



# News Release

## PRESS OFFICE

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**Release Date:** November 6, 2008  
**Release Number:** 08-111

**Contact:** Christine Mangi (202) 205-6948  
**Internet Address:** <http://www.sba.gov/news>

## **FACT SHEET: SMALL BUSINESS ADMINISTRATION FY 2009 TRANSITION ACTION PLAN**

The U.S. Small Business Administration (SBA) is committed to ensuring a smooth transition from the Bush Administration to the Obama Administration. The agency is well-prepared to receive the next Administration and provide continuous delivery of services. Using the guidance set forth by President Bush, SBA has developed a comprehensive action plan for a seamless transition. SBA has already executed many of the action steps of this plan and is ready to continue carrying it out with excellence and professionalism. SBA welcomes the President-elect's transition team to the agency and looks forward to working with them to serve the nation's small businesses and communities impacted by disaster.

### **Internal Processes**

- Senior career officials have been named to lead SBA's transition efforts.
- Senior career officials have been named responsible for the duties of departing officials during the transition period.
- Protocol for contacts and coordination with the President-elect's transition team members has been established.
- Employees have been informed of expectations and roles during the transition period through an internal news video as well as a message from the Acting Administrator Sandy K. Baurah.
- A training session will be held next month for senior career officials on SBA's plan to ensure continuity of SBA operations during a disaster.
- Briefing materials on agency operations and topics are being developed for the incoming Administration.
- The preparation of transition space and equipment is nearly completed.
- Efforts have been stepped up to ensure that the Web site content is up to date.

### **Outgoing Officials**

- Baruah has met with political appointees to discuss their role during the transition and to reiterate the President's message to carry out a smooth transition while staying vigilant in protecting the American people.
- Appointees have received a briefing on post-employment, benefits and administrative processes.

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### **Incoming Officials (Post Inauguration)**

- An inventory of activities, events and decisions which need to be made within a 30-, 60-, and 90-day time period will be developed.
- An inventory of 2010 budget priorities will be developed.
- SBA's Offices of Human Capital Management, General Counsel and Chief Information Officer are prepared for the initial steps that need to be taken to get new officials on board (i.e., obtaining security clearances, processing personnel files).
- A briefing will be held for incoming officials regarding SBA's organization, ethics, records, hiring, labor relations, administrative processes, security, etc.
- Senior career officials will provide program briefings to incoming officials on SBA programs.
- Briefings and training will be held on SBA's plan to ensure continuity of operations during a disaster that would impact government operations.

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