



United States
Department of
Agriculture

Office of the General Counsel
1400 Independence Ave. SW
Washington, DC 20250-1400

April 2, 2021

Delivered via Electronic Mail

Austin R. Evers
American Oversight
1030 15th Street NW, Suite B255
Washington, District of Columbia 20005
Email: foia@americanoversight.org

**Re: Freedom of Information Act (FOIA) Request No. 2021-OSEC-01005-F
Final Response**

Dear Mr. Evers:

This is the Office of Information Affairs (OIA), FOIA Division's final response to the above-referenced FOIA request, which sought:

All email communications (including emails, email attachments, complete email chains, and calendar invitations) sent by Transition Director Mary Pletcher Rice containing any of the following key terms:

- a. Ascertain
- b. Ascertainment
- c. "Presidential Transition Act"
- d. "3 U.S.C. 102"
- e. "3 U.S.C. §102"
- f. "3 U.S.C. § 102"
- g. "apparent winner"
- h. "President-elect"
- i. "President elect"
- j. "December 14th"
- k. "December 14"
- l. "Dec. 14"
- m. "12/14"
- n. "projected winner"
- o. "electoral college"
- p. POTUS
- q. VPOTUS
- r. "Trump campaign"
- s. "Biden campaign"
- t. "transition team"
- u. "GSA administrator"
- v. "Emily Murphy"
- w. "Administrator Murphy"

Your request has been processed under the FOIA, 5 U.S.C. § 552.

An electronic search for responsive records was conducted by the Client Experience Center's (CEC) eComply team. The CEC provides comprehensive, fee-for-service information technology (IT) associated operations, security, and technical support services to USDA end users. The CEC also implements and manages enterprise IT solutions for users Department-wide. The email accounts associated with Mary Pletcher were searched for emails responsive to your request. The CEC search located fifty-eight (58) pages of responsive records.

Following a review of the responsive records, the OIA has determined that certain information contained therein should be withheld pursuant to 5 U.S.C. § 552 (b)(5) and 5 U.S.C. § 552 (b)(6) (FOIA Exemptions 5 and 6). Below are explanations of the information that has been withheld.

FOIA Exemption 5 - Deliberative

FOIA Exemption 5 protects from disclosure those "inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency." One of the frequently invoked FOIA Exemption 5 privileges is the deliberative process privilege. To fall within FOIA's deliberative process privilege, the records must be both pre-decisional and deliberative; the records must precede the adoption of an agency policy and include opinions, recommendations, or deliberations on a legal or policy matter. In this instance, the FOIA Division is withholding, under the deliberative process privilege, pre-decisional inter- and intra-agency discussions, proposed agendas, and portions of a draft email all pertaining to the presidential transition.

These items are pre-decisional in that they are antecedent to any final agency decision. These items are also deliberative in that they reflect the evolving, back-and-forth process between agency employees that is so integral to the Executive Branch decision-making process, which involves the development of potential recommendations by agency advisors to agency decision-makers for use in making policy decisions.

If these pre-decisional, deliberative discussions were released to the public, USDA and other Executive Branch employees would be much more cautious in their discussions with each other, and in candidly discussing and providing all pertinent information and viewpoints in a timely manner to agency decision-makers. This lack of candor would also seriously impair the Department's ability to engage in forthright, internal discussions necessary for efficient and proper agency decision-making. Additionally, release of the proposed agendas and portions of the draft email could lead to public confusion.

FOIA Exemption 6

Exemption 6 generally is referred to as the "personal privacy" exemption. It provides that the disclosure requirements of FOIA do not apply to "personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy."

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Application of the exemption involves balancing the public's interest in disclosure against individuals' privacy interests.

The information withheld under Exemption 6 consists of personnel information as well as mobile phone numbers and the email addresses belonging to employees of the Executive Office of the President (EOP) and the Department of Homeland Security (DHS). Mobile telephone numbers and the EOP and DHS emails qualify as "similar files" because it is information in which individuals have a privacy interest. Moreover, releasing this information could subject the individuals to unwarranted or unsolicited communications. Because there is a viable privacy interest that would be threatened by disclosure, Exemption 6 authorizes this office to withhold the information. Accordingly, we have determined that the public interest in the information's release does not outweigh the overriding privacy interests in keeping it confidential.

You may appeal this response by email at USDAFOIA@usda.gov. Your appeal must be in writing, and it must be received electronically no later than 90 calendar days from the date of this letter. The OGC will not consider appeals received after the 90 calendar-day limit. Appeals received after 5:00 p.m. EST will be considered received the next business day. The appeal letter should include the FOIA tracking number, a copy of the original request, the OIA's response to your original request, and a statement explaining the basis of your appeal. For quickest possible handling, the subject line of your email and the appeal letter should be marked "Freedom of Information Act Appeal" and reference FOIA No. 2021-OSEC-01005-F.

You may seek dispute resolution services from the OIA's FOIA Public Liaison, Mr. Harald Fuller-Bennett. Mr. Fuller-Bennett may be contacted by telephone at 202-239-4522, or electronically at Harald.FullerBennett@usda.gov or USDAFOIA@usda.gov.

You also have the option to seek assistance from the Office of Government Information Services (OGIS). Please visit <https://www.archives.gov/ogis/mediation-program/request-assistance> for information about how to request OGIS assistance in relation to a FOIA request.

Provisions of the FOIA allow us to recover part of the cost of processing your request. In this instance, no fees will be charged.

If you have any questions regarding the processing of this request, please contact Ms. Melanie Enciso at (202) 694-5982, or electronically at melanie.enciso@usda.gov or USDAFOIA@usda.gov.

For additional information regarding USDA FOIA regulations and processes, please refer to the information available online at www.dm.usda.gov/foia.

Austin R. Evers

FOIA Case No. 2021-OSEC-01005-F

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The OIA appreciates the opportunity to assist you with this matter.

Sincerely,

Alexis R. Graves

Alexis R. Graves

Departmental FOIA Officer

Office of Information Affairs

Enclosures: Responsive Records (58 pages)

From: Pletcher, Mary - DM, Washington, DC
Sent: Wednesday, November 4, 2020 1:19 PM
To: Kline, Dan - DM-OHRM, Washington, DC
Subject: PPT format
Attachments: Agency Review Team Engagement_103020.pptx

Here's the format I tend to use for PPT briefings.

Mary



Transition Planning Engagement with Agency Review Team

Instructions We Have Received So Far

2021-OSEC-01005-F

- GSA Administrator is responsible for ascertaining apparent successful winner
- Biden Transition Team remains in Pre-election status until ascertainment is determined
- No communication with the Biden Transition Team regarding the Agency Review Teams can occur until ascertainment has been made
- The Federal Transition Coordinator (or Deputy) will provide the lists of Agency Review Team members to the agency point of contact
- ART members will initiate contact with the agency point of contact and arrange logistics
- ART members will receive a laptop, smartphone and .gov email address from GSA and use it to engage with agencies
- Agencies are responsible for setting aside space and make COVID-19 related accommodations including facilitating remote access to information
- Agencies are responsible for following the process that has been agreed to regarding non-public information which requires non-disclosure agreements and conflicts of interest analysis

USDA Preparations

- Space (office and conference room space) has been set aside within the Whitten building
- Microsoft Teams site has been established to share briefing materials
- USDAtransition2020@usda.gov email address established which will be used to schedule briefings and manage information flow
- Parking slots have been allocated

Day 1 and 2 Plan - Internal

b(5) DPP

Day 1-2 with ART

b(5) DPP

Tentative Day 3 to 5 with ART

b(5) DPP

b(5) DPP

b(5) DPP

From: Pletcher, Mary - DM, Washington, DC

Sent: Wednesday, November 4, 2020 10:08 AM

To: Washington, Gary S - OCIO-CIO, Washington, DC; Judkins, Tonya - OCIO-CIO, Washington, DC; Paul, Bajinder - OCIO-CIO, Washington, DC; Follansbee, Douglas - DM-OHRM, Washington, DC; Williams, Renee - DA-OHRM, Washington, DC

Subject: FW: 2020 Presidential Transition Agency Review Teams (ART) FAQs

Attachments: 2020 Presidential Transition Agency Review Teams (ART) FAQs (1).pdf

Follow Up Flag: Follow up

Flag Status: Flagged

Here's what we received for FAQs.

