

SOURCE	U. S. General Services Administration
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General Services Administration Presidential Transition Act Update Letter June 2012

The Honorable Elijah Cummings
Ranking Member, Committee on Oversight and Government Reform
House of Representatives
Washington, DC 20515

Dear Representatives:

In accordance with the Pre-Election Presidential Transition Act Section 3 Subtitle (b) Reports, we are pleased to submit the following update that details both planned and ongoing activities being taken by the Executive Branch to prepare for the possibility of a full transfer of authority to a new President as a result of the 2012 Presidential election.

- The Executive Office of the President (EOP) is considering the range of options to facilitate the efficient transfer of power, including the establishment of a transition coordinating council, both government-wide and within individual departments and agencies. EOP is also considering what information an incoming administration will need, and how and when to convey this information.
- Pursuant to the authorities outlined in 3 U.S.C. § 102, the General Services Administration is authorized to provide the President-elect and the Vice President-elect with a variety of services supporting the transition into their new official capacity. In addition, the Pre-Election Presidential Transition Act of 2010 authorizes GSA to provide certain services to eligible candidates before the general election.
 - The Acting Administrator of the General Services Administration has designated a Senior Career Executive to oversee all aspects related to Presidential transition support. The core infrastructure related to GSA transition services will be fully in place by June 2012. At this time the GSA Senior Career Executive will begin formal outreach to all candidates to advise them of the services that can be extended to them upon their nomination and the further services that will be provided should they become the President-elect or Vice President-elect. More specific details of ongoing activities are enclosed and additional information/references are available from: <http://gsa.gov/portal/content/315473>.
- Pursuant to the Intelligence Reform and Terrorism Prevention Act (IRTPA) of 2004, Subtitle F, Section 7601 - Presidential Transition, the Office of the Director of National Intelligence (ODNI) has begun to support activities related to the Presidential election campaign and potential transition process.
 - The ODNI is the designated agency to coordinate the investigation and granting of security clearances for appropriate transition team members who will have a need for access to classified information. The ODNI Office of the National Counterintelligence has revised the 2008 Concept of Operations for the Clearance Adjudication to account for changes in the security clearance electronic application and adjudication process since the last Presidential election. In May, 2012, the revised concept of operations will be coordinated with the U.S. Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and the Central Intelligence Agency (CIA) Office of Security, as each has separate, but primary responsibilities in the investigation for clearances and adjudication of security clearances for the Presidential campaign and transition process.
 - Additionally, the ODNI has begun planning activities for the protection and logistics involved with the delivery of the President's Daily Briefing to the President-elect in the event of a Presidential Transition.

Establishing a solid governance structure and ensuring robust capabilities for an effective Presidential Transition is and will remain a high priority for our Administration. We will update you on all progress and challenges related to this matter again in three months or more frequently as required. If you have any questions, please feel free to contact [REDACTED], the Senior Career Executive in charge at GSA, at [REDACTED] or [REDACTED].

ENCLOSURE

2012 GSA Presidential Transition Activities: Detailed Overview and Progress Report as of June, 2012

The following report outlines GSA's efforts in support of a possible Presidential transition following the 2012 election.

- Overview
- Legislation: The Presidential Transition Act of, as amended, 3 U.S. C. § 102 note, authorizes GSA to provide the President-elect and the Vice President-elect with a variety of services supporting the transition into their new official capacity. In addition, the Pre-election Presidential Transition Act of 2010 authorizes GSA to provide certain services to eligible candidates before the general election. GSA's responsibilities include the following, which are outlined in more detail throughout this report:
 - Support to Presidential Candidates
 - Support to President-elect and Vice President-elect
 - Support to Presidential Inaugural Committee and the Joint Forces Headquarters
 - Inaugural committee
 - Appointee Orientation
 - Transition Directory
 - Support to Former President and Vice President
- **Customers:** GSA serves the following organizations during a Presidential transition:
 - Presidential Transition Team (PTI): The PTI is responsible for the planning and coordination of Presidential Transition Activities for the assumption of duties for the President-elect and Vice President-elect.
 - Staff size: Traditionally 500- 700 (including volunteers)
 - Presidential Inaugural Committee (PIC): The PIC is responsible for the planning and coordination of Presidential Inaugural activities.
 - Staff size: 500- 700 (including volunteers)
 - Joint Forces Headquarters- National Capital Region (JFHQ-NCR): The JFHQ-NCR coordinates all military ceremonial participation and support for the Presidential Inaugural. Please note that JFHQ-NCR requested and will be occupying approximately 60% less space than with prior transitions. This organization's operations will be supplemented from Fort McNair in Washington, DC.
 - Staff size: 102
 - Department of Homeland Security Federal Protective Service (DHS FPS): DHS FPS provides security for federal buildings, including the PTI office space and Inaugural headquarters as well as federal buildings along the parade route. This organization also provides security for the PIC, including credentialing.
 - Staff size: 4 -6
 - National Park Service (NPS): NPS maintains the National Mall (location of Inaugural), Pennsylvania Avenue National Historic Site (parade route), and Lafayette Park (location of media).
 - Staff size: 8

