



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VIRGINIA 23551-4615

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COMNAVRESFOR N1C2
14 Jun 2022

Changes to the identified Navy Reserve Personnel Manual articles are effective the date written at the top of each article and the date on this change summary.


J. A. SCHOMMER
Deputy

Changes in articles titled and summarized below are incorporated in the electronic copy via Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Website:
<https://www.navyreserve.navy.mil>.

Table of Contents – Revised to reflect all current changes.

Article No.	<u>Article Title</u>
1000-010	<u>Reserve Unit Assignment Document (RUAD) Structuring</u> <ul style="list-style-type: none">• Updated the title for RESPERSMAN 1000-010 from Reserve Unit Assignment Document (RUAD) Management to Reserve Unit Assignment Document (RUAD) Structuring.• Added the REPERSMAN 1300-040, Readiness Support Units reference.• Shift of Career Management System - Interactive Detailing (CMS-ID) to MyNavy Assignment (MNA).• Updated branch code of COMNAVRESFORCOM Force Structure (N13) to reflect COMNAVRESFORCOM (N123).• Added the COMNAVRESFORCOM SharePoint hyperlinks for the N121 RUAD guide, the N123 SharePoint Page, the N123 RPD Checklist, the N12 PMR Tool, the N123 TFMMS SAAR Portal, the MNA Website, and the TFMMS website.• Updated the following Navy Reserve Nomenclature Changes: Operational Support Officer (OSO) to reflect Reserve Program Director (RPD), Navy Operational Support Center (NOSC) to reflect Navy Reserve Center (NRC), and Full Time Support (FTS) to reflect Training and Administration of Reserve (TAR).• Identified an exception to requesting a PMR for an incumbent whose Projected Rotation Date (PRD) is less than two quarters from the effective date.• When an RPD submits a request to retitle a unit, upon completion in TFMMS, the RPD will no longer receive a unit action letter annotating an updated unit name.• Defined how an RFAS substitution for NEC requirements are waived via an

	<p>ETP through COMNAVRESFORCOM (N12).</p> <ul style="list-style-type: none"> • Added the required suppression release dates to utilize to ensure that a billet will be advertised during the next available cycle. • Identified the maximum number of quarters that a billet can be suppressed. Exceptions to this requirement will require approval from COMNAVRESFORCOM (N123). • 13X1, 13X2 and 2500 billet requirements will be removed from advertisement in JOAPPLY and APPLY as these billets are filled via community selection board. • The following tables have been removed from the RESPERSMAN 1000-010 and relocated in the TFMMS SOP 2.0: Enlisted and officer vertical paygrade substitution codes with the associated paygrade substitution, enlisted and officer horizontal skill substitution codes with the associated skill/designator substitution, officer rank legend, and billet leadership code. • COG: COMNAVRESFORCOM (N11)
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RESPERSMAN 1000-010

RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD) STRUCTURING

Responsible Office	COMNAVRESFORCOM FORCE STRUCTURE (N123)	Phone:	DSN COMM FAX	262-5768 (757) 322-5768 (757) 444-7598
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References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (c) Activity Manpower Management Guide (AMM-G) (d) RESPERSMAN 1300-010, Selected Reserve (SELRES) Assignments
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1. **Purpose.** To provide guidance for utilizing, and maintaining a Reserve Unit Activity Document (RUAD).
2. **Definitions/References.** References (a) through (d) provide guidance on structuring Selected Reserve (SELRES) billets.
 - a. Reference (a) contains personnel and manpower requirements for officers.
 - b. Reference (b) contains personnel and manpower requirements for enlisted.
 - c. Reference (c) assists in identifying manpower management codes, determining manpower requirements, and submitting a Manpower Change Request (MCR).
 - d. Reference (d) discusses funded and structured billets to which SELRES personnel are assigned in an Inactive Duty Training (IDT) status for specific gaining command support and mobilization requirements.
 - e. Reserve Program Directors (RPD) are Training and Administration of the Reserve (TAR) officers and civilian personnel who are responsible to their Commanding Officer for the Command Reserve Management Program within their assigned commands. Their primary responsibility is managing the command's Reserve program.
 - f. Personnel Move Requests (PMR) for junior officers and enlisted Sailors are submitted via the COMNAVRESFORCOM (N12) (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N12/Pages/PMR_TOOL_Page.aspx) SharePoint website. A PMR request for senior officers is submitted via the (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N122/Pages/PostBoardAssignment.aspx) SharePoint website.

