



**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 S. Palatka  
Director, Office of Human Resources Management and  
Chief Human Capital Officer

SUBJECT: Fiscal Year 2023 Senior Executive Service Performance and Senior  
Professional Performance Progress Reviews and Revised Mandatory  
Senior Executive Service Diversity, Equity, Inclusion, and  
Accessibility Performance Requirement

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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<sup>st</sup> through September 30<sup>th</sup>. 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 30, 2023. Each bureau is required to report the number and percentage completed of all progress reviews May 5, 2023, 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, 2023, and the rating cycle ends September 30, 2023, they must receive a progress review at the midpoint of their rating period, June 2023.

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](#).

### **New and mandatory Critical Element for Leading People**

The Department is requiring an immediate update to the Leading People Performance Requirement. The revised Leading People Performance Requirements section must include the following language and at least one of the following bullets under the description as a metric to aid in determining performance accomplishments:

Follows appropriate procedures for addressing allegations of discrimination, harassment, and all other inappropriate behaviors; and

- Implements at least one initiative to raise awareness and emphasize the value of diversity, equity, inclusion, and accessibility in the workplace.
- Participates and leads staff in programs or training that promote diversity, equity, inclusion, and accessibility, and enhances cultural competency and fairness and equity in the workplace. Promotes a work environment where employees are engaged and empowered.
- Leads, champions, and mentors others by emphasizing the importance of diversity, equity, inclusion, and accessibility efforts by utilizing a wide range of communication strategies and tools that demonstrate support for these initiatives. Provides resources and support to identify and overcome barriers that inhibit DEIA efforts.
- Reviews policies, programs, systems, and techniques currently in use and determines specific initiatives that should be enhanced and/or changed for improved diversity, equity, inclusion, and accessibility. At least one enhancement or recommendation is developed.
- Completes and implements an annual and measurable tracking inventory of internal career assignment opportunities provided in the workplace.
- Ensures that recruitment efforts include recruitment from all appropriate sources including minority serving institutions.
- Measures and reports DEIA hiring program initiatives specifically to recruit and retain interns, apprentices, fellows, college/university students and graduates, and potential candidates affiliated with other partner organizations.
- Establishes partnerships with customers and industry to disseminate information and obtain continuous feedback to improve customer service to small and disadvantaged businesses.

In addition, 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 Jennifer Jeffries, HR Specialist, Office of Executive Resources, at [jjeffries1@doc.gov](mailto:jjeffries1@doc.gov).

cc: Principal Human Resources Managers