



**Biennial Review of Executive Resources
FY 2026 - 2027
Agency Cover Sheet**

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

Department/Agency:

Agency Contact:

Phone:

Email:

I. New Allocation Request:

New SES Allocation(s) Number Requested:

New SL Allocation(s) Number Requested:

New ST Allocation(s) Number Requested:

II. Converting Existing Allocation(s): **Yes** **No**

(If yes selected, complete table immediately below)

Number of Allocations to Convert	Conversion From	Conversion To

In the conversion worksheet (located within the agency excel master workbook) provided, for each allocation/position, explain the basis for the request to convert these allocations. The following criteria should be followed:

- If requesting an SES allocation conversion to an SL allocation, explain how the level of duties, responsibilities, and qualifications required by the job has 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).
- If requesting an SES allocation conversion to an ST allocation, explain how the position involves the performance of high-level research and development in the physical, biological, medical, or engineering sciences or a closely related field.
- If your agency is covered by the SES and you are requesting that an SL or ST position be converted to an SES position, explain how the level of duties, responsibilities, and qualifications required by the job has changed such that the position now satisfies one or more of the SES functional criteria referenced in 5 U.S.C. 3132(a)(2)(A).

III. Requesting Redesignation of SES Position(s): **Yes** **No**
(If yes selected, complete immediately below)

Agency Career Reserved (CR) Floor:

Number of CR Positions:

Number of proposed Redesignation Changes:

In the redesignation worksheet (located within the agency excel master sheet) provided, for each position, explain the basis for the request to redesignate proposed positions. The following criteria should be followed:

- Explain the basis for the request to redesignate the position(s). Include how the function(s) of the position(s) changed to support the redesignation.
- If redesignating a position from General to CR, the criteria set forth in 5 CFR 214.402 for CR positions must be met.
- If redesignating a position from CR to General, agencies must ensure the duties do not require filling the position by a career appointee (i.e., that the position does not have a requirement to ensure impartiality or the public’s confidence in the impartiality of the Government).
- For positions being redesignated from CR to General, the agency must ensure the CR Floor is maintained.

IV. Vacancy Rates (As of July 1, 2024):

SES Allocations: SES Filled: Vacancy Rate:

SL Allocations: SL Filled: Vacancy Rate:

ST Allocations: ST Filled: Vacancy Rate:

To calculate the vacancy rate: divide the number of vacant allocations by the total number of allocations. For example, if your agency has 10 total allocations, and 2 are vacant, your vacancy rate is: $2/10=.20$ or 20%. **NOTE:** 1.) If vacancy rates are at or exceed 8%, agency must address, in the space below, why existing allocations cannot be utilized; 2.) For vacant allocations under recruitment, complete the Vacancy Status tab of the FY26-27 Agency Biennial Workbook provided, listing all positions and stages of recruitment.

V. Budget Certification and Authorization by Agency Head or Designee:

In submitting this request, the agency acknowledges that the respective budgeting requests for fiscal years 2026 and 2027 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:

Date:

(Agency Head or Designee)

Name and Title: