

OFFICE OF THE PRESIDENT-ELECT

1800 G Street NW
Washington, D.C. 20270

December 19, 2000

The Honorable John Podesta
Chief of Staff to the President
and Director of the President's
Transition Team
The White House
Washington, D.C. 20500

Dear Mr. Podesta:

Pursuant to the "Memorandum of Understanding Regarding Transition Procedures, Identification of Transition Contacts, and Access to Non-Public Government and Transition Information" (MOU), this letter designates individuals to be Transition team chiefs to act for the President-elect with respect to department and agency transition and addresses other matters under the MOU. All designations of individuals as authorized to work for the Office of the President-elect (OPE) on department and agency transition, made in this letter or hereafter, expire at noon on January 20, 2001.

The following individuals are the authorized OPE Department/Agency Transition Team Chiefs for the department or agency listed:

<u>Department or Agency</u>	<u>Transition Team Chief</u>
Department of Agriculture	David Johnson
Department of Commerce	Ted Kassing
Department of Defense	Zalmay Khalilzad
Department of Education	William Hansen
Department of Energy	Andrew Lundquist
Department of Health & Human Services	Sally Canfield
Department of Housing and Urban Development	Robert Woodson, Jr.
Department of the Interior	Anne Klee
Department of Justice	Paul McNulty
Department of Labor	John Bridgeland
Department of State	Joel Shin

(cont'd)

<u>Department or Agency</u>	<u>Transition Team Chief</u>
Department of Transportation	Jack Schenendorf
Department of the Treasury	Timothy Adams
Department of Veterans Affairs	Gary Edson
Environmental Protection Agency	John Howard
Federal Emergency Management Agency	Wm. James Haynes II
General Services Administration	Gary Edson
National Aeronautics and Space Administration	Courtney Stadd
Office of the Director of Central Intelligence	Rich Haver
Office of Management and Budget	John Cogan
Office of National Drug Control Policy	John Carnavale
Office of Personnel Management	Ron Bellamy
Office of the United States Trade Representative	Faryar Shirzad
Small Business Administration	John Bridgeland

The Presidential Transition Act (PTA) public disclosure information for the above-listed Team Chiefs is attached for your public disclosure.

513.7442 The Honorable Gary Edson, OPE Deputy Director for Policy, will be the supervisor of each of the above-listed Team Chiefs and will serve as the Team Chief for any agency not listed above. The appropriate person on your staff, or the department or agency employee designated as the official transition point-of-contact, may contact Mr. Edson (tel. (202) 513-7400) if any question arises regarding the activities of a Team Chief. Mr. Edson is the person authorized to provide a statement of the need of OPE personnel for access to non-public government information when a department or agency requires such a statement. I will notify you in writing of any additions or changes to the list of authorized Team Chiefs.

The Honorable Clay Johnson III, OPE Executive Director, is authorized on behalf of the President-elect and me to (1) designate in writing to you additional individuals who will work for OPE on department and agency transition under the leadership of the Team Chiefs designated by me; (2) provide the information for such additional individuals regarding PTA public disclosure requirements, agreement to the Transition's Code of Ethical Conduct, and lack of conflicts of interest; and (3) notify you in writing if a person ceases to be authorized to work for OPE on department or agency transition.

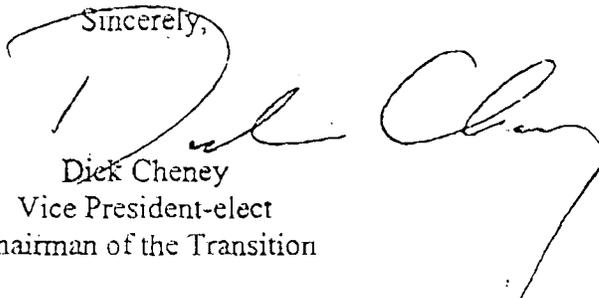
If any legal, ethical, privacy or privilege questions arise regarding the activities of any individual assigned by the OPE to work on the transition in a department or agency, please have the general counsel of the department or agency or your other appropriate

designee contact immediately Michael Toner, the OPE General Counsel, who is authorized to confer on our behalf to help resolve concerns. The OPE General Counsel has assured me that each Team Chief listed above has met the applicable PTA public disclosure requirements, has agreed to abide by the Transition's Code of Ethical Conduct, and has thereby represented that he or she has no conflict of interest that precludes the individual from working on the matters that the OPE has assigned the individual to work on with that department or agency. The OPE General Counsel has given me the same assurances regarding Messrs. Johnson, Edson and himself.

The MOU (para. 8) indicates that, before providing an authorized OPE individual certain non-public government information, a department or agency will require the individual to sign a statement that the individual "has no financial interest or imputed financial interest that would be directly and predictably affected by a particular matter to which the information is pertinent," and the Administration's Policy Statement (para. 3(A)) adds the requirement that the individual sign a pledge "to abide by applicable nondisclosure requirements, as defined by the department or agency." Please arrange for submission to the OPE General Counsel as soon as possible of a copy of the form or forms you intend to use for this purpose, so that we may review the form or forms before a department or agency seeks signatures from OPE personnel. This request for prior legal review of the form or forms does not apply to the nondisclosure agreements for access to national security information under Executive Order 12958 (MOU para. 7), which we understand are standard forms.

We appreciate your cooperation and we look forward to an effective and proper transition.

Sincerely,



Dick Cheney
Vice President-elect
Chairman of the Transition

Attachment as stated