



FY2020-2021 BIENNIAL REVIEW SES/SL/ST ALLOCATIONS
(AGENCY COVER PAGE)

(Only one cover sheet needs to be included for each agency package submission)

Agency: _____ Agency Point of Contact: _____

Telephone: _____ Email: _____

I. Type of request:

____ New SES Allocations _____ New SL Allocations _____ New ST Allocations
____ Redesignation of SES Allocation _____ Conversion of Existing Allocations _____ Reduction of Allocations*

*provide a letter explaining what type of allocations and why (reducing)

II. Allocations:

Indicate the number of allocations, as of December 15, 2018.

Current Number of SES allocations _____ Number of SES allocations filled _____ Vacancy Rate _____
Current Number of SL allocations _____ Number of SL allocations filled _____ Vacancy Rate _____
Current Number of ST allocations _____ Number of ST allocations filled _____ Vacancy Rate _____

To calculate vacancy rate: divide the number of vacant allocations by the number of filled allocations. For example, if your agency has 10 total allocations, and 2 of them are vacant, your "vacancy rate" is 20% (2/10 = .20).

III. Vacancy Rate:

For vacancy rates at or exceeding 8%, explain why they are vacant and where in the recruitment process they are:

[Empty box for explaining vacancy rates]

Attach separate page, if additional space needed.

IV. Budget Certification and Authorization of Agency Head or Designee:

In submitting this request the agency acknowledges that the respective budgeting requests for fiscal years 2020 and 2021 included or will include funding needed for the requested allocations. The agency understands that the Office of Personnel Management's approval of these positions does not constitute the Office of Management and Budget's approval of the agency's spending plan. Additionally, this request is made as a result of consultation with human capital, financial, and operational executives regarding the impact these new SES/SL/ST positions can have on the effectiveness of the agency.

Signature of Agency Head or Designee

Date

Print Name and Title