



FY 2018-2019 BIENNIAL SES/SL/ST NEW ALLOCATION REQUEST TEMPLATE

<p>Position Title:</p> <p>_____</p> <p>Upgrade from current GS-15 position:</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 	<p>Position Type:</p> <ul style="list-style-type: none"> <input type="radio"/> SES <input type="radio"/> SL <input type="radio"/> ST 	<p>Position Designation:</p> <ul style="list-style-type: none"> <input type="radio"/> General <input type="radio"/> Career Reserved 	<p>Position Reports Directly To:</p> <ul style="list-style-type: none"> <input type="radio"/> Senior Executive Service <input type="radio"/> Presidential Appointee/Senate Confirmed <input type="radio"/> Presidential Appointee <input type="radio"/> Other _____
<p>Staff directly supervised by this position?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>Identify the number of direct reports: _____</p> <p>Organizational Chart (should show where position resides in the overall organization):</p> <p>____ Attached</p> <p>Has this position been requested in the past three biennial cycles?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>If yes, why has position not been filled to date (if information is not available for the last three biennials, please at least include information on positions that were requested in the prior biennial)?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Is this a New Program Initiative or expansion of an Ongoing Agency Activity:</p> <ul style="list-style-type: none"> <input type="radio"/> New Initiative <input type="radio"/> Ongoing Agency Activity <p>If New Initiative: Explain New Initiative and attach documentation justifying the position:</p> <ul style="list-style-type: none"> <input type="radio"/> GAO Report <input type="radio"/> Legislative Mandate <input type="radio"/> Executive Order <input type="radio"/> Other (Please identify): <p>_____</p> <p>_____</p> <p>If Ongoing Activity: Identify Reasons for the Request</p> <ul style="list-style-type: none"> <input type="radio"/> GS-15 upgrade <input type="radio"/> Program Expansion <input type="radio"/> New Mission <input type="radio"/> Other (Please identify): <p>_____</p>		

If you are submitting a request for multiple identical position allocations, you may consider completing only one template to capture all of the requested information.

1. Position Description (or attach official Position Description):

2. Summary of Responsibilities of the Position:

3. Justification for New Allocation Request:

3.1 What has changed in the organization to make this position necessary (i.e., legislative mandate, presidential directive, new agency mission, expanded program)?

3.2 Why is this specific SES/SL/ST position needed?

4. Results: Describe in detail the outputs and/or outcomes anticipated from this new position (i.e., new product or service and/or difference and impact made by new product or service).

5. Measures (how the outputs and outcomes are measured): Explain the quantifiable results of this allocation as they relate to the outcomes and/or outputs identified above and how they may impact the agency's mission goals (timeliness, quality, quantity, cost-effectiveness).

6. GS-15 upgrades (only answer if applicable to position request):

6.1 Why is the upgrade needed?

6.2 How will the upgraded position differ from the GS-15 position?

6.3 What does agency anticipate doing with the existing GS-15 incumbent?

7. Budget Analysis:

7.1 Identify the source of funding or other resources that will be used for any new initiative or new allocations (i.e., funds requested in FY '18/'19 budget, funds being redirected, funds appropriated by new specific legislation, other).

7.2 Has your budget office been consulted regarding the funding implications of this request (yes or no)?