



**Biennial Review of Executive Resources
FY 2024 - 2025
Agency Cover Sheet**

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

Department/Agency:

Agency Contact:

Phone:

Email:

I. Fiscal Year Coverage

FY 2024

FY 2025

Both FY 2024 and FY 2025

II. Type of Request:

New SES Allocation(s)

New SL Allocation(s)

New ST Allocation(s)

Conversion of Existing Allocation(s)

Redesignation of SES Position(s)

III. Allocations (As of December 1, 2022):

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%

IV. Vacancy Rate:

For vacancy rates at or exceeding 8%, provide an explanation. For vacant allocations under recruitment, complete the table provided (vacancy status template) listing all positions and stages of recruitment.

*Attach separate page, if additional space is needed.

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 2024 and 2025 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:
(Agency Head or Designee)

Date:
(mm/dd/yyyy)

Name and Title: