

FY 2020-2021 Biennial Review Allocation(s) Request Template

Agency Name: _____

POC 1: _____ **Phone No:** () _____

POC 2: _____ **Phone No:** () _____

This request is in response to the requirement that during even-numbered calendar years each agency examine its Senior Executive Service (SES) position needs and submit a written request to the U.S. Office of Personnel Management (OPM) for a specific number of SES position authorizations for each of the succeeding fiscal years (5 U.S.C. § 3133). Agencies are also expected to provide the results of their examination for the Senior Level (SL) and Scientific and Professional (ST) allocations below.

Instructions to Agencies: Please complete the table below using data from ESCS using a cut-off date of December 15, 2018, address **each** of the following two (2) sections, obtain the appropriate signatures by the Agency Head/ Inspector General or his/her designee, and return this 2-page attachment, **no later than December 31, 2018**, to OPM at SERS@opm.gov.

If you have any questions, please contact Cathryn Thornton at (202) 418-4321 or Phyllis Proctor at (202) 606-2683.

Allocation Type	CURRENT		Vacancy Rate		REQUESTED	
	Permanent (#)	Temporary (#)	Permanent (% Rate)	Temporary (% Rate)	Permanent (#)	Temporary (#)
SES						
SL						
ST						

If this request is a conversion of existing allocations, please identify it with an asterisk (*).

Section 1- Allocations Review

As part of the biennial review process, the agency has reviewed its existing SES/SL/ST allocations and certifies that:

(Please initial below each situation applying to your agency.)

_____ Initial here The agency still requires its existing allocation(s) and is **not** requesting additional allocations during the FY 2020-2021 biennial allocations process.

_____ Initial here The agency is requesting additional executive allocations as noted in the table above.

_____ Initial here The agency is requesting to convert existing executive allocations, as noted in the table above (e.g., from SES to SL or SL/ST to SES).

_____ Initial here The agency expects to reduce its number of allocations, not already captured with a request for a conversion, as noted in the table above.

Section 2 – Changes in Position Designations

As a part of the biennial review process, the agency should indicate it will or will not request changes to its SES position designations (e.g., from career reserved or general).

(Please initial below the situation applying to your agency.)

_____ Initial here The agency will request to have SES positions re-designated (e.g., from career reserved to general) during the FY 2020-2021 executive resources biennial allocation process.

_____ Initial here The agency will **not** request to re-designate any existing executive positions during the FY 2020-2021 executive resources biennial allocation process.

Signature: _____ **Date:** _____
(Agency Head or Designee)

Name: _____

Title: _____

Agency: _____