



**DoD Quarterly NAF Accounting Working Group**  
**Meeting Minutes**  
**Thursday December 12<sup>th</sup>, 2024**  
**0900 – 1000 EST**

**Attendees**

- OSD – MC&FP – Pentagon (Mark Center)
  - Mr. Michael Curtis, Mr. Gerald Holliday
- DFAS – Texarkana
  - Ms. Lena Anderson, Ms. Alicia Fryer, Ms. Tina Roberts
- Air Force AF-A1 – Pentagon
  - Ms. Lisa Hughes
- Air Force AFSVC – San Antonio
  - Ms. Kelly Kosiorek, Mr. Kevin Shambrock
- Army ASA MRA – Pentagon
  - Ms. Philanda Morgan
- Army ASA FMC – Pentagon
  - Mr. Herman Asberry
- Army HQDA DCS G-9 – Pentagon
  - Ms. Elizabeth Femrite, Mr. Joel Miller
- Army IMCOM G9 – San Antonio
  - Mr. Bryan Hartsell, Ms. Tamara Arnold
- AAFES – Dallas
  - Ms. Keri Lucas
- Navy OPNAV – Pentagon
  - Ms. Amber Ozawa
- Navy CNIC – Millington
  - Ms. Nancy Stephens, Mr. Timothy Pritchard
- Marine Corps MCCA – Quantico
  - Mr. John Johnston, Ms. Victoria Galloway
- Deloitte
  - Ms. Brooke Eisele, Mr. Alex Rockelli, Ms. Amanda Sabatella, Ms. Molly Krajcik



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### **Welcome and Introductions**

- Mr. Gerald Holliday welcomed all participants to the meeting. He indicated that “roll-call” would be taken via the MS Teams list of attendees.

### **Administrative Updates**

- Mr. Holliday provided an OSD personnel update and announced Ms. Mary Sandborn’s retirement. Ms. Sandborn is OSD’s program analyst for NAF procurement, contracting and construction policy. She is retiring mid-December 2024.

### **Annual NAF Program-Metric Report (PMR) Reporting and MWR Program Briefings**

- Mr. Holliday announced that a task management system action had been issued for the annual PMR reports and MWR briefings. The suspense for these actions is February 21, 2025.
- He advised that all the Military Services’ briefings were scheduled. Due to the scheduled change in Administration, Mr. Ken Sorg will coordinate updated calendar invites for the designated MC&FP senior official that will receive the Military Services’ MWR briefings.
- Mr. Holliday also discussed utilization of Advana PMR data entry tool for the FY 2024 NAF PMRs. This tool will help minimize the opportunity for human data entry errors and provide the Military Services with continued access to the data and visualization tools used by OSD. This new data collection approach underwent two rounds of testing, both of which were successful. Mr. Holliday enthusiastically announced his hands-on participation in testing by personally using data from the MCCS FY 2023 PMR report and successfully input it into Advana. For each program where data was entered, automatic calculations were performed to validate the data. He expressed his anticipation of seeing this functionality in action. Mr. Holliday extended his sincere gratitude to everyone who participated in the process of utilizing Advana and conducting the tests.

### **NAFSGL Change Management SOP**

- Ms. Amanda Sabatella provided an overview of the new NAFSGL Change Management Standard Operating Procedure (SOP). She mentioned that blank copies of the Change Request Form will be available on the DoD MWR and Resale Policy NAF Accounting webpage <<https://www.dodnafaccounting.defense.gov/>>.
  - Ms. Amanda Sabatella explained the process of completing the NAFSGL Change Request Form.
    - She stated that the user must first complete the Change Request Form.



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After completing the form, the form should be sent to the appropriate Approver POC for the Service submitting the form. Once the document is approved, the Approver's email with the complete Change Request Form will be attached to the message sent to the NAFSGL Change Management mailbox <[osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil](mailto:osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil)>.

- She stated that the Change Request Forms must be submitted before the 1st of the month to be included in the report issued on the 10th of the month. *For example, Services need to submit Change Request Forms by 5:00 PM ET January 31<sup>st</sup> if they want to see these requests in the updated version of the NAFSGL published on February 10<sup>th</sup>.*
- She detailed the validation process for the submitted Change Request Forms, which involves review by OSD and the Deloitte team before final approval.
- Ms. Sabatella solicited questions regarding the NAFSGL change request process.
  - Mr. Kevin Shambrock asked if changes to the names of the General Ledger account codes (GLACs) that were discussed during the 2024 NAF accounting workshop would need to be submitted through the change request process.
    - Mr. Holliday clarified that all changes were incorporated into NAFSGL version 5.0. He further stated that any new name changes will need to be submitted through this new change request process.
  - Ms. Nancy Stephens inquired about actions taken when an account submitted on a Change Request Form is denied.
    - Mr. Holliday stated that there would most certainly be a dialogue between the submitter and OSD to resolve the conflict preventing approval.
- Ms. Sabatella provided the attendees with the links to the official version of the NAFSGL and other related resources.
- Ms. Sabatella asked each of the Military Services to provide an estimate regarding the number of GLACs they might send forward (if any) during this initial phase of the change request process (January 2025).
  - Mr. Shambrock stated that Air Force has approximately three account name changes.
  - Ms. Victoria Galloway added that USMC has a few GLACS to add and potentially some requests for deletions. USMC is also working through scrubbing their account listings, so there may be a few more GLACs to add later.
  - Ms. Stephens stated that Navy will be scrubbing their crosswalk. They have added numerous accounts over the last several years, so they don't know how many will be requests for new accounts to the NAFSGL.
    - Mr. Stephens requested that OSD send crosswalk files to potentially identify an opportunity for OSD's support. Mr. Holliday stated that NAFSGL version 5.0 includes the accounts that have been added over the years.



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### **DoDI Updates**

- Mr. Mike Curtis reported that the Office of the Secretary of Defense (OSD) is nearing completion of addressing comments from the editors on DoDI 1015.15, Volumes 1-3. He added that the goal is to forward the documents to the legal team next month for a legal objection review. Once the document is returned from legal review, a DD Form 106 will be prepared for formal coordination. At that point, all stakeholders will have the opportunity to review the document to ensure it meets their requirements and expectations.
- Mr. Curtis mentioned that OSD aims to publish DoDI 1015.15 by next fall. He also provided an update on DoDI 1015.10, stating that it is moving much faster than DoDI 1015.15 in the issuance process. He anticipates DoDI 1015.10 will be ready for publication by spring of calendar year 2025. He emphasized that despite the progress with DoDI 1015.10, both DoDIs 1015.15 and 1015.10 must be published together to avoid gaps in policy.
- By the end of next year, all issuances in the office are expected to be updated.

### **Open Discussions and Questions**

- Mr. Holliday opened the meeting for open discussions or questions.
  - There were no questions or items for discussion brought forward.

### **Closing Remarks**

- Mr. Gerald Holliday wished everyone a safe and happy holiday season.
  - He reminded the group that the next quarterly NAF accounting working group meeting is scheduled for March 20, 2025.