Gary – I think the (b)(5) DPP [REDACTED]. As he indicated, GSA laptops will be loaded with Google products only. But that team members will be able to join meetings via Teams.

Thanks,

Mary

From: christine.dua@gsa.gov <christine.dua@gsa.gov> **On Behalf Of** Presidential Transition 2020

Sent: Tuesday, November 3, 2020 5:32 PM

To: Mary Gibert - AK <mary.gibert@gsa.gov>

Cc: andy.baukol@treasury.gov; frontasm@treasury.gov; Carpenter, Wesley <carpenter.wesley@epa.gov>; Chris Naylor <chris.naylor@nara.gov>; Bailey, Crede EOP/OA <(b) (6)>; dat.tran@va.gov; Carter, Denise <denise.carter@ed.gov>; Schwartz, Erica (HHS/OASH) <erica.schwartz@hhs.gov>; Kolb, Ingrid

<ingrid.kolb@hq.doe.gov>; keith.washington@dot.gov; KOUMANS, MARK <(b) (6)>; de la Vega, Scott A <scott.delavega@sol.doi.gov>; skfinlay@oge.gov; Stewart, Milton Al - ASAM <Stewart.Milton@dol.gov>; Muir, Thomas M SES (USA) <thomas.m.muir.civ@mail.mil>; Pletcher, Mary - DM, Washington, DC <mary.pletcher@usda.gov>; Ammon, Matthew E <Matthew.E.Ammon@hud.gov>; Hickman, Stephen D. <Stephen.Hickman@opm.gov>; Cremins, Tom (HQ-AH000) <tom.cremins-1@nasa.gov>; Coggins, Wynn (Federal) <WCoggins@doc.gov>; Smith, Daniel B <SmithD2@state.gov>; Lofthus, Lee J (JMD) <lee.j.lofthus@usdoj.gov>; Chris Milligan <cmilligan@usaid.gov>;

(b) (6); isadora.yoffie <isadora.yoffie@gsa.gov>; CHRISTINE DUA - C Raheemah F. Abdulaleem <christine.dua@gsa.gov>; Kaitlyn Schneider - QMDGA <kaitlyn.schneider@gsa.gov>

Subject: 2020 Presidential Transition Agency Review Teams (ART) FAQs

ATDC Members,

Thank you very much to those of you who were able to join our office hour session yesterday.

As discussed, in compliance with the *"Potential Agency Review Team instructions for the contingency of a transition to a new administration"* I am pleased to provide you with the 2020 Agency Review Teams FAQs (you can also view it on the MAX site: <https://community.max.gov/x/uSekfw>).

The purpose of these FAQs is to provide responses to additional commonly asked questions in preparation for the potential arrival of ART members.

I want to reiterate that there should be no communication with the Biden Transition Team regarding the Agency Review Teams until ascertainment has been made. If the GSA Administrator's assertion does not indicate a change in administration, then the ART members do not arrive and these FAQs are not applicable.

Thank you all for your active participation, and please don't hesitate to reach out to presidentialtransition2020@gsa.gov if you have any questions or concerns.

I look forward to talking with you again at the next ATDC meeting tomorrow, Wednesday November 4th.

Regards,

Mary D. Gibert
Federal Transition Coordinator

(b)(6)
mary.gibert@gsa.gov



Please first review the “Potential Agency Review Team instructions for the contingency of a transition to a new administration” that the FTC, Mary Gibert, issued to agencies on October 29, 2020. These 2020 Agency Review Teams (ARTs) Frequently Asked Questions (FAQs) provide responses to additional commonly asked questions in preparation for the potential arrival of ARTs. As a reminder, if the GSA Administrator’s assertion does not indicate a change in administration, then the ARTs do not arrive and these FAQs are not applicable.

Prepared by: General Services Administration Presidential Transition Support Team

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AGENCY REVIEW TEAMS

1. What is the correct terminology for the transition team members that come to agencies?

There have been a variety of names for these teams during previous transitions: Agency Transition Coordination, Transition Advance Teams, Agency Parachute Teams, Agency Landing Teams, Beachhead Teams, etc.

For the 2020 election cycle, should there be a transition to a new Administration, the teams that come to agencies after ascertainment but before Inauguration are called Agency Review Teams (ARTs). The individuals that arrive on January 20, 2021 to be sworn in as new employees are called Day 1 Teams.

2. How will agencies know who has been designated as an ART member?

Should Vice President Joseph R. Biden become the apparent successful candidate ascertained by the Administrator, the Federal Transition Coordinator (FTC) (Mary Gibert) or her Deputy (Dorsy Yoffie) will promptly forward the lists of ART member names to the appropriate departments, agencies, and Executive Office of the President offices. These lists will be updated as members are added or removed.

The designated ART member(s) will initiate contact with the agency point of contact and will coordinate directly with the agency point of contact to arrange logistics, including initial engagement with the agency.

3. Who is the primary point of contact (POC) for ART members?

ART members will have a designated ART team lead from the President Elect's Transition Team (PETT) who will serve as the primary POC for coordination of ART activities at the agency.

4. When can agencies expect ART members to arrive?

The arrival of ART members is contingent on the GSA Administrator's ascertainment of the apparent winner of the Presidential election. The FTC will promptly notify agencies when the ascertainment has been made. If there is a change of administration, agencies

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can expect ART members to engage them on a rolling basis anytime between ascertainment up until Inauguration Day (January 20, 2021).

5. Are ART members considered government employees when arriving at agencies?

No. ART members are not considered government employees and agencies must follow the protocols in the September 30, 2020 MOU regarding transition procedures, identification of transition contacts, and access to non-public government and transition information.

6. Will GSA provide ART members with government ID badges?

No. GSA will not provide ART members with government ID badges because they are not government employees.

7. What government furnished equipment (GFE) will ART members receive from GSA?

ART members will receive specified equipment (a laptop, smartphone and .gov email address) from GSA. It is anticipated that all ART members will receive the government-furnished equipment and will use it to engage with agencies. While the government-furnished equipment is being distributed to the ART members, the initial contact from the PETT may not come from a .gov email address (the email or phone number will be included in the email from the FTC or her Deputy). Any exceptions to receiving government-furnished equipment will be specified by the Chair of the Transition Team or his designee and the exception will be noted in the name submission to the FTC and her Deputy.

Of note, prior to receiving this GFE each ART member will go through a National Crime Information Center (NCIC) check.

8. What technology platforms will be on ART members' IT equipment? What video conferencing platform(s) will ART members be able to access?

All of GSA's specific equipment (laptop and smartphone) will be loaded with the Google Suite of software (E-Mail, Sites, Docs, Calendar, Chat, Google Meets video conferencing platform and Drive).

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ART members will be able to initiate meetings via Google Meets. If an ART member is invited to a meeting on another video conferencing platform such as Zoom Government, Microsoft Teams, WebEx, Skype, etc., she/he will be able to attend.

Agencies should be prepared to video conference with ART members and should have worked out in advance with their IT departments what will and will not work on their agency networks.

9. Will agency software be able to be loaded on the PETT GFEs?

No.

10. Will PETT GFEs be able to connect to agency printers?

Agencies should work with their IT departments to connect ART member computers to a printer(s).

