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

MEMORANDUM FOR Principal Human Resources Managers

FROM: Kevin E. Mahoney 
Director for Human Resources Management and
Chief Human Capital Officer

SUBJECT: Revised Fiscal Year (FY) 2019 Mandatory Critical Element
Language for Performance Plans Related to Classified Information

This memorandum supersedes the previous memorandums of November 13, 2009, and July 12, 2016, Mandatory Critical Element Language for Performance Plans Related to Classified Information, and revises the language for FY 2019 performance plans.

In a recent review by the Information Security Oversight Office (March 2018), it was found that the current language in the critical element related to classified information does not fully meet the intent of Executive Order 13526, "Classified National Security Information."

The following **revised** mandatory language must be incorporated into FY 2019 performance plans as part of an existing critical element for all employees with national security information (NSI) responsibility or who have access to NSI. The specific mention of "designation" meets the full requirement of activities related to handling classified materials.

Result of Major Activities

Classified materials are designated and managed.

Credible Measures

Classified materials are designated and managed in accordance with applicable laws, executive orders, directives, and regulations.

Please disseminate the revised mandatory language to your serviced clients so they can be incorporated into FY 2019 performance plans. If you have any questions, please contact Valerie Smith, Director, Office of Policy and Programs on (202) 482-0272, or via e-mail to vsmith@doc.gov.