



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, December 8, 2008

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: Michael W. Hager, Acting Director

Subject: FY 2010-2011 Executive Resource Allocation Request

During even-numbered calendar years, each agency is required by law (5 U.S.C. 3133) to 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. To facilitate strategic management of the Government's total executive resource pool, OPM employs this same schedule for agency requests for Senior Level (SL) and Scientific/Professional (ST) positions. **Please note, in accordance with section 14(a) of the Inspector General Reform Act of 2008, agency Office of Inspectors General are required to submit a separate allocation request.**

The law also requires, as part of this same submission, that agencies identify SES positions proposed for redesignation as "career reserved" or "general" and the reasons for the proposed changes. Please complete this form as indicated below, attaching any list of positions proposed for redesignation and the rationale, and return by December 31, 2008, to:

U.S. Office of Personnel Management
Human Capital Leadership & Merit System Accountability
Attn: Executive Resources Services Group
1900 E Street, NW, Room 7425
Washington DC, 20415

Agencies can verify and accept their existing allocations by contacting OPM's Executive Resources Services Group, at 202-606-2246.

Please address any questions to Mary Lamary, Acting Manager, Executive Resources Services Group by email at mary.lamary@opm.gov or phone at 202-606-1255.