

**U.S. General Services Administration (GSA)**  
**PRESIDENTIAL TRANSITION ISSUE PAPER**

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**SUBJECT:** *GSA's Role in Presidential Transition*

**1. BACKGROUND:**

The transfer of power from one administration to the next marks a significant moment in U.S. history. GSA plays a prominent role in this process. The Presidential Transition Act authorizes the Administrator to provide Eligible Candidates and the President-elect and the Vice-President-elect the services and facilities needed to assume their official duties. Additionally, GSA provides support to the Presidential Inaugural, provides significant support and guidance to assist other agencies in their preparation for transition, and prepares for GSA's internal transition. GSA is a member of the Transition Coordinating Council that was established with the Executive Order of October 9, 2008.

a. General Background:

GSA's responsibilities include:

- Providing temporary office space, furniture, telephones, furnishings, supplies, IT equipment, mail management, payroll, financial, contracting and other administrative services for the transition team;
- Consulting with Presidential candidates prior to the general election, to develop a plan for computer and communications systems that will support the transition between the election and the inauguration;
- Paying for travel, printing, postal services and other expenses;
- Developing in collaboration with the National Archives and Records Administration (NARA) a transition directory to help familiarize key Administration officials with information about each department and agency;
- Coordinating orientation activities for high level nominees and appointees;
- Supporting the Presidential Inaugural Committee;
- Providing support to the outgoing President and Vice-President;
- At the end of the transition period, establishes the permanent office of the former President, and maintains a budget to manage the office during the lifetime of the President.

b. Issues:

- GSA's role in Presidential Transition will continue well into the next Administration.
- Staff from across GSA is working on Presidential Transition and will need the continued support of the new administration.
- Though GSA has been provided some funding for transition, the overall costs will be borne by GSA funds.
- GSA is housing the 2016 PTT in its headquarters building, specifically Wing 1 of 1800 F, from November 2016 through January 20, 2017, with the possibility of it extending for a brief period.

- GSA is innovative in this process, such as repurposing as much as possible. For example, computers will be reused by GSA employees.

## **2. SCOPE AND EFFECT:**

### **a. Impact on GSA's Customers:**

- GSA is often the first contact that members of the new Administration have with Federal employees. It is critical that GSA make a great first impression.
- GSA's transition efforts are truly a partnership. Close coordination is required with the Department of Homeland Security, Department of Justice, Office of Management and Budget (OMB), the White House, the Office of Government Ethics (OGE), the Office of Personnel Management (OPM), and other departments/agencies.

### **b. Impact on the Private Sector and State & Local Governments:**

- GSA's support of Presidential Transition ultimately impacts every citizen, state, and local governments.

## **3. ACTION(S) PLANNED OR REQUIRED:**

The GSA order on Presidential Transition is attached. This order provides an outline of roles, responsibilities and checklists to assist GSA in carrying out the various events that occur during a Presidential transition period. Additionally, the GSA order on support to the Presidential Inaugural is included for review and reference.

## **4. KEY STAKEHOLDER INTEREST:**

GSA's involvement in transition has received interest from Congress, other Departments/Agencies, and members of the press. GSA has testified before the Senate and House and is working closely with the Executive Office of the President and OMB to lead a number of Governmentwide transition related activities. "Good Government" groups, such as the Partnership for Public Service, are participating with GSA as well.

## **5. FISCAL YEAR 2017-18 BUDGET IMPACT:**

In Fiscal Year 2017, the enacted budget for the Presidential Transition is \$9.5 million in direct appropriations to support the Incoming Transition (\$6 million), Appointee Orientation (\$1 million), and the Outgoing Transition (\$2.5 million). In addition, some additional support for these activities as well as for Pre-election Services and the Presidential Inaugural Committee, estimated not to exceed \$5 million, will be spent in GSA's Federal Buildings Fund and Acquisition Services Fund. In Fiscal Year 2018 there will not be any additional impact on GSA's budget as it is very preliminary, infrequent work, for the 2020 election cycle.

In FY 2017 and FY 2018 there may be some costs associated with restoration of GSA's occupancy in Wing 1 of 1800 F in addition to these estimates. Estimates for this are still in

refinement as the restoration plan is not yet finalized.

**1080.1D ADM GSA Support for Eligible Presidential Candidates, Presidential Transition and Inaugural**

GENERAL SERVICES ADMINISTRATION

Washington, DC 20417

ADM 1080.1D

June 1, 2012

GSA ORDER

SUBJECT: GSA Support for Eligible Presidential Candidates, Presidential Transition and Inaugural

1. Purpose. This order provides an outline of the General Services Administration (GSA) roles and responsibilities in carrying out activities for Eligible Presidential Candidates, Presidential Transition and Inaugural.

2. Cancellation. ADM 1080.1C dated August 8, 2007, and WADM 5440.67 dated October 12, 2007, are canceled.

3. Background.

a. The Presidential Transition Act of 1963 ("Act"), as amended, 3 U.S.C. 102 note, authorizes the Administrator to provide, upon request, to each President-elect and each Vice President-elect services and facilities for use in preparing to assume their official duties as President and Vice President. Those services and facilities include:

(1) Suitable office space appropriately equipped with furniture, furnishings, office and IT equipment, office supplies, parking, vehicles, and mail management;

(2) Payment of compensation for office staffs;

(3) Payment of expenses for the procurement of experts or consultants and communications services; and

(4) Payment of travel, subsistence, printing, postal and other expenses as necessary and appropriate.

