



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

April 26, 2024

M-24-13

**MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

FROM: Shalanda D. Young  
Director

SUBJECT: Implementing the Presidential Transition Act

This Memorandum provides guidance to all Executive departments and agencies (agencies) on assisting the Presidential transition activities required by the Presidential Transition Act of 1963, as amended (3 U.S.C. § 102 note).<sup>1</sup>

**Background**

The Presidential Transition Act promotes the orderly transfer of Executive powers in connection with the expiration of the term of office of a President and the inauguration of a new President. The activities required by the Act are also helpful to prepare for leadership transitions that occur between the first and second terms of Administrations.

The Act requires the establishment of a White House Transition Coordinating Council, an Agency Transition Directors Council, and designation of a General Services Administration (GSA) Federal Transition Coordinator. The Act establishes a timetable for agencies to name points of contact to assist with transition efforts and develop succession plans, and establishes responsibilities for the Agency Transition Directors Council.

**Timetable of Required Agency Actions**

1. By May 3, 2024, each agency identified in Enclosure 1 shall name its Agency Transition Director. The Agency Transition Director should be a senior career representative whose responsibilities include leading Presidential transition efforts within the agency. Agencies shall provide the name, title, email address, and telephone number for their Agency Transition Directors to GSA's Federal Transition Coordinator at [PresidentialTransition2024@gsa.gov](mailto:PresidentialTransition2024@gsa.gov). These individuals will serve on the Agency Transition Directors Council, co-chaired by the Federal Transition Coordinator and the Deputy Director for Management of the Office of Management and Budget (OMB).

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<sup>1</sup> As used in this memorandum, the term "agency" means an Executive agency as defined in 5 U.S.C. § 105.

2. By May 3, 2024, each agency identified in Enclosure 2 shall identify a point of contact for communication purposes related to Presidential transition efforts. Agencies shall provide the name, title, email address, and telephone number for their communication coordination to GSA's Federal Transition Coordinator at [PresidentialTransition2024@gsa.gov](mailto:PresidentialTransition2024@gsa.gov).
3. Not later than September 15, 2024, and in accordance with subchapter III of chapter 33 of title 5, United States Code, the head of each agency shall ensure that a succession plan is in place for each senior non-career position in the agency.

### **Responsibilities**

The Agency Transition Directors Council shall:

- Ensure that 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 apparent successful candidates (as determined under the Presidential Transition Act);
- 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 the responsibilities of the Federal Transition Coordinator 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 that the materials and information described above are prepared not later than November 1 of the year during which a Presidential election is held;
- Ensure that 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 in carrying out the Agency Transition Directors Council's duties.

On May 29, 2024, OMB and GSA intend to hold the first meeting of the Agency Transition Directors Council. Calendar invitations will be distributed to the Agency Transition Directors in advance of the meeting.

If you have any questions regarding this Memorandum, please contact Aimee Whiteman, Federal Transition Coordinator at GSA ([aimee.whiteman@gsa.gov](mailto:aimee.whiteman@gsa.gov)).

Enclosures:

1. List of Agencies to Provide Agency Transition Director
2. List of Agencies to Provide Presidential Transition Communication Point of Contact Information

Enclosure 1

**List of Agencies to Provide Agency Transition Director**

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Homeland Security  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of the Treasury  
Department of Veterans Affairs  
Environmental Protection Agency  
National Aeronautics and Space Administration  
Office of Personnel Management  
Office of Government Ethics  
National Archives and Records Administration

