MEMORANDUM FOR DISTRIBUTION

Subj: BILLET CHANGE REQUEST DECISION MATRIX

Encl: (1) Billet Change Request (BCR) Decision Matrix (May 2017)

Ref: (a) OPNAVINST 1000.16L
(b) OPNAV N12 Memo Ser N12/077 of 26 Jun 14

1. Per reference (a), a revised BCR Decision Matrix is provided as enclosure (1). This revision supersedes reference (b), and should be read in its entirety.

2. As noted in block E-2 of enclosure (1), a significant change to define the parameters of a programming change that will delay the begin date of applicable authorizations. Twelve months following approval, begin dates for the following Active Duty Enlisted Authorization Fields will be programmed to take effect:
   a. Unit Identification Code;
   b. Rating/Pay grade; and
   c. Primary/Secondary Navy Enlisted Classification.

3. For emergent changes, 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 packet originator shall not incorporate the 12 month delay. BSO requests to exempt the delay of the applicable authorization should be minimized and must be approved at BSO Flag/Senior Executive Service level.

4. Stakeholder reviews remain unchanged and will be given three weeks (21 calendar days) to concurrently review and comment on the BCR upon approval of the BSO/Resource Sponsor. After that time period, N122 will provide concurrence for all non-responsive stakeholders. Extensions may be granted on a case-by-case basis.

5. My point of contact is LT Kim Francis at 703-604-5263 or by e-mail at kimberly.francis@navy.mil.

David R. Menzen
Director, Total Force Manpower, Training
and Education Requirements Division (N12)

Distribution:
All manpower BSOs
OPNAV (N122, N123)
BUPERS-3
**N12 BILLET CHANGE REQUEST (BCR) DECISION MATRIX**  
**MAY 2017**

