



**Biennial Review of Executive Resources  
FY 2026 - 2027  
New Allocation/Position Request Template**  
(One sheet per allocation/position request)

**DO NOT  
MODIFY THIS  
TEMPLATE**

**Department/Agency Acronym:**

**Component/Bureau:**

**Allocation Type:**                      **SES**                                      **SL**                                      **ST**

**Proposed Position Title:**

(Organizational Charts (Component and Program Office) and Position Description(s) **MUST** be attached to this Template)

**Number of Allocations Requested:**

(If same title and responsibilities in different locations (e.g. Regional Director, Regions 1 thru 10))

**SES Position Designation:**                      Career Reserved                      General

**Note:** For positions designated as General, agencies are responsible for ensuring the duties do not require filling the position by a career appointee, i.e., the position does not have a requirement to ensure impartiality or the public's confidence in the impartiality of the Government.

**1. Existing Allocations:** Explain why existing allocations cannot be used to address this need.

2. **Justification for New Allocation(s) Request:** Explain the need for the proposed allocation/position. **Note:** An agency's inability to attract/retain talent at the GS-15 level does not demonstrate a sufficient need for an SES/SL/ST allocation.

**3. Anticipated Results/Outcomes:** Explain the result/outcome this proposed position will bring to the mission/office/program/initiative (i.e., how will it impact the agency and/or administration's goals). **Note:** An increase in the quantity of work does not necessarily dictate a need for additional executive slots.

**4. Impact if Allocation Not Granted:** Explain the potential negative impact to the organizational mission/office/program/initiative if an allocation is not granted.