



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

1000  
Ser N12/097  
21 Oct 19

MEMORANDUM FOR DISTRIBUTION

Subj: BILLET CHANGE REQUEST DECISION MATRIX

Ref: (a) OPNAVINST 1000.16L w/CH 2  
(b) OPNAV N12 memo Ser N12/074 of 8 Aug 18

Encl: (1) N12 Billet Change Request (BCR) Decision Matrix of Oct 19

1. Per reference (a), a revised Billet Change Request Decision Matrix is provided as enclosure (1). This revision supersedes reference (b), and should be read in its entirety.
2. My point of contact is LT Kim Francis at 703-604-5263 or via e-mail at [kimberly.francis@navy.mil](mailto:kimberly.francis@navy.mil).

A handwritten signature in black ink, appearing to read "D.R. Menzen", is positioned above the printed name.

DAVID R. MENZEN  
Director, Total Force Manpower, Training  
and Education Requirements Division (N12)

Distribution:  
All manpower BSOs  
OPNAV (N123)  
PERS-3

**N12 BILLET CHANGE REQUEST (BCR) DECISION MATRIX  
OCTOBER 2019**

| Item | BCR Content  | Identifiers  | Mandatory action  | Responsibility prior to approving TFMMS packet  |
|------|--|--|---|---|
| A    | <p align="center"><b>Officer/Enlisted</b></p> <ul style="list-style-type: none"> <li>Items on this page apply to both officer and enlisted billets.</li> </ul> | <ul style="list-style-type: none"> <li>Below are the specific TFMMS field changes associated with each item.</li> </ul>  | <ul style="list-style-type: none"> <li>MCR is created via the TFMMS website: <a href="https://tfmms.sscno.nmci.navy.mil/">https://tfmms.sscno.nmci.navy.mil/</a> and triggers the BCR process if required.</li> <li>BSO reviews and submits the BCR for stakeholder review. (See Note 1)</li> <li>The BCR will be automatically routed to all stakeholders impacted by the requested change. (See Note 5)</li> </ul>  | <p>BSO must ensure that the appropriate N12 RO is included as the final chop on the TFMMS packet.</p> <p align="center">(See Note 2)</p>  |
|      | A-1  | <p>Any changes to the following types of billets:</p> <ul style="list-style-type: none"> <li>Medical billets outside of BUMED (BSO 18)</li> <li>Legal billets outside of FSA (BSO 11) and (BSO 12)</li> <li>Nuclear billets and billets at Nuclear training facilities</li> <li>Anti-Terrorist Force Protection (ATFP) billets</li> <li>Student billets</li> <li>Personnel Exchange Program (PEP) billets</li> <li>Joint billets</li> <li>Reserve billets</li> </ul> | <ul style="list-style-type: none"> <li>Enlisted billets are identified by ratings HM, HN or HR. Officer billets are identified by designators 1960, 2000, 21**, 2200, 23** or 2900.</li> <li>Enlisted billets are identified by the rating LN. Officer billets are identified by designator 2500.</li> <li>Enlisted billets are identified by the NEC 9901 and any NEC &gt;3350 and &lt;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 7000).</li> <li>ATFP billets are identified by the NEC 9501; the rating MA; or PE *****47*, ****476*, 0203422N, 0207593N, 0208498N, 0208538N, 0208539N or 0503372N.</li> <li>Student billets are identified by MRC ST or TR.</li> <li>PEP billets are identified by the MRC PP; or the FAC X.</li> <li>Joint billets are identified by the AODC J*.</li> <li>Reserve billets are identified by the MRC RR, RA, RT, RP, RD, RS and RF; and/or FAC T.</li> </ul> | <ul style="list-style-type: none"> <li>BUMED M12 must review and provide assessment of any changes to medical billets.</li> <li>OJAG Code 61 must review and provide assessment of any changes to legal billets.</li> <li>N133D and Naval Reactors must approve any changes to nuclear billets.</li> <li>N462, in coordination with USFF, must review and provide assessment of any changes to ATFP billets.</li> <li>N122X must review and provide assessment of any changes to student billets.</li> <li>N13PEP must review and provide assessment of any changes to PEP billets.</li> <li>N123 must review and provide assessment of any changes to Joint billets.</li> <li>N122R must review and provide assessment of any changes to Reserve billets.</li> </ul> |

