Romney Readiness Project

Charter for the

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|  | **Presidential Appointments Council** |  |

August 22, 2012

The purpose of the Presidential Appointments Council (PAC) is to provide the president-elect with candidates for the highest priority presidential appointments in each cabinet department, agency, and the White House. This charter document provides instructions and guidelines for its operation and describes the deliverables PAC members are expected to produce. Periodically, this charter may be amended in response to new circumstances.

**Background of the Romney Readiness Project**

The Romney Readiness Project (R2P) was created in May 2012 to prepare for the potential election of Mitt Romney as President of the United States. Its activities comport with the Presidential Transition Act of 2010 enacted by Congress for the purpose of assuring continuity of government.

**Composition and Structure of the Presidential Appointments Council**

**Director:** [Insert name here] is appointed Director of the PAC. He/She is responsible for organizing and leading the Council. He/She is also charged with deploying specific subject matter knowledge, experience, and influence.

The Director is authorized to add technical support as needed contingent on budget approval and vetting/clearance of new support staff by the R2P talent team.

**Central Team Leader:** [Insert name here], a member of the Central Leadership Team, is appointed to the PAC and shall have the title of Deputy Director. He is responsible for providing project management and other support to the Director and to help coordinate and direct PAC tasks. He will work full-time in his capacity with R2P.

**General Scope of the PAC Responsibilities**

The primary responsibility of the PAC is to create, oversee, and coordinate work done by the following seven appointment review groups:

1. National Security Appointments Group;
2. Domestic Policy Appointments Group;
3. Economic Policy Appointments Group;
4. White House Staff/OMB Appointments Group;
5. General Counsels Appointments Group;
6. CFO’s Appointments Group; and
7. Operations Appointments Group.

The PAC will provide guidance, coordination, and advice necessary to ensure that each group and associated team review is conducted in a way that is consistent with its charter. Each team will report its findings to the PAC.

The PAC will coordinate its work with other areas of R2P, in particular the Department/Agency Review Teams and the Policy and Strategy Task Forces.

The PAC will report to the R2P Executive Director, Chris Liddell. Progress with be tracked on a system coordinated by OPPM, Inc. The Director is responsible for providing progress reports according to a pre-determined schedule.

**Operating Rules**

**General planning horizon:** The primary task of R2P is to provide a plan under which the Romney administration can initiate activities in both the transition period and in the first 200 days of the new administration which can be in full effect within 2000 days. PAC’s work to identify and prepare potential nominees for critical PAS and PA positions is integral to that effort.

**Rules of Governance:** The Presidential Appointments Council is chartered to identify critical PAS and PA positions in the White House and executive branch departments and agencies and to recommend potential nominees for those positions.

**Candidate Diversity:** The PAC teams shall seek candidate names for each position with an eye toward diversity of geography, gender, ethnicity, ideology, and background. In all cases, candidates should align with the Romney loyalty characteristics (as appended).

**Involvement of outside resources:** It is not intended that PAC members rely exclusively on their own knowledge and expertise. It is expected that members will (within the confines of confidentiality) seek the views, input, and involvement of expert resources to enrich the PAC’s recommendations. Candidates should be sourced from Congress, trade organizations, party/campaign, previous administrations, think tanks, and other sources as desired.

**Approaching Candidates:** In no case should candidates be approached in any way.

**OPPM**: Progress will be tracked on a system referenced as an OPPM (One Page Project Manager). The Director is responsible to assure that the OPPM accurately reflects progress.

**Clearance, Confidentiality and Ethics**

Appointment Leaders are authorized to grant membership on their review team subject to vetting by R2P. The vetting process will include review by the PAC Director and Deputy Director. Before joining the review team, proposed members must sign confidentiality and ethics agreements. No exceptions will be made on this requirement.

**Deliverables**

The PAC is commissioned to produce the following deliverables by the dates indicated.

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| Accountability Date | Description |

Team Formation Deliverables

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| September 5, 2012 | Appoint confirmed and vetted group members for all groups. |
| September 15, 2012 | Appoint confirmed and vetted team leaders and members for all teams. |

Candidates Deliverables

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| September xx, 2012 | Identify the critical PAS, PA, and SES positions in the White House and each department and agency using input from the agency review teams. |
| September xx, 2012 | Write job descriptions for all identified positions. |
| October 15, 2012 | Nominations of 15-20 candidates for each Cabinet position, including biographical details and a summary personal overview. |
| November 20, 2012 | Nominations of 10-12 candidates for each sub-Cabinet position and 5-10 for each SES position, including biographical details and a summary personal overview. |
| [Date TBD] | Input into landing teams |