

FY 2018-2019 BIENNIAL CONVERSION REQUEST TEMPLATE



Allocation Type	Number of Each From:	Number of Each To:
SES		
SL		
ST		

Justification:

Explain basis for the request to convert these positions, addressing questions 1 and 2 below.

1) Explain the agency's analysis of its priorities and workforce strategies in relation to its conversion request.

AGENCY NAME: _____

2) Provide specific details to the request for conversion.

a) If requesting that an SES position be converted to an SL position, explain how the level of duties, responsibilities, and qualifications required by the job have 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).

b) If requesting that an SES position be converted to an ST position, further address how the position involves performance of high-level research and development in the physical, biological, medical, or engineering sciences, or a closely related field.

c) If requesting that an SL or ST position be converted to an to an SES position, explain how the level of duties, responsibilities, and qualifications required by the job have changed such that the position now satisfies one or more of the SES criteria referenced in §3132(a)(2)(A) above.

If additional space is needed, please upload an additional document.

AGENCY NAME: _____