



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

December 14, 2022

Memorandum for Heads of Executive Departments and Agencies

From: Robert H. Shriver, III
Associate Director
Employee Services

Subject: Call for Biennial Review Submission for Executive Allocations for Fiscal Years 2024 and 2025

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) 2024 and 2025. Responses to this memorandum should be submitted to OPM no later than close of business (COB) on December 30, 2022.

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 December 30, 2022**, agencies must have completed and submitted the “Agency Projections Template - FY 2024-2025 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 2024 and FY 2025; 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. For the FY 2024-2025 Biennial Review, OPM, in partnership with OMB, will pilot a new submission process to allow agencies maximum flexibility in assessing their priorities and needs for each of the Fiscal Years 2024 and 2025. Under the pilot, Agencies will have the option to submit separate requests for each of the projected Fiscal Years (2024 and 2025) as needed. Or agencies can opt to submit one complete package (covering the two fiscal years) to OPM for review, as usual. Templates are provided to fully support agencies in their submission.

The table below provides the deadlines established for agency submission options.

Submission Options	Due Date
Option 1: Traditional Change Request Submission (i.e., package covering both fiscal years)	June 30, 2023
Option 2 (part 1): Change Request Submission for FY 2024 (i.e., package covering only <i>FY 2024</i>)	June 30, 2023
Option 2 (part 2): Change Request Submission for FY 2025 (i.e., package covering only <i>FY 2025</i>)	June 30, 2024

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 8 percent.

If you or your staff have questions or require assistance, please get in touch with Phyllis Proctor at Phyllis.Proctor@opm.gov or Karen English at Karen.English@opm.gov. Agency staff may also contact the SERS Team at SERS@opm.gov.

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

Attachments

- Agency Projections Template – FY2024-2025 Biennial Review
- Agency Cover Sheet – FY2024-2025 Biennial Review
- Agency New Allocation Request Template – FY2024-2025 Biennial Review
- Agency Vacancy Status Template – FY2024-2025 Biennial Review
- Agency Conversion Request Template – FY2024-2025 Biennial Review
- Agency Conversion Justification Template – FY2024-2025 Biennial Review
- Agency Redesignation Request Template – FY2024-2025 Biennial Review
- Agency Redesignation Justification Template – FY2024-2025 Biennial Review
- Agency Guidance – FY2024-2025 Biennial Review