11. What kind of office support will ART members receive from agencies?

Agencies will use best efforts to locate and set aside available space in their offices for the duration of the transition. To the extent practicable, agencies will provide appropriate support to and equipment for use by the PETT in the office space. Agencies will use best efforts to make COVID-19 related accommodations, including to the maximum extent practicable, facilitating remote access to information and employees, consistent with concerns for maintaining confidentiality of information, including sensitive but unclassified information. Please see the September 30, 2020 MOU for the specific protocols regarding access to non-public information.

Typically agencies provide ART members with office space, office supplies (access to printers, pen, notepads, etc.), guest wi-fi access and some level of parking if available. Additionally, if access to non-public, classified or sensitive information needs to be shared with ART members, Agency Transition Directors will coordinate the proper transmission of that information in accordance with the process in the September 30, 2020 MOU.

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12. Are there any agency COVID-19 procedures that ART members should know about?

In accordance with the September 30, 2020 MOU, “Each Department and Agency will use best efforts to make COVID-19 related accommodations, including, to the maximum extent practicable, facilitating remote access to information and employees, consistent with concerns for maintaining confidentiality of information, including sensitive but unclassified information.”

In preparation for the ARTs, agencies have shared their COVID-19 plans. If there is a transition to a new administration, the ART lead will speak directly with the Agency Transition Director about the logistics of their engagement and they will discuss together what may be virtual and what may be in person.

13. Who handles the security clearance process for transition teams?

The Department of Justice (DOJ) manages the security clearance process for PETT members up until Inauguration Day. The FTC or her Deputy will provide agencies with reports from DOJ indicating which individuals hold a security clearance. If an agency has questions regarding the security clearance of an individual ART member, that agency’s security office should contact the DOJ Security and Emergency Planning Staff (SEPS) office at DOJTransitionVetting@usdoj.gov.

After Inauguration Day, the security clearances are transferred from DOJ to the respective agencies’ security offices for any PETT members who are becoming federal employees. FBI investigations performed for PETT members unassigned to an agency as of January 20th will be forwarded to the White House Clearance Counsel staff for appropriate handling.

14. Will ART members who go through the DOJ security clearance process receive PIV cards?

No. ART members are not issued a PIV card prior to Inauguration Day as they are not government employees. The DOJ process is only related to security clearances between ascertainment and prior to Inauguration Day. Agencies are responsible for the onboarding of new employees from 12pm on January 20, 2021 in accordance with their processes and procedures.

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15. What are Day 1 employees? What can Day 1 employees expect from GSA and agencies after January 20th?

At 12pm on Inauguration Day, some ART members and/or other individuals may become government employees (Day 1 employees) at your agency. The FTC or her Deputy will send the names of these individuals to agencies when they are received from the PETT. It is the Agency Transition Director's responsibility to be ready and coordinate accordingly within the agency to swear the individuals in, get them badges, computers, email addresses, etc. GSA only coordinates the transfer of names between the PETT and agencies through January 20, 2021. Afterward, coordination will occur directly between the new administration and the agency.

16. On January 20, 2021 what should ART members do with the GSA IT equipment?

GSA will issue guidance to ART members about how and when to return their PETT GFE.

17. Do agency ethics officials need to do ethics briefings with the ART members on the Biden-Harris Transition Ethics Plan and Code of Conduct?

No, the PETT is responsible for executing and enforcing their Transition Ethics Plan. All ART members will have signed the Biden-Harris Transition Team Code of Ethical Conduct and agreed to abide by the requirements in that plan. That Code of Ethical Conduct will be overseen and enforced by the Biden-Harris Transition Team's General Counsel.

18. Are there standard protocols about what non-public information can be shared?

It is up to each agency to determine what non-public, sensitive, or classified information is appropriate to share based on the guidelines laid out in the September 30, 2020 MOU Regarding Transition Procedures, Identification of Transition Contacts, and Access to Non-public Government and Transition Information.

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POCs and Resources

Mary Gibert

Federal Transition Coordinator

U.S. General Services Administration

(b)(6)

mary.gibert@gsa.gov

Dorsy Yoffie

Deputy Federal Transition Coordinator

U.S. General Services Administration

(b)(6)

isadora.yoffie@gsa.gov

General Email

presidentialtransition2020@gsa.gov

Weblink

GSA Transition Directory

www.gsa.gov/presidentialtransition

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From: Pletcher, Mary - DM, Washington, DC
Sent: Wednesday, November 4, 2020 12:09 PM
To: DuRant, Ryann - OC, Washington, DC; Beal, Mary Dee - OSEC, Washington, DC
Subject: from yesterday - FW: 2020 Presidential Transition Agency Review Teams (ART) FAQs
Attachments: 2020 Presidential Transition Agency Review Teams (ART) FAQs (1).pdf
 Attachment is a duplicate of the Attachment on pg. 10.

Here's FAQs we received from GSA. Nothing incongruent with what we discussed earlier this week.

Thanks,
 Mary

From: christine.dua@gsa.gov <christine.dua@gsa.gov> **On Behalf Of** Presidential Transition 2020
Sent: Tuesday, November 3, 2020 5:32 PM
To: Mary Gibert - AK <mary.gibert@gsa.gov>
Cc: andy.baukol@treasury.gov; frontasm@treasury.gov; Carpenter, Wesley <carpenter.wesley@epa.gov>; Chris Naylor <chris.naylor@nara.gov>; Bailey, Crede EOP/OA <(b) (6)>; dat.tran@va.gov; Carter, Denise <denise.carter@ed.gov>; Schwartz, Erica (HHS/OASH) <erica.schwartz@hhs.gov>; Kolb, Ingrid <ingrid.kolb@hq.doe.gov>; keith.washington@dot.gov; KOUMANS, MARK <(b) (6)>; de la Vega, Scott A <scott.delavega@sol.doi.gov>; skfinlay@oge.gov; Stewart, Milton Al - ASAM <Stewart.Milton@dol.gov>; Muir, Thomas M SES (USA) <thomas.m.muir.civ@mail.mil>; Pletcher, Mary - DM, Washington, DC <mary.pletcher@usda.gov>; Ammon, Matthew E <Matthew.E.Ammon@hud.gov>; Hickman, Stephen D. <Stephen.Hickman@opm.gov>; Cremins, Tom (HQ-AH000) <tom.cremins-1@nasa.gov>; Coggins, Wynn (Federal) <WCoggins@doc.gov>; Smith, Daniel B <SmithD2@state.gov>; Lofthus, Lee J (JMD) <lee.j.lofthus@usdoj.gov>; Chris Milligan <cmilligan@usaid.gov>; (b) (6); isadora.yoffie <isadora.yoffie@gsa.gov>; CHRISTINE DUA - C Raheemah F. Abdulaleem <christine.dua@gsa.gov>; Kaitlyn Schneider - QMDGA <kaitlyn.schneider@gsa.gov>
Subject: 2020 Presidential Transition Agency Review Teams (ART) FAQs

ATDC Members,

Thank you very much to those of you who were able to join our office hour session yesterday.

As discussed, in compliance with the *"Potential Agency Review Team instructions for the contingency of a transition to a new administration"* I am pleased to provide you with the 2020 Agency Review Teams FAQs (you can also view it on the MAX site: <https://community.max.gov/x/uSekfw>).

The purpose of these FAQs is to provide responses to additional commonly asked questions in preparation for the potential arrival of ART members.

I want to reiterate that there should be no communication with the Biden Transition Team regarding the Agency Review Teams until ascertainment has been made. If the GSA Administrator's assertion does not indicate a change in administration, then the ART members do not arrive and these FAQs are not applicable.

Thank you all for your active participation, and please don't hesitate to reach out to presidentialtransition2020@gsa.gov if you have any questions or concerns.

