


THE WHITE HOUSE

WASHINGTON

November 12, 2008

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM: JOSHUA B. BOLTEN   
CHIEF OF STAFF

SUBJECT: MEMORANDUM OF UNDERSTANDING AND POLICY  
STATEMENT REGARDING TRANSITION PROCEDURES

The purpose of this memorandum is to provide additional guidance for contact with President-elect Obama's Transition Team. Attached is a copy of a Memorandum of Understanding (MOU) regarding transition procedures and a policy statement to provide additional guidance in implementing the MOU.

Please review these documents carefully and distribute to your staff coordinating transition matters for your Department or Agency. Adherence to the policies and procedures outlined in the MOU and policy statement is critical to protecting the prerogatives and interests of the outgoing and incoming Administrations while ensuring an orderly transition.

If you have any questions about these documents, please contact Ross Kyle in the White House Transition Coordinating Office at [WHTCO@who.eop.gov](mailto:WHTCO@who.eop.gov) or 202-456-2222.