UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

MEMORANDUM

TO: Heads and Acting Heads of Departments and Agencies

FROM: Scott Kupor, Director, U.S. Office of Personnel Management

DATE: November 25, 2026

RE: FY 2028–2029 Biennial Review of Executive Allocations

The U.S. Office of Personnel Management (OPM) is initiating the biennial review of Senior Executive Service (SES) allocations for fiscal years (FY) 2028 and 2029. Under 5 U.S.C. 3133, agencies submit biennial requests for SES spaces, and OPM, in consultation with the Office of Management and Budget (OMB), reviews those requests and authorizes agency allocation levels. Under 5 CFR 319.202, OPM also approves allocations for senior-level (SL) and scientific and professional (ST) positions and reviews them through this same process.

OPM generally expects agencies to meet their FY 2028 and 2029 executive resource needs within existing allocations. Agencies must base their requested allocation levels on anticipated mission requirements, program activities, and budget requests. Before requesting additional allocations, agencies must redirect existing allocations to their highest-priority needs and identify opportunities to reduce allocations where warranted. OPM and OMB will approve additional allocations only when an agency fully demonstrates that existing capacity, including unused allocations, cannot meet a critical mission need.

Executive Resources Planning

This review builds on OPM's November 24, 2025, memorandum, Call for Agency Review of Executive Allocations, which directed agencies to reassess executive allocations based on headcount reductions and workforce restructuring. Consistent with the Administration's workforce optimization priorities, agencies should align executive resources with mission requirements, improve operational efficiency, and eliminate duplicative or unnecessary functions and positions.

Agencies must address the effective use of existing SES, SL, and ST allocations, including whether unused allocations can meet priority needs. Prior allocation levels alone do not establish future requirements. Agencies must also account for the disposition of reductions identified in the 2025 review and confirm that executive positions are appropriately classified and SES positions are appropriately designated.

Each request will be reviewed based on anticipated program activities, budget requests, supporting evidence, and applicable statutory requirements. Existing allocation levels and unused capacity will weigh heavily in OPM's and OMB's review.

Agency Submission Requirements

The review consists of two steps. All agencies complete Step 1. Following Step 1, the OPM Executive Resources Team will work with agencies completing Step 2 to identify the applicable submission requirements and assist them in the Biennial Review of Executive Allocations – Agency Submission Workbook (hereafter referred to as Agency Submission Workbook).

Step 1 – Agency Projections Form: December 31, 2026

All agencies must complete the Agency Projections Form directly in OPM Collect (collect.opm.gov) by Thursday, December 31, 2026. This submission must report current authorized allocations and utilization and provide an update on planned reductions identified in the 2025 review that did not result in reduced authorized allocations. Agencies must also confirm whether they anticipate requesting additional allocations or expect to meet their needs within existing allocations, and identify any planned reductions, conversions, or SES position redesignations. The Agency Projections Form template is provided.

Step 2 – Agency Submission Workbook: February 19, 2027

Agencies requesting additional allocations, conversions between allocation types, or SES position redesignation, as well as agencies proposing reductions, must complete the applicable sections of the Agency Submission Workbook (template provided). Agencies must submit the completed Agency Submission Workbook and upload into OPM Collect (collect.opm.gov), by Friday, February 19, 2027, following the instructions in the attached Agency Guidance – Biennial Review Submission for Executive Allocations FY2028-2029 (hereafter referred to as Agency Guidance). Agencies should be aware that OMB may request supplemental additional information related to additional requests for allocations or its existing executive allocations.

Requests for additional allocations must document position-specific mission needs, expected outcomes, current and projected allocation utilization, alignment with workforce priorities, available resources, and an explanation of why existing capacity cannot meet the identified need. The Agency Guidance and Agency Submission Workbook specify the supporting information required for each action.

Agencies that are not requesting additional allocations, conversions, or SES position redesignations do not need to submit a Step 2 package unless OPM directs otherwise. Additional information may be requested as necessary to evaluate a submission.

Decisions, Data Accuracy and Agency Assistance

OPM will notify agencies of allocation decisions by October 1, 2027.

Agencies must ensure that their Executive and Schedule C System (ESCS) records are current and accurate.

For questions, agency headquarters-level human resources offices may contact OPM at allocation-management@opm.gov. Component-level human resources offices must contact their

agency headquarters for assistance. Employees must contact their agency human resources office for assistance.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, and Chiefs of Staff

Attachments:
Agency Guidance – Biennial Review Submission for Executive Allocations FY2028-2029
Agency Projections Form – Template
Biennial Review of Executive Allocations – Agency Submission Workbook - Template