



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

November 24, 2025

Memorandum for Chief Human Capital Officers

From: Veronica E. Hinton
Associate Director
Workforce Policy and Innovation

Subject: **Call for Agency Review of Executive Allocations**

In coordination with their preparation of Annual Staffing Plans pursuant to Executive Order 14356, [Ensuring Continued Accountability in Federal Hiring](#) (October 15, 2025),¹ the Office of Personnel Management (OPM) is requesting that agencies review their allocations of Senior Executive Service (SES), Senior Level (SL) and Scientific/Professional (ST) positions, and request any necessary adjustments. This review is especially important in light of headcount reductions and workforce restructuring, which may lead to a corresponding reduction in the need for SES, SL and ST allocations.

These requests should additionally be informed by a comprehensive assessment of current and prospective executive resources needs to ensure optimal implementation of presidential priorities. The agency's assessment should also include a rigorous evaluation of current statutory programs and potential future planned programs to ensure the effective utilization of existing SES, SL and ST allocations in light of mission needs, budget requirements, and program performance. These assessments should also inform whether SES, SL and ST positions are appropriately classified and designated.

Agencies must complete and submit the "[Executive Allocations - Agency Adjustment Template](#)" indicating adjustments made reducing current SES, SL, and ST allocations. Submissions should be sent to allocation-management@opm.gov no later than close of business (COB) on **Friday, December 19, 2025**. For questions or additional guidance, please contact OPM's executive resources team at allocation-management@opm.gov.

cc: Deputy Chief Human Capital Officers and Human Resources Directors

[Attachment](#)

¹ See Office of Management and Budget & Office of Personnel Management, [Guidance on Executive Order 14356, Ensuring Continued Accountability in Federal Hiring](#) (Nov. 5, 2025).