<table>
<thead>
<tr>
<th>Item</th>
<th>BCR Content</th>
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<th>Mandatory action</th>
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</table>
| **A** | Items on this page apply to both officer and enlisted billets. | Below are the specific TFMMS field changes associated with each item. | BCR is created via the NMPBS website: [https://nmpbs.n10.npc.navy.mil/](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. | 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 N12X RO (TAO R2**) is included as the final chop on the TFMMS packet prior to the NAVMAC TAO.  
(See Note 2)  
N12X RO will review approved BCR once the TFMMS packet is received from the BSO.  
Any packet requiring a BCR that does not include N12X RO review will be rejected. |
| **A-1** | Any changes to the following types of billets:  
- Medical billets outside of BUMED (BSO 18)  
- Legal billets outside of FSA (BSO 11) and (BSO 12)  
- Nuclear billets and billets at Nuclear training facilities  
- Anti-Terrorist Force Protection (ATFP) billets  
- Student billets  
- Personnel Exchange Program (PEP) billets  
- Joint billets | Enlisted billets are identified by ratings HM or HN.  
Office billets are identified by designators 1960, 2000, 21**, 2200, 23** or 2900.  
Legal billets are identified by the rating LN.  
Office billets are identified by designator 2500.  
Enlisted billets are identified by the NEC 9901 and any NEC >3350 and <3400.  
Office billets are identified by AOD KD* or SN*.  
Nuclear training facilities are identified by UIC 0617A, 32178, 43135, 43149, 45859, 47723, 47724, 49230, 49410, 62986 or 68888 (Activity Ten Digit Code beginning with 1661 or 7620).  
ATFP billets are identified by the NEC 9501; the rating MA; or PE *****47*, *****476*, 0203422N, 0207593N, 0208498N, 0208538N, 0208539N or 0503372N.  
Student billets are identified by MRC ST or TR.  
PEP billets are identified by the MRC PP; or the FAC X.  
Joint billets are identified by the AODC J*. | BUMED M12 must review and provide assessment of any changes to medical billets.  
OJAG Code 61 must review and provide assessment of any changes to legal billets.  
N133D and Naval Reactors must approve any changes to nuclear billets.  
N462, in coordination with USFF, must review and provide assessment of any changes to ATFP billets.  
N122X must review and provide assessment of any changes to student billets.  
N13PEP must review and provide assessment of any changes to PEP billets.  
N123 must review and provide assessment of any changes to Joint billets. | N123 will review approved BCR once the TFMMS packet is received from the BSO. |
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<tr>
<td>A-2</td>
<td>Reprogramming authorizations and associated end strength into or out of a Headquarters status. Applies to both MPN and RPN appropriations.  (See Note 3)</td>
<td>· Headquarters billets are identified by the PE *****<em>98</em> or billets that have a HAIC Code.</td>
<td>· FMB 4 monitors MHA controls on the reprogramming of authorizations and associated end strength into or out of a Headquarters activity.</td>
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<td>A-3</td>
<td>Moving authorized billets from sea-to-shore or from shore-to-sea commands.</td>
<td>· Shore billets are identified by Sea/Shore codes (SSC) 1 and 6. Sea billets are identified by SSC 2, 3 and 4.</td>
<td>· Community Managers must review and provide assessment of community impact.</td>
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<td>A-4</td>
<td>Changes affecting Additional Duty (ADDU) and Mobilization (MOB) billets.</td>
<td>· 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).</td>
<td>· N122E needs to ensure both the “ADDU TO”/”MOB TO” billet and the “ADDU FM”/”MOB FM” billet are included in the BCR.</td>
<td>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.</td>
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<td>A-5</td>
<td>Adding, changing or deleting FAC codes B, E, G, H, J, P, Q, R, T, and Z.</td>
<td>· No additional clarification required.</td>
<td>· 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.</td>
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<td>A-6</td>
<td>Changes to any one of the six Levels of Aggregation (LOA).</td>
<td>· 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)</td>
<td>· Resource Sponsor must review and approve changes.</td>
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Enclosure (1)
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| O    | Items on this page apply to officer billets. | Below are the specific TFMMS field changes associated with each item. | BCR is created via the NMPBS website: [https://nmpbs.n10.npc.navy.mil/](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. | 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. |
| O-1  | Adding, changing or deleting officer authorization fields:  
* Designator  
* Paygrade  
* MRC  
* AQD | No additional clarification required. | Compensation is required for all paygrade changes, and N122E must approve these changes.  
* Community Managers must review and provide assessment of community impact. | BSO must ensure that the appropriate N12X RO (TAO R2**) is included as the final chop on the TFMMS packet prior to the NAVMAC TAO.  
(See Note 2)  
N12X RO will review approved BCR once the TFMMS packet is received from the BSO. Any packet requiring a BCR that does not include N12X RO review will be rejected. |
| 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. | 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. | 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. | N127 must approve changes to billets with SSP codes.  
* excludes medical SSP Codes (15XX to 19XX)  
(See Note 4) | 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. | 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. | |
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<td>Enlisted</td>
<td>· Items on this page apply to enlisted billets. · Below are the specific TFMMS field changes associated with each item.</td>
<td>· BCR is created via the NMPBS website: <a href="https://nmpbs.n10.npc.navy.mil/">https://nmpbs.n10.npc.navy.mil/</a>. · 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.</td>
<td>· Compensations are required for all rate/paygrade changes and N122E 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.</td>
<td>· 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, &quot;A BCR is not required for this TFMMS action.&quot; must be included in the TFMMS LOJ. BSO must ensure that the appropriate N12X RO (TAO R2**) is included as the final chop on the TFMMS packet prior to the NAVMAC TAO. (See Note 2) N12X RO will review approved BCR once the TFMMS packet is received from the BSO. Any packet requiring a BCR that does not include N12X RO review will be rejected.</td>
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<td>E-1</td>
<td>· Adding, changing or deleting enlisted authorization fields: · Rating · Rate · MRC · NEC</td>
<td>· No additional clarification required.</td>
<td>· Compensations are required for all rate/paygrade changes and N122E must approve these changes.</td>
<td>For emergent changes, BSOs shall include narrative within BCR justification. Narrative should state, &quot;BRC has been approved for immediate implementation by Admiral/SES [name and position title].&quot; If the BCR is approved, the associated TFMMS packet originator will not incorporate the 12 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.</td>
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<tr>
<td>E-2</td>
<td>· Adding or changing active duty enlisted authorization fields: · UIC (authorization only) · Rating/Pay grade · Primary/Secondary NEC · MRC</td>
<td>· No additional clarification required.</td>
<td>· Begin dates for these changes will be reflected on the BCR incorporating the 12 month delay, if begin date is later than the 12 month delay then the latter date will be applied.</td>
<td>For emergent changes, BSOs shall include narrative within BCR justification. Narrative should state, &quot;BRC has been approved for immediate implementation by Admiral/SES [name and position title].&quot; If the BCR is approved, the associated TFMMS packet originator will not incorporate the 12 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.</td>
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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:

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 reprogrammed out of a headquarters activity into a non-headquarters activity will be assigned a non-headquarters PE.
   · Billet/positions and associated end strength that are assigned to a headquarters activity but are support functions that are not headquarters functions may be assigned to a separate non-headquarters UIC and assigned a non-headquarters PE.

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