

## APPENDIX C

## SUGGESTED TRANSITION PLAN

A **Transition** Task Force should be established as soon as possible after enactment. The incumbent Social Security Commissioner would be designated as Acting Administrator of the new agency until a permanent Administrator has been appointed and confirmed and would carry out the transition plan until that time. The Acting Administrator would establish an unbiased mediation/arbitration process as soon as possible to resolve any disputed issues which may impede the progress of an orderly transition. Arrangements for formally transferring all management delegations\* from GSA, OPM, and OMB should be agreed to as soon as practical after enactment of the legislation. Members of the task force would be drawn from both SSA and HHS and a time-phased action plan would be developed. A plan (with target dates) would include the following activities/items:

<u>Major Activity/Key Item</u>	<u>Accountable Organization/ Official</u>	<u>Target Date***</u>
A. Determination Order--Formal transfer of positions, personnel and other fiscal and real property resources.		
-- Identify all accounts for transfer Identify grants	Secretary, HHS; Administrator, SSA**; Director, Office of Financial Resources (OFR), SSA; Dep. Asst. Secretary, Finance, HHS	30 days
-- Determine unobligated balances	"	30 days
-- Reach agreement between HHS and SSA on final balance of accounts	"	60 days
-- Receive OMB approval	"	90 days
-- Secure Treasury Department warrant (authorization for expenditures)	"	90 days

\* These delegations are **essential** to the Administrator's ability to proceed with the transition implementation.

\*\* Any responsibilities assigned to the Administrator will be performed by the Acting Administrator until an Administrator is confirmed.

\*\*\* Many activities will be performed concurrently. All dates are from enactment.

<u>Major Activity/Key Item</u>	<u>Accountable Organization/ Official</u>	<u>Target Date***</u>
<b>B. Continuation of Services</b>		
-- Identify those services which must be continued for limited and/or indefinite periods. ( <b>Example</b> -- payroll/personnel <b>services</b> provided)	Transition Task Force <b>(TTF)</b> Director; Assoc. Commissioner, Off. of Mgt., Budget and Personnel (AC, OMBP); Asst. Secretary for Mgt. and Budget, HHS (ASMB)	30 to 45 days
-- Final/interim service agreements (including cost) between HHS and SSA negotiated and signed	"	60 days
-- Interagency agreements signed (i.e., GSA, <b>HCFA/Medicare</b> , IRS, Selective Service, etc.)	"	75 days
<b>C. Transfer of Positions (included are overhead positions currently paid for by agency tap)</b>		
-- Prepare final draft including numbers, procedures, etc.	"	45 days
-- Negotiate/Arbitrate agreement	"	60 days
-- Agreement signed	"	75 days
-- Implement transfer <b>as</b> specified in the Determination Order	"	90 days
<b>D. Develop revised and/or new Organizational Structure</b>		
-- Draft	Administrator, SSA; TTF Director; AC, OMBP	120 days
-- Revision	"	135 days
-- Approved final organization including numbers of <b>positions</b> , tentative grade levels and functional statements and <u>Federal Register</u> notice	"	180 days

<u>Major Activity/Key Item</u>	<u>Accountable Organization/ Official</u>	<u>Target Date***</u>
E. Prepare job descriptions for new positions		
-- Draft	AC, OMBP	120 Days
-- Classification of top positions down to Division level and including journeyman level position for each major function	"	135 days
-- Classification of all other positions	"	180 days
F. Reassign Staff		
-- Designation of key officials (board members, acting administrator, etc.	President; Administrator	1 to 45 days
-- Notification letters to employees regarding procedures and informing of new positions	"	30 to 60 days
G. Union notification and negotiation, re: methodology and impact		
-- Impact bargaining begins after management team has established bargainable issues and their strategy is cleared with top management	AC, OMBP; Transition Task Force	1 to 90 days
-- Conclude with agreement or go to impasse or proceed and assume settlement can be reached later	"	180(+) days
H. Budget		
-- Assess all employee costs, services rendered, and calculate cost obligations to transfer date	TTF Director; AC, OMBP; ASMB	45 days
-- Reach agreement between HHS and SSA on all related costs-and final accounting closeout	"	60 days
-- Signed agreement		75 days
-- Closeout accounts in HHS and transfer obligations as appropriate in the Determination Order		90 days

<u>Major Activity/Key Item</u>	<u>Accountable Organization/ Official</u>	<u>Target Date***</u>
I. Administrative Support .		
-- Review current inventories on all real property, files, etc., and develop methodology and draft agreement on transfer	TTF Director; AC, OMBP	45 days
-- Sign final real property transfer agreement	"	60 days
-- Implement agreement in conjunction with Determination Order	"	90 days
J. Delegations of Authority		
-- Establish procedure for transferring needed programmatic and administrative authorities		30 days
-- Issue new authorities		60 days
K. Provide Resources for Transition		
-- Budget plan to include transition funding	AC, OMBP	15 days
-- Establish Transition Task Force	Administrator	15 days
-- Establish unbiased mediation/ arbitration process . .	"	15 days
L. Policy and Procedures		
-- Identify and develop policies and procedures for the new agency in draft	Administrator	30 days
-- Issue in final		60 days
M. Interagency Agreements		
-- Identify agreements	Administrator	15 days
-- Negotiate new agreements, modify and secure old agreements	"	45 days
-- Implement all agreements		75 days

<u>Major Activity/Key Item</u>	<u>Accountable Organization/ Official</u>	<u>Target Date***</u>
0. Contracts and Procurements		
-- Identify any affected by transition	AC, OMBP	30 days
-- Develop methodology to accommodate problems	"	60 days
-- Implement new methods and procedures	"	90 days
P. Regulation Authority/Secretarial Decisions		
-- Action plan to transfer authorities not covered in legislation	TTF Director; AC, OMBP; ASMB	30 days
-- Set transfer date for decisions and initiating new actions	"	45 days
-- Implement plan to avoid issues, decisions, etc., being delayed	"	60 days
Q. Address any miscellaneous issues which arise such as changes in letterhead, buildings, official seal or symbol, correspondence control, etc.	TTF Director	180 days
R. Prepare a final report summarizing all action taken, the rationale and problems encountered and a statement of all resources in the new organization	TTF Director	180 days