- Washington, DC Government: The District's Presidential inaugural Committee · provides executive direction regarding the planning and coordination of municipal resources and services in support of Inaugural activities. Services include police/HAZMAT, construction of reviewing stands, securing public spaces, etc.
 - Staff size: 6

- **GSA Support Structure:**
 - Transition Executive: GSA has designated a Senior Career Executive to oversee all aspects of the transition.
 - Presidential Transition Support Team (PTST): GSA's PTST ensures that the full complement of GSA services is provided to the 2013 PTI to prepare the President-elect and the Vice President-elect to assume their official duties. Services include suitable office space appropriately equipped with furniture, furnishings, office and information technology equipment, office supplies, parking, fleet vehicles, mail management, payment of compensation for office staffs, human resources support, payment of expenses for the procurement of experts or consultants, communications services, and payment of travel, subsistence, printing, postal and other expenses as necessary and appropriate. GSA's PTST will consist of approximately 30 full time staff, comprised of Public Buildings Service (PBS), Federal Acquisition Service (FAS) and GSA's Office of the Chief Information Officer (OCIO) personnel at various phases of the transition, and will be complemented by contracted employees.
 - Inaugural Support Team (IST) : GSA's IST ensures that the full complement of GSA services is provided to the 2013 PIC and other governmental entities. Services include space, communication systems, IT support, financial management, telephones, parking, furniture, vehicles, office equipment, mail management and administrative support services. GSA's IST consists of 12 full time staff and 6 supplemental staff, including PBS, FAS and OCIO employees.

- **Support to Presidential Candidates**
 - As mentioned above, the Pre-Election Presidential Transition Act of 2010 authorizes the Administrator of General Services to provide services and facilities for eligible candidates for President or Vice President in advance of the election, as well as formal notice of those services and facilities to eligible candidates. Eligible candidates may receive suitable office space appropriately equipped with furniture, furnishings, office and IT equipment, and office supplies. The scope of services and facilities provided to eligible candidates may be modified to reflect that the eligible candidates are not the President-elect and Vice-President-elect.
 - The Pre-Election Presidential Act also requires the Administrator to prepare a report summarizing modern presidential transition activities, including a bibliography of relevant resources 12 months before the election. This report has been prepared and is available at <http://gsa.gov/portal/category/26427>.
 - In addition, the Presidential Transition Act of 2000 authorizes the Administrator to consult with presidential candidates prior to the general election to develop a systems architecture plan for computer and communication systems.
 - As of August 30, 2012, GSA will be prepared to provide support and services listed above to all eligible candidates

- **Support to President-elect and Vice President-elect (Transition Efforts)**
 - Funding: If there is a change in administration, GSA will receive a budget allocation of \$5.6 million for transition activities. This funding will be managed on behalf of the Office of the President-elect and specifically becomes available when the Administrator ascertains an apparent winner of the general election. o
 - Location: In preparation for a possible transition, GSA in consultation with the U.S. Secret Service (USSS), selected the Mary E. Switzer Federal Building at 330 C Street, SW in Washington, DC as the location to house transition and Inaugural staff.