The Act contains a similar provision with regard to the services and facilities provided to the outgoing President and Vice President.

The transition period for the President-elect and Vice President-elect begins when the Administrator ascertains the apparent winners of the election, typically the day following the election, and ends 30 days after the inauguration. The transition period for the outgoing President and Vice President begins 30 days before the inauguration and lasts for seven months.

b. The Presidential Transitions Effectiveness Act of 1988, Public Law 100-398, codified at 3 U.S.C. 102, note, raised the amounts available to the incoming and outgoing administrations; extended the length of time these funds are available; imposed reporting requirements on the President-elect and Vice President-elect; allowed the use of Government aircraft on a reimbursable basis; and amended certain provisions of Title 5, U.S. Code.

c. The Presidential Transition Act of 2000, Public Law 106-293, codified at 3 U.S.C. 102, note, authorized the Administrator of GSA to coordinate the development and delivery of orientation activities for key prospective presidential appointees and consult with the Archivist of the United States to develop a transition directory. It also authorized the Administrator of General Services ("Administrator") to consult with presidential candidates prior to the general election to develop a systems architecture plan for computer and communication systems.

d. The Intelligence Reform and Terrorism Prevention Act of 2004, Subtitle F, Public Law 108-458, codified at 3 U.S.C., note, provides that the President-elect should submit to the appropriate agency the names of candidates for high level national security positions as soon as possible after the date of the general elections. The responsible agencies are directed to undertake and complete as expeditiously as possible the background investigations necessary to provide appropriate security clearances to those individuals before the date of the inauguration of the President-elect as President and the inauguration of the Vice President-elect as Vice President. It further provides that each major party candidate for President may submit, before the date of the general election, requests for security clearances for prospective transition team members who will have a need for access to classified information to carry out their responsibilities as members of the President-elect's transition team. Necessary background investigations and eligibility determinations to permit appropriate prospective transition team members to have access to classified information shall be completed to the fullest extent practicable by the day after the date of the general election.

e. The Pre-Election Presidential Transition Act of 2010, Public Law 111-283, codified at 3 U.S.C. 102, note, requires the Administrator to provide services and facilities to be available for eligible candidates for President or Vice President in advance of the election, as well as formal notice of those services and facilities to eligible candidates. Eligible candidates are entitled to receive suitable office space appropriately equipped with furniture, furnishings, office and IT equipment, and office supplies. The Act also requires GSA to prepare a report summarizing modern presidential transition activities and make it available to the public no later than 12 months before the election.

f. The Federal Property and Administrative Services Act of 1949, 40 U.S.C. Sec. 581(e), authorizes GSA to render direct assistance to and perform special services for the Presidential Inaugural Committee (as defined in Section 501 of Title 36, U.S. Code) during the inaugural period. Assistance and services under this subsection may include:

- (1) Employment of personal services without regard to chapters 33 and 51 and subchapter III of chapter 53 of Title 5, U.S. Code.
- (2) Providing Government-owned and leased space for personnel and parking;
- (3) Paying overtime to guard and custodial forces;
- (4) Erecting and removing stands and platforms;
- (5) Providing and operating first-aid stations;
- (6) Providing furniture and equipment; and
- (7) Providing other incidental services at the discretion of the Administrator.

#### 4. Definitions and Abbreviations.

a. AFIC. Armed Forces Inaugural Committee. AFIC is part of the Joint Forces Headquarters - National Capital Region (JFHQ-NCR). AFIC or JFHQ-NCR is the organization in the Department of Defense that provides support for the Inaugural.

b. Appointee Orientation. The Presidential Transition Act of 2000 provides for appointee orientation. Appointee orientation is conducted primarily for individuals the President-elect intends to nominate as department heads or appoint to key positions in the Executive Office of the President and includes training or orientation in human resources management and performance-based management.

c. Eligible Candidate. The nominee of a major party or, as determined by the Administrator, a candidate (1) among the principal contenders that is eligible for the office sought, (2) is qualified to be on the ballot of enough states that election is possible, and (3) has a significant level of public support.

d. Executive Steering Committee. A committee made up of GSA executives, typically including the Senior Career Executive (SCE), who leads the meetings, the Commissioners of the Public Buildings Service (PBS) and the Federal Acquisition Service (FAS), the heads of the Office of the Chief Information Officer, (OCIO), the Office of the Chief Financial Officer (CFO), the Office of Communications and Marketing (OCM), the Office of Congressional and Intergovernmental Affairs (OCIA), the Office of the Chief People Officer (CPO), the Office of Emergency Response and Recovery (OERR), the Office of General Counsel (OGC), Chief Administrative Services Officer (H), and others at the discretion of the SCE.

e. JFHQ-NCR. Joint Force Headquarters - National Capital Region. JFHQ-NCR is the organization in the Department of Defense that provides support for the Inaugural.

f. IST. The GSA Inaugural Support Team. The IST includes representatives from FAS, PBS, OCIO, OGC and other offices in GSA as needed. The GSA IST will exist only for the purpose of supporting inaugural activities. It is not an organizational entity of GSA, and employees who are members of the Inaugural Support Team will remain employees of the service, staff office, or region to which they are assigned throughout the inaugural period.

g. PIC. Presidential Inaugural Committee. The group assembled by the President-elect to plan the Inaugural events.

h. PTA. The Presidential Transition Act of 1963, as amended, and described in the Background section, above. Also referred to as the "Act" within this document.