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|------------|--|---|---|--|
|            | <b>Officer/Enlisted</b>  |   |   |  |
| <b>A-2</b> | Reprogramming authorizations and associated end strength into or out of a Headquarters status. Applies to both MPN and RPN appropriations.<br><br>(See Note 3) | <ul style="list-style-type: none"> <li>Headquarters billets are identified by the PE *****98* or billets that have a HAIC Code.</li> </ul>  | <ul style="list-style-type: none"> <li>FMB 4 monitors MHA controls on the reprogramming of authorizations and associated end strength into or out of a Headquarters activity.</li> <li>N10 must review any changes to billets within the PE code of 0804799N</li> </ul> |  |
| <b>A-3</b> | Moving authorized billets from sea-to-shore or from shore-to-sea commands.   | <ul style="list-style-type: none"> <li>Shore billets are identified by Sea/Shore codes (SSC) 1 and 6. Sea billets are identified by SSC 2, 3 and 4.</li> </ul>  | <ul style="list-style-type: none"> <li>Community Managers must review and provide assessment of community impact.</li> </ul>  |  |
| <b>A-4</b> | Changes affecting Additional Duty (ADDU) and Mobilization (MOB) billets.   | <ul style="list-style-type: none"> <li>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).</li> </ul>  | <ul style="list-style-type: none"> <li>MCR originator needs to ensure both the "ADDU TO"/"MOB TO" billet and the "ADDU FM"/"MOB FM" billet are included in the BCR and addressed in the LOJ.</li> </ul>   |  |
| <b>A-5</b> | Adding, changing or deleting any FAC codes.  | <ul style="list-style-type: none"> <li>No additional clarification required.</li> </ul>   | <ul style="list-style-type: none"> <li>BSO should assess the cost implications associated with adding FAC B, E, P or Q to a billet.</li> <li>Community Managers must review and provide assessment of community impact.</li> </ul>                                      |  |
| <b>A-6</b> | Changes to any one of the six Levels of Aggregation (LOA).   | <ul style="list-style-type: none"> <li>LOA consists of six elements:<br/>           Unit Identification Code (UIC)<br/>           Activity Group/Sub-Activity Group (AGSAG)<br/>           Program Element (PE)<br/>           Resource Sponsor (RS)<br/>           Manpower Type (MT)<br/>           Manpower Resource Code (MRC)</li> </ul> | <ul style="list-style-type: none"> <li>Resource Sponsor must review and approve changes.</li> </ul>   |  |

| Item            | BCR Content  | Identifiers   | Mandatory action   | Responsibility prior to approving TFMMS packet  |
|-----------------|--|---|--|---|
| <b>Officers</b> |  |   |  |   |
| <b>O</b>        | <ul style="list-style-type: none"> <li>· Items on this page apply to officer billets.</li> </ul>   | <ul style="list-style-type: none"> <li>· Below are the specific TFMMS field changes associated with each item.</li> </ul>   | <ul style="list-style-type: none"> <li>· MCR is created via the TFMMS website: <a href="https://tfmms.sscno.nmci.navy.mil/">https://tfmms.sscno.nmci.navy.mil/</a> and triggers the BCR process if required.</li> <li>· BSO reviews and submits the BCR for stakeholder review.<br/>(See Note 1)</li> <li>· The BCR will be automatically routed to all stakeholders impacted by the requested change. (See Note 5)</li> </ul> | <p>BSO must ensure that the appropriate N12 RO is included as the final chop on the TFMMS packet.</p> <p style="text-align: center;">(See Note 2)</p> |
| <b>O-1</b>      | <p>Adding, changing or deleting officer authorization fields:</p> <ul style="list-style-type: none"> <li>· Designator</li> <li>· Paygrade</li> <li>· MRC</li> <li>· AQD</li> </ul> | <ul style="list-style-type: none"> <li>· No additional clarification required.</li> </ul>   | <ul style="list-style-type: none"> <li>· Compensation is required for all paygrade changes, and N122E must approve these changes.</li> <li>· Community Managers must review and provide assessment of community impact.</li> </ul>   |   |
| <b>O-2</b>      | <p>Adding, changing, or deleting Official In Charge billets (as identified by NOBC)</p>  | <ul style="list-style-type: none"> <li>· 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, 9293, 9405, 9421, 9422, 9470, 9635 or 9950.</li> </ul> | <ul style="list-style-type: none"> <li>· N131 must approve any changes to billets pertaining to Officials in Charge (per OPNAVINST 5400.44).</li> <li>· BSO must ensure that the Organizational Change Request (OCR) is submitted to DNS simultaneously with the BCR, if applicable.</li> </ul>  | <ul style="list-style-type: none"> <li>· If OCR is required, TFMMS packet originator must reference the approved OCR in the TFMMS LOJ.</li> </ul>     |
| <b>O-3</b>      | <p>Adding, changing or deleting an authorized billet with a Sub Specialty (SSP) Code</p>   | <ul style="list-style-type: none"> <li>· No additional clarification required.</li> </ul>   | <ul style="list-style-type: none"> <li>· N127 must approve changes to billets with SSP codes.<br/>* excludes medical SSP Codes (15XX to 19XX)</li> </ul> <p style="text-align: center;">(See Note 4)</p>   |   |
| <b>O-4</b>      | <p>Changes to the Flag Officer Requirements or Authorizations (Active and Reserve)</p>   | <ul style="list-style-type: none"> <li>· Flag Officer billets are identified by paygrades A, B, C, D, E or F.</li> </ul>  | <ul style="list-style-type: none"> <li>· CNO (N00F, Flag Matters) must approve all changes to Active Duty Flag billets.</li> <li>· CNO (N09F, OCNR Flag Matters) must approve all changes to FTS/SELRES Flag billets.</li> </ul>   |   |