I look forward to talking with you again at the next ATDC meeting tomorrow, Wednesday November 4th.

Regards,

Mary D. Gibert
Federal Transition Coordinator

(b)(6)

mary.gibert@gsa.gov

From: Pletcher, Mary - DM, Washington, DC

Sent: Friday, November 6, 2020 1:04 PM

To: Kiecker, Paul - FSIS; Hunter, Karen - FSIS; Summers, Bruce - AMS; Pichelman, Heather - AMS; Shea, Kevin - APHIS; Fretz, Abbey - APHIS; Christiansen, Victoria C - FS; Coleman, Angela - FS; Miller, Pam - FNS; Kennedy, Cheryl - FNS; Fordyce, Richard - FSA, Washington, DC; Peterson, Steve - FSA, Washington, DC; Norton, Kevin - NRCS, Washington, DC; Deavers, Leslie - NRCS, Washington, DC; Barbre, Martin - FPAC-RMA, Washington, DC; Manzano, Heather - FPAC-RMA, Washington, DC; Stephenson, Robert - FPAC-BC, Washington, DC; Shea, John - FPAC-BC, Washington, DC; Isley, Ken - FAS, Washington, DC; Moore, Michelle - FAS, Washington, DC; Jacobs-Young, Chavonda - ARS; Drumm, Sharon - ARS; Stetka, Jill; Stefanou, Spiro - REE-ERS, Washington, DC; Esch, Michele - ERS; Chitnis, Parag - REE-NIFA, Kansas City, MO; Hoffman, William - REE-NIFA, Washington, DC; Toombs, Dionne - OSEC, Washington, DC; Derksen, Rich - OSEC; Denton, Angilla - RD, Washington, DC; Green, Elizabeth - RD, Washington, DC; Rupe, Chad - RD, Washington, DC; Adcock, Rebeckah - RD, Washington, DC; Bender, Stuart - OE, Washington, DC; Tobin, Andrew - OE, Washington, DC; Vaden, Stephen - OGC, Washington, DC; Mizoguchi, Brian - OGC, Washington, DC; Johansson, Robert - OCE, Washington, DC; Nickerson, Cynthia - OCE, Washington, DC; Park, Joon; Rapp, John - FS; Pollard, Nicole - OBPA, Washington, DC; Rich, Michawn - OC, Washington, DC; Mabry, Brian - OC, Washington, DC; Beatty, Mike - OPPE, Washington, DC; Davis-Slay, Jacqueline - OPPE, Washington, DC; Cullo, Diane - OTR, Washington, DC; Cronin, Linda - OTR, Washington, DC; Wood, Frank - OHA, Alexandria, VA; Washington, Gary S - OCIO-CIO, Washington, DC; Judkins, Tonya - OCIO-CIO, Washington, DC; Westhill, Devon - OSEC, Washington, DC; Gutman, Theodore H - OSEC, Washington, DC; Wu, David - OSEC, Washington, DC

CC: Beal, Mary Dee - OSEC, Washington, DC; DuRant, Ryann - OC, Washington, DC; Gardner, Maureen - OSEC, Washington, DC; Follansbee, Douglas - DM-OHRM, Washington, DC; Williams, Renee - DA-OHRM, Washington, DC

Subject: Transition planning update

Dear Agency Administrators, Staff Office Directors and Transition Coordinators,

The Agency Transition Directors Council met briefly this morning. I wanted to provide a brief recap of the meeting and Frequently Asked Questions (FAQs) I received earlier this week. Key points:

- The GSA Administrator is responsible for ascertainment of the apparent winner of the Presidential election.
- The Federal Transition Coordinator (Mary Gibert at GSA) will promptly notify agencies when the ascertainment has been made.
- The Federal Transition Coordinator or her Deputy is also responsible for notifying agencies of the Agency Review Team member names in the event there is a full transition. This notification would be sent to me as USDA's Agency Transition Director.
 - Agency Review Teams refer to teams that come to agencies after ascertainment but before Inauguration. There have been a variety of names for these teams during prior election cycles such as Agency Transition Coordinator, Transition Advance Teams, Agency Parachute Teams, Agency Landing Teams, Beachhead Teams, etc.

I'll continue to keep you updated as I receive additional information. Thank you for all of your efforts to prepare and finalize briefing materials so that we could meet our November 1st statutory deadline.

Best,
Mary

From: Pletcher, Mary - DM, Washington, DC

Sent: Friday, November 6, 2020 9:41 AM

To: Beal, Mary Dee - OSEC, Washington, DC; DuRant, Ryann - OC, Washington, DC

Subject: proposed message to Agency Administrators and Transition Coordinators

Here's a proposed message for me to send out (b)(5) DPP

... let me know what you think.

Dear Agency Administrators, Staff Office Directors and Transition Coordinators,

The Agency Transition Directors Council met briefly this morning. I wanted to provide a brief recap of the meeting and Frequently Asked Questions (FAQs) I received earlier this week. Key points:

- The GSA Administrator is responsible for ascertainment of the apparent winner of the Presidential election.
- The Federal Transition Coordinator (Mary Gibert at GSA) will promptly notify agencies when the ascertainment has been made.
- (b)(5) DPP. This notification would be sent to me as USDA's Agency Transition Director.
- Agency Review Teams refer to teams that come to agencies after ascertainment but before Inauguration. There have been a variety of names for these teams during prior election cycles such as Agency Transition Coordinator, Transition Advance Teams, Agency Parachute Teams, Agency Landing Teams, Beachhead Teams, etc.

I'll continue to keep you updated as I receive additional information. Thank you for all of your efforts to prepare and finalize briefing materials so that we could meet our November 1st statutory deadline.

Best,
Mary

From: Pletcher, Mary - DM, Washington, DC
Sent: Tuesday, November 10, 2020 4:35 PM
To: Washington, Gary S - OCIO-CIO, Washington, DC
Subject: transition team

Posted publicly:

<https://buildbackbetter.com/the-transition/agency-review-teams/>

From: Pletcher, Mary - DM, Washington, DC

Sent: Sunday, November 15, 2020 1:38 PM

To: Washington, Gary S - OCIO-CIO, Washington, DC; Williams, Duane - OO, Washington, DC

CC: Follansbee, Douglas - DM-OHRM, Washington, DC; Judkins, Tonya - OCIO-CIO, Washington, DC

Subject: IT in transition conference rooms

Duane,

Do the conference rooms that we were anticipating for transition team members have monitors, can we use them to project Teams meetings?

Thanks,
Mary

Get [Outlook for iOS](#)

From: Pletcher, Mary - DM, Washington, DC
Sent: Monday, November 23, 2020 6:37 PM
To: Beal, Mary Dee - OSEC, Washington, DC
Subject: FW: Department of Agriculture (USDA) Designated Agency Review Team Members as of 11/23/2020

From: isadora.yoffie@gsa.gov <isadora.yoffie@gsa.gov> **On Behalf Of** Presidential Transition 2020
Sent: Monday, November 23, 2020 6:18 PM
To: Pletcher, Mary - DM, Washington, DC <mary.pletcher@usda.gov>; Follansbee, Douglas - DM-OHRM, Washington, DC <douglas.follansbee@usda.gov>
Subject: Department of Agriculture (USDA) Designated Agency Review Team Members as of 11/23/2020

Agency Transition Director,

In accordance with the Presidential Transition Act of 1963, as amended, I am pleased to share with you the Agency Review Team (ART) member(s) with whom the Department of Agriculture (USDA) is authorized to engage as part of the 2020 Presidential Transition. I remind you that only the individuals authorized below are allowed to engage your agency. If someone not on this list attempts to engage with your agency, please let me know.

