



**FY 2022-2023 EXECUTIVE RESOURCES BIENNIAL ALLOCATIONS
CONVERSION REQUEST TEMPLATE**

Agency Name: _____

Number of Allocations to Convert	Conversion From	Conversion To

Explain the basis for the request to convert these allocations. If additional space is needed, attach separate page.

1. If requesting an SES allocation conversion to a SL allocation, explain how the level of duties, responsibilities, and qualifications required by the job have changed such that the position is still classifiable above GS-15 (or equivalent) but no longer satisfies any of the SES functional criteria under [5 U.S.C. 3132\(a\)\(2\)\(A\) through \(E\)](#).

2. If requesting an SES allocation conversion to a ST allocation, explain how the position involves performance of high-level research and development in the physical, biological, medical, or engineering sciences, or a closely related field.

3. If your agency is covered by the SES and you are requesting that a SL or ST position be converted to a SES position, explain how the level of duties, responsibilities, and qualifications required by the job have changed such that the position now satisfies one or more of the SES criteria referenced in [5 U.S.C. 3132\(a\)\(2\)\(A\)](#).