Enclosure 2

**List of Agencies to Provide Presidential Transition  
Communication Point of Contact Information**

Ability One Commission  
Access Board  
Administrative Conference of the United States  
Advisory Council on Historic Preservation  
African Development Foundation  
Alyce Spotted Bear and Walter Soboleff Commission on Native Children  
American Battle Monuments Commission  
American National Red Cross  
Amtrak (National Railroad Passenger Corporation)  
Appalachian Regional Commission  
Appraisal Subcommittee of the Federal Financial Institutions Examination Council  
Armed Forces Retirement Home  
Barry Goldwater Scholarship and Excellence in Education Foundation  
Central Intelligence Agency  
Chemical Safety and Hazard Investigation Board  
Christopher Columbus Fellowship Foundation  
Civil Rights Cold Case Records Review Board  
Commission for the Preservation of America's Heritage Abroad  
Commission on Civil Rights  
Commission on Fine Arts  
Commodity Futures and Trading Commission  
Consumer Financial Protection Bureau  
Consumer Product Safety Commission  
Corporation for National and Community Service  
Corporation for Public Broadcasting  
Court Services and Offender Supervision Agency  
Council of Governors  
Defense Nuclear Facilities Safety Board  
Delaware River Basin Commission  
Delta Regional Authority  
District of Columbia Commission on Judicial Disabilities and Tenure  
Dwight D. Eisenhower Memorial Commission  
Election Assistance Commission  
Equal Employment Opportunity Commission  
Export-Import Bank of the United States  
Farm Credit Administration  
Farm Credit System Insurance Corporation  
Federal Agricultural Mortgage Corporation (Farmer Mac)  
Federal Communications Commission  
Federal Deposit Insurance Corporation  
Federal Election Commission

Federal Energy Regulatory Commission  
Federal Financial Institutions Examination Council  
Federal Housing Finance Agency  
Federal Labor Relations Authority  
Federal Maritime Commission  
Federal Mediation and Conciliation Service  
Federal Mine Safety and Health Review Commission  
Federal Permitting Improvement Steering Council  
Federal Reserve Board  
Federal Retirement Thrift Investment Board  
Federal Trade Commission  
Gulf Coast Ecosystem Restoration Council  
Harry S. Truman Scholarship Foundation  
Institute of American Indian Arts  
Institute of Museum and Library Services  
Interagency Council on Homelessness  
Inter-American Foundation  
International Boundary and Water Commission  
International Pacific Halibut Commission  
International Trade Commission  
Interstate Commission on the Potomac River Basin  
J. William Fulbright Foreign Scholarship Board  
James Madison Memorial Fellowship Foundation  
Japan-U.S. Friendship Commission  
John F. Kennedy Center for the Performing Arts  
Legal Services Corporation  
Marine Mammal Commission  
Merit Systems Protection Board  
Metropolitan Washington Airports Authority  
Millennium Challenge Corporation  
Mississippi River Commission  
Morris K. Udall and Stewart L. Udall Foundation  
National Capital Planning Commission  
National Consumer Cooperative Bank  
National Council on Disability  
National Credit Union Administration  
National Endowment for the Arts  
National Endowment for the Humanities  
National Gallery of Art  
National Institute of Building Sciences  
National Labor Relations Board  
National Mediation Board  
National Science Foundation  
National Transportation Safety Board  
Neighborhood Reinvestment Corporation  
Northern Border Regional Commission

Nuclear Regulatory Commission  
Nuclear Waste Technical Review Board  
Occupational Safety and Health Review Commission  
Office of Navajo and Hopi Indian Relocation  
Office of the Director of National Intelligence  
Office of the United States Trade Representative  
Overseas Private Investment Corporation  
Payment to Puerto Rico Oversight Board  
Peace Corps  
Pension Benefit Guaranty Corporation  
Postal Regulatory Commission  
President's Commission on White House Fellowships  
President's Committee on the Arts and the Humanities  
Presidio Trust  
Pretrial Services Agency  
Privacy and Civil Liberties Oversight Board  
Public Building Reform Board  
Railroad Retirement Board  
Securities Investor Protection Corporation  
Selective Service System  
Small Business Administration  
Smithsonian Institution  
Social Security Administration  
Social Security Advisory Board  
Southeast Crescent Regional Commission  
Southwest Border Regional Commission  
State Justice Institute  
Surface Transportation Board  
Tennessee Valley Authority  
United States Agency for Global Media  
United States Agency for International Development  
United States Arctic Research Commission  
United States Institute of Peace  
United States International Trade Commission  
United States Mission to the United Nations  
United States Office of Special Counsel  
United States Postal Service  
United States Securities and Exchange Commission  
United States Semiquincentennial Commission  
United States Sentencing Commission  
United States Trade and Development Agency  
United Service Organizations  
United States Commission on International Religious Freedom  
United States Holocaust Memorial Museum  
United States Patent & Trademark Office  
Utah Reclamation Mitigation and Conservation Commission

Vietnam Education Foundation  
Woodrow Wilson International Center for Scholars (Board of Trustees)  
World War I Centennial Commission