- Space: The Mary E. Switzer Federal Building is currently undergoing a major modernization. As part of a Department of Education (DoEd) headquarters consolidation project, DoEd will delay its occupancy in support of this requirement. In order to accommodate the needs of the PTI, some modifications to the DoEd floor plan and IT infrastructure are required. These alterations are underway and are anticipated to be completed by July 3, 2012. The PIT will be able to occupy approximately 150,000 square feet. Below is a schedule of major milestones for the modernization project and tenant occupancy related to Transition activities:
 - June 1, 2012: Pre-election staff (10-15 people) begins occupancy.
 - June 8, 2012: GSA Supply Store commences operations.
 - July 3, 2012: Presidential Transition Support spaces complete.
 - September 30, 2012: Modernization project complete.
 - November 7, 2012: PTT begins occupancy.
- Furniture: Since both the PIC and PTI will be housed in the same facility, GSA developed a global furniture strategy for all customers when transition efforts began. In October 2011, GSA established a blanket purchase agreement (BPA) for the furniture move and installation. All furniture will be identified and secured by June 2012. The furniture move and installation will occur from May to November 2012. All furniture for Presidential Transition staff will be supplied by GSA's Personal Property Center in Franconia, VA or from other agency disposal locations in the Washington, DC area. Furniture for the President Elect and Vice President Elect may be rented if suitable furniture is not located. GSA's budget for Transition furniture-related costs is \$200,000 and all related activities are on schedule.
- IT: GSA is on schedule to meet all IT needs associated with a possible transition. GSA identified hardware requirements in January 2012 and completed installation of GSA's PTST field office requirements in March 2012. All other IT infrastructure will be installed by June 1, 2012, and deployment of all laptops, telephones, etc. to transition and Inaugural staff will be complete by November 7, 2012. Help desk support is ready to be deployed and will continue through January 2013. Currently, GSA's PTST is preparing for pre-election staff (10-15 people) to begin occupancy. Wherever possible, GSA is deploying equipment that was originally purchased to support GSA operations. At the conclusion of transition activities, this equipment will be deployed within GSA.
- Security: GSA's PTST is currently working closely with DHS FPS personnel to ensure building access and credentialing procedures are in place prior to staff arrival. In addition, GSA's team is also now working with US55 on Building Security Requirements. Operational coverage began in March 2012 and will continue through January 2013. DHS FPS is responsible for funding.
- Parking: Parking options are currently under development and will be offered to customers on a reimbursable basis,
- **Support to Presidential Inaugural Committee and JFHQ Inaugural Committee (Inaugural Efforts)**
 - Location: As already mentioned, the 2013 PIC will be located at the Mary E. Switzer Federal Building at 330 C Street, SW in Washington, DC. This location was also used in 2005 and 2009 for Inaugural activities.
 - Space: Inaugural customers will occupy approximately 86,000 square feet of the Mary E. Switzer Federal Building. Below is a schedule of major milestones for the modernization project and tenant occupancy related to Inaugural activities:
 - March 2012: GSA's IST began occupancy.
 - June 1, 2012:
 - *Washington, DC Government begins occupancy.*
 - *JFHQ-NCR begins occupancy.*
 - June 8, 2012: GSA Supply Store commences operations.
 - September 1, 2012: National Park Service begins occupancy.
 - Furniture: GSA's Inaugural Support Team (IST) and Presidential Transition Support Team (PTST) collaborated to develop a global furniture strategy for all customers when transition efforts began. The IST will use the same BPA for furniture move and installation discussed above. Inaugural furniture

will also be identified and secured by June 2012, with the move and installation occurring between March and November, 2012. All furniture for Inaugural staff will be supplied by GSAs Personal Property Center in Franconia, VA or from other agency disposal locations in the Washington, DC area.

- **IT:** GSA is on schedule to meet all IT needs associated with the Inauguration. Like GSA's PTST, the IST identified hardware requirements in January 2012 and completed installation of IST field office requirements in March 2012. Help desk support began in March 2012 and will continue through January 2013. Currently, GSA's IST is preparing to support the PIC Advance Team, including the temporary use of IT equipment for up to 40 people for one month.
- **Security:** Security for Inauguration customers is almost identical to that provided to transition customers. GSA's IST is currently working with DHS FPS personnel to ensure building access and credentialing procedures are in place prior to staff arrival. GSA and all appropriate stakeholders will conduct a Security Risk Assessment from July–August 2012. Operational coverage began in March 2012 and will continue through January 2013.
- **Parking:** Parking options are currently under development and will be offered to customers on a reimbursable basis, o
- **Untraditional Spaces:** Other space options, including floral staging areas and spaces for ticket sales, are currently being developed to offer to the PIC.
- **Appointee Orientation:** The Presidential Transition Act of 2000 requires the GSA Administrator to coordinate the development and delivery of orientation activities for key prospective presidential appointees. GSA's fiscal year 2013 budget request contains \$1 million for this activity that would be utilized in the event of a change in administration. If there is a transition, GSA's Transition Executive will work with the appropriate member of the transition team to meet this requirement.
- **Transition Directory:** The Presidential Transition Act of 2000 requires GSA, in consultation with the Archivist of the United States (head of the National Archives and Records Administration), to develop a compilation of Federal publications and materials that provide information on the officers, organization, and statutory and administrative authorities, functions, duties, responsibilities, and mission of each department and agency. This directory was made available online one year before the election as required by the Pre-Election Presidential Transition Act of 2010. GSA has already met this requirement through its website.
- **Support to Former President and Vice President:** GSA's Transition Executive is prepared to work with the Executive Office of the President if necessary to fulfill this requirement, GSA's fiscal year 2013 budget request includes \$2,347,000 to fulfill this requirement that would be utilized in the event of a change of Administration.



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.