



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

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MEMORANDUM FOR DISTRIBUTION

Subj: BILLET CHANGE REQUEST DECISION MATRIX

Encl: (1) BCR Decision Matrix (June 2014)

Ref: (a) OPNAVINST 1000.16K
(b) OPNAV N12 Memo Ser N12/089 of 11 Feb 14

1. Per reference (a), an updated Billet Change Request (BCR) Decision Matrix is provided as enclosure (1). This revision supersedes reference (b) and should be read in its entirety.
2. Significant changes: Changes have been made to row E-2 that define the parameters of a programming change which will delay the begin date of applicable authorizations. Begin dates for the following Active Duty Enlisted Authorization Fields will be programmed to take effect ten months following approval:
 - a. Unit Identification Code (UIC)
 - b. Rating/Pay grade
 - c. Primary/Secondary Navy Enlisted Classification (NEC)
 - d. Manpower Resource Code Active Duty (MRC AD)
3. For emergent changes only, Budget Submitting Offices (BSOs) shall include a narrative within BCR justification to identify the changes as such. If the BCR is approved, the associated Total Force Manpower Management System (TFMMS) packet originator shall not incorporate the ten month delay. BSO requests to exempt the delay of the applicable authorization should be minimized and must be approved at BSO Flag/SES level.
4. These changes reflect the efforts of the OPNAV N120-led Billet Churn Working Group and attempt to optimize Sailor to billet match by delaying BCR implementation by ten months to facilitate the distribution system response. This new BCR policy change will be effective in the BCR system starting 15 July 2014.

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5. Stakeholders review will remain unchanged and will be given three weeks to concurrently review and comment on the BCR upon approval of the BSO/Resource Sponsor (RS). After that time period, OPNAV N120 will provide concurrence for all non-responsive stakeholders. Extensions may be granted on a case-by-case basis.

6. My point of contact is LT Alicia Salerno, at 703-604-5427, or by email at alicia.salerno@navy.mil.



D. R. MENZEN

Copy to:
All manpower BSOs
CNO (N120, N122, N123, N127)
BUPERS-3
PERS-4

N12 BILLET CHANGE REQUEST (BCR) DECISION MATRIX
JUNE 2014

Item	BCR Content	Identifiers	Mandatory action	Responsibility prior to approving TFMMS packet
A	<p align="center">Officer/Enlisted</p> <p>Items on this page apply to both officer and enlisted billets</p>	<p>Below are the specific TFMMS field changes associated with each item</p>	<p>BCR is created via the NMPBS website: https://nmpbs.n10.npc.navy.mil/ BSO/RS reviews and submits the BCR for stakeholder review. (See Note 1) The BCR will be automatically routed to all stakeholders impacted by the requested change</p>	<p>TFMMS packet originator must include the approved BCR serial number in the TFMMS LOJ as a reference. If a BCR is not required, the statement, "A BCR is not required for this TFMMS action" must be included in the TFMMS LOJ BSO must ensure that the appropriate N122 RO (TAO R2**) is included as the final chop on the TFMMS packet prior to the NAVMAC TAO. (See Note 2) N122 RO will review approved BCR once the TFMMS packet is received from the BSO. Any packet requiring a BCR that does not include N122 RO review will be rejected.</p>
	A-1	<p>Any changes to the following types of billets:</p>		
<ul style="list-style-type: none"> Medical billets outside of BUMED (BSO 18) 		<p>Enlisted billets are identified by ratings HM or HN. Officer billets are identified by designators 1960, 2000, 21**, 2200, 23** or 2900.</p>	<ul style="list-style-type: none"> BUMED M1-2 must review and provide assessment of any changes to medical billets 	
<ul style="list-style-type: none"> Legal billets outside of FSA (BSO 11) 		<p>Enlisted billets are identified by the rating LN. Officer billets are identified by designator 2500</p>	<ul style="list-style-type: none"> OJAG Code 61 must review and provide assessment of any changes to legal billets 	
<ul style="list-style-type: none"> Nuclear billets and billets at Nuclear training facilities 		<p>Enlisted billets are identified by the NEC 9901 and any NEC >3350 and <3400. Officer billets are identified by AQD KD* or SN*. Nuclear training facilities are identified by UIC 0617A, 32178, 43135, 43149, 45859, 47723, 47724, 49230, 49410, 62986 or 68898 (Activity Ten Digit Code beginning with 1661 or 7620).</p>	<ul style="list-style-type: none"> N133D and Naval Reactors must approve any changes to nuclear billets 	
<ul style="list-style-type: none"> Anti-Terrorist Force Protection (ATFP) billets 		<p>ATFP billets are identified by the NEC 9501, the rating MA, or PE *****47*, ****476*, 0203422N, 0207593N, 0208498N, 0208538N, 0208539N or 0503372N.</p>	<ul style="list-style-type: none"> N462, in coordination with USFF, must review and provide assessment of any changes to ATFP billets. 	
<ul style="list-style-type: none"> Student billets 		<p>Student billets are identified by MRC ST or TR.</p>	<ul style="list-style-type: none"> N120D must review and provide assessment of any changes to student billets 	
<ul style="list-style-type: none"> Personnel Exchange Program (PEP) billets 		<p>PEP billets are identified by the MRC PP; or the FAC X.</p>	<ul style="list-style-type: none"> N13PEP must review and provide assessment of any changes to PEP billets. 	
<ul style="list-style-type: none"> Joint billets 	<p>Joint billets are identified by the MRDU J*</p>	<ul style="list-style-type: none"> N123 must review and provide assessment of any changes to Joint billets. 	<ul style="list-style-type: none"> N123 will review approved BCR once the TFMMS packet is received from the BSO. 	

Item	BCR Content	Identifiers	Mandatory action	Responsibility prior to approving TFMMS packet
	Officer/Enlisted			
A-2	Reprogramming authorizations and associated end strength into or out of a Headquarters status Applies to both MPN and RPN appropriations. (See Note 3)	Headquarters billets are identified by the PE *****98*.	FMB-42 monitors MHA controls and provides assessment on the reprogramming of authorizations and associated end strength into or out of a Headquarters activity Prior to submitting a BCR, BSO must obtain pre-approval from FMB-42, and reference FMB-42 coordination and concurrence in the BCR LOJ.	
A-3	Moving authorized billets from sea-to-shore or from shore-to-sea commands	Shore billets are identified by Sea/Shore codes (SSC) 1 and 6 Sea billets are identified by SSC 2, 3 and 4.	Community Managers must review and provide assessment of community impact.	
A-4	Changes affecting Additional Duty (ADDU) and Mobilization (MOB) billets.	ADDU billets are identified by Accounting Category Codes N (ADDU FM) and S (ADDU TO) MOB billets are identified by FAC A (MOB FM) and M (MOB TO)	N120E needs to ensure both the "ADDU TO"/"MOB TO" billet and the "ADDU FM"/"MOB FM" billet are included in the BCR.	TFMMS packet originator must ensure both the "ADDU TO"/"MOB TO" billet and the "ADDU FM"/"MOB FM" billet are in the same TFMMS packet and addressed in the LOJ.
A-5	Adding, changing or deleting FAC codes B, E, G, H, J, P, Q, R, T, Y and Z.	No additional clarification required.	BSO should assess the cost implications associated with adding FAC B, E, P or Q to a billet. Community Managers must review and provide assessment of community impact.	
A-6	Changes to any one of the six Levels of Aggregation (LOA)	LOA consists of six elements: Unit Identification Code (UIC) Activity Group/Sub-Activity Group (AGSAG) Program Element (PE) Resource Sponsor (RS) Manpower Type (MT) Manpower Resource Code (MRC)	Resource Sponsor must review and approve changes.	
A-7	Changes to Requirement/Authorization Constraint (RAC) code.	Changes to values Y, X, or W , to include adding, deleting, or deauthorizing any billet with these values need to be evaluated by this role	N122X must review for accuracy	

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	Officers			
O	Items on this page apply to officer billets	Below are the specific TFMMS field changes associated with each item.	<ul style="list-style-type: none"> - BCR is created via the NMPBS website: https://nmpbs.n10.npc.navy.mil/ - BSO/RS reviews and submits the BCR for stakeholder review. - The BCR will be automatically routed to all stakeholders impacted by the requested change. 	<ul style="list-style-type: none"> - TFMMS packet originator must include the approved BCR serial number in the TFMMS LOJ as a reference. If a BCR is not required, the statement, "A BCR is not required for this TFMMS action." must be included in the TFMMS LOJ. - BSO must ensure that the appropriate N122 RO (TAO R2**) is included as the final chop on the TFMMS packet prior to the NAVMAC TAO. (See Note 2) - N122 RO will review approved BCR once the TFMMS packet is received from the BSO. - Any packet requiring a BCR that does not include N122 RO review will be rejected.
O-1	Adding, changing or deleting officer authorization fields. <ul style="list-style-type: none"> - Designator - Paygrade - MRC - AQD 	No additional clarification required.	<ul style="list-style-type: none"> - Compensation is required for all paygrade changes, and N120E must approve these changes. - Community Managers must review and provide assessment of community impact. 	
O-2	Adding, changing, or deleting Official In Charge billets (as identified by NOBC)	Official In Charge billets are identified by NOBC 2160, 2161, 3277, 4305, 7959, 8670, 9005, 9006, 9009, 9018, 9222, 9231, 9233, 9234, 9235, 9236, 9290, 9405, 9421, 9422, 9470, 9635 or 9950.	<ul style="list-style-type: none"> - N131 must approve any changes to billets pertaining to Officials in Charge (per OPNAVINST 5400 44). - BSO must ensure that the Organizational Change Request (OCR) is submitted to DNS simultaneously with the BCR, if applicable. 	<ul style="list-style-type: none"> - If OCR is required, TFMMS packet originator must reference the approved OCR in the TFMMS LOJ.
O-3	Adding, changing or deleting an authorized billet with a Sub Specialty (SSP) Code	No additional clarification required.	<ul style="list-style-type: none"> - N153G must approve changes to billets with SSP codes. * excludes medical SSP Codes (15XX to 19XX) <p style="text-align: center;">(See Note 4)</p>	<ul style="list-style-type: none"> - TFMMS packet originator must include the NSS serial number in the TFMMS LOJ, if applicable.
O-4	Changes to the Flag Officer Requirements or Authorizations (Active and Reserve)	Flag Officer billets are identified by paygrades A, B, C, D, E, or F.	<ul style="list-style-type: none"> - CNO (N00F, Flag Matters) must approve all changes to Active Duty Flag billets - CNO (N09F, OCNR Flag Matters) must approve all changes to FTS/SELRES Flag billets 	