i. PTST. GSA's Presidential Transition Support Team. The PTST exists only for the purpose of supporting the incoming administration (and outgoing administration if the Senior Career Executive does not set up a separate team for support of the outgoing administration) during a Presidential transition. It is not an organizational entity of GSA, and employees who are members of the PTST will remain employees of the service, staff office, or region to which they are assigned throughout the transition period. The PTST will typically include representatives from PBS, FAS, OCFO, CPO, OCIO, OCM, OGC, and the National Capital Region (NCR).

j. PTST-O. The Presidential Transition Support Team-Outgoing. The PTST-O supports the outgoing President and Vice President (if he or she is not elected President). The head of the PTST-O may be, but is not required to be, the same person who is heading the PTST, and the team members may but are not required to be a subgroup of the PTST. The PTST-O is not an organizational entity of GSA, and associates who are members of the PTST-O will remain employees of the service, staff office or region to which they are assigned throughout the transition period.

k. PTT. The Presidential Transition Team. This is the incoming Administration of the President-elect and Vice President-elect. This group may also be referred to as the Office of the President-elect.

l. Report of Modern Presidential Transition Activities. GSA is required by the Pre-Election Transition Act to prepare a report summarizing modern presidential transition activities, provide it to eligible candidates, and make it available to the public no later than 12 months before the election. The same report, properly updated, can serve as the Transition Directory.

m. SCE. Senior Career Executive. A Career Executive in GSA, specifically designated by the Administrator, who is responsible for overseeing the total program to support the transition.

n. Transition Directory. The Presidential Transition Act of 2000 requires GSA, in consultation with the Archivist of the United States (head of the National Archives and Records Administration), to develop a compilation of Federal publications and materials that provide information on the officers, organization, and statutory and administrative authorities, functions, duties, responsibilities, and mission of each department and agency. This directory will be made available on-line one year before the election as required by the

Pre-Election Presidential Transition Act of 2010.

5. GSA Roles. GSA is responsible for a wide range of activities to support the changing of a Presidential Administration. Transitions require the support of almost every major organization within GSA to carry out these responsibilities. Below, the lead offices and their roles have been identified. It is expected that all GSA Services and Offices will respond to requests by the SCE and/or any of these lead offices to assist them in carrying out their assigned responsibilities.

a. Eligible Presidential Candidates and the President-elect and Vice President-elect.

(1) Lead: Senior Career Executive.

(2) Responsibility: To ensure that facilities and services are provided to the President-elect, Vice President-elect and eligible candidates in accordance with the Presidential Transition Act, as amended. The full suite of services and facilities available to the President-Elect and

Vice President-elect include space, communication systems, IT systems and support, financial management, human resources management, parking, furniture, vehicles, office equipment, mail management and administrative support services, such as payroll and financial services, contracting and other appropriate services, during the transition period, and assistance with Appointee Orientation and development of the Transition Directory. Eligible candidates are entitled to receive suitable office space appropriately equipped with furniture, furnishings, office and IT equipment, and office supplies prior to the election. A Director of the PTST is usually named and is delegated full authority to carry out the responsibilities of this section under the leadership, direction and guidance of the SCE. See Appendix A for a more detailed list of the actions and responsibilities of GSA to an incoming administration and eligible candidates.



b. Outgoing President and Vice President during a Presidential Transition.

(1) Lead: Senior Career Executive.

(2) Responsibility: To ensure that the full suite of services is provided to the outgoing President and Vice President (if he or she is not the President-elect) in accordance with the Presidential Transition Act, as amended. Services and facilities include space, communication systems, IT support, financial management, human resources management, telephones, parking, furniture, vehicles, office equipment, mail management and administrative support services, such as payroll and financial services, contracting, and other appropriate services. A Director of the PTST-O may be named and delegated full authority to carry out the responsibilities of this section under the leadership, direction and guidance of the Senior Career Executive. GSA provides support to the outgoing President during the transition period and will provide ongoing support to the Office of the Former President for the rest of the former President's life as detailed in Appendix C. The region in which the Former President's permanent office is located will provide key support during the outgoing transition period. GSA provides support to the outgoing Vice President (if he or she is not President-elect) for the transition period.

c. Presidential Inaugural.

(1) Lead: Senior Career Executive.

(2) Responsibility: To provide support to the PIC, the JFHQ-NCR and other organizations such as the National Park Service, the Government of the District of Columbia and the Department of Homeland Security as necessary in connection with the Inaugural. A Director of the IST is usually named and delegated full authority to carry out the responsibilities of this section under the leadership, direction and guidance of the SCE. The National Capital Region will provide key support to the Inaugural activities. See Appendix B for a more detailed list of the actions and responsibilities and timelines of GSA in support of the Inaugural.

d. Presidential Libraries.

(1) Lead: Public Buildings\_Service.

(2) Responsibility: To work with the National Archives and Records Administration, as necessary, to provide support to former Presidents in the establishment and maintenance of their libraries.

e. Presidential and Vice Presidential Portraits.

(1) Lead: Public Buildings Service.

(2) Responsibility: Notify building managers to remove Presidential and Vice Presidential portraits when there is a change in administrations. Terms of a leaving President and Vice President end on the Inaugural Day at 12:00 noon EST on January 20 when the previous administration leaves their current term of office. At that time, the portraits of the former President and Vice President should be removed in all Federal buildings. Portraits of the outgoing President and Vice President are respectfully disposed of either by shredding and/or recycling, including any remaining stock.

f. Internal Transition.

