

Transition and Agency Directors Coordinating Councils

	WHITE HOUSE TRANSITION COORDINATING COUNCIL	AGENCY TRANSITION DIRECTORS COUNCIL
Responsibilities	<ul style="list-style-type: none"> • Provide guidance to agencies and the Federal Transition Coordinator regarding succession planning and preparation of briefing materials • Facilitate communication between EOP, candidates' transition representatives, and senior agency employees • Prepare and host interagency emergency preparedness and response exercises 	<ul style="list-style-type: none"> • Ensure the federal government has an integrated strategy for addressing interagency challenges and responsibilities around presidential transitions and political appointee turnover • Assist the Federal Transition Coordinator in carrying out his/her duties • Provide guidance to agencies around preparation of briefing materials for transition teams, and ensure they are completed by Nov. 1 of an election year • Ensure that agencies adequately prepare career officials who have been designated to fill political vacancies • Draw on guidance from the White House Transition Coordinating Council and lessons learned from previous transitions, and consult with the President's Management Council in carrying out the Agency Transition Directors Council's duties
Membership	<ul style="list-style-type: none"> • Federal Transition Coordinator • Transition representative for each eligible candidate • Senior executive branch employees selected by the President, which may include: <ul style="list-style-type: none"> • White House Chief of Staff • Any Cabinet member • Director of OMB • Administrator of GSA • Director of OPM • Director of OGE • Archivist of the United States • Any other individual the President deems appropriate 	<ul style="list-style-type: none"> • Federal Transition Coordinator (Co-Chair) • Deputy Director for Management of OMB (Co-Chair) • A senior representative in charge of leading transition efforts from: <ul style="list-style-type: none"> • Each Cabinet department • EPA • NASA • OPM • OGE • NARA • Any other agency determined by ATDC Co-Chairs to have significant presidential transition responsibilities • Other senior employees in EOP determined by the President • Transition representatives from each eligible candidate (during election years)



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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.