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|------------|--|---|--|--|
|            | <b>Enlisted</b>  |   |  |  |
| <b>E</b>   | <ul style="list-style-type: none"> <li>· Items on this page apply to enlisted billets.</li> </ul>  | <ul style="list-style-type: none"> <li>· Below are the specific TFMMS field changes associated with each item.</li> </ul> | <ul style="list-style-type: none"> <li>· MCR is created via the TFMMS website: <a href="https://tfmms.sscno.nmci.navy.mil/">https://tfmms.sscno.nmci.navy.mil/</a> and triggers the BCR process if required.</li> <li>· BSO reviews and submits the BCR for stakeholder review.<br/>(See Note 1)</li> <li>· The BCR will be automatically routed to all stakeholders impacted by the requested change. (See Note 5)</li> </ul> | <p>BSO must ensure that the appropriate N12 RO is included as the final chop on the TFMMS packet.</p> <p style="text-align: center;">(See Note 2)</p>  |
| <b>E-1</b> | <ul style="list-style-type: none"> <li>· Adding, changing or deleting enlisted authorization fields:</li> <li>· Rating</li> <li>· Rate</li> <li>· MRC</li> <li>· NEC</li> </ul>  | <ul style="list-style-type: none"> <li>· No additional clarification required.</li> </ul>                                 | <ul style="list-style-type: none"> <li>· Compensation is required for all rate/paygrade changes and N122E must approve these changes.</li> <li>· Community Managers must review and provide assessment of community impact.</li> <li>· CNO (N00D, Asst to MCPON) must approve all changes to CMC and CSC billets.</li> </ul>   |  |
| <b>E-2</b> | <ul style="list-style-type: none"> <li>· Adding, changing, or deleting active duty enlisted authorization fields:</li> <li>· UIC (authorization only)</li> <li>· Rating/Pay grade</li> <li>· Primary/Secondary NEC</li> <li>· MRC</li> </ul> | <ul style="list-style-type: none"> <li>· No additional clarification required.</li> </ul>                                 | <ul style="list-style-type: none"> <li>· 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.</li> </ul>  | <p>For emergent changes, BSOs shall include narrative within MCR LOJ. 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 12 month delay</p> <p>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.</p> <p>BSO requests to exempt the delay of the authorization should be minimized.</p> |

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 N12 Requirements Officers (RO) list identifies each Enterprise/Resource Sponsor and the corresponding RO. Use this list for routing the TFMMS package to the appropriate RO. The most current RO 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 Change 2 of 12 June 2012 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. All changes in SSP codes for medical billets must be reviewed and approved by BUMED.
5. 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.