(1) Lead: Office of the Chief People Officer.

(2) Responsibility: To ensure GSA has appropriate departure and arrival procedures and policies in place to ensure smooth transition of GSA's internal leadership. The Office of General Counsel should be included as part of this team.

DAN TANGHERLINI

Acting Administrator

Appendix A. Support to Eligible Presidential Candidates and to the President-Elect and Vice President Elect - Checklist and Timelines

1. Three Years before the Election Year.

a. Space. The National Capital Region, Public Buildings Service (NCR-PBS), will strategize on providing approximately 100,000 usable square feet of space and 150 parking spaces. Federally-owned space is the preferred option.

b. Authorities. The Office of General Counsel (OGC) will review the Presidential Transition Act and make recommendations on changes to the Act. OGC will work with the Office of Congressional and Intergovernmental Affairs (OCIA) to coordinate delivery of the proposed changes to Congress.

2. Two Years before Election Year

a. Senior Career Executive. The Administrator shall designate the Senior Career Executive (SCE) in GSA who is responsible for overseeing the total program to support pre-election, transition and inaugural activities.

b. Space. NCR-PBS will continue to strategize on providing 100,000 usable square feet of space and 150 parking spaces and will determine if a prospectus needs to be developed and submitted for new leased space.

c. Funding. The Office of the Chief Financial Officer (OCFO) will coordinate with the Office of Management and Budget (OMB) and the Department of Homeland Security (DHS) to request funding for Presidential Transition and Presidential Inaugural support.

d. Furniture. The Federal Acquisition Service (FAS) will develop a strategy for collecting owned furniture or plan to lease furniture for both the Presidential Transition Team (PTT) and the Presidential Inaugural Committee (PIC). NCR-PBS will provide additional storage space for the staging of excess furniture for the PTT / PIC.

e. Information Technology/Telecommunications. OCIO will develop an information technology and telecommunications strategy for the transition and Inaugural. This strategy will include the devices and infrastructure necessary for communication such as, mobile devices, telephones, email accounts, and internet access.

f. Report/Transition Directory. The SCE will begin development of a report summarizing modern presidential transition activities, including a bibliography of relevant resources, which shall be made available to the public not later than 12 months before the date of the election. This report, as updated, can serve as the Transition Directory.

### 3. One Year before Election Year.

a. Presidential Transition Support Team (PTST). The SCE will appoint a senior official as the Director of the PTST, and a Deputy Director and team leaders shall be identified. The Director of the PTST will ensure that the SCE, OCIA, Office of the Administrator (A), and Office of Communications and Marketing (OCM) and Chief Administrative Services Officer (H) are kept informed of high visibility and/or significant actions of the PTST and the Office of the President-elect. The team leaders shall begin to assemble their teams. The PTST will have its first meeting no later than January of the election year.

b. Funding. The CFO shall include the amount authorized by the Presidential Transition Act, as amended, to include costs of appointee orientation and costs associated with services to eligible candidates, in the budget request for the fiscal year of the general election to cover expenditures authorized for transition purposes. This amount does not cover DHS, the Federal Protective Service (FPS) and other agencies' presidential transition expenditures. The CFO will coordinate with OMB and DHS on funding for transition and inaugural activities.

c. Space. NCR-PBS will make one final look at space alternatives to include availability of existing space in the inventory (including modernizations about to be completed) and will confirm the availability of 100,000 usable square feet of space and 150 parking spaces. NCR-PBS will monitor the prospectus approval, if necessary, and continue the leasing process, if appropriate, on a schedule that will deliver the space in time for the space to be ready for occupancy, with the exception of alterations to be identified by the apparent President-elect, a minimum of one month prior to the election.

d. Office Equipment. FAS shall complete inventory of excess office equipment suitable to be used in transition offices and a list of sources of office equipment.

e. Information Technology/Telecommunications. PTST/OCIO shall contact potential providers of information technology and telecommunications services after office space is located to plan for the acquisition of such services.

f. Security. The SCE/PTST shall finalize agreement with DHS for security for the transition. The agreement shall include such things as location surveys, security equipment, and personnel needed for adequate security. In addition, it is essential that that an agreement exists between DHS and the Office of the President-elect.

g. Executive Steering Committee. The SCE will convene the Executive Steering Committee and brief them on preparations for the transition. The Executive Steering Committee will meet quarterly, or more often if necessary, to assist in GSA's support functions.

h. Report/Transition Directory. The SCE/PTST will complete the report summarizing modern presidential transition activities, including a bibliography of relevant resources and make it available to the public no later than 12 months before the date of the election. The report will include an updated Transition Directory.

#### 4. Election Year (January - Election Day).

##### a. January - March.

(1) Security. The PTST shall contact DHS to coordinate an agreement between DHS and the eligible candidates for providing security for transition offices.

(2) Information Technology/Telecommunications. The PTST in coordination with the OCIO will secure information technology and telecommunications services for use by the PTST.

(3) Space. PTST/NCR shall complete negotiations and award lease contract or other necessary contracts or agreements in time for phased occupancy by Presidential Transition Team to begin immediately following the election and for limited use by eligible candidates following the major party conventions.

(4) Parking. PTST/NCR shall finalize the location of parking facilities and requirements concurrent with transition office space and arrange tentative leases for up to 150 parking spaces.

##### b. April - July.

(1) Transition Documents. The PTST/CFO/OGC shall begin review and update as necessary the transition handbook and transition Memorandum of Agreement (MOA) between GSA and the Office of the President-elect for revisions in law, regulations, or other areas.