Agency Name	Type	Member Name	Email	(b)(6)	Team Lead?
Department of Agriculture (USDA)	ATDC	Amy Pitelka			
Department of Agriculture (USDA)	ATDC	Andrea Delgado			
Department of Agriculture (USDA)	ATDC	Audrey Rowe			
Department of Agriculture (USDA)	ATDC	Bianca Oden			
Department of Agriculture (USDA)	ATDC	Brooke Barron			
Department of Agriculture (USDA)	ATDC	Corey Then			
Department of Agriculture (USDA)	ATDC	Debra Eschmeyer			
Department of Agriculture (USDA)	ATDC	Gregory Parham			
Department of Agriculture (USDA)	ATDC	Jeffrey Prieto			
Department of Agriculture (USDA)	ATDC	John Padalino			
Department of Agriculture (USDA)	ATDC	Jonathan Coppess			
Department of Agriculture (USDA)	ATDC	Kumar Chandran			
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Department of Agriculture (USDA)	ATDC	Lisa Pino			
Department of Agriculture (USDA)	ATDC	Meryl Harrell			
Department of Agriculture (USDA)	ATDC	Mike Schmidt			
Department of Agriculture (USDA)	ATDC	Nicholas Anthis			
Department of Agriculture (USDA)	ATDC	Robert Bonnie	rbonnie@ptt.gov		
Department of Agriculture (USDA)	ATDC	Sanah Baig			

updates to security clearances from DOJ.

I appreciate your continued partnership, and please do not hesitate to reach out to PresidentialTransition2020@gsa.gov if you have any questions or concerns.

Regards,
Dorsy Yoffie
Deputy Federal Transition Coordinator

(b)(6)
isadora.yoffie@gsa.gov

Subject: Agency Administrators and Transition Coordinators Check-In
Location: Microsoft Teams Meeting

Start: Tue 11/24/2020 11:00 AM
End: Tue 11/24/2020 11:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Pletcher, Mary - DM, Washington, DC

Required Attendees: Kiecker, Paul - FSIS; Hunter, Karen - FSIS; Summers, Bruce - AMS; Pichelman, Heather - AMS; Shea, Kevin - APHIS; Fretz, Abbey - APHIS; Christiansen, Victoria C -FS; Coleman, Angela -FS; Miller, Pam - FNS; Owens, Tameka - FNS; Kennedy, Cheryl - FNS; Fordyce, Richard - FSA, Washington, DC; Peterson, Steve - FSA, Washington, DC; Norton, Kevin - NRCS, Washington, DC; Deavers, Leslie - NRCS, Washington, DC; Barbre, Martin - FPAC-RMA, Washington, DC; Manzano, Heather - FPAC-RMA, Washington, DC; Stephenson, Robert - FPAC-BC, Washington, DC; Shea, John - FPAC-BC, Washington, DC; Isley, Ken - FAS, Washington, DC; Whitley, Daniel - FAS, Washington, DC; Moore, Michelle - FAS, Washington, DC; Jacobs-Young, Chavonda - ARS; Drumm, Sharon - ARS; Stetka, Jill; Stefanou, Spiro - REE-ERS, Washington, DC; Esch, Michele - ERS; Chitnis, Parag - REE-NIFA, Kansas City, MO; Hoffman, William - REE-NIFA, Washington, DC; Toombs, Dionne - OSEC, Washington, DC; Derksen, Rich - OSEC; Denton, Angilla - RD, Washington, DC; Rupe, Chad - RD, Washington, DC; Adcock, Rebeckah - RD, Washington, DC; Bender, Stuart - OE, Washington, DC; Tobin, Andrew - OE, Washington, DC; FONG, PHYLLIS; COFFEY, ANN; Vaden, Stephen - OGC, Washington, DC; Bumbary-Langston, Inga - OGC, Washington, DC; Mizoguchi, Brian - OGC, Washington, DC; Johansson, Robert - OCE, Washington, DC; Nickerson, Cynthia - OCE, Washington, DC; Rapp, John - FS; Pollard, Nicole - OBPA, Washington, DC; Nelson, Christopher - OO, Washington, DC; Rich, Michawn - OC, Washington, DC; Mabry, Brian - OC, Washington, DC; Beatty, Mike - OPPE, Washington, DC; Davis-Slay, Jacqueline - OPPE, Washington, DC; Cullo, Diane - OTR, Washington, DC; Cronin, Linda - OTR, Washington, DC; Wood, Frank - OHA, Alexandria, VA; Washington, Gary S - OCIO-CIO, Washington, DC; Judkins, Tonya - OCIO-CIO, Washington, DC; Westhill, Devon - OSEC, Washington, DC; Gutman, Theodore H - OSEC, Washington, DC; Wu, David - OSEC, Washington, DC; USDAtransition2020; Beal, Mary Dee - OSEC, Washington, DC; DuRant, Ryann - OC, Washington, DC

Optional Attendees: Barrack, Leslie - OBPA, Washington, DC; Sayers, Kathy - FSA, Washington, DC

Microsoft Teams meeting

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USDA Transition 2020
Email to SES
November 24, 2020

The GSA Administrator has ascertained the results of the 2020 Presidential election and has determined that Joseph R. Biden is the President-elect. As such, there will be full Administration transition and an Agency Review Team has been assigned to USDA.

As members of the United States Department of Agriculture (USDA) Senior Executive Service (SES) corps, you have a responsibility to aide and facilitate an orderly transition of government. The organized flow of communication is essential to making this a smooth transition process. While you have a critical role to play, please note that communications with the Biden Agency Review Team should flow through myself, **insert name of career Associate/Deputy for agencies/offices led by non-career officials**, and our Transition Coordinator. Our **Agency's / Office's** Transition Coordinator is **NAME**. We will keep you informed of the Agency Review Team's engagement with our **Agency/Staff Office**.

Thank you for your leadership in helping **INSERT AGENCY / OFFICE** continue to deliver our mission and execute a peaceful transition of power.

SIGNATURE



Transition Planning Agency Administrators and Transition Coordinators Check-In November 24, 2020

(1)

Communications with Agency Review Team

- A central email box is established to schedule briefings and manage information flow:

USDATransition2020@usda.gov

- All communications from the Agency Review Team will flow through the Agency Administrators/Staff Office Directors and Transition Coordinators.
- An email message has been developed for Agency Administrators/Staff Office Directors to transmit to your SES – please send this message out today.
- A Microsoft Teams site has been established to share briefing materials with the Agency Review Team – this site is different than the internal USDA site.
- A Kick-Off meeting with the Agency Review Team will be held at **9am on Wednesday (11/25/20)**.

(2)

Agency Review Team Members

These are the names of the Agency Review Team Members that USDA is currently authorized to engage with as part of the 2020 Presidential Transition. If someone not on this list attempts to engage with your agency, please let Mary Pletcher Rice and Douglas Follansbee know via email at USDAtransition2020@usda.gov.

