



FY 2022-2023 EXECUTIVE RESOURCES BIENNIAL ALLOCATIONS  
 AGENCY WRITTEN REQUEST  
 (Response Due: December 31, 2020)

Department or Agency Name: \_\_\_\_\_

This request is in response to the requirement at [5 U.S.C. § 3133](#) that during even-numbered calendar years each agency examines its Senior Executive Service (SES) position needs and submit a written request to the U.S. Office of Personnel Management (OPM) for a specific number of SES position authorizations for each of the succeeding fiscal years. Agencies are also expected to provide the results of their examination for the Senior-Level (SL) and Scientific and Professional (ST) allocations below.

**Agency Instructions:** Please complete the table below using data from ESCS using the cut-off date of December 15, 2020. Address each of the four (4) sections and obtain the appropriate signatures by the Agency Head/ Inspector General or designee. ***Return this request, no later than December 31, 2020, to OPM at [SERS@opm.gov](mailto:SERS@opm.gov).***

*If you have any questions, please contact Karen English at (202) 606-2747 or Phyllis Proctor at (202) 606-2683.*

**Section 1- New Allocations Requested**

Allocation Type	CURRENT (#) IN ESCS as of 12/15/2020	VACANCY RATE Percentage (%)	NEW ALLOCATIONS REQUESTED (#)
SES			
SL			
ST			

To calculate vacancy rate: divide the number of vacant allocations by the number of filled allocations.  
 For example, if your agency has 10 total allocations, and 2 allocations are vacant, your “vacancy rate” is 20% (2/10 = .20).

**Section 2- Existing Allocations Review**

**Please initial this section if there are no changes requested.**

\_\_\_\_\_ Initial here As part of the biennial process, the agency confirms it will continue to work within its existing allocation(s) and is **not** requesting new additional allocations during the FY 2022-2023 biennial allocations process.

**Section 3 – Changes in Existing Allocations**

In addition to reviewing its existing SES/SL/ST allocations, the agency should indicate below if it will request the conversion or reduction of its existing allocations.

Please initial each appropriate situation applying to your agency.

\_\_\_\_\_ Initial here      The agency is requesting to convert existing executive allocations (e.g., from SES to SL).

\_\_\_\_\_ Initial here      The agency is requesting to reduce its number of existing executive allocations.

**Section 4 – Changes in Position Designations**

As a part of the biennial review process, the agency should indicate below if it will or will not request changes to its current SES position designations (e.g., from career reserved to general or vice versa).

Please initial the appropriate situation applying to your agency.

\_\_\_\_\_ Initial here      Yes - The agency will request to re-designate SES position(s) (e.g., from career reserved or general) during the FY 2022-2023 executive resources biennial allocation process.

\_\_\_\_\_ Initial here      No - The agency will **not** request to re-designate any existing executive positions during the FY 2022-2023 executive resources biennial allocation process.

**Approving  
Official**

**Name:**

**Date:**

\_\_\_\_\_  
*(Type/Print name of Agency Head, Inspector General or Designee)*

**Title:**

\_\_\_\_\_  
*(Type/Print title of Agency Head, Inspector General or Designee)*

**POC 1:**

**Phone:**

**Email:**

**POC 2:**

**Phone:**

**Email:**