(2) Interagency Coordination. The SCE shall prepare a summary of GSA's activities in preparation for a Presidential Transition. The SCE shall remind the Administration of the requirement to prepare a report describing the activities of the Executive Branch in preparation for a Presidential Transition six months before the election. The SCE will support interagency coordination of transition efforts including serving on the transition directors council if requested.

c. July - August.

(1) Transition MOA. PTST shall prepare the MOA and complete the handbook for transition use, including the incorporation of comments from all of the offices shown in this order. (This review should include an examination of statutes and regulations pertaining to transition personnel recruitment, benefits, etc.)

(2) Furniture. PTST/FAS shall complete inventory of excess furniture suitable to be used in transition offices and wrap up acquisition of all needed furniture to allow phased delivery to begin following the major party conventions.

(3) Office Equipment. PTST/FAS shall complete inventory of excess office equipment suitable for use in transition offices and a list of sources of office equipment.

(4) Financial Services. The PTST/CFO shall develop a plan to provide financial services to the Office of the President-elect, including such things as payroll, travel reimbursement, financial management, accounts payable, and the development of associated training.

(5) GSA Delegations. The PTST may prepare a letter for the SCE's signature delegating authority within GSA to the PTST Director to take actions and make findings necessary to support the transition.

(6) Mail. The PTST shall consult with the District of Columbia Postmaster and Secret Service to find suitable locations for delivery and screening of mail to the Office of the President-elect and assign a zip code to the Office of the President-elect.

(7) Staffing. The PTST shall post job openings for temporary staff from within GSA and seek details from other agencies to support the transition office.

(8) Coordination with Incumbent Administration. The SCE/PTST shall coordinate with the Administrator to advise the incumbent President's office of GSA's intent to notify eligible candidates of the Presidential Transition Act and the availability of GSA services to assist in planning for transition. The SCE shall update the summary of GSA's transition activities and shall remind the Administration of the requirement to prepare a report describing the activities of the Executive Branch in preparation for a Presidential Transition three months before the election. The SCE will continue to support interagency coordination of transition efforts, as requested.

(9) Notice to Eligible Candidates. The PTST shall prepare a letter(s) for the Administrator's signature to major party Presidential candidates and other eligible candidates, if any, to do the following:

(a) Notify the candidate of his or her right to receive the services and facilities described in the Presidential Transition Act, as amended, and provide a description of the nature and scope of those services and facilities;

(b) Identify a contact person within GSA to whom inquiries about the PTA and GSA's support should be addressed;

(c) Request candidate advise GSA of a contact person to represent the candidate on any matters or inquiries involving the PTA;

(d) Suggest that candidate (or contact person) meet with GSA contact person to obtain a preliminary briefing or information to assist candidate in planning transition and using transition resources immediately following election; and

(e) Coordinate commencement of consultations to develop a systems architecture plan for the information technology and telecommunications systems of the candidate to coordinate a transition to Federal systems if the candidate is elected.

d. August/September (following major party conventions) - October.

(1) Space. The PTST shall show the transition space location to candidates. The PTST will provide floor plans to candidates for planning purposes. The PTST will appoint a buildings manager/onsite coordinator for all GSA transition services relating to space and furnishings.

(2) Supplies. The PTST shall confirm and ensure availability of adequate office supplies for transition purposes, and identify a space within the PTT location to create a "supply store" stocked with administrative supplies.

(3) Furniture. The PTST shall brief candidate representatives on furniture, etc.

(4) Office Equipment. The PTST shall consult with candidate representatives on equipment needs and have in place blanket purchase/lease agreements to ensure adequate supply and prompt delivery of office equipment needed for transition office.

(5) Information Technology/Telecommunications. The PTST shall consult with candidate representatives on telecommunications needs and complete the telecommunications service plan, including the design of a media briefing room.

(6) Vehicles. The PTST shall consult with candidate representatives on vehicle needs and make plans for vehicle rental agreements, including adequate insurance coverage.

(7) Eligible Candidates. The PTST may make space, supplies, furniture, office equipment and information technology/telecommunications services available to eligible candidates. The PTST may modify the scope of these services and goods to reflect that they are provided to eligible candidates rather than the President-elect and Vice President-elect, but the same scope of services must be made available to all eligible candidates equally. Immediately following the election the PTST shall meet with staff of all eligible candidates to assist in winding down pre-election activities including collecting all equipment that has been issued. This should be complete no later than 2 weeks after the election.

e. October - Election Day.

(1) Space.

(a) Washington, DC. The PTST shall finalize arrangements for space, including layouts, after consultation with the campaign(s), and, if not already identified, appoint a buildings manager/onsite coordinator for all GSA transition services relating to space and furnishings.

(b) Outside Washington, DC. The PTST shall coordinate with the appropriate region to identify and prepare space outside Washington, DC if requested by an eligible candidate.

(2) Parking. The PTST shall finalize arrangements for parking space concurrent with the decision on office space.

(3) Vehicles. The PTST shall complete the plan for vehicles.

(4) Furniture. The PTST shall finalize arrangements for delivery of furniture, staging, accountability, and final disposition of furniture after the transition. Additionally, contracts should be negotiated for delivery of furniture, and on-site contract labor to facilitate office/equipment moves throughout the transition.

(5) Office Equipment. The PTST shall finalize arrangements for delivery of equipment, to include refrigerators and microwaves, and establish maintenance contracts for fax machines and printers, to include 24 hour service.