g. RUAD Billet Change Requests (BCR) and Reserve Unit Identification Code (RUIC) Change Requests (UCR) are submitted via Total Force Manpower Management System (TFMMS). RPD Checklists are submitted via the COMNAVRESFORCOM (N123) (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N13/SitePages/RPD%20Checklist%20Portal.aspx) SharePoint website.

3. RUAD Related Systems:

a. TFMMS. TFMMS is the authoritative source for all Navy manpower and includes both Active and Reserve billet information. All SELRES billet information originates in TFMMS and is found at: (<https://tfmms.sscno.nmci.navy.mil/index.xhtml>).

(1) The Budget Submitting Office (BSO) that owns the billet controls the primary/majority of the billet fields to include, but not limited to paygrade, rating or designator, Additional Qualification Designation (AQD), security clearance requirements, Subspeciality (SSP) codes, and primary/secondary Navy Enlisted Classifications (NEC). To modify these billet fields, the gaining command's RPD should coordinate the submission of an MCR via their BSO Manpower Department.

(2) COMNAVRESFORCOM (N123) manages the following billet fields in TFMMS: Reserve Functional Area and Sex (RFAS), leadership codes, advertisement status, and the associated Reserve unit information. Tables listing these codes and a TFMMS SOP can be found on the COMNAVRESFOR (N123) (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N13/Pages/n123_home.aspx) SharePoint page.

(3) New RPDs can request access to TFMMS by completing a TFMMS System Authorization Access Request (SAAR) and a RPD designation letter. Submit both electronic documents via the TFMMS Access Request Portal (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N13/Pages/TFMMS_SAAR_Submit_Page.aspx) for account creation. The SharePoint page contains copies of the:

- (a) TFMMS SAAR template.
- (b) RPD designation letter template.
- (c) TFMMS SAAR SOP.
- (d) TFMMS SOP.

b. My Navy Assignment (MNA) RUAD:

(1) The MNA RUAD is the official manpower and assignment document for all field activities. COMNAVRESFORCOM N1 and commands are to use the MNA RUAD to monitor and verify manpower assignments.

(2) To obtain access to MNA, visit the access procedures webpage within MyNavy HR (<https://www.mynavyhr.navy.mil/Career-Management/Detailing/MyNavy-Assignment/>), located within the career management portion of the site. It provides MNA access instructions for completing an OPNAV 5239.14, NAVPERS 1330/3 form, and contains the email address to submit completed forms (MyNavy_Assign.fct@navy.mil) for system access.

(3) The COMNAVRESFORCOM (N121) SharePoint page contains guidance for RUADs generated from MNA (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N121/Pages/NEW_N121_Site.aspx). The PowerPoint brief is located under the FRAC and RPD tab, titled “RUADs 101 new.”

(4) Commands may reference RUADs generated from other systems including: Navy Standard Integrated Personnel System (NSIPS), Fleet Training Management and Planning System (FLTMPS), Navy Reserve Readiness Module (NRRM), and CNRFC N1 SELRES Manning Cube located on the COMNAVRESFORCOM (N1) SharePoint page. Due to system interface issues, these systems may lag; therefore, the MNA RUAD is the authoritative document.

4. RUAD Management:

a. Billet Modification:

(1) For billet fields managed by COMNAVRESFORCOM (N123), the RPD will submit a Reserve BCR to COMNAVRESFORCOM (N123) via TFMMS. Upon approval of the TFMMS transaction, the RPD will receive an automated email from TFMMS.

(2) To move billets from one RUIC to another, RPDs will submit the following:

(a) For vacant billets and billets containing an incumbent who has a Projected Rotation Date (PRD) of less than six months, submit a BCR.

