

PPPs should be prepared for items pertaining to the list of hot topics (attached). While we were advised to keep PPPs to only those items related to hot topics, there are other items that could be of interest to folks up the chain that aren't related to the list of hot topics so please error on the side of too much information.

PPPs are now due on Wednesday COB EST to make the Friday Weekly Report for the Director's Office

The narrative for the PPP will need to be no more than 2 or 3 sentences (1500 character count still exists but should be irrelevant at this point). An additional, succinct takeaway sentence needs to be added (PPP template attached).

Include the Executive Order or Secretarial Order that pertains to the work being done on the PPP, and include the title and date of the EO or SO (HQ wants to make sure we aren't citing EO or SO from previous administrations). A list of EO and SO are included in the List of Hot Topics, they will be updated periodically as needed.

Highly Visible/ Policy Sensitive publications will need to be on at least 2 weekly reports before publication, and they will be gleaned from IPDS (must be at least three weeks between publication and date of BAO approval), and they should also be announced using a very succinct PPP. The Department is indicating that they may start holding up publications if this requirement isn't met, so please ensure that ALL IPDS records are up to date and accurate (Note from Reston – they are aware of the challenges when publishing and pinning down a date, but we must be better at coordinating BAO review and publication so that there is enough time for the item to appear on the weekly report twice).