(6) Personnel. The PTST/CPO, in coordination with the Heads of Services, Staff Offices and Regional Administrators, shall ensure that all identified and designated support staff are readily available to support the transition function.

(7) Transition MOA. The PTST shall finalize the MOA with representatives of the campaign(s).

(8) GSA Delegations. If delegations are not already in place, the PTST shall prepare a letter for the Senior Career Executive's signature delegating authority within GSA to the PTST Director to take actions and make findings necessary to support the transition.

(9) Transition Directory. The PTST shall make appropriate updates to the Transition Directory.

(10) COOP Training. The Office of Emergency Response and Recovery (OERR) will ensure that the PTST has completed COOP training at least three weeks prior to the election.

(11) Security. PTST will coordinate with DHS to ensure that all security equipment is in place a minimum of one week prior to the election. This includes security badge equipment, NCIC checks, X-ray, magnetometers, and security process.

(12) Apparent Successful Candidates. PTST prepares a letter for the Administrator's/SCE 's signature that:

(a) Notes apparent winners of the general election and names of the President-elect and Vice President-elect who become eligible upon request for services and resources authorized by the PTA;

(b) Delegates authority within GSA to obligate and expend funds provided by the PTA for the transition, upon request of the President-elect or his or her representative;

(c) Identifies the SCE and/or director of the PTST to act as principal contact on behalf of GSA in all Presidential transition matters; and

(d) Encloses a letter for the signature of the President-elect (see f.(2), below).

f. The Day after the Election.

(1) Letter from Administrator. Administrator signs letter ascertaining the apparent successful candidates. If the Administrator is unable to ascertain the apparent winners of the election, all subsequent activity is held in abeyance until that determination is made and the letter is signed.

(2) Letter from President-elect. The President-elect sends a letter to the Administrator that:

(a) Appoints a representative to act on his/her behalf in carrying out the PTA (authority may be further delegated in a separate letter from the President-elect's appointed representative to the Administrator of GSA); and

(b) Makes PTA resources available for use.

(3) Financial Services. The PTST meets with finance representatives of the President-elect to establish a working relationship on financial services and reporting, and set up a financial reporting system.

5. Transition Period - Day after the Election - January 20.

a. Supplies.



(1) The PTST shall deliver office supplies to transition headquarters (and other transition offices that the President-elect has designated as necessary).

(2) The PTST shall establish a small supply store at transition headquarters (and other transition offices that the President-elect has designated as necessary).

b. Furniture. PTST shall procure and deliver furniture to transition offices.

c. Office Equipment. PTST shall procure and deliver office equipment, as requested by the Office of the President-elect.

d. Mail. PTST (onsite coordinator) shall implement the mail distribution system to include daily newspaper subscription services.

e. Personnel. PTST shall meet with the President-elect transition representatives to process persons hired for transition. Procedures, space, etc. for the personnel function must follow the agreement negotiated with transition staff representatives.

f. Appointee Orientation. The PTST shall coordinate with the Office of the President-elect to begin planning for appointee orientation.

6. January 20 - February 19.

a. Wind Down." PTST shall meet with the President-elect transition staff to assist and advise in winding down transition office activities, such as terminating lease agreements, transferring licenses, and moving staff off the payroll.

b. Personnel Services. PTST shall ensure that all transition staff personnel are removed from transition payroll no later than February 19.

c. PTST shall terminate leases for office equipment and arrange for the removal of all furniture, furnishings and equipment.

d. PTST shall arrange for and supervise the return of all laptops, cell phones, hand-held devices and other equipment issued to the Office of President-elect staff.

e. PTST shall arrange for the transfer of all incoming mail addressed to the Office of the President-elect/Transition Office to the White House.

f. PTST/NCR shall terminate office spaces and occupancy by the Office of the President-elect by February 19.

g. PTST/OGC shall ensure that the President-elect has made disclosure of financing and personnel required by Section 5 of the PTA.

h. PTST shall prepare reports containing a summary of activities of GSA transition personnel and recommendations to improve future transitions, and submit reports to Administrator's designee.

i. PTST/CFO shall finalize all financial actions in coordination with the Office of the President-elect.

#### Appendix B. Support to the Presidential Inaugural - Checklist and Timelines

##### 1. Three Years before the Election Year.

a. Space. The National Capital Region, Public Buildings Service (NCR-PBS) will strategize on providing approximately 200,000 usable square feet of space and up to 300 parking spaces. In that specific requirements are not provided until later in the process, GSA uses historical data for planning purposes. Federally-owned space is the preferred option.

b. Authorities. The Office of General Counsel (OGC) will review the appropriate Inaugural authorities and make recommendations on changes. Counsel will work with the Office of Congressional and Intergovernmental Affairs (OCIA) to coordinate proposed changes to Congress, if appropriate.

##### 2. Two Years before the Election Year.

a. Space. NCR-PBS will continue to strategize on providing approximately 200,000 usable square feet of space for Presidential Inaugural Committee (PIC) and JFHQ/AFIC and up to 300 parking spaces for PIC/JFHQ and will determine if a prospectus needs to be developed and submitted for leased space.

b. Funding. The Office of the Chief Financial Officer (CFO) may work with the Department of Homeland Security (DHS) to ensure that DHS has requested funding to support the security requirements of PIC/JFHQ in the GSA provided space. The National Capital Region will coordinate with the CFO to ensure that funding is requested for the fiscal year prior to the general election to cover GSA expenditures authorized for appropriate Inaugural activities.

c. Furniture. The Federal Acquisition Service (FAS) will develop a furniture strategy that may include the collection of Government-owned furniture or the planned leasing of furniture for the PIC organizations. NCR-PBS will locate and provide additional storage space for the staging of excess furniture for the PIC.

d. Information Technology/Telecommunications. The Office of the Chief Information Officer (OCIO) will develop an IT and telecommunications strategy for the PIC. This strategy will include the devices and infrastructure necessary for communication such as, mobile devices, telephones, email accounts, and internet access.