Robert Bonnie (Lead)
Amy Pitelka
Andrea Delgado
Audrey Rowe
Bianca Oden
Brooke Barron
Corey Then
Debra Eschmeyer
Gregory Parham
Jeffrey Prieto
John Padalino
Jonathan Coppess
Kumar Chandran
LaQuita Honeysucker
Lisa Pino
Meryl Harrell
Mike Schmidt
Nicholas Anthis
Sanah Baig

Subject: Agency Administrators and Transition Coordinators Check-In
Location: Microsoft Teams Meeting

Start: Tue 11/24/2020 11:00 AM
End: Tue 11/24/2020 11:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Pletcher, Mary - DM, Washington, DC

Required Attendees: Kiecker, Paul - FSIS; Hunter, Karen - FSIS; Summers, Bruce - AMS; Pichelman, Heather - AMS; Shea, Kevin - APHIS; Fretz, Abbey - APHIS; Christiansen, Victoria C -FS; Coleman, Angela -FS; Miller, Pam - FNS; Owens, Tameka - FNS; Kennedy, Cheryl - FNS; Fordyce, Richard - FSA, Washington, DC; Peterson, Steve - FSA, Washington, DC; Norton, Kevin - NRCS, Washington, DC; Deavers, Leslie - NRCS, Washington, DC; Barbre, Martin - FPAC-RMA, Washington, DC; Manzano, Heather - FPAC-RMA, Washington, DC; Stephenson, Robert - FPAC-BC, Washington, DC; Shea, John - FPAC-BC, Washington, DC; Isley, Ken - FAS, Washington, DC; Whitley, Daniel - FAS, Washington, DC; Moore, Michelle - FAS, Washington, DC; Jacobs-Young, Chavonda - ARS; Drumm, Sharon - ARS; Stetka, Jill; Stefanou, Spiro - REE-ERS, Washington, DC; Esch, Michele - ERS; Chitnis, Parag - REE-NIFA, Kansas City, MO; Hoffman, William - REE-NIFA, Washington, DC; Toombs, Dionne - OSEC, Washington, DC; Derksen, Rich - OSEC; Denton, Angilla - RD, Washington, DC; Rupe, Chad - RD, Washington, DC; Adcock, Rebeckah - RD, Washington, DC; Bender, Stuart - OE, Washington, DC; Tobin, Andrew - OE, Washington, DC; FONG, PHYLLIS; COFFEY, ANN; Vaden, Stephen - OGC, Washington, DC; Bumbary-Langston, Inga - OGC, Washington, DC; Mizoguchi, Brian - OGC, Washington, DC; Johansson, Robert - OCE, Washington, DC; Nickerson, Cynthia - OCE, Washington, DC; Rapp, John - FS; Pollard, Nicole - OBPA, Washington, DC; Nelson, Christopher - OO, Washington, DC; Rich, Michawn - OC, Washington, DC; Mabry, Brian - OC, Washington, DC; Beatty, Mike - OPPE, Washington, DC; Davis-Slay, Jacqueline - OPPE, Washington, DC; Cullo, Diane - OTR, Washington, DC; Cronin, Linda - OTR, Washington, DC; Wood, Frank - OHA, Alexandria, VA; Washington, Gary S - OCIO-CIO, Washington, DC; Judkins, Tonya - OCIO-CIO, Washington, DC; Westhill, Devon - OSEC, Washington, DC; Gutman, Theodore H - OSEC, Washington, DC; Wu, David - OSEC, Washington, DC; USDAtransition2020; Beal, Mary Dee - OSEC, Washington, DC; DuRant, Ryann - OC, Washington, DC; Parker, Chad - RD, Washington, DC; Green, Elizabeth - RD, Washington, DC

Optional Attendees: Barrack, Leslie - OBPA, Washington, DC; Sayers, Kathy - FSA, Washington, DC; Corley, Shiela - FNS

Microsoft Teams meeting

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[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

From: Pletcher, Mary - DM, Washington, DC

Sent: Tuesday, November 24, 2020 11:49 AM

To: Kiecker, Paul - FSIS; Hunter, Karen - FSIS; Summers, Bruce - AMS; Pichelman, Heather - AMS; Shea, Kevin - APHIS; Fretz, Abbey - APHIS; Christiansen, Victoria C - FS; Coleman, Angela - FS; Miller, Pam - FNS; Owens, Tameka - FNS; Kennedy, Cheryl - FNS; Fordyce, Richard - FSA, Washington, DC; Peterson, Steve - FSA, Washington, DC; Norton, Kevin - NRCS, Washington, DC; Deavers, Leslie - NRCS, Washington, DC; Barbre, Martin - FPAC-RMA, Washington, DC; Manzano, Heather - FPAC-RMA, Washington, DC; Stephenson, Robert - FPAC-BC, Washington, DC; Shea, John - FPAC-BC, Washington, DC; Isley, Ken - FAS, Washington, DC; Whitley, Daniel - FAS, Washington, DC; Moore, Michelle - FAS, Washington, DC; Jacobs-Young, Chavonda - ARS; Drumm, Sharon - ARS; Stetka, Jill; Stefanou, Spiro - REE-ERS, Washington, DC; Esch, Michele - ERS; Chitnis, Parag - REE-NIFA, Kansas City, MO; Hoffman, William - REE-NIFA, Washington, DC; Toombs, Dionne - OSEC, Washington, DC; Derksen, Rich - OSEC; Denton, Angilla - RD, Washington, DC; Rupe, Chad - RD, Washington, DC; Adcock, Rebeckah - RD, Washington, DC; Bender, Stuart - OE, Washington, DC; Tobin, Andrew - OE, Washington, DC; FONG, PHYLLIS; COFFEY, ANN; Vaden, Stephen - OGC, Washington, DC; Bumbary-Langston, Inga - OGC, Washington, DC; Mizoguchi, Brian - OGC, Washington, DC; Johansson, Robert - OCE, Washington, DC; Nickerson, Cynthia - OCE, Washington, DC; Rapp, John - FS; Pollard, Nicole - OBPA, Washington, DC; Nelson, Christopher - OO, Washington, DC; Rich, Michawn - OC, Washington, DC; Mabry, Brian - OC, Washington, DC; Beatty, Mike - OPPE, Washington, DC; Davis-Slay, Jacqueline - OPPE, Washington, DC; Cullo, Diane - OTR, Washington, DC; Cronin, Linda - OTR, Washington, DC; Wood, Frank - OHA, Alexandria, VA; Washington, Gary S - OCIO-CIO, Washington, DC; Judkins, Tonya - OCIO-CIO, Washington, DC; Westhill, Devon - OSEC, Washington, DC; Gutman, Theodore H - OSEC, Washington, DC; Wu, David - OSEC, Washington, DC; USDAtransition2020; Beal, Mary Dee - OSEC, Washington, DC; DuRant, Ryann - OC, Washington, DC; Parker, Chad - RD, Washington, DC; Green, Elizabeth - RD, Washington, DC

CC: Barrack, Leslie - OBPA, Washington, DC; Sayers, Kathy - FSA, Washington, DC; Corley, Shiela - FNS; Peterson, Dana - FPAC-FSA, Washington, DC; Fink, Katherine - REE-NIFA, Washington, DC

Subject: SES email about Agency Review Team engagement

Attachments: Email to SES ART Engagement_112420.docx

Dear Agency Administrators, Staff Office Directors and Transition Coordinators,

Attached is the email to send out to your SES today about Agency Review Team engagement. As discussed in our call this morning, you can also send the email to other senior leaders in your organization that you think it makes sense to include.

Please let me know if you have any questions.

Best,
Mary

USDA Transition 2020
Email to SES
November 24, 2020

The GSA Administrator has ascertained the results of the 2020 Presidential election and has determined that Joseph R. Biden is the President-elect. As such, there will be full Administration transition and an Agency Review Team has been assigned to USDA.

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Thank you for your leadership in helping **INSERT AGENCY / OFFICE** continue to deliver our mission and execute a peaceful transition of power.

SIGNATURE

USDA Agency Review Team Members (as of 11/24/20)

Robert Bonnie (Lead)
 Amy Pitelka
 Andrea Delgado
 Audrey Rowe
 Bianca Oden
 Brooke Barron
 Corey Then
 Debra Eschmeyer
 Gregory Parham
 Jeffrey Prieto
 John Padalino
 Jonathan Coppess
 Kumar Chandran
 LaQuita Honeysucker
 Lisa Pino
 Meryl Harrell
 Mike Schmidt
 Nicholas Anthis
 Sanah Baig
 Will McIntee

From: Pletcher, Mary - DM, Washington, DC
Sent: Wednesday, November 25, 2020 1:50 PM
To: Presidential Transition 2020
Subject: on the meeting

Dorsey – Hopefully you saw I was on the meeting. I didn't get to the unmute button in time.

Thanks,
 Mary

From: isadora.yoffie@gsa.gov <isadora.yoffie@gsa.gov> **On Behalf Of** Presidential Transition 2020
Sent: Tuesday, November 24, 2020 10:16 AM
To: Pletcher, Mary - DM, Washington, DC <mary.pletcher@usda.gov>; Follansbee, Douglas - DM-OHRM, Washington, DC <douglas.follansbee@usda.gov>
Subject: Department of Agriculture (USDA) Designated Agency Review Team Members as of 11/24/2020

Good morning,

In accordance with the Presidential Transition Act of 1963, as amended, I am pleased to share with you the Agency Review Team (ART) member(s) with whom the Department of Agriculture (USDA) is authorized to engage as part of the 2020 Presidential Transition. I remind you that only the individuals authorized below are allowed to engage your agency. If someone **not** on this list attempts to engage with your agency, please let me know. **New additions are in bolded red font.**

Agency Name	Type	Member Name	Email	(b)(6)	Team Lead?
Department of Agriculture (USDA)	ATDC	Amy Pitelka			
Department of Agriculture (USDA)	ATDC	Andrea Delgado			
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Department of Agriculture (USDA)	ATDC	Mike Schmidt			
Department of Agriculture (USDA)	ATDC	Nicholas Anthis			

Department of Agriculture (USDA)	ATDC	Robert Bonnie	rbonnie@ptt.gov
Department of Agriculture (USDA)	ATDC	Sanah Baig	
Department of Agriculture (USDA)	ATDC	Will McIntee	

(b)(6)

Yes

As applicable, we will continue to send updates accordingly to reflect any additions or removals from this list, as well as any updates to security clearances from DOJ.

I appreciate your continued partnership, and please do not hesitate to reach out to PresidentialTransition2020@gsa.gov if you have any questions or concerns.

Regards,
Dorsy Yoffie
Deputy Federal Transition Coordinator

(b)(6)

isadora.yoffie@gsa.gov

On Mon, Nov 23, 2020 at 5:17 PM Presidential Transition 2020 <presidentialtransition2020@gsa.gov> wrote:

Agency Transition Director,

In accordance with the Presidential Transition Act of 1963, as amended, I am pleased to share with you the Agency Review Team (ART) member(s) with whom the Department of Agriculture (USDA) is authorized to engage as part of the 2020 Presidential Transition. I remind you that only the individuals authorized below are allowed to engage your agency. If someone not on this list attempts to engage with your agency, please let me know.

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Department of Agriculture (USDA)	ATDC	Nicholas Anthis			
Department of Agriculture (USDA)	ATDC	Robert Bonnie	rbonnie@ptt.gov		

Department of Agriculture (USDA) ATDC Sanah Baig

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I appreciate your continued partnership, and please do not hesitate to reach out to PresidentialTransition2020@gsa.gov if you have any questions or concerns.

Regards,
Dorsy Yoffie
Deputy Federal Transition Coordinator
(b)(6)
isadora.yoffie@gsa.gov

Subject: FW: Agency Administrators and Transition Coordinators Check-In
Location: Microsoft Teams Meeting

Start: Tue 11/24/2020 11:00 AM
End: Tue 11/24/2020 11:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Pletcher, Mary - DM, Washington, DC

Meeting info from yesterday.

Mary

From: Pletcher, Mary - DM, Washington, DC

Sent: Friday, November 27, 2020 3:07 PM

To: Graves, Alexis - OGC, Washington, DC; Bender, Stuart - OE, Washington, DC; O'Connor, Mike - OHS, Washington, DC; Washington, Gary S - OCIO-CIO, Washington, DC; Williams, Duane - OO, Washington, DC; Carroll, Chad - OSSP, Washington, DC

CC: Follansbee, Douglas - DM-OHRM, Washington, DC; Coley, Tonique - DM-OHRM, Washington, DC; Flores, Lisa - DM-OHRM, Washington, DC; Bumbary-Langston, Inga - OGC, Washington, DC

Subject: for your review by COB Monday - offboarding training slides

Attachments: USDA Offboarding Training_112720.pptx

Hi all,

Since the GSA Administrator ascertained the election results last Monday, we will now be able to conduct formal offboarding training for the political team. Can you take a quick look at the training slides and let us know if you see any issues? (b)(5) DPP .

(b)(5) DPP

(b)(5) DPP

A few follow-up questions:

(b)(5) DPP

Thanks,
Mary



Offboarding Training

Topics

- Records
- Ethics
- Human Resources
- Security Clearances
- Information Technology
- Badges, Travel Card, Parking Pass and Other Equipment

Records Management

2021-OSEC-01005-F

- ❑ Many of your records are considered permanent and subject to preservation by the National Archives and Records Administration. Regardless of the type/duration of your appointment or employment, you **must** complete and submit an AD3001 form.
- ❑ **Between Today and Last Day:**
 - **Ensure** electronic and hard copy files of a private or nonpublic character that do not relate to, or have an effect on, the conduct of agency business, are separated and removed.
 - **Return** any federal records checked out from the Federal Records Center storage.
 - **Ensure** all electronic records have been transferred from the “desktop” and hard drive to the shared drive in a file that can be accessed by authorized staff.
 - **Identify** extra copies of Federal and non-Federal records you would like to maintain for personal reference.
- **If you aren't taking any records**, please complete the AD 3001 form and submit to USDADepartmentalRecords@usda.gov at least 3 business days prior to your departure.
- **If you would like to take non-Federal records or copies of Federal records**, please contact USDADepartmentalRecords@usda.gov at least 5 business days prior to your departure to obtain the required clearance and before submission of your AD3001 form.

- ❑ When you contact potential employers, (1) [immediately recuse](#) yourself from any USDA matters affecting that potential employer as soon as you send a resume or indicate an interest in employment, and (2) [submit a signed 3-Day STOCK Act Notice Form](#) to the Office of Ethics .
- ❑ **Between Today and Last Day: Submit a Termination Financial Disclosure Report (OGE-278)** on www.integrity.gov within 15 days prior to your departure date. Failure to file the Final OGE-278 can result in a [\\$60,000](#) penalty. Contact the Office of Ethics to schedule a virtual individual briefing on your specific situation and the job search rules, post-Federal employment restrictions, and the WH Ethics Pledge rules (the 5-year ban) and/or attend a job search / post-employment rules training session presented by OE.
- ❑ **On Your Last Day:** Make sure that you submit your [Termination OGE-278 Report](#) before leaving USDA.

HR - Annual Leave / Sick Leave

- ❑ You will receive a lump-sum payment for any unused annual leave when you separate from Federal service. Unused sick leave, time off awards and credit hours are not paid out.

- ❑ **Between Today and Last Day:** Use time off awards, credit hours and schedule medical appointments to use sick leave prior to your last day.

- ❑ **On Your Last Day:** You will receive lump-sum payment 1-2 pay periods after the separation. This will be sent to the same account as your last paycheck. If closing a bank account, wait until *after* you receive the lump-sum payment.

HR - Health Insurance

- ❑ Separating employee's health insurance coverage ends on the last day of the pay period in which you separate. You have a 31-day temporary extension of coverage at no cost.

- ❑ **Between Today and Last Day:** Determine if you want to continue coverage temporarily, up to 18 months, under Temporary Continuation of Coverage. You will pay the full premium for the plan (includes the Government share) plus a 2% administrative fee. Visit the site for more information <https://www.opm.gov/healthcare-insurance/healthcare/temporary-continuation-of-coverage/#url=Eligibility>

- ❑ **On Your Last Day:** OHRM will provide separation package and instructions.