(b) For billets containing an incumbent who has a PRD of more than six months, a BCR and PMR will be submitted, including the BCR’s TFMMS transaction number.

b. Unit Modification:

(1) To initiate a unit establishment, unit disestablishment, relocation of an existing unit, or the relocation of 25 or more billets from one Navy Reserve Center (NRC) to another, an RPD Checklist must be completed via the RPD checklist portal on the COMNAVRESFORCOM (N123) SharePoint page for approval. The RPD will submit a UCR in TFMMS.

(2) At the initiation of a TFMMS transaction, if the UCR involves a RUIC containing billets with personnel assigned, the RPD must simultaneously submit PMRs for all billets, unless they are vacant or have a PRD of less than two assignment cycles (6 months) or less from the effective date.

If any component of the RPD checklist package is missing (i.e. BCR, UCR or RPD checklist), COMNAVRESFORCOM (N123) may return the package to the RPD for completion. When establishing a new unit, email cnrfc_force_structure@navy.mil to obtain the next available RUIC.

(3) To change unit requirements such as retitling units, Unit Priority Codes, Unit Identification Code Types, Reserve Program Codes, etc., the RPD must submit a UCR to COMNAVRESFORCOM (N123) in TFMMS. Upon approval of the TFMMS transaction, the RPD will receive an email from TFMMS.

5. RFAS Codes:

a. Purpose:

(1) COMNAVRESFORCOM (N12) assigns SELRES Sailors to billets. Although an exact paygrade, designator/rating, and AQD/SSP/NEC match is ideal and preferred, it is not always possible.

(2) RFAS codes provide flexibility for assignment substitutions. The RPD determines the appropriate RFAS code, which best supports the mission requirements, while maximizing assignment opportunities.

b. The RFAS code is comprised of four characters that represent three elements:

(1) The first character defines vertical (paygrade) billet flexibility.

(2) The second and third characters define horizontal (designator/rating/SSP/AQD) billet flexibility.

(3) The fourth character provides the gender and billet incentive designation: "E" = everyone; "R" identifies a billet that has been designated to support the Inactive Duty Training Travel Reimbursement (IDT-R) program.

(4) The vertical RFAS code must include the billet requirement paygrade and the horizontal RFAS must include the rating/designator. For example, a BM2 billet requirement can be assigned RFAS 5ACE (E4-E6 BM, OS or QM) or JACE (E5-E6 BM, OS or QM), but cannot be assigned 6ADE (E4-E6 EM or GSE).

c. Officer/Enlisted RFAS Codes. To view the tables for officer and enlisted vertical paygrade and horizontal skill substitution codes with their associated paygrade and skill substitutions, go to the TFMMS SOP located on the COMNAVRESFORCOM (N123) SharePoint.

d. RFAS Creation/Change Requests:

(1) RFAS code creation requests must include strong justification, in the form of an RFAS Code Point Paper by the supported command RPD. This is submitted to COMNAVRESFORCOM (N123) for review, and further routing/review to COMNAVRESFOR (N12), and to COMNAVRESFOR (N1) for final consideration and approval.

(2) RFAS codes narrow or widen the eligibility aperture to assign Sailors to billets. They may allow for exceptions to rate or rank which support the mission and are not intended to be used for enduring purposes or the convenience of assigning specific members to billets. For those specific cases, RPDs should contact COMNAVRESFORCOM (N12) to pursue an Exception to Policy (ETP).

e. RFAS Substitution Considerations:

(1) Duration. RFAS substitutions are designed to provide assignment opportunities in support of command missions and mobilization requirements.

(2) Assignment/NEC Alignment. RFAS substitutions may increase the likelihood of assigning qualified Sailors to billets. However, they may inadvertently lead to the assignment of personnel with ratings which may not be able to obtain billet NEC requirements. For example, a YN is ineligible to obtain NEC L03A. In this instance, the NEC requirement could be waived via an ETP through COMNAVRESFORCOM (N12).

(3) Distribution. RFAS substitutions may impact community billet vacancies as members may be assigned to billets outside of their rating/designator that do not represent exact match assignments.

f. RFAS Management. RPDs and Reserve unit leadership will review all RFAS codes annually to ensure validity. While annual review is required, quarterly review is highly recommended to align with, and support, billet advertisement cycles.

g. RFAS Waiver Requests. The affected RPD will submit RFAS waiver requests to COMNAVRESFORCOM (N12) in support of non-existent designator/rating matches or assignments that fall outside approved policy-supported RFAS substitutions. Unit Commanding Officers (CO) must route requests through their RPD.