### 3. One Year before the Inaugural Year.

a. Director, Inaugural Support Team. The Senior Career Executive shall designate a Director who is responsible for overseeing the program to support the Presidential Inaugural and is the head of the GSA Inaugural Support Team. The Director will coordinate with the National Capital Region (NCR) and the organizations supported by the GSA Inaugural Support Team. The Director will ensure that the NCR Regional Administrator and the Senior Career Executive are kept informed of high visibility and/or significant actions of the Inaugural Support Team. The Director shall work with legal counsel to draft the Memorandums of Understanding (MOUs) with PIC and JFHQ.

b. Inaugural Support Team (IST). The Director will begin assembling the GSA IST, which will include representatives from OGC, FAS, the PBS, OCIO and other offices in GSA as needed.

c. Funding. The Office of the Chief Financial Officer (CFO) shall identify the amount of funds available for the fiscal year of the general election to cover expenditures authorized for appropriate Inaugural activities. This amount does not cover the DHS, the Federal Protective Service (FPS), and other agencies' inaugural expenditures. The CFO coordinates with the Office of Management and Budget (OMB) and DHS to request PIC funds for transition and inaugural activities.

d. Space. NCR-PBS will recommend an appropriate location for the JFHQ/PIC location. The NCR Regional Administrator, in conjunction with the Senior Career Executive (SCE), will make the final determination of the JFHQ/PIC site. NCR-PBS will monitor the prospectus process, if necessary, and continue any leasing process, on a schedule that will deliver the space in time for occupancy by JFHQ and/or PIC, respectively. In addition, NCR-PBS shall finalize the location of parking facilities and requirements concurrent with space identification and arrange tentative leases for parking spaces, if appropriate. Upon space identification, NCR-PBS will contact DHS-FPS to conduct a security assessment as well as contact JFHQ to confirm space requirements and commence design of the space to house both JFHQ and PIC.

e. Office Equipment. FAS shall complete an inventory of office equipment suitable to be used in inaugural offices and develop a list of sources to obtain such equipment as required.

f. Information Technology/Telecommunications. IST/OCIO shall contact potential providers of information technology and telecommunications services after office space is identified to plan for the acquisition of equipment and services.

g. Security. The Director shall facilitate the development of a MOU between DHS and JFHQ for security. Such agreement shall include such things as location surveys, security equipment, and personnel needed for adequate security. In addition upon establishment of the PIC, the Lead shall facilitate a similar MOU with DHS.

#### 4. Election Year - Inaugural.

##### a. January.

(1) Zip Codes. The IST shall consult with the District of Columbia Postmaster to activate Zip Codes to be used by the PIC and consult with the District of Columbia Postmaster and Secret Service to find a suitable location for delivery and screening of mail to the PIC.

(2) Parking. NCR-PBS will a conduct market survey for additional parking and/or large meeting rooms, if necessary.

(3) Security. IST will work with DHS-FPS to begin process of conducting security clearances for appropriate personnel.

##### b. February. IST begins to occupy space.

##### c. March. IST will ensure space is available for JFHQ occupancy as necessary.

d. April - June.

(1) JFHQ completes occupancy of space, as necessary.

(2) Supply store is established, as necessary.

e. June-September. IST continues to work with JFHQ, DHS-FPS, and the other entities to identify needs and provide support.

f. August. The Director shall work with OGC to draft the MOU with PIC.

g. November.

(1) Introductory PIC Meeting. The Director shall facilitate a meeting between the appropriate PIC representatives and the NCR Regional Administrator and the SCE.

(2) Security. The Director shall facilitate the completion of the MOU between DHS and PIC.

(3) MOU. The Director shall facilitate the completion of the MOU between GSA and PIC.

(4) PIC USPS Meeting. The Director shall facilitate a meeting between the United States Postal Service (USPS) and the PIC to ensure USPS will meet the needs of the PIC.

h. December - January 20. The IST continues to work with PIC, JFHQ-NCR, DHS-FPS and other entities to provide support. Support may include erecting and removing stands and platforms, providing and operating first aid stations, arranging for meals for military personnel along the parade route, or other support as identified by the PIC.

5. January 21 - April of the Inaugural Year.

The Director shall coordinate Inaugural close-out activities. Specific roles and responsibilities are as follows:

a. Director:

(1) Identify space for a limited number of PIC and/or JFHQ personnel to conduct close-out activities.

(2) Prepare Inaugural After Action Report.

b. Deputy Director:

(1) Work with FAS, JFHQ and PIC to ensure Government-owned equipment and furniture is returned to the appropriate place.

(2) Work with USPS to close out Zip Codes. Work with FAS and other appropriate organizations to ensure that all Government-owned equipment used for the IST is returned.

c. Information Technology/Telecommunications Manager:

(1) Work with the OCIO, JFHQ and PIC to ensure leased, loaned and/or Government-owned IT and telecommunications equipment is returned.

(2) Ensure that phone service supporting the GSA Inaugural Support Team is terminated.

d. Financial Manager:

(1) Prepare final billing and ensure receipt of funds by JFHQ and/or PIC.

(2) Prepare final financial report.

e. Contracting Officer: Complete and close out all contract files.

f. Supply Store Manager:

(1) Conduct inventory and reconcile any open items.

(2) Ensure remaining stock is returned to the appropriate FAS distribution centers.

Appendix C. Support to the Former President and Former Vice President -  
Checklist and Timelines

1. One Year before Election Year. The Office of the Chief Financial Officer (CFO) shall include the amount authorized by Sections 6(a)-(b) of the Presidential Transition Act of 1963 in the budget request for the fiscal year of the general election to cover expenditures authorized for transition purposes for the former President to be available 30 days before end of the term. In the case of a two-term President, the CFO shall also include an amount in the Former President's account to cover the period from July 20 until the end of the fiscal year. These amounts do not cover DHS and other agencies' Presidential transition expenditures.

2. Election Year.

a. March - Election Day.

(1) Presidential Transition Support Team - Outgoing (PTST-O). A senior official shall be appointed as head of the PTST-O, and key team members shall be identified. The head of the PTST-O may be, but is not required to be, the same person who is heading the PTST, and the team members may but are not required to be a subgroup of the PTST. The head of the PTST-O will ensure that the Senior Career Executive (SCE), Office of the Administrator (A), Office of Congressional and Intergovernmental Affairs (OCIA), and Office of Citizen Services and Communications (OCSC) are kept informed of high visibility and/or significant actions of the PTST-O.

(2) GSA Delegations. The PTST-O prepares a letter for the SCE's signature delegating authority within GSA to the PTST-O Director to take actions and make findings necessary to supporting the transition.

(3) Transition Memorandum of Agreement (MOA). PTST-O/OGC shall review existing GSA transition agreements and update them to comply with current statutes and regulations.

(4) Coordination. SCE/PTST-O shall, in the case of a two-term President, communicate with the Chief of Staff or other senior official at the White House, advising of the availability of funds and services authorized by the PTA that may be obtained upon request and naming the key contact person in GSA.

(5) Space. Upon request of the President and Vice President, PTST-O/PBS shall begin looking for suitable transition office space and a permanent office for the outgoing President. It will be necessary to coordinate with the Secret Service.

b. November - Day after the Election. If not already done, the PTST-O shall send a letter to the Chief of Staff or other senior official at the White House advising of the availability of funds and services authorized by the PTA that may be obtained upon request and naming the key contact person in GSA.

c. November - January 20.

(1) Transition MOA. The PTST-O/OGC shall finalize the MOA with representatives of the outgoing President and outgoing Vice President (if he or she is not President-elect).

(2) Financial Services. The PTST-O/CFO shall arrange for financial support to be provided through the GSA Central Office or a region when the location of the outgoing President's and outgoing Vice President's transition office(s) are determined.

(3) Personnel Services.

(a) The PTST-O/CPO shall contact the White House Director of Personnel to make plans for transferring Presidential or

Vice Presidential staff of the outgoing administration to transition payroll after January 20.

(b) The PTST-O/CPO shall work with the White House to identify staff being put on transition payroll and process paperwork for transition employees.

(4) Space. The PTST-O/PBS shall, upon request, find suitable transition office space for the outgoing President and outgoing Vice President (if he or she is not President-elect). (GSA may waive rent consistent with 40 U.S.C. 586(b) as implemented in 41 C.F.R. 102-85.130). It will be necessary to coordinate with the Secret Service. Note that offices may be in the

Washington, DC area and/or other locations.

3. Inaugural Year.

a. January 20 - July 20.

(1) Financial Services. PTST-O/CFO shall process purchase orders, travel vouchers, bills for payment, etc., and provide agreed upon financial reports to the outgoing President's and outgoing Vice President's offices.

(2) Personnel Services. PTST-O/CPO shall process hires, pay changes, separations, and related personnel actions for transition staff personnel. If the outgoing President's and/or outgoing Vice President's transition office(s) are established outside the Washington, DC, area, personnel functions will be transferred to the appropriate GSA regional office.

(3) Equipment, Furniture, and Telephones. PTST-O shall provide transition office equipment, office furniture, and telecommunications and IT service, as needed and requested.



(4) Vehicles. The PTST-O/FAS - Fleet Management shall consult with the outgoing President's and outgoing Vice President's representatives on vehicle needs and make plans for vehicle rental agreements, including adequate insurance coverage.

b. June. PTST-O shall meet with the outgoing President's and outgoing Vice President's transition staffs to assist and advise in winding down transition office activities, such as terminating lease agreements, transferring licenses, and moving staff off the payroll.

c. July.

(1) PTST-O/PBS/NCR shall terminate leases for office equipment effective July 20.

(2) PTST-O/FAS shall arrange for and supervise the removal of all furniture and equipment.

(3) PTST-O shall ensure that all laptops, cell phones, hand-held devices and other equipment issued to the outgoing President are returned or properly transferred to the permanent Office of the Former President. The PTST-O shall arrange for and supervise the return of all laptops, cell phones, hand-held devices and other equipment issued to the outgoing Vice President.

(4) PTST-O shall arrange for the transfer of all incoming mail addressed to the outgoing President and outgoing Vice President to the permanent office.

(5) PTST-O/PBS/NCR shall terminate office spaces and occupancy by July 20, except for the permanent Office of the Former President