

Billet/Position Message – Time to Review Your PIR!

The Promotion Information Report (PIR) now reflects the position title and position (billet) grade assigned as a result of the transformation to the Direct Access Billet System (DABS). For most officers, this will be the final change resulting from this effort. While some corrections may still need to be made, it is important at this time that we ensure that the PIR reflects the transformation changes and provide officers, especially officers eligible for competitive promotion during the 2013 promotion year (PY), the opportunity to confirm their position grades. Officers eligible for promotion in PY2013 should **immediately** review and confirm their position grade as it appears in the PIR.

There is a two-year period following the transformation of an officer's billet, during which any position (billet) experiencing a grade change shall be reported in the officer's PIR as the higher grade of the legacy billet or new position. This two-year period will include the 2013 and 2014 promotion boards. All officers should review the Position/Billet Implementation [Grade Personnel Operations Memorandum](#) for more information.

After reviewing the current assignment information, any errors in position grade should only be reported to the officer's Commissioned Corps (CC) Liaison. The Division of Commissioned Corps Personnel and Readiness (DCCPR) will not accept any requests for corrections directly from the officer. In some cases, a correction may already be in progress, and your CC Liaison will be able to advise you of that. Otherwise, if your agency agrees that your information is incorrect, your CC Liaison will work with DCCPR to determine any necessary corrections. Positions reflect the requirements of your assignment and are thus clearly "owned" by your agency. You must therefore work with your agency about any matter concerning your position or position grade. **For officers eligible for promotion in PY 2013, there will be a very short timeline in which to request corrections:** any corrections to positions encumbered by officers who are eligible for promotion in this cycle **must be** transmitted **by your Agency Liaison** to DCCPR by close of business on Tuesday, November 13, 2012. Any requests received after that date will be aggregated with those of officers who are not eligible for promotion, and any corrections may thus not appear on the PIR presented to the promotion board.

Among those corrections that are requested, DCCPR will place the highest priority on correcting those where officers and agencies completed the billet transformation process in a timely manner and/or for which circumstances beyond the officers' control resulted in an error. The billet transformation process involved many levels of review at the agency level, oversight by professional category leadership and communication to officers of the ultimate results. This is a brief opportunity to correct obvious (and relatively rare) errors and not to revisit prior agency decisions related to position (billet) grades.

Should you have questions about your position information, please first review the Direct Access Billet System Frequently Asked Questions (FAQs) posted on the CCMIS website. Additional questions may be directed to your Liaison or category leadership as appropriate.