Item	BCR Content	Identifiers	Mandatory action	Responsibility prior to approving TFMMS packet
E	<p style="text-align: center;">Enlisted</p> <p>Items on this page apply to enlisted billets.</p>	<p>Below are the specific TFMMS field changes associated with each item.</p>	<ul style="list-style-type: none"> - BCR is created via the NMPBS website: https://nmpbs.n10.npc.navy.mil/ - BSO reviews and submits the BCR for stakeholder review. (See Note 1) - The BCR will be automatically routed to all stakeholders impacted by the requested change. 	<ul style="list-style-type: none"> - TFMMS packet originator must include the approved BCR serial number in the TFMMS LOJ as a reference. If a BCR is not required, the statement, "A BCR is not required for this TFMMS action." must be included in the TFMMS LOJ. - BSO must ensure that the appropriate N122 RO (TAO R2**) is included as the final chop on the TFMMS packet prior to the NAVMAC TAO. (See Note 2) - N122 RO will review approved BCR once the TFMMS packet is received from the BSO. - Any packet requiring a BCR that does not include N122 RO review will be rejected.
E-1	<p>Adding, changing or deleting enlisted authorization fields:</p> <ul style="list-style-type: none"> - Rating - Rate - MRC - NEC 	<p>No additional clarification required</p>	<ul style="list-style-type: none"> - Compensation is required for all rate/paygrade changes, and N120E must approve these changes. - Community Managers must review and provide assessment of community impact. - CNO (N00D, Asst to MCPON) must approve all changes to CMC and CSC billets. 	
E-2	<p>Adding or changing active duty enlisted authorization fields:</p> <ul style="list-style-type: none"> - UIC (authorization only) - Rating/Pay grade - Primary/Secondary NEC - MRC 	<p>No additional clarification required.</p>	<ul style="list-style-type: none"> - Begin dates for these changes will be reflected on the BCR incorporating the ten month delay, if begin date is later than the 10 month delay then the latter date will be applied. 	<ul style="list-style-type: none"> - For emergent changes, BSOs shall include narrative within BCR justification. Narrative should state, "BCR has been approved for immediate implementation by Admiral/SES [name and position title]." If the BCR is approved, the associated TFMMS packet originator will not incorporate the 10 month delay. - BCRs resulting from an OCR that require an immediate begin date establishment do not require Flag/SES endorsement. Include in the LOJ the completed OCR date and tasker number. - BSO requests to exempt the delay of the authorization should be minimized.

NOTES:

1. Letter of Justification (LOJ) must include strong, supportive justification for the requested change. Provide specific points of contact to include: name, office code, telephone number and email address.

2. The OPNAV N122 TFMMS Action Officer (TAO) list identifies each Enterprise/Resource Sponsor and the corresponding TAO. Use this list for routing the TFMMS package to the appropriate RO. The most current TAO list is available on the BCR home page, accessible via the NMPBS website: <https://nmpbs.n10.npc.navy.mil/>

3. UICs are designated as "headquarters" based on DOD Instruction 5100.73 of 01 December 2007 and SECNAV Instruction 5000.30D of 26 June 2001. Navy UICs that qualify as headquarters will be assigned a Headquarters Activity Indicator Code (HAIC) and will be assigned a Program Element (PE) that ends in 98. All billets/positions and associated end strength programmed at a headquarters UIC will be assigned an applicable headquarters PE.

- Billet/positions and associated end strength that are assigned to a headquarters activity but are support functions (not headquarters functions) may be assigned to a separate non-headquarters UIC and assigned a non-headquarters PE, only if UIC is denoted by an asterisk.

- Billet/positions and associated end strength reprogrammed out of a headquarters activity into a non-headquarters activity will be assigned a non-headquarters PE.

4. Ensure the Letter of Justification (LOJ) clearly defines the intentions of Subspecialty (SSP) codes.