RESPERSMAN 1000-010

RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD) MANAGEMENT

Responsible Office	COMNAVRESFORCOM FORCE STRUCTURE (N13)	Phone:	DSN COMM FAX	262-5768 (757) 322-5768 (757) 444-7598

References	(a) <u>NAVPERS 15839I</u>, Manual of Navy Officer Manpower and Personnel Classifications (b) <u>NAