



**Biennial Review of Executive Resources
Agency Projections for FY 2024-2025
(Response Due: December 31, 2022)**

Department or Agency Name:

This projection pertains to the requirement at [5 U.S.C. § 3133](#) that during even-numbered calendar years, each agency examines its Senior Executive Service (SES) position needs and submit a written request to the U.S. Office of Personnel Management (OPM) for a specific number of SES position authorizations for each of the succeeding fiscal years. Agencies are also expected to provide the results of their examination for the Senior-Level (SL) and Scientific and Professional (ST) allocations below.

Agency Instructions: Please address each of the four (4) sections as applicable and obtain the appropriate signatures (Agency Head/ Inspector General or designee). ***Return this request no later than December 31, 2022, to OPM at SERS@opm.gov.***

For additional information or questions, please contact Phyllis Proctor at Phyllis.Proctor@opm.gov or Karen English at Karen.English@opm.gov.

Section 1 – No Changes in Existing Allocations

The agency confirms it will continue to work within its existing SES/SL/ST allocation(s) and is not requesting additional allocations during the FY 2024 - 2025 biennial allocations process.

N/A (If Section 2 will be completed below)

Section 2 – Projected New Allocations (FY 2024 – 2025)

Allocation Type	Projected # of New Allocations FY2024	Projected # of New Allocations FY2025
SES		
SL		
ST		

N/A (If Section 1 is completed above)

Section 3 – Changes in Existing Allocations

Indicate, by checking one below, if the agency intends to request conversion or reduction of its existing allocations.

The agency intends to request a reduction of existing allocation(s).

The agency does not intend to request the conversion of existing allocations.

The agency intends to request the conversion of existing allocation(s) (e.g., from SES to SL).

Section 4 – Changes in Position Designation

Indicate, by checking one below, the agency's intention pertaining to changes of SES position designations (e.g., from career reserved to general or vice versa).

The agency *intends* to request the redesignation of SES position(s).

The agency *does not intend* to request the redesignation of the SES position(s).

Approving Official

Signature:

Name:

(Type/Print name of Agency Head, Inspector General, or Designee)

Title:

(Type/Print title of Agency Head, Inspector General, or Designee)

Agency Point of Contact

Name:

Email:

(Primary)

Name:

Email:

(Alternate)