Biennial Review of Executive Resources
FY 2024 - 2025
New Allocation/Position Request Template
(One sheet per allocation/position request)

Department/Agency Acronym: **Component/Bureau**:

Allocation(s) Requested: SES   SL   ST.

Proposed Position Title:
(*Must Include Organization Chart and Position Description*)

SES Position Designation (if applicable):   Career Reserved   General

Note: For positions designated as General, agencies are responsible for ensuring the duties do not require filling the position by a career appointee, i.e., the position does not have a requirement to ensure impartiality or the public's confidence in the impartiality of the Government.

1. **Identify the reason for the request:**
   Check the applicable basis and provide the following information, as indicated:

   GAO Report (GAO Report # and title):

   Legislative/Congressional Mandate (Bill # and title):

   Executive Order (EO # and title):

   New Mission:

   Reclassification above GS-15:

   Program Expansion:

   Other:

2. **Justification for New Allocation(s) Request:** Explain the need for the requested/proposed allocation/position. *Note: An agency's inability to attract/retain talent at the GS-15 level does not demonstrate a sufficient need for an SES/SL/ST allocation.*

3. **Oversight Responsibility (Budget/Staff)**: For SES, indicate that the position meets one or more of the SES functional criteria. Also, indicate the projected budget to be overseen and the number of staff to be supervised (direct and indirect (>25%)). *Note: For SL, position classification must exceed GS-15 but does not meet SES functional criteria. There should be little to no supervisory responsibility for SL.*

4. **Anticipated Impact/Results/Outcomes:** Explain the result/impact this proposed position will bring to the mission/office/program/initiative (i.e., how will it impact the agency/administration's goals). *Note: An increase in the quantity of work does not necessarily dictate a need for additional executive slots.*

5. **Existing Allocations**: Explain why existing allocations cannot be used to address the need.