

**Biennial Review of Executive Resources**  
**FY 2024 – 2025**  
**Conversion Justification Template**  
 (This template accompanies the Conversion Request Template)

#	Allocation/Position	Conversion From	Conversion To	Justification
-	Sample	SES	SL	This position has been realigned to a new program office, and 40% of the duties have remained in the previous program office. Therefore, it no longer meets one of the SES functional criteria. However, it is still classified above GS15.
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