# BUREAU/COMPONENT EXECUTIVE SUMMARY TEMPLATE

### This document is a template for creating your bureau/component's executive overview in preparation for the presidential transition. The information provided will be incorporated into final briefing materials for incoming leaders. Please adhere to the formatting and length-specific guidelines present throughout the template. If any of the subcomponents of this document require further explanation, use the deep-dive topic template provided to prepare an attachment to this overview.

# BUREAU/COMPONENT NAME

Replace the text in this box with your bureau/component's Purpose Statement. The Purpose Statement should explain the services you provide and the stakeholders with whom you engage.

##### BUREAU/COMPONENT OUTCOMES & IMPACTS

What key outcomes is your bureau/component working to achieve? Tell us the story behind these outcomes – why are these your priorities? What does success look like?

Type response here [limit to 300 words]

##### BUREAU/COMPONENT SNAPSHOT & MAJOR FUNCTIONS

In the table below, provide a high-level overview for your subunits. For each subunit, describe its major functions in bullets.

|  |  |
| --- | --- |
| Name | Overview |
| Type name of division 1 here. | Briefly describe major roles, responsibilities, and outcomes [limit to 40 words].   * **Branch 1:** Briefly describe function 1 [limit to 40 words]. * **Branch 2:** Briefly describe function 2 [limit to 40 words]. * **Branch 3:** Briefly describe function 3 [limit to 40 words]. |
| Type name of division 2 here. | Briefly describe major roles, responsibilities, and outcomes [limit to 40 words].   * **Branch 1:** Briefly describe function 1 [limit to 40 words]. * **Branch 2:** Briefly describe function 2 [limit to 40 words]. * **Branch 3:** Briefly describe function 3 [limit to 40 words]. |

##### CURRENT KEY INITIATIVES

What are your bureau/component's key initiatives or projects? Explain why the initiative is important, and how it supports the achievement of bureau/component’s key outcomes. Please do not list every initiative for each subunit.

|  |  |
| --- | --- |
| Name | Overview |
| Type name of initiative 1 here | Brief overview of initiative, why it’s important, and outcomes [limit to 60 words] |
| Type name of initiative 1 here | Brief overview of initiative, why it’s important, and outcomes [limit to 60 words] |

##### STRATEGIC ENVIRONMENT

Provide your top three issues/concerns that the next Secretary should be aware of. As you think of your top three, consider the following categories: threats/hazards (important drivers/trends), operational constraints/opportunities, mission execution risks (external), and key mission-critical partnerships.

Type response here [limit to 300 words]

##### FUTURE DIRECTION

What are your bureau/component's focus areas in FY17 and beyond? How will these upcoming focus areas help achieve bureau/component's mission and key outcomes?  Please focus on the future direction at the bureau/component level, and not at the subunit level.

Type response here [limit to 200 words]

##### KEY CHALLENGES

What are the key challenges for your bureau/component in FY17 and beyond? How might these affect its ability to deliver the mission? How is your bureau/component addressing those challenges?

|  |  |
| --- | --- |
| Name | Overview |
| Type name of key challenge 1 here | Brief overview of initiative, why it’s important, and outcomes [limit to 100 words] |
| Type name of key challenge 2 here | Brief overview of initiative, why it’s important, and outcomes [limit to 100 words] |

##### PROMISING OPPORTUNITIES

What promising opportunities for achieving new goals or developing current initiatives should your bureau/component explore? Why? What kinds of resources or support – such as additional funds, commitment from senior leaders, etc. – would you need to exploit these opportunities?

|  |  |
| --- | --- |
| Name | Overview |
| Type name of promising opportunity 1 here | Brief overview of opportunity, potential positive impact, and next steps [limit to 150 words] |
| Type name of promising opportunity 2 here | Brief overview of opportunity, potential positive impact, and next steps [limit to 150 words] |

##### KEY PARTNERS & STAKEHOLDERS

What key partners and stakeholders help you achieve your mission (key advisory boards, executive steering committees, and inter- or intra-agency stakeholder groups)? What critical roles do they have in ensuring you meet your agency outcomes? Why? Note any specific tie-in to Agency decision-making. Finally, what new partnerships is the bureau/component actively developing, if any, and why?

1. Key Stakeholder [limit to 100 words]
2. Key Stakeholder [limit to 100 words]
3. Key Stakeholder [limit to 100 words]

##### POINTS OF CONTACT

Provide two main points of contact.

|  |  |  |
| --- | --- | --- |
| Name | POC 1 | POC 2 |
| Title |  |  |
| Email |  |  |
| Phone |  |  |

### ORGANIZATIONAL STRUCTURE

Show us how your bureau/component is structured. Please do not include names or positions in the organizational chart, only business units.

Insert chart here

Why are you organized in your current structure? Is your organizational structure effective? Why so? What regulations limit your ability to change organizational structure?

Type response here [limit to 300 words]