



OVERVIEW OF EXECUTIVE RESOURCES POSITION DESIGNATION REQUEST TEMPLATE

Department/Agency:

Career Reserved Floor:

Point of Contact:

Position Number (ESCS):

In accordance with U.S. Office of Personnel Management (OPM) Memorandum “[Guidance Regarding Redesignating CHCO Positions](#)” (dated March 6, 2025), this request is submitted to redesignate the Agency’s Chief Human Capital Officer position from “Career Reserved” to “General.”

Signature:

Date:

Agency Head or Designee

Name and Title: