

Romney Readiness Project
Transition Phase Charter Addendum
Department and Agency Review

DEPARTMENT OF HEALTH AND HUMAN SERVICES LANDING TEAM

October 26, 2012

The purpose of the Department of Health and Human Services (HHS) Landing Team is to evaluate a series of HHS-related matters from within the Department. It is governed by the same rules and standards articulated in the HHS Planning Phase Charter. This addendum lists the deliverables members of the Landing Team are expected to produce. In addition to the deliverables – each team will be expected to complete a series of activities outlined in the checklists for the budget, regulatory inventory, policy coordination and personnel planning. The relevant specialists on each team will be networked with the appropriate central team for direction and communication.

Deliverables

Accountability Date

Description

LANDING TEAM ORIENTATION AND TRAINING

November 14, 2012 Convene Landing Team. Attend Landing Team Kick-off and orientation session. Meet with current administration Department/Agency Liaison.

OUTREACH PLANNING

October 24, 2012 Prepare a summary of the industry associations, think tanks, non-profit organizations and other third parties that the Landing Team plans to consult during the Transition Phase. Identify the association contact and any issues that may require assistance from the Public Liaison Team.

Also provide to the Legislative Affairs Team a summary of the planned / desired outreach to Capitol Hill.

November 9-8, 2012 As requested by the Public Liaison Office, place the post-election phone calls to the selected organizations. Provide feedback to the Public Liaison Office.

November 12, 2012 In coordination with the Public Liaison Team, schedule and conduct meetings with the relevant industry associations and others as planned.

In coordination with the Legislative Affairs Teams, schedule and conduct meetings with relevant representatives on the Hill. Provide a meetings summary to Heather Hopkins following each meeting with the Hill Staff.

BUDGET DELIVERABLES

December 15, 2012 (1) Identify (a) a specific plan for achieving the total sequester savings for your agency's budget through other reductions and reforms while meeting the new administration's priorities for the coming year and (b) options for subsequent years for which spending caps and sequestration procedures would be in effect.

(2) Identify any impending resource issues that have the potential to create serious disruption of government functions during the first 200 days.

MANAGEMENT

December 15, 2012 (1) Inventory management challenges, initiatives to address them, and any gaps in current efforts to improve the performance and efficiency of the agency. Ensure input is gathered, at a minimum, from the (a) Chief Financial Officer; (b) Chief Information Officer; (c) Chief Acquisition Officer; (d) Chief Performance Officer; and (e) Chief Human Capital Officer.

(2) Inventory career SES positions to determine which are (a) critical to executing the 200 day agenda; (b) vacant or soon to be vacant.

POLICY & STRATEGY DELIVERABLES

December 15, 2012 Submit updated memoranda to the Policy and Strategy Team documenting the key issues and recommended policy actions needed to achieve President-Elect Romney's priorities.

REGULATORY DELIVERABLES

December 15, 2012 Review the regulatory pipeline. Specifically, in the template provided to all landing teams on November 9: (1) inventory all rules that are in process or may be proposed by the agency prior to inauguration or in 2013, completed rules not yet published in the Federal Register, and final rules that are not yet effective and may be extended; (2) compile available benefit and cost information for each rule in the inventory; (3) identify any rules in the inventory that have statutory or judicial deadlines; (4) develop a net zero regulatory cost plan by identifying potential regulatory modifications to offset costs imposed by rules in the inventory; and (5) identify any extraordinary circumstances that may affect regulatory policy, especially in the first 200 days of the new administration.

PERSONNEL

December 15, 2012 Conduct an assessment of current positions within the agency. Work with the Presidential Appointments Group to develop a comprehensive staffing plan for the agency. This assessment will include obtaining a list of all Presidential Appointments, career and non-career SES positions, GS 14 and GS 15 positions, and Schedule C appointments in the agency as well as creating lists of current vacancies, recently created non-career positions, positions that recently converted from political to career status, and employees who have at some point been detailed to the White House, another executive agency or a congressional office.

A more detailed checklist of personnel and staffing information will be available in early November.

December 15, 2012 Assimilate Beachhead Team members into Agency Landing Team and assist in preparing Beachhead Team members to assume their new administration roles post inauguration.

BRIEFING NEWLY APPOINTED LEADERS

January 3, 2013 Submit the final list of (1) the most urgent deadlines the new Secretary of HHS will confront post-handoff and (2) the summary ("2 page") of key issues the new Secretary of HHS will need to prioritize during the first 200 days.

January 10, 2013

Submit the final (“20 page”) briefing package for the new Secretary of HHS. Schedule meetings to brief the incoming Secretary and share insights from the Planning and Transition phases of the project.

CONFIRMATION DELIVERABLES

Announcement –
January 20, 2013

Prepare the Secretary-Designate for Senate confirmation.