

## Federal Government Reform: Chapter 2 - Preparatory Steps

### 2.1 Tenets

Intent: To establish the core principles that will govern both the behavior of the reformation team and the expectations for each agency under review. These tenets are designed to enforce accountability, ensure operational efficiency, promote transparency, and maintain flexibility throughout the reform process.

#### Agency Expectations

All Executive agencies will align their operations with the following standards:

- Accountability: Agencies are required to implement outcome-based performance metrics and validate that their programs and expenses align with constitutional and national priorities.
- Efficiency: Departments must identify and eliminate redundant processes, consolidating functions like HR and IT to reduce costs and streamline services.
- Transparency: Agencies must provide public access to budget details, performance metrics, and key projects, establishing trust and visibility.
- Agility: Quarterly reviews and adjustments will ensure that agencies can quickly respond to reform directives and reallocate resources as necessary.

#### Reformation Team Operations

To model the standards expected of agencies, the reformation team will uphold:

- Integrity and Objectivity: All decisions are made based on data, free from outside influence or bias, particularly in contractor and award evaluations.
- Rapid Execution: An agile approach to project management will guide the team's ability to meet reform goals and timelines effectively.
- Transparency and Open Communication: Weekly updates and documentation of decisions ensure accountability and traceability within the team.
- Data-Driven Approach: Metrics and regular assessments support evidence-based decisions and help the team refine its approach continuously.

### 2.2 Identify Day 1 Executive Orders

Intent: To provide the reformation team with comprehensive authority and resources from day one, enabling immediate action and bypassing typical bureaucratic barriers. These executive orders are foundational, designed to grant the reformation team the operational autonomy needed to proceed efficiently and effectively.

- Authorization of Broad Agency Oversight - This executive order grants the reformation team sweeping authority to access all relevant agency records and conduct comprehensive reviews, ensuring timely and thorough oversight without bureaucratic hindrances.

- **Special Security Clearances for Reformation Team Members** - Immediate issuance of high-level security clearances enables the reformation team to access classified materials directly, ensuring that data gathering is unhampered by clearance delays.
- **Empowered Selection of IT and Cloud Provider** - The team will have authority to appoint a secure, compliant cloud provider without competitive bidding, allowing swift onboarding of critical technology infrastructure essential for the reform's success.
- **Establishment of a Centralized Reform Data Platform** - This platform consolidates all relevant data, providing a single source of truth for reform metrics, reports, and real-time monitoring, enabling efficient data-driven decision-making.
- **Streamlined Personnel Deployment** - The team can deploy specialized personnel into agencies for focused assessments, ensuring resources are allocated efficiently for immediate impact.

### 2.3 Brief Departments and Agencies on AI-Assisted ZBB

Intent: To ensure each agency understands and cooperates with the requirements for data preparation and analysis, laying the foundation for AI-assisted Zero-Based Budgeting (ZBB). This step emphasizes transparency, rigorous data handling, and comprehensive support to facilitate seamless integration with the reformation's data processes.

- **Categorization of Documents** - Agencies will inventory all documents, marking them as ZBB-relevant or Non-ZBB based on their role in budget, policy, and operational assessments, ensuring organized data for analysis.
- **Data Ingestion and Storage** - AI-enabled systems will tag and categorize agency data, providing a highly searchable database optimized for RAG (retrieval-augmented generation) analysis.
- **AI-Powered Analysis of Documents** - AI tools will scan documents for redundancies, outdated policies, and non-financial inefficiencies, giving the reformation team a full operational view.
- **Physical Document Digitization** - Agencies are responsible for converting critical physical records to digital format, ensuring all relevant information is accessible in the centralized repository.
- **Agency Training and Support** - Each agency receives training on data protocols, categorization, and ingestion requirements. A continuous feedback mechanism allows the reformation team to make iterative adjustments based on agency feedback.

### 2.4 Establish Communications Programs

Intent: To establish a structured communication framework that allows for both internal updates within the reformation team and direct interactions with agencies under review. By using AI tools, communication is streamlined, task progress is tracked, and resources are efficiently allocated to ensure time-sensitive goals are met.

- **Internal Communication and Task Reporting:**
  - **Daily Task Reports:** Team leaders submit daily, bullet-pointed updates on objectives, progress, and any encountered risks, supporting transparency and accountability.

- AI-Assisted Summarization and Dynamic Resource Allocation: AI synthesizes reports into a daily Executive Summary, providing an at-a-glance view of key tasks and highlighting areas that require immediate resource reallocation.
- Structured Reporting Channels: Regular briefings, weekly reports, and status updates keep team leadership informed, enabling quick decisions and issue resolution.
- Inter-Agency Communication Standards:
  - Initial Briefing: Each agency receives a Project Charter to set expectations for scope, timelines, and requirements. A dedicated Project Liaison is assigned for streamlined communication.
  - Regular Updates and Collaborative Check-Ins: Weekly progress reports and monthly steering meetings ensure structured, transparent updates between agencies and the reformation team.
  - AI-Enabled Interview and Data Analysis: AI tools like Whisper provide real-time transcription and summary capabilities for interviews, and the RAG-enabled system processes cross-agency data to reveal patterns and redundancies.

## 2.5 Selection of IT Contractor(s)

Intent: To secure a contractor that meets the rigorous security, technical, and ethical standards required to support the reform initiative's infrastructure. The contractor must be capable of managing sensitive government data, supporting ZBB analysis, and providing high-performance AI capabilities while operating independently from prior federal ties.

- Cloud Infrastructure with High Security Standards - Contractors must hold certifications like FedRAMP and DoD IL5/IL6, offering scalable, secure infrastructure with continuous monitoring and compliance.
- Clearance and Compliance Requirements - Contractor personnel and data protocols must meet federal security standards, with strict access controls and encryption for all data handling.
- US-Based and US-Owned - Only contractors headquartered in the US with domestic data handling will be considered, ensuring data sovereignty and regulatory compliance.
- Expertise in ZBB and EPM - Contractor infrastructure must support ZBB and EPM processes, enabling precise budget tracking, performance metrics, and data transparency.
- High-Performance AI Capability (RAG and LLM) - The contractor's cloud must support RAG and LLM processes, ideally in-house, or with an external provider that meets security standards.
- Independence from Previous Federal Ties - Contractors with no high-level prior federal relationships are preferred to ensure an unbiased approach. This guarantees an objective, reform-focused operation free from potential conflicts of interest.

Conclusion of Chapter 2: The preparatory phase establishes clear tenets, operational authority, and communication frameworks essential for driving reform. With a robust data infrastructure, transparent inter-agency cooperation, and a rigorous contractor selection

process, the reformation team is fully equipped to execute comprehensive, data-driven reforms across Executive agencies.