

**From:** Weeks, Andria -FS  
**Sent:** 3 Aug 2017 21:07:36 +0000  
**To:** Jackson, Lamont - FS  
**Cc:** Casamassa, Glenn -FS;Rapp, John - FS;'Andria Weeks (aweeks@fs.fed.us)'  
**Subject:** Additional Reform Proposal: Rough Notes  
**Attachments:** Agency Reform Plan Instructions.docx  
**Importance:** High

Lamont and Glenn,  
This is the name of the proposal that I'm sending forward and here are some rough notes from our conversation today:

Proposal name: (b)(5);Deliberative Process Privilege

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Please draft a proposal using the attached template and send John Rapp and I by 4pm Monday, August 7, 2017.

Thanks,



**Andria Weeks**  
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(b)(6)

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## EXHIBIT – AGENCY REFORM PLAN

The Agency Reform Plan provide an overview of proposals submitted with regard to the OMB-signed memorandum, *Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce*.

### GENERAL INSTRUCTIONS

On April 12, 2017, OMB signed a memorandum for a Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce. This memorandum provides agencies guidance on fulfilling the requirements of the Hiring Freeze Presidential Memorandum (PM) and the Reorganization Executive Order (EO) while aligning those initiatives with the Federal budget and performance planning processes. To access the Reform Memorandum please visit the following page: <https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2017/M-17-22.pdf>

The Office of the Secretary has established a USDA Reform Task Force made up of representatives from the programmatic mission areas and Departmental staff offices. The Reform Task Force will work to develop crosscutting reforms, select proposals submitted through this process, and make final reform recommendations to the Office of the Secretary. The selected reform proposals will be included in USDA's Reform Plan submission to OMB in September 2017.

Consideration should be given to reform proposals that increase the effectiveness of your agency's organizational structure and enhance the delivery of USDA's programs. All submittals need to include a description of how the proposed reform will improve customer experience for USDA's constituents. Lastly, in an effort to ensure consistency, agencies that submitted administrative (non-regulatory) reform proposal through the Regulatory Reform Task Force are encouraged to resubmit their proposal using the template below.

USDA agencies and Departmental staff offices providing reform proposals should use the following template:

USDA agencies and Departmental staff offices providing reform proposals should use the following template:

**1. Proposal Name:**

**2. Scope**

Agency specific or Departmental

**3. Type (select one)**

Eliminating activities

Restructuring or merging activities

Improve organizational efficiency and effectiveness

Workforce management (improve performance, increase accountability, and/or reduce cost/size)

**4. USDA Strategic Goals**

Identify which of the new USDA Strategic Goals (see Appendix A) will the reform proposal help achieve:

**5. Proposal-at-a-Glance**

Please describe this initiative using 3-4 bullet points. This will be used to communicate initiatives at a high-level.

**6. Description** Short explanation of the existing issue and rationale for the proposed change. (1-2 paragraphs)

What are you proposing?  
What problem are you trying to solve?

**7. Justification** Projected result/outcomes, both positive and negative. (1-2 paragraphs)

Why is this good government?  
How will this lead to efficiencies, cost savings, and/or workforce reductions?  
How will your reform improve customer experience for USDA's constituents?

**8. Supporting Evidence** (1 paragraph)

What evidence can be cited to support this proposal? Agencies should consider recommendations outlined in relevant GAO and OIG audits and USDA Management Challenges Report while developing reform proposal.

**9. Proposal Implementation and Time Horizon to Start Action**

Timelines and risks, including administrative challenges; capacity needed for implementation; and any impacts on personnel, physical assets, and other agencies, where applicable. (1-2 paragraphs)

Select: FY 2017, FY 2018, FY 2019, FY 2020, Beyond. For legislative proposals, agencies can consider the "start" when the idea is submitted to Congress through the President's FY 2019 Budget in February 2018.

**10. Measuring Success** (1-2 paragraphs)

What current or new metrics and milestones will assist the Department in measuring the impact of this proposal?

**11. Affected Stakeholders** (1 paragraph)

How will this reform affect internal and external stakeholders?

**12. Mechanism:** primary mechanism for change category: Statutory, Regulatory, Administrative (1-2 paragraphs)

Analysis of underlying statutory, regulatory, and other legal authorities at issue, litigation risk, and whether the proposal requires statutory or regulatory changes or can be done administratively. If the proposal requires legislation, agencies should note if the legislative change would be necessary in appropriations language or in authorization language.

**13. Budget and FTE changes** (1-2 paragraphs)

Provide a description of any budget and FTE changes the reform proposal would require. If this proposal requires additional funding or changes in FTEs, agencies and staff offices should integrate this request for additional funding in the Justification exhibit.

**14. Implications for other agencies** (optional)

Summary of how other USDA agencies would be impacted, if at all. If appropriate, provide brief explanation of how other federal agencies may be impacted.