



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, May 6, 2019

MEMORANDUM FOR: HEADS OF EXEC DEPTS AND AGENCIES AND IGs

FROM: MARGARET M. WEICHERT, ACTING DIRECTOR

Subject: Call for Biennial Review Submission for Executive Allocations for Fiscal Years 2020 and 2021 (Part II)

This memorandum serves as a follow-up to a previous memorandum, issued December 14, 2018, subject "Call for Biennial Review Submission for Executive Allocations for Fiscal Years 2020 and 2021 (Part I)," in which the U.S. Office of Personnel Management (OPM) called on agencies to submit written requests for a specific number of Senior Executive Service (SES), Senior Level (SL), and Scientific/Professional (ST) allocations for Fiscal Years (FY) 2020 and 2021.

As noted in the Part I Call Memorandum, and in support of the President's Management Agenda, OPM was streamlining the biennial allocation review process, thereby reducing agency burden. This Part II Call Memorandum explains the revised process and provides agency guidance regarding submission requirements.

Agencies were originally required to submit preliminary information, such as their intent to maintain, increase, decrease or otherwise change their established executive resource allocations, by December 31, 2018. Due to a lapse in appropriations and a subsequent partial government shutdown that began on December 21, 2018, OPM allowed for extensions to that deadline based on individual agency circumstances. Agencies who still have questions about this requirement should contact OPM directly at SERS@opm.gov.

OPM's streamlined process focuses on the specific requirement resulting in the need for additional allocations, rather than a detailed analysis of the proposed position. Additionally, we will complete a comprehensive review of the agency's vacant allocations. This reduces the amount of information agencies are required to provide OPM, while focusing on the strategic requirement for increasing executive allocations.

Beginning with the FY 2020-2021 Biennial Cycle, OPM is streamlining the process and incorporating the following changes:

- Simplifying the templates;
- Eliminating the requirement to provide position descriptions, as well as detailed outcomes of each position (position titles will still be required); and
- Eliminating the requirement to prioritize all positions.

Within 60 days of the issuance of this memorandum, agencies requesting changes to their executive resources allocations for FY 2020 and FY 2021 must submit written justification and documentation to OPM, consistent with the attached guidance.

As stated in our initial memorandum, OPM expects agencies to be judicious in making requests for additional allocations. Agency biennial reviews should include a thorough evaluation to ensure effective utilization of all existing allocations. Accordingly, priority will be given to requests based upon new or changed legislation, or unforeseen exigent needs. Additionally, agencies will be required to address vacancy rates at or exceeding 8 percent. Required forms for submission are included with this memorandum, as well as guidance for completing a request package.

If you or your staff have any questions or require any assistance, please contact Phyllis Proctor by telephone at (202) 606-2683 or by email at SERS@opm.gov.

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

Attachments (see 508-conformant PDFs below):

- FY2020-2021 Biennial Review SES/SL/ST Allocations Agency Cover Page
- FY2020-2021 Biennial Review SES/SL/ST New Allocation Request Template
- FY2020-2021 Biennial Review SES/SL/ST Conversion Request Template
- FY2020-2021 Biennial Review SES Position Redesignation Template
- Agency Guidance: Biennial Review Submission for Executive Allocations for FY 2020-2021