



Washington, D.C. 20530

AUG - 8 2008

MEMORANDUM FOR DEPARTMENT OF JUSTICE NONCAREER APPOINTEES

FROM:

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for Administration

SUBJECT:

Presidential Transition Preparation – Outbriefing Sessions for  
Noncareer Appointees

As part of the Attorney General's commitment to ensure an efficient transition of the Department's senior leadership functions and mission operations during the upcoming change of administration, the Justice Management Division (JMD) will be providing transition support and guidance to both incoming and outgoing appointees. Current Department appointees holding Presidential Appointments with Senate Confirmation (PAS), noncareer Senior Executive Service (SES) appointments, and Schedule C appointments who are affected by the transition should be aware of the array of responsibilities that impact outgoing appointees. Accordingly, JMD is arranging monthly outbriefing sessions to provide important information to assist you with the transition. Topics will include key issues such as: official records retention requirements, document removal requests, ethics considerations in job hunting, post employment restrictions, security issues, health and related benefits processing, and related financial considerations.

You will soon receive an email from JMD/Human Resources inviting you to attend one of the outbriefings. It is important that appointees attend one of the monthly sessions. For appointees residing outside the Washington DC area, we will be arranging additional briefing sessions through your component and via teleconference.

If you have any questions regarding these sessions, please call Rod Markham, Director, Human Resources, at 202-514-4350, or let me know directly if we may be of assistance to you.