



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR: Secretarial Officers
Operating Unit Heads

FROM: **JESSICA**
Jessica SP Bensel **BENSEL**
Director, Office of Human Resources Management and
Chief Human Capital Officer

SUBJECT: Senior Executive Service and Senior Professional
Performance Progress Reviews for Fiscal Year 2022

Digitally signed by JESSICA BENSEL
Date: 2022.03.09 13:55:15 -05'00'

Providing effective monitoring and regular feedback on employee performance are critical to ensuring the Department of Commerce's mission-critical objectives are met. As you know, the Department's Senior Executive Service (SES) and Senior Professional (ST/SL) performance cycle is concurrent with the fiscal year – October 1 through September 30. Regulations require that at least one performance progress review be conducted during the appraisal cycle. Progress reviews for your executives and senior professionals must be completed by April 15, 2022. Each bureau is required to report the number and percentage completed of all progress reviews by April 30, 2022, to the Department's Office of Executive Resources.

The progress reviews must include discussion of:

1. The executive/senior professional's progress toward meeting the objectives of the elements of their performance agreement;
2. The need for changes in the plan based on changes in mission and/or administrative requirements and responsibilities; and
3. Any performance deficiencies, and the rating official's recommendations on how to improve performance.

The progress reviews must be formally documented on the executive/senior professional performance agreement (in Part 2, Progress Review), with both the rating official and the employee signing and dating the form. The reviewing official may sign the progress review as well.

Rating officials must also ensure that progress reviews are scheduled and conducted for executives/senior professionals who entered SES or ST/SL positions after the beginning of the performance cycle - i.e., an abbreviated appraisal period. For example, if an executive starts on February 1, 2022, and the rating cycle ends September 30, 2022, they must receive a progress review at the midpoint of their rating period, in June 2022.

Rating officials should also discuss development opportunities with each of their executives/senior professionals. When conducting progress reviews, please direct executives/senior professionals' attention to the performance standards by which their performance will be appraised at the conclusion of the performance management cycle. The performance standards for critical elements (page 2 of the Executive Performance Agreement and page 2 of the Senior Professional Performance Agreement) are available on the [OHRM website](#).

This is also a good time to ensure that:

- You have implemented Executive Order 13985 and Office of Management and Budget (OMB) M-22-03, by including the OMB requirement for [Advancing Equity in Federal Procurement](#) in certain performance plans. SES, SL and ST employees who oversee the acquisition workforce or programs supported by contractors are covered by the requirement. Also covered by the requirement: the Chief Acquisition Officer, the Senior Procurement Executive, the Office of Small Disadvantaged Business Utilization (OSDBU) Director, Heads of Contracting Activities (i.e., all Operating Unit Heads), and SES program officials who participate in, or oversee personnel who participate in, planning acquisitions and/or selecting contractors to support their programs and projects (e.g., CIOs, ACIOs, CAOs, Program Managers and Portfolio Directors).
- Each senior executive has prepared, implemented, and regularly updated an Executive Development Plan (EDP), as specified in 5 Code of Federal Regulations 412.401.

If you have any questions concerning the progress review process, please contact Rick Costello, HR Specialist, Office of Executive Resources, at rcostello@doc.gov.

cc: Principal Human Resources Managers