



Biennial Review of Executive Resources FY 2024 - 2025 Redesignation Request Template

Department/Agency:

Agency Career Reserved (CR) Floor:

Number of CR Positions:

Number of proposed Redesignation Changes:

In the table provided (see attached redesignation justification template), for each position, explain the basis for the request to redesignate proposed positions. The following criteria should be followed:

1. Explain the basis for the request to redesignate the position(s). Include how the function(s) of the position(s) changed to support the redesignation.
2. If redesignating a position from General to CR, the criteria set forth in [5 CFR 214.402](#) for CR positions must be met.
3. If redesignating a position from CR to General, agencies must ensure the duties do not require filling the position by a career appointee (i.e., that the position does not have a requirement to ensure impartiality or the public's confidence in the impartiality of the Government).
4. For positions being redesignated from CR to General, the agency must ensure the CR Floor is maintained.