

FY 2018-FY 2019 Executive Resources Biennial Allocation(s) Request Template

Agency Name: _____

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 (FY) (5 U.S.C. § 3133). We are also responding to OPM’s requirement to simultaneously submit our request for any changes in our Senior Level (SL) and Scientific and Professional (ST) allocation(s).

Instructions to Agencies: Please complete the table below and address **each** of the following three 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 30, 2016**, to OPM at SERS@opm.gov. If you have any questions, please contact Phyllis Proctor by telephone at (202) 606-2683 or by e-mail at Phyllis.Proctor@opm.gov. You may also contact the SERS main telephone line at (202) 606-2246, or send an email to SERS at SERS@opm.gov, where a member of the team will assist you.

Allocation Type	CURRENT		REQUESTED		TOTAL	
	Permanent (#)	Temporary (#)	Permanent (#)	Temporary (#)	Permanent (#)	Temporary (#)
SES						
SL						
ST						

If this request is a conversion of existing allocations, please identify it with an “*”.

Section 1 – Existing Allocations Review

As part of the biennial process, the agency has reviewed its existing SES/SL/ST allocations and certifies that the current allocations are still required.

_____ Initial here The agency has confirmed its existing allocations are still required.

Section 2 – Changes in Allocations

In addition to reviewing its existing SES/SL/ST allocations, the agency should indicate if it will or will not request additional allocations or a conversion of its existing allocations.

Please initial below each appropriate situation applying to your agency.

_____ Initial here The agency can continue to work within its existing allocation(s) and is **not** requesting new additional allocations during the FY 2018-FY 2019 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).
- _____ Initial here The agency expects to reduce its number of existing allocations, not already captured with a request for a conversion, as noted in the table above.

Section 3 – Changes in Position Designations

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

Please initial below the appropriate 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 2018-FY 2019 executive resources biennial allocation process.
- _____ Initial here The agency will **not** request to re-designate any existing SES positions during the FY 2018-FY 2019 biennial allocation process.

Signature: _____ **Date:** _____
(Agency Head or Designee, or Inspector General) *(Type/Print)*

Name: _____
(Type/Print name of Agency Head or Designee, or Inspector General)

Title: _____
(Type/Print title of Agency Head or Designee, or Inspector General)

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

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