

Annotated Outline for the “Liaison Roadmap”

I. SECTION 1 – EXECUTIVE SUMMARY

- A. Provide a short summary for the Agency Liaison of the key issues highlighted in the main memorandum below.
- B. Describe the very short list of “first 90 days” priorities for the agency and/or key areas of investigation for Agency Liaisons related to immediate priorities. Note that this is likely to be less about affirmative strategic priorities than about “ticking time bomb” concerns related to looming deadlines or matters where immediate course corrections related to Bush administration actions is necessary.

II. SECTION 2 - AGENCY OVERVIEW

- A. Agency History Under Bush - Provide a short summary of the history of the agency since January 19, 2001. Briefly highlight major shifts in overall policy emphasis; legal and regulatory changes of direction; and structural or personnel changes that have materially impacted the functioning of the agency.
- B. Campaign commitments - Provide a brief summary of the primary commitments made by the campaign either directly pertaining to the agency or involving areas under the agency’s primary jurisdiction. This short discussion should focus exclusively on the most important issues; it need not be a comprehensive discussion.
- C. Strategic - Summarize the strategic importance and role of the agency in advancing the goals of the Administration in 2009.

III. SECTION 3 - HIGH PRIORITY ISSUES

Note to agency review teams: item 3A asks in part for recommendations for important external stakeholders who Agency Liaisons should contact for additional input during the post-election period. For purposes of this memorandum, please limit your discussion to a handful of top priority items. Some agencies will also require a much more extensive external outreach plan. As needed, please create a separate document with this information, as outlined in the work plan and instructions memorandum from Lisa Brown.

- 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.

- 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



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