

AUGUST 21, 2012

TO: MEMBERS OF THE PRESIDENT'S MANAGEMENT COUNCIL

FROM: ALYSSA MASTROMONACO  
JEFF ZIENTS  
CHRIS LU  
NANCY HOGAN

RE: TRANSITION PLANNING

Since his first day in office, the President has instructed his Administration to engage in planning exercises to ensure the continuity of government. In furtherance of the Pre-Election Presidential Transition Act of 2010, we seek the assistance of the President's Management Council (PMC) in planning for a possible second term or a possible transition to a new Administration.

Agencies routinely engage in policy and personnel planning, and this memo is not meant to supplant these planning efforts. However, in the interests of promoting the orderly functioning of government during a period of potential change, we ask you to take the following steps:

1) By September 4, 2012, each agency represented in the PMC should:

- Identify a knowledgeable, capable career official to serve as a lead for any planning efforts related to a possible second term or a possible transition to a new Administration.
- Review the agency's line of succession procedures and determine whether any changes are necessary.

2) By October 1, 2012, each agency represented in the PMC should:

- Prepare a brief summary of the agency's basic organization, ongoing initiatives, performance goals, and key personnel.
- Identify and summarize the critical policy, internal management, legal, and infrastructure issues that will require immediate attention by any new agency officials.

In the near future, you will be receiving additional information to assist you in your planning efforts. Thank you.

DRAFT

TO: MEMBERS OF THE PRESIDENT'S MANAGEMENT COUNCIL

FROM: ALYSSA MASTROMONACO  
JEFF ZIENTS  
CHRIS LU  
NANCY HOGAN

RE: FURTHER TRANSITION PLANNING GUIDANCE

In our memo dated August 21, 2012, we asked agencies represented in the President's Management Council (PMC) to begin taking steps to facilitate transition planning for a possible second term or a possible transition to a new Administration. In that memo, we asked your agencies to take two steps.

- First, by September 4, each agency represented in the PMC should have identified a career official to lead planning efforts, and reviewed the agency's line of succession for any changes.
- Second, by October 1, each agency represented in the PMC should prepare summaries of the agency's organization, personnel, and key policy, management, and other issues that would require immediate attention by any new agency officials.

To continue the planning efforts, we will now be taking two additional steps:

- In the coming week, we will be convening a meeting of the PMC to provide an update on Administration planning efforts to date, as well as share best practices about agency planning.
- Separately, GSA will be convening a meeting with the senior career officials designated by your agencies. To that end, we ask you to provide the name of your designated career lead to Darren J. Blue who has been named as the Senior Career Executive for transition planning at GSA. He can be reached via [REDACTED] or [REDACTED]

Thank you for your assistance, and please feel free to contact Chris Lu with any questions.