**MEMORANDUM**

TO: Presidential Transition Team Staff

FROM: Drew Maloney, Legislative Affairs

DATE: November 7, 2012

RE: Outreach to Capitol Hill Procedures

As outlined in our Presidential Transition Team all staff call, the importance of coordinating our outreach to Capitol Hill is vital. We want to represent President-Elect Romney in a unified manner and with one voice. We will do our best to get you a prompt response and work with you to help you accomplish your goals when reaching out to Capitol Hill.

**Hill Outreach Coordination:**

Policy, Agency Review, PPO and Public Liaison may want to reach out to the Hill after the election to get ideas and input on talent and policies. Legislative Affairs wants to track this outreach so that the PTT outreach is coordinated and no requests from the Hill fall through the cracks. In addition, we want to streamline Hill outreach so that PTT meetings with Members and Leadership are coordinated, timely and effective. In order to prioritize our efforts, Legislative Affairs recommends the following protocol:

* **Outreach directly to Members and/or GOP Leadership Senior Staff**: Please coordinate with Legislative Affairs before you contact a Member or request a meeting as other PTT senior staff may be working with that Member already. Send an email request to Heather Hopkins at heather.hopkins@ptt.gov and she will quickly respond letting you know any other PTT senior staff who are already in touch and/or meeting with the Member. In some instances, Legislative Affairs may recommend that a meeting by PTT staff be put on hold or combined with other PTT staff meeting with that Hill office. Following your Hill meetings, please send a quick email to Heather reporting the following:
	+ - Date of call/meeting
		- Names of participants (PTT staff members, Member, GOP Leadership senior staff)
		- Summary of meeting
		- Requests made by Member or staffer
		- Follow up needed?
* Outreach to Other Hill Staff – It is not necessary to contact Legislative Affairs before the meeting/call but please email the Heather Hopkins after your communication to report the following:
	+ - Date of call/meeting
		- Names of participants (PTT staff members, Hill staff)
		- Summary of meeting
		- Requests made by Member or staffer
		- Follow up needed?

**Incoming Hill Calls/Requests:**

Calls from Members of Congress and their staff may come in through a variety of contacts at PTT.

If you or your staff receive incoming requests from the Hill, please coordinate with Legislative Affairs to keep them informed and to help with prioritization. Please email or call Heather Hopkins directly.

**For general incoming Hill calls, please transfer all calls to:**

**Legislative Affairs at 202-599-3305 (or extension 3305).**