**MEMORANDUM**

TO: Chris Liddell

FROM: Drew Maloney

DATE: November 6, 2012

RE: Talking Points on Congressional Outreach for All Staff Conference Call

As requested, below are the talking points to use which should outline and discuss the posture for All Presidential Transition staff to abide by during the Transition period. We will be providing an attached memo to be distributed to all Presidential Transition staff via email to further clarification.

Violations of the policy will be taken very seriously.

**Talking Points for the Wednesday, November 7 All Staff Call :**

* Members of the PTT staff have many contacts and relationships with Members and staff on Capitol Hill.
* These relationships are important for a successful Transition and should be fostered.
* However, it is critical that we coordinate our communications and streamline requests to And from the Hill.
* I have asked Drew Maloney to establish a process for PTT outreach to the Hill and organize their incoming requests. Please make sure that you understand and follow this process before reaching out to the Hill or responding to Hill requests you may receive directly.
* **Most importantly, NO ONE on PTT should reach out to a Member of Congress or GOP Leadership senior staff without FIRST coordinating with Legislative Affairs.**
* This is not to limit your ability to talk with the Hill but for PTT to act in a coordinated and cohesive way as far as our interaction with the Hill. It also helps to prioritize our outreach and not overwhelm any one particular Member or Committee.
* Legislative Affairs will also be keeping track of incoming and outgoing Hill communications and any requests from Members. Legislative Affairs will help with any necessary follow up coming out of your teams’ meetings. Please make sure your teams report back to Legislative Affairs following your meetings.
* **LAME DUCK:** As you and your teams speak to Members and staff, please remember that discussions about Lame Duck are very delicate and decisions have not yet been made by President-Elect Romney and Vice-President-Elect Ryan on the posture we will take. Please do not commit or lean forward during any discussions regarding Lame Duck.
* Violations of our policy with Capitol Hill will be taken very seriously. As stated before, as a member of the Presidential Transition Team, you are representing the President Elect. We need to do our best to talk to the Hill with one voice that best represents and works for him.