NAFSGL Change Management Process Updates

To govern the NAFSGL Change Management Process, the OUSD (Personnel & Readiness) NAF Policy Division has established the procedures listed below.

KEY 🙍🙍🙍 = *Military Service*   🏛 = *OSD*

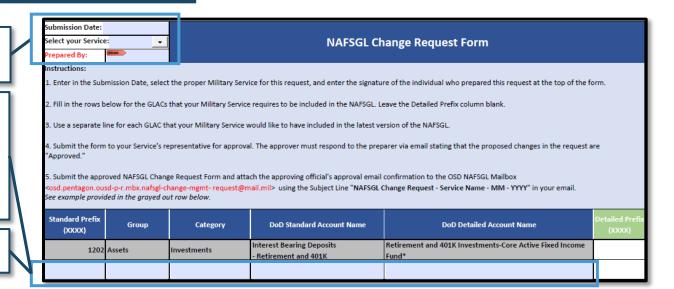## 1 Complete the NAFSGL Change Request Form 🙍🙍🙍

The Military Service's **Preparer** will enter in the ***Submission Date, select their Military Service, and electronically sign the document.***

The Military Service's **Preparer** will fill in ***Military Service's Details:***
1. **Standard Prefix (XXXX)**
2. **Group**
3. **Category**
4. **DoD Standard Account Name**
5. **DoD Detailed Account Name**

Use a ***separate line for each General Ledger Account Code (GLAC)*** that your Military Service would like to have included in the latest version of the NAFSGL.

NAFSGL Change Request Form

Submission Date:
Select your Service: ▼
Prepared By:

Instructions:

1. Enter in the Submission Date, select the proper Military Service for this request, and enter the signature of the individual who prepared this request at the top of the form.

2. Fill in the rows below for the GLACs that your Military Service requires to be included in the NAFSGL. Leave the Detailed Prefix column blank.

3. Use a separate line for each GLAC that your Military Service would like to have included in the latest version of the NAFSGL.

4. Submit the form to your Service's representative for approval. The approver must respond to the preparer via email stating that the proposed changes in the request are "Approved."

5. Submit the approved NAFSGL Change Request Form and attach the approving official's approval email confirmation to the OSD NAFSGL Mailbox <osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt- request@mail.mil> using the Subject Line "NAFSGL Change Request - Service Name - MM - YYYY" in your email. *See example provided in the grayed out row below.*

Standard Prefix (XXXX)	Group	Category	DoD Standard Account Name	DoD Detailed Account Name	Detailed Prefix (XXXX)
1202	Assets	Investments	Interest Bearing Deposits - Retirement and 401K	Retirement and 401K Investments-Core Active Fixed Income Fund*	

2 Submit the NAFSGL Change Request Form 🙍🙍🙍

1. The Military Service's **Preparer** will ***submit the Change Request Form*** to their Military Service's **Approver** for ***approval via email.***

2. The Military Service's **Preparer** will ***submit*** the ***approval email response*** along with the ***NAFSGL Change Request Form*** to the ***OSD Pentagon OUSD P-R Mailbox NAFSGL Change MGMT Request:*** osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil

> **Submit your Change Request Form *prior to the 1st of the month* to see your requested GLACs added in the new guidance published on the 10th of the month.**

Send

To ○ OSD Pentagon OUSD P-R Mailbox NAFSGL Change MGMT Request <osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil>;

Cc

Bcc

Subject NAFSGL Change Request – Service Name – MM – YYYY

GLAC APPROVAL Outlook item

NAFSGL Change Request Form.pdf 190 KB

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3 Validate & Assign 🏛

Once the NAFSGL Change Request Form is received, the **OSD NAF Policy team** will *perform a validation review* of the proposed changes in the Change Request Form and *assign the subsequent Detailed Prefix to prevent* double-booking of NAFSGL accounting entries and *consolidate entries* between Military Services where applicable**.**

Standard Prefix (XXXX)	Group	Category	DoD Standard Account Name	DoD Detailed Account Name	Detailed Prefix (XXXX)
1202	Assets	Investments	Interest Bearing Deposits - Retirement and 401K	Retirement and 401K Investments-Core Active Fixed Income Fund*	

4 Communicate Changes 🏛 🛐

The **OSD NAF Policy Team** will *communicate final changes* with the **Military Service's Point of Contact** that submitted the NAFSGL Change Request Form.

5 Receive Approval/Disapproval 🏛

The **OSD MWR and Resale Policy Directorate** will *review and provide approval/disapproval* of the NAFSGL Change Request Form.

6 Review Proposed Updates 🏛 🛐

The **OSD NAF Policy Team** will *return the NAFSGL Change Request Form* designated with an *approval/disproval of the proposed updates* to the **Military Service's Point of Contact** that submitted the original Change Request Form.

7 Publish NAFSGL 🏛

The **OSD NAF Policy Team** will *publish the new NAFSGL XX – XX –XX-20XX* to the following webpage for public access: **DoD NAF Accounting > NAFSGL (defense.gov)**. The *latest version* of the NAFSGL will be *published* by the *10th of every month*.

NAFSGL Change Management Resources

See below for helpful links and resources.

Official Version of the NAFSGL

The official and most current version of the NAFSGL will be housed on the **OSD MWR Webpage:**

[DoD NAF Accounting > NAFSGL (defense.gov)](#)

Have questions or need assistance?

Reach out to the OSD NAF Policy Team using the **OSD Pentagon OUSD P-R Mailbox NAFSGL Change MGMT Request:** [osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil](#)