HR - Dental and Vision Insurance

- ❑ Dental and visual coverage ends on the last day of your appointment.
- ❑ **Between Today and Last Day:** Schedule all dental and visual appointments prior to your last day, while you are covered.
- ❑ **On Your Last Day:** No other action is required.

HR - Flexible Spending Account – Health Care

- ❑ Separating employees can file claims for expenses incurred during their employment period. Health Care Flexible Spending Accounts will terminate as of the date of separation. There are no extensions.
- ❑ Any eligible health care expenses incurred prior to the date of separation will still be reimbursed but those incurred after the separation date are not reimbursable, even if you accelerated your allotments.
- ❑ If you used your entire elected amount before FSAFEDS has deducted it from the pay, you will not be responsible for the remaining allotments.
- ❑ **Between Today and Last Day:** 2021 Flexible Spending Account elections must be made during open enrollment period. Submit your claim with all receipts to FSAFeds for reimbursement.
- ❑ **On Your Last Day:** No other action required. Ensure all claims are submitted.

HR - Flexible Spending Account – Dependent Care

- ❑ Balances in Health Care Flexible Spending Accounts and Dependent Care Flexible Spending Accounts are treated differently if you separate or retire before the end of the calendar year.
- ❑ Your Dependent Care Flexible Spending Account remaining balance can continue to be used to pay for eligible dependent care expenses until your account balance is depleted or the end of the calendar year, whichever comes first.
- ❑ **Between Today and Last Day:** 2021 Flexible Spending Account elections must be made during open enrollment period.
- ❑ **On Your Last Day:** No other action required. Ensure all claims are submitted to FSAFeds.

HR - Life Insurance

- ❑ If you have life insurance, separating employees are entitled to a free 31-day extension of coverage and conversion privilege to a nongroup policy.
- ❑ **Between Today and Last Day:** Determine if you want to extend your Life Insurance. You will receive a certification in the separation package that outlines your coverage with instructions for converting to other policy options.
- ❑ **On Your Last Day:** There is no additional action required outside of the instructions provided in your separation package.

HR - Relocation

- ☐ If you are relocating, you will need to submit an address change form and an updated state tax form, if applicable.

- ☐ **Between Today and Last Day:** Submit the applicable forms.

- ☐ **On Your Last Day:** Submit all required forms.

HR - Retirement

- ❑ You must have 5 years of civilian service to be vested for FERS/CSRS retirement. You may be eligible for immediate or deferred retirement if you meet certain criteria. (Minimum Retirement Age (MRA) with years of service).
- ❑ You will have an opportunity to request a refund of your contribution to the retirement system.
- ❑ **Between Today and Last Day:** For specific questions on retirement eligibility, please email Laura Cook at Laura.Cook@usda.gov, (202) 260-8242.
- ❑ **On Your Last Day:** No further action required. There is no set deadline for requesting a refund of retirement contributions.

HR - Thrift Savings Plan (TSP)

2021-OSEC-01005-F

- ☐ Your TSP account will remain available to you after departing federal service, but you cannot make contributions unless you are rehired by the Federal Government. TSP requires a 2-year vesting period to retain the agency contributions.
- ☐ **Between Today and Last Day:** For more information, visit your account at [TSP.gov](https://www.tsp.gov).
- ☐ **On Your Last Day:** No additional action required.

HR - eOPF

- ❑ Your eOPF is the official repository of your federal employment records. It will be unavailable to you once you depart.
- ❑ **Between Today and Last Day: No Action**
- ❑ **On Your Last Day:** A copy of all the records in your eOPF will be provided to you.

HR - Unemployment Compensation

- ❑ Presidential appointees, noncareer and limited SES appointees, and Schedule C employees are generally eligible for unemployment compensation because their separation from Federal service is viewed as being involuntary.

- ❑ **Between Today and Last Day: DO NOT** resign until instructed.

- ❑ **On Your Last Day:** When you file a claim with the State Workforce Agency, you must provide a completed copy of your SF-8 and proof of your Federal employment earnings (an earnings and leave statement).

Security Clearance

2021-OSEC-01005-F

- ❑ If you have a security clearance, you will need have a security debriefing.

- ❑ **On Your Last Day:**
 - ❑ Complete Security Debriefing
 - ❑ Signed the Classified Information Nondisclosure Agreement NDA (SF 312)

- ❑ All electronic records must be maintained.

- ❑ **Between Today and Last Day:** Remove any personal information from your devices (resumes, contacts, etc.).

- ❑ **On Your Last Day:** We will collect your laptop, mobile device, tablet, or any other device in your possession.

Badging, Travel Card, and Parking Pass

- ❑ **On Your Last Day:** Your badge, travel card, GETS/WTTS card and parking pass will be collected from you.

Offboarding Scheduling

- OHRM will coordinate off-boarding activities across DA and Staff Offices.
- If you will be departing USDA before January 8, 2020, please send an email with your last day to:

humanresources@usda.gov

Insert name of political appointee

- More information will be provided about offboarding scheduling for January 11th or later.

Points of Contact

- Office of Human Resources Management (OHRM)

- Please email humanresources@usda.gov with benefits questions or to schedule a session to answer questions about your benefits.
- For specific questions on retirement eligibility, please email Laura Cook at Laura.Cook@usda.gov or (202) 260-8242.

- Information Technology (IT)

- **Tonya Judkins, Chief of Staff**
Tonya.Judkins@usda.gov
(202) 720-9384

- Ethics

- **Stuart Bender, Director**
Stuart.Bender@usda.gov
(202) 720-2251

- Records Management

- **Alexis Graves, FOIA Officer**
Alexis.Graves@usda.gov
(202) 690-3318

- Security

- **Mike O'Connor, Associate Director**
Mike.Oconnor@usda.gov
(202) 205-3609

From: Pletcher, Mary - DM, Washington, DC
Sent: Tuesday, December 1, 2020 10:06 AM
To: Follansbee, Douglas - DM-OHRM, Washington, DC
Subject: RE: Question from transition team

Can we get (b)(5) DPP ? I expect (b)(5) DPP (b)(5) DPP .

Thanks,
 Mary

From: Follansbee, Douglas - DM-OHRM, Washington, DC <douglas.follansbee@usda.gov>
Sent: Tuesday, December 1, 2020 10:05 AM
To: Pletcher, Mary - DM, Washington, DC <mary.pletcher@usda.gov>
Subject: FW: Question from transition team

I was going to (b)(5) DPP – (b)(6) .

OFFICE OF THE GENERAL COUNSEL	VADEN, STEPHEN ALEXANDER	GENERAL COUNSEL
OFFICE OF THE SECRETARY	BARBIC, KENNETH STEVEN	ASST SECY
OFFICE OF THE SECRETARY	PERDUE III, GEORGE ERVIN	SECY OF AGRICULTURE
OFFICE OF THE SECRETARY	BRASHEARS, MINDY MALYNN	UNDER SECRETARY FOR FOOD SAFETY
OFFICE OF THE SECRETARY	IBACH, GREGORY ALAN	UNDER SECRETARY FOR M&RP
OFFICE OF THE SECRETARY	NORTHEY, WILLIAM HOWARD	UNDER SECRETARY FPC
OFFICE OF THE SECRETARY	HUBBARD, JAMES EDWARD	UNDER SECRETARY NRE
OFFICE OF THE SECRETARY	MCKINNEY, TED ANDREW	UNDER SECRETARY TFAA
RURAL DEVELOPMENT	RUPE, CHAD A	ADMINISTRATOR, RUS

(b)(6)



Mike O'Connor

Acting Director
 Office of Homeland Security

United States Department of Agriculture
 Office: 202-205-3609
 Cell: (b)(6)