



Strategies and Best Practices for Career Executives: Managing the Transition to a New Administration



“Update: The Work of the White House Transition Coordinating Council and the Agency Transition Directors Council”

September 21, 2016

Third in a Webinar Series with the Support of The Distinguished
Executives Advisory Network –

“The DEAN’s List”



Panelist

Tim Horne, Federal Transition Coordinator and career co-chair of the Agency Transition Directors Council

Moderator

Carol Bonosaro, President Emeritus, Senior Executives Association



Transition Webinars Series Schedule

- **Webinar 1 - May 18, 2016** - What to expect during the year, the role of the SES in the transition, and what executives can and should begin to do right now to prepare themselves and their agencies for the transition. *Recording and slides available on SEA's website.*
- **Webinar 2 - July 21, 2016** - What agencies are required to do – and are doing now – to prepare for transition. *Recording and slides available on SEA's website.*
- **Webinar 3 – September 21, 2016** - What the White House Transition Coordinating Council and the Agency Transition Directors Council have been up to.
- **Webinar 4 - October 5, 2016** - What to expect from transition teams and the next Administration, and determining and integrating information relevant to candidates' policies and commitments.
- **Webinar 5 - October 26, 2016** - The SES personnel rules which are of particular concern during the transition, including the 4 different 120 day “get acquainted” periods and those which apply to reassignment or transfer, as well as removal. Given the importance of the f.y.16 performance appraisal, the Performance Reviews Board process will also be reviewed.
- **Webinar 6 - December 7, 2016** - How to engage effectively and support new political leadership after arrival.



Transition Resources on SEA's Website

- Recordings and Slides from the First Two Webinars on Transition for Federal Career Executives.
- A List of Key References and Resources for the Presidential Transition
- **SEA's Presidential Transition Handbook version 2.0, which covers:**
 - Transition Basics
 - The Role of Career Federal Executives in the Transition Process
 - Begin Now to Plan for the Transition
 - Develop Briefing Materials for the Transition
 - Acting in Political Positions
 - Transition Teams
 - How to Engage Effectively and Support New Political Leadership
 - Additional Tips from Seasoned Executives
 - Personnel Rules Applicable to the Senior Executive Service During Transition



2016
**Presidential
Transition**

Presidential Transition Update

Agency Transition Directors Council (ATDC)

Tim Horne, Federal
Transition Coordinator

Senior Executives Association

Supported by U.S. General Services Administration



ATDC Roles & Responsibilities

- Ensure the Federal Government has an integrated strategy for addressing interagency challenges and responsibilities around Presidential transitions and turnover of non-career appointees;
- Coordinate transition activities among the Executive Office of the President, agencies, and the transition team of eligible candidates and the President-elect and Vice-President-elect;
- Draw on guidance provided by the White House Transition Coordinating Council and lessons learned from previous Presidential transitions in carrying out its duties;
- Assist the Federal Transition Coordinator in identifying and carrying out his or her responsibilities relating to a Presidential transition;
- Provide guidance to agencies in gathering briefing materials and information relating to the Presidential transition that may be requested by eligible candidates;
- Ensure materials and information described in subparagraph (v) of this subsection are prepared not later than November 1 of the year during which a Presidential election is held;
- Ensure agencies adequately prepare career employees who are designated to fill non-career positions during a Presidential transition; and
- Consult with the President's Management Council, or any successor thereto, in carrying out its duties.

ATDC Roles & Responsibilities

- Coordinate transition activities among the Executive Office of the President, agencies, and the transition team of eligible candidates and the President-elect and Vice-President-elect
- Provide guidance to agencies in gathering briefing materials and information relating to the Presidential transition
- Ensure agencies adequately prepare career employees who are designated to fill non-career positions during a Presidential transition
- Keep agency leadership (both career and political) informed
- Ensure agencies are developing a demand-driven exercise

ATDC Membership

Co-Chairpersons

OMB Deputy Director for Management & Budget
Federal Transition Coordinator

Membership List

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health & Human Services
- Department of Homeland Security
- Department of Housing & Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of the Treasury
- Department of Veteran's Affairs
- Environmental Protection Agency
- National Aeronautics and Space Administration
- Small Business Administration
- Office of Government Ethics
- Office of Personnel Management
- National Archives and Records Administration
- Transition Representatives for Each Eligible Candidate

Council Meetings

ATDC Meetings

June 3, 2016:

- Kick-Off Meeting
- Overview of Transition Planning Efforts
- Introduction to the PMC

June 27, 2016:

- DOJ & OPM Transition Governance
- Partnership for Public Service Presentation

July 25, 2016:

- DHS & DOE Transition Governance
- PPO Political Appointee Presentation
- NARA Records Management Presentation

Sept 7, 2016:

- Introduction to Eligible Candidate POCs
- VA & Treasury Transition Governance
- OPM FEVS Presentation

SATG Meetings

June 10, 2016:

- Kick-Off Meeting
- Overview of Transition Planning
- ATDC Meeting Update

August 17, 2016:

- Small Agency Roundtable
- Transition Guidance Panel
- Presentations By:
 - NARA, Records Management
 - Partnership for Public Service
 - OGE, Ethics & Resources
 - PPO, Appointee Retention

September 1, 2016

- Roundtable Make-up Session

Requirements & Deliverables

Provide guidance to agencies in gathering briefing materials and information relating to the Presidential transition that may be requested by eligible candidates

- August 2, 2016: Issued the Transition Overview
- September 14, 2016: Issued Guidance Memo on Transition Preparations

Assist the FTC in identifying and carrying out the responsibilities of the FTC relating to a Presidential transition

- September 15, 2016: Ensured agency compliance with designation of qualified career employees to serve in critical non-career positions in an acting capacity

Ensure briefing materials and information is prepared NLT November 1

- In progress

Ensure agencies adequately prepare career employees who are designated to fill non-career positions during a Presidential transition

- In progress

Agency Briefing Materials

Due: November 1, 2016

- Should include information that is releasable to the public through FOIA
- Should not include pre-decisional or deliberative information
- Clearance mechanism will be established via an MOU to transmit essential non-disclosable information to specified transition personnel
- Agencies have discretion on format & information included in briefing materials
 - Suggested topics include an agency's:
 - Mission
 - Vision & Strategic Goals
 - Organizational Chart
 - Human Capital Overview
 - Budget
 - Overview of Key Issues Facing the Organization
 - Highlight issues requiring immediate attention



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- Advocates the interests of career federal executives, and
- Provides information and services to SEA members.

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