



**Biennial Review of Executive Resources
FY 2024 - 2025
Conversion Request Template**

Department/Agency Name:

Number of Allocations to Convert	Conversion From	Conversion To

In the table provided (see attached conversion justification template), for each allocation/position, explain the basis for the request to convert these allocations. The following criteria should be followed:

1. 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 \(E\)](#).
2. 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.
3. 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\(a\)\(2\)\(A\)](#).