

## Agency Ratings Distribution Cap Waiver Request Template

This template must be completed and submitted by agencies seeking a waiver from the U.S. Office of Personnel Management's (OPM) established rating distribution caps, as identified in OPM's *FY26 Ratings Caps and Awards Guidance* memorandum. Completion of all sections is required, unless otherwise indicated.

Agencies should submit the completed form, along with their calibration policy and any supporting documentation, to [performance-management@opm.gov](mailto:performance-management@opm.gov), no later than **October 30, 2026**. Extensions will not be granted.

### PART I — Agency Identification

*Complete all fields.*

|                     |  |
|---------------------|--|
| Agency Name         |  |
| Submitting Official |  |
| Title               |  |
| Email Address       |  |
| Phone Number        |  |

### PART II — Primary Criterion—Exceptional Agency Performance (Agency FY26 Results)

*Include all Key Performance Indicators (KPIs) for FY26 as stated in the agency's Strategic Plan or FY26 Agency Performance Plan. Add additional rows using additional KPI Reporting Sheet.*

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

## PART III — Supporting Criterion—Rating Integrity

### 1. SES Initial Summary Ratings

Complete the Senior Executive Service (SES) initial summary rating distribution table below. If your agency is not subject to the SES, use your agency's Senior Professional (SP) employees' data and complete the SP table.

| Career SES (or SES Equivalent) Initial Summary Rating Distribution |       |
|--------------------------------------------------------------------|-------|
| INITIAL SUMMARY RATING                                             | COUNT |
| Level 5                                                            |       |
| Level 4                                                            |       |
| Level 3                                                            |       |
| Level 2                                                            |       |
| Level 1                                                            |       |

|                                                   |  |
|---------------------------------------------------|--|
| Total count of SES initially rated                |  |
| Total count of SES initially rated Levels 4 and 5 |  |
| % SES initially rated Level 4 and 5               |  |

| SP Initial Summary Rating Distribution (only if your agency is not subject to the SES) |       |
|----------------------------------------------------------------------------------------|-------|
| INITIAL SUMMARY RATING                                                                 | COUNT |
| Level 5                                                                                |       |
| Level 4                                                                                |       |
| Level 3                                                                                |       |
| Level 2                                                                                |       |
| Level 1                                                                                |       |

|                                                  |  |
|--------------------------------------------------|--|
| Total count of SP initially rated                |  |
| Total count of SP initially rated Levels 4 and 5 |  |
| % SP initially rated Level 4 and 5               |  |

### 2. Agency Calibration Factors

Provide agency-established calibration factors. If calibration factors vary by population, list the SES factors. Agency's calibration policy must be attached to this template.

|    |
|----|
| 1. |
| 2. |
| 3. |

|    |
|----|
| 4. |
| 5. |
| 6. |

### 3. Requested Distribution for Level 4 and 5 Ratings

*Provide agency's specific distribution requested, not to exceed 50%.*

|   |
|---|
| % |
|---|

## PART IV — Certification and Signature

By signing below, the agency head (or deputy agency head) certifies that if the waiver is granted, the agency will apply the above calibration policy and factors to its career SES, SP, and GS populations.

|                     |  |
|---------------------|--|
| <b>Signature</b>    |  |
| <b>Printed Name</b> |  |
| <b>Title</b>        |  |
| <b>Date Signed</b>  |  |

## Additional KPI Reporting Sheet

Use this sheet to report Key Performance Indicators (KPIs) beyond those listed in Part II of the Agency Ratings Distribution Cap Waiver Request Template. Complete the same fields for each additional KPI and submit this sheet with the template.

**Agency Name:** \_\_\_\_\_

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
|--------------------------|--|
| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
| Variance (if applicable) |  |

|                          |  |
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| Agency or Sub-Agency KPI |  |
| FY26 Goal/Target         |  |
| FY26 Actual Result       |  |
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|                          |  |
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| FY26 Actual Result       |  |
| Variance (if applicable) |  |

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