



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

July 10, 2024

Memorandum for Heads of Executive Departments and Agencies

From: Veronica E. Hinton  
Associate Director  
Workforce Policy and Innovation

**Subject: Call for Biennial Review Submission for Executive Allocations for Fiscal Years 2026 and 2027**

This memorandum announces the U.S. Office of Personnel Management's (OPM) biennial data call to Executive Departments and Agencies and Offices of Inspectors General (OIG) to submit requests for a specific number of Senior Executive Service (SES), Senior Level (SL), and Scientific/Professional (ST) allocations for Fiscal Years (FY) 2026 and 2027. Responses to this memorandum should be submitted to OPM no later than close of business (COB) on Friday, November 22, 2024.

Pursuant to 5 U.S.C. § 3133(a), Federal agencies are required – during each even-numbered calendar year (CY) – to examine their needs for SES positions for each of the two fiscal years beginning after such calendar year and to submit to OPM a written request for any changes.

By practice, Federal agencies also conduct the same examination and submit a similar written request to OPM for their positions in the SL and ST pay systems. By **COB Friday, August 23, 2024**, agencies must have completed and submitted the “Agency Projections Template - FY 2026-2027 Biennial Review” (template attached) indicating their intent to:

- maintain their current executive resources' allocations (i.e., SES, SL, and ST positions);
- increase their current executive resources' allocation with projections for FY 2026 and FY 2027; and
- request changes in their current executive resources' allocations, such as a conversion of existing allocations, (e.g., from SES to SL or ST), or a redesignation of positions (e.g., from General to Career Reserved or vice versa)

OPM understands the constraints agencies are placed under when preparing and completing requests and would like to allow sufficient time for agencies to properly assess their needs and strategically align them with mission priorities and budget prioritizations. Templates are provided to fully support agencies in their submission.

OPM expects agencies to be judicious in making requests for additional allocations. In determining the number of allocations to request, agencies should complete a comprehensive agency-wide assessment of current and prospective executive resources needs and consider mission priorities. Assessments should include a rigorous evaluation of current programs and potential future planned programs to ensure the strategic and effective utilization of all existing allocations. In addition, assessments should also inform whether positions are still appropriately classified. Priority will be given to requests based on new or changed legislation or other newly identified critical needs. Requests based upon ongoing initiatives or positions with an accretion of duties (i.e., promotions) may not be considered a priority. Additionally, agencies will be required to address in detail vacancy rates that exceed eight (8) percent.

If you or your staff have questions or require assistance, please contact Phyllis Proctor at [Phyllis.Proctor@opm.gov](mailto:Phyllis.Proctor@opm.gov) or Angela Champion at [Angela.Champion@opm.gov](mailto:Angela.Champion@opm.gov). Agency staff may also contact the Agency Operations Services Team at [SERS@opm.gov](mailto:SERS@opm.gov).

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Human Resources Directors

Attachments (see below):

- Agency Projections Template – FY2026-2027 Biennial Review
- Agency Cover Sheet – FY2026-2027 Biennial Review
- Agency New Allocation Request Template – FY2026-2027 Biennial
- Agency Biennial Workbook – FY2026-2027 Biennial Review
- Agency Guidance – FY2026-2027 Biennial Review