



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

Dear Senior Executive:

Allow me to take this opportunity to welcome you to the U.S. Department of Commerce (DOC). You have joined a team of dedicated executives who work to lead the department and serve our great nation. I am confident that you too will serve the public well and contribute significantly to the ongoing success of DOC.

The Department's executives represent some of the finest leaders in the federal government who bring expertise in their respective fields. Our Executive Onboarding Program is designed to help you strengthen your professional knowledge and understanding of the mission, strategic goals and policies of the Department. The primary components of the program are:

- **Department Overview**
 - Focus: DOC Mission, Strategic Plan, budget and finance
- **Administrative**
 - Focus: Pre-Onboarding information and Comprehensive Checklist
- **Training and Development**
 - Focus: Executive Development and Coaching

I am delighted that you have chosen to add your professional talents to the leadership team within the Department. As executives, we all support the Secretary's "America Is Open for Business" plan in accomplishing the agency's mission and strategic goals. I hope your employment with the Department of Commerce is a productive and rewarding experience. Please take advantage of opportunities to advance your skills through the Executive Onboarding Program.

Again, welcome to the Department of Commerce! If you have any questions regarding your onboarding, feel free to contact your bureau's Executive Resources Office for assistance.

A handwritten signature in black ink, appearing to read "Kevin E. Mahoney".

Kevin E. Mahoney
Director, Office of Human Resources Management