NAFSGL Change Management Process

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

KEY: (icon) = *Military Service* | (icon) = *OSD* | (icon) = *Military Service and OSD*
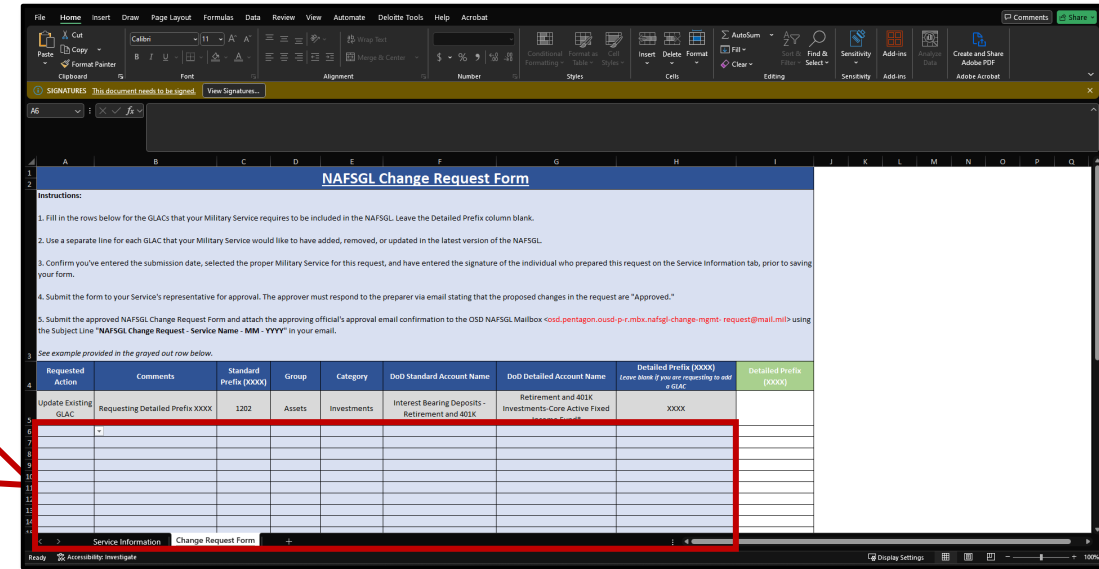
1.0 Military Services Complete the NAFSGL Change Request (CR) Form

The Military Service's **Preparer** will *enter in the Submission Date, select their Military Service, and electronically sign the document* on the "Service Information" tab of the form.

The Military Service's **Preparer** will *fill in the required details on the "Change Request Form" tab* of the form:

1. *Requested Action*
2. *Comments*
3. *Standard Prefix (XXXX)*
4. *Group*
5. *Category*
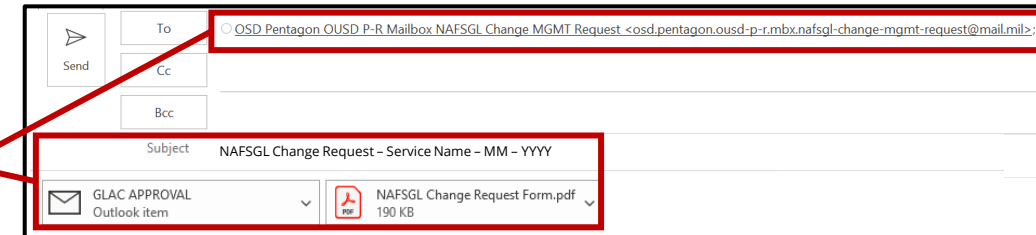6. *DoD Standard Account Name*
7. *DoD Detailed Account Name*

Please use a *separate line for each General Ledger Account Code (GLAC)* that your Military Service is requesting to have added, updated, or removed in the next version of the NAFSGL.

Screenshot shows Page Two-Change Request Form tab.

1.1 Military Services Submit the CR Form & Approval Email to OSD

1. The Military Service's **Preparer** will *submit the completed CR form* to their Military Service's **Approver** for *approval via email.*
2. The Military Service's **Preparer** will *submit both* the *approval email response and the completed NAFSGL CR form* to the *OSD NAFSGL Change Management Mailbox:* osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil
3. *Please use the following subject line in the email*: "*NAFSGL Change Request-Service Name – MM – YYYY*" (e.g., "NAFSGL Change Request-Navy – 03 – 2025").

Screenshot shows email to NAFSGL Change Management Mailbox with required attachments.

NAFSGL CHANGE MANAGEMENT

NAFSGL Change Management Process

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

KEY: = Military Service = OSD = Military Service and OSD

2.0 OSD NAF Policy Team Reviews & Processes the CR Forms

Once submitted to the OSD NAFSGL Mailbox, the **OSD NAF Policy Team** will *perform a validation review of the proposed changes* in the CR form and *assign the appropriate subsequent Detailed Prefix(es)*.

3.0 OSD NAF Policy Team Confirms the CR Form Information with the Submitting Military Service's POC

The **OSD NAF Policy Team** will *confirm CR form processing and any follow-up questions* with the **Military Service's POC** that submitted the original CR form.

4.0 OSD Directorate Initially Reviews to Identify Pending Changes for Quarterly Update Cadence

The **OSD MWR and Resale Policy Directorate** will *conduct an initial review of all processed CR forms and determine the pending changes to proceed with* for a given quarterly update cadence.

The current version of the NAFSGL, the blank CR form, and additional Change Management materials are available here: DoD NAF Accounting > NAFSGL (defense.gov).

*For any questions, please contact the OSD NAF Policy Team using the **NAFSGL Change Management Mailbox:** osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil*

NAFSGL Change Management Process

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

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5.0 OSD Shares the Pending Changes with the Military Services for Review via CATMS Tasker

The **OSD NAF Policy Team** will *share the pending changes via the CATMS tasker system,* and the **Military Services' POCs** will *review the pending changes*.

6.0 OSD Facilitates a Review Meeting with the Military Services for Concurrence on Pending Changes

The **OSD NAF Policy Team** will *schedule and facilitate a live review meeting with* all the Military Services to discuss any potential impacts the pending changes may have to updating the NAFSGL. During this review meeting, the **Military Services** will be asked to *concur with the pending changes.* Pending changes that gain concurrence will be included in the next published version of the NAFSGL. Pending changes that do not gain concurrence may potentially be revisited in a future update cycle of the NAFSGL.

7.0 OSD Publishes the Updated NAFSGL Version & Shares it with the Military Services

The **OSD NAF Policy Team** will *publish the new NAFSGL Version* dated XX – XX-XX-20XX to the following website: *DoD NAF Accounting > NAFSGL (defense.gov)*.

The current version of the NAFSGL, the blank CR form, and additional Change Management materials are available here: DoD NAF Accounting > NAFSGL (defense.gov).

For any questions, please contact the OSD NAF Policy Team using the **NAFSGL Change Management Mailbox:** osd.pentagon.ousd-p-r.mbx.nafsgl-change-mgmt-request@mail.mil