Opportunities (including those identified by the transition policy groups) to achieve priorities of the new Administration, e.g., executive orders (new and ones needing to be revoked), secretarial orders, regulations, legislation, bully pulpit. Also include reference to any cost-saving opportunities involving non-strategic areas in the agency budget.
 - d. Important changes to intra- or inter-agency organizational structure that will be necessary to achieve strategic goals
- III. MAJOR LOOMING ISSUES [DEFENSE: WHAT THE NEW ADMINISTRATION IS GOING TO HAVE TO DEAL WITH REGARDLESS]
 - a. Major legislative issues relevant to the department that will arise in Year One which the Administration will need to address (e.g., big reauthorizations)
 - b. Key organizational issues requiring attention in Year One
 - c. Important regulatory issues relevant to the department (e.g., new or problematic regulations)
 - d. Major litigation issues relevant to the department (e.g., important SCOTUS or lower court cases)
 - e. Key policy issues for the department (including problems and time-sensitive issues)
 - f. Major budget/procurement issues
- IV. SENIOR PERSONNEL ISSUES
 - a. Key positions within the department and order in which they should be filled
 - b. Qualifications we should be looking for in filling those roles, and political/substantive signals that will be sent by choices made
 - c. Senior positions that should be eliminated or newly-created in Year One



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