NAFSGL Change Management Process

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

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

4. Group

- Standard Prefix (XXXX) 3.
- 7. DoD Detailed Account Nai

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

5. Category 5. DoD Standard Account Name 7. DoD Detailed Account Name	 Une as appartial line for each CLC that your Millitary Service would like to have added, enroved, or optication in the latest version of the NATSGL. Confirm you've entered the submission date, selected the proper Millitary Service for this request, and have entered the signature of the individual who your form. Solumit the form to your Service's representative for approval. The approvement respond to the prepare via email stating that the proposed durings in the submission date, selected the approval the approval email to the otdo. NATSGL Market Reserved Millitary Service Free Free Service Free Free Service Free Free Service Free Serv						
	Requested 4 Action	Comments	Standard Prefix (XXXX)	Group	Category	DoD Standard Account Name	DoD Detailed Accou
	Update Existing GLAC	Requesting Detailed Prefix XXXX	1202	Assets	Investments	Interest Bearing Deposits - Retirement and 401K	Retirement and Investments-Core Ac
oral Lodger Account Code (CLAC) that	6	×					
eral Ledger Account Code (GLAC) that	7						
vanddad undated ar removed in the	9						

 $\mathbf{v} : \mathbf{X} \mathbf{v} \mathbf{f}$



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").



NAFSGL Change Request For

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





NAFSGL Change Management Process

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

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: <u>DoD NAF Accounting > NAFSGL (defense.gov)</u>.

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



血

NAFSGL Change Management Process

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

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: <u>DoD NAF Accounting > NAFSGL (defense.gov)</u>.

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

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



<u>m</u> 👧