

Sent via email to Performance-Management@opm.gov

Ms. Veronica E. Hinton
Associate Director
Workforce Policy and Innovation
U.S. Office of Personnel Management
1900 E Street, NW
Washington, DC 20415

Dear Ms. Hinton:

This is to request the U.S. Office of Personnel Management's (OPM) approval for [AGENCY (ACRONYM)] to adapt its current non-Senior Executive Service (SES)/Senior Professional (SP) performance appraisal system to comply with the changes in 5 CFR 430 Subchapter B.

Once approved, [ACRONYM]'s current non-SES/SP performance appraisal system will transition to the new system on October 1, 2026. The requested new non-SES/SP performance appraisal system is annotated in the attached OPM Form 1631. We would appreciate your timely consideration of this request.

If you or your staff have questions regarding our submission, please contact [NAME, TITLE] by phone at [PHONE NUMBER], or by email at [EMAIL ADDRESS].

Sincerely,

Attachment:
OPM Form 1631