



FY2022-2023 BIENNIAL REVIEW SES/SL/ST ALLOCATIONS

AGENCY COVER SHEET

(Only one cover sheet needs to be included for each agency package submission)

Department/Agency

Agency Contact

Phone

Email

I. **Type of request:**

\_\_\_ New SES Allocations      \_\_\_ New SL Allocations      \_\_\_ New ST Allocations
\_\_\_ Redesignation of SES Allocations      \_\_\_ Conversion of Existing Allocations

II. **Allocations:**

Insert the current number of allocations, as of December 15, 2020.

SES Allocations:      SES Allocations Filled:      Vacancy Rate:
SL Allocations:      SL Allocations Filled:      Vacancy Rate:
ST Allocations:      ST Allocations Filled:      Vacancy Rate:

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

III. **Vacancy Rate:**

For vacancy rates at or exceeding 8%, explain why they are vacant and if/where they are in the recruitment process:

[Empty rectangular box for explaining vacancy rates]

\*Attach separate page, if additional space is needed.

IV. **Budget Certification and Authorization of Agency Head or Designee:**

In submitting this request the agency acknowledges that the respective budgeting requests for fiscal years 2022 and 2023 are included or will include funding needed for the requested allocations. The agency understands that the Office of Personnel Management's approval of these positions does not constitute the Office of Management and Budget's approval of the agency's spending plan. Additionally, this request is made as a result of consultation with human capital, financial, and operational executives regarding the impact these new SES/SL/ST positions can have on the effectiveness of the agency.

Signature of Agency Head or Designee

Date

Print Name and Title