Romney Readiness Project

Charter for the

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|  | **Economic Policy Presidential Appointments Group** |  |

August 23, 2012

The purpose of the Economic Policy Presidential Appointments Group (EPPAG) is to provide the president-elect with candidates for the highest priority presidential appointments in each cabinet department and agency directly related to economic policymaking. This charter document provides instructions and guidelines for its operation and describes the deliverables EPPAG members are expected to produce. Periodically, this charter may be amended in response to new circumstances.

**Background of the Romney Readiness Project**

The Romney Readiness Project (R2P) was created in May 2012 to prepare for the potential election of Mitt Romney as President of the United States. Its activities comport with the Presidential Transition Act of 2010 enacted by Congress for the purpose of assuring continuity of government.

**Composition and Structure of the Economic Policy Presidential Appointments Group**

**Group Leader:** Jim Donovan is appointed Group Leader of the EPPAG. He is responsible for organizing and leading the Group. He is also charged with deploying specific subject matter knowledge, experience, and influence.

The Group Leader is authorized to add technical support as needed contingent on budget approval and vetting/clearance of new support staff by the R2P talent team.

**General Scope of the EPPAG Responsibilities**

The primary responsibility of the EPPAG is to create, oversee, and coordinate work done by the following 12 Appointment Review Teams:

1. Department of the Treasury, Federal Reserve, Federal Housing Finance Agency, and Office of the Comptroller of the Currency;
2. Department of Commerce;
3. Office of the U.S. Trade Representative, Overseas Private Investment Corporation, U.S. International Trade Commission, and Export-Import Bank of the United States;
4. Federal Communications Commission;
5. Securities and Exchange Commission and Commodities Futures Trading Commission;
6. Federal Trade Commission and Consumer Financial Protection Bureau;
7. Department of Agriculture;
8. Department of the Interior;
9. Social Security Administration;
10. Small Business Administration;
11. Environmental Protection Agency; and
12. Department of Energy and Nuclear Regulatory Commission.

The EPPAG will provide guidance, coordination, and advice necessary to ensure that each team review is conducted in a way that is consistent with its charter. Each team will report its findings to the EPPAG.

The EPPAG will coordinate its work with other areas of R2P, in particular the Department/Agency Review Teams and the Policy and Strategy Task Forces.

The EPPAG will report to the Director of the Presidential Appointments Council, [Insert name here]. Progress with be tracked on a system coordinated by OPPM, Inc. The Group Leader is responsible for providing progress reports according to a pre-determined schedule.

**Operating Rules**

**General planning horizon:** The primary task of R2P is to provide a plan under which the Romney administration can initiate activities in both the transition period and in the first 200 days of the new administration which can be in full effect within 2000 days. EPPAG’s work to identify and prepare potential nominees for critical PAS and PA positions is integral to that effort.

**Rules of Governance:** The Economic Policy Presidential Appointments Group is chartered to identify critical PAS and PA positions in the executive branch departments and agencies and to recommend potential nominees for those positions.

**Candidate Diversity:** The EPPAG teams shall seek candidate names for each position with an eye toward diversity of geography, gender, ethnicity, ideology, and background. In all cases, candidates should align with the Romney loyalty characteristics (as appended).

**Involvement of outside resources:** It is not intended that EPPAG members rely exclusively on their own knowledge and expertise. It is expected that members will (within the confines of confidentiality) seek the views, input, and involvement of expert resources to enrich the EPPAG’s recommendations. Candidates should be sourced from Congress, trade organizations, party/campaign, previous administrations, think tanks, and other sources as desired.

**Approaching Candidates:** In no case should candidates be approached in any way.

**OPPM**: Progress will be tracked on a system referenced as an OPPM (One Page Project Manager). The Group Leader is responsible to assure that the OPPM accurately reflects progress.

**Clearance, Confidentiality and Ethics**

Presidential Appointment Group Leaders are authorized to grant membership on their review teams subject to vetting by R2P. The vetting process will include review by the PAC Director. Before joining the review team, proposed members must sign confidentiality and ethics agreements. No exceptions will be made on this requirement.

**Deliverables**

The EPPAG is commissioned to produce the following deliverables by the dates indicated.

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| Accountability Date | Description |

Team Formation Deliverables

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| September 10, 2012 | Appoint confirmed and vetted Team Leaders for all Appointment Review Teams. |
| September 20, 2012 | Appoint confirmed and vetted team members for all Appointment Review Teams. |

Candidates Deliverables

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| September xx, 2012 | Identify the critical PAS, PA, and SES positions in each department and agency using input from the agency review teams. |
| September xx, 2012 | Write job descriptions for all identified positions. |
| October 15, 2012 | Nominations of 15-20 candidates for each Cabinet position, including biographical details and a summary personal overview.   |
| November 20, 2012 | Nominations of 10-12 candidates for each sub-Cabinet position and 5-10 for each SES position, including biographical details and a summary personal overview. |
| [Date TBD] | Input into landing teams |