6. Other Billet Fields:

a. Officer Rank Legend. The designator is a four digit code followed by a rank letter (ex. J, K, L). Officer rank legend is the last character of the officer billet designator code that identifies the officer grade required/authorized for a billet. The Officer rank legend table is located in the TFMMS SOP on the COMNAVRESFORCOM (N123) SharePoint.

b. Billet Leadership Code. In coordination with the RPD, COMNAVRESFORCOM (N123) assigns one or more of the below leadership codes to the appropriate billet(s) via BCR in TFMMS. All Navy Reserve units, as outlined below (see next page), must have at least one

billet with a leadership code assigned. Each unit may have only one CO or Officer-in-Charge (OIC) designated billet, and one Senior Enlisted Leader (SEL) designated billet. Units without billets assigned (i.e. Readiness Support Units (RSU)) may designate a CO or OIC and a SEL via memorandum to the supporting NRC CO. Units exempted from this leadership requirement are:

- (1) United States Marine Corps Reserve Support Units with five or fewer billets assigned.
- (2) Commissioned units with rotational Active Duty, TAR, or SELRES leadership.

c. To view the billet leadership code table, review the TFMMS SOP, which is located on the COMNAVRESFORCOM (N123) SharePoint.

d. Billet Advertisement Code. The billet advertisement code determines if a billet is advertised in its respective advertisement system MNA (Enlisted), Reserve Force Manpower Tool (APPLY/Junior Officer (JO) APPLY)).

(1) The process to change the advertisement code requires action by the RPD. The RPD submits a BCR to COMNAVRESFORCOM (N123) via TFMMS to suppress billet(s) from advertising for typically no longer than two assignment cycles. Requests for suppressions longer than two assignment cycles will require approval from COMNAVRESFORCOM (N123). The following dates will be used to ensure that a billet advertises during the next available cycle.

Fiscal Year Cycle 1 (1 Oct - 31 Dec): Set suppression release date to September 15
Fiscal Year Cycle 2 (1 Jan - 31 Mar): Set suppression release date to December 15
Fiscal Year Cycle 3 (1 Apr - 30 Jun): Set suppression release date to March 15
Fiscal Year Cycle 4 (1 Jul - 30 Sep): Set suppression release date to June 15

(2) Billet advertisement code values and definitions are:

(a) A: Billet advertising in APPLY, JOAPPLY, or MNA.

(b) Z: Billet suppressed from advertisement in APPLY, JOAPPLY, or MNA.

(3) Reserve Unit Priority code values and definitions are:

(a) PRI I: All unit billets are advertising in APPLY, JOAPPLY, or MNA, unless the billet is individually suppressed.

(b) PRI II: All unit billets are suppressed from advertisement in APPLY, JOAPPLY, or MNA regardless of individual billet advertisement code.

(4) RPDs should change the billet advertisement code from "A" to "Z" or "PRI I" to "PRI II" in order to prevent assignment of a member to a billet or entire unit that is expected to be unfunded, modified, or relocated in the near future.

7. Unstructured Billets.

- a. COMNAVRESFORCOM (N123) is the only entity that has the ability to structure (funded) SELRES billets.
- b. COMNAVRESFORCOM (N123) makes a list available of all unstructured billets on the COMNAVRESFORCOM (N1) SharePoint page within the CNRFC N1 SELRES Manning Cube.
- c. For unstructured, currently funded billets, RPDs are required to submit a BCR assigning an RFAS code, advertisement code, and RUIC to properly structure the billet.
- d. For billets scheduled to be effective in a future FY, RPDs will submit a reserve billet structure transaction to COMNAVRESFORCOM (N123) via TFMMS no later than four months prior to the billet's begin date, or per the timeline promulgated by the annual COMNAVRESFORNOTE 5400 for APPLY billets.
- e. The expectation is that billets will be structured and advertised one assignment cycle (three months) prior to billet funding, to ensure billets can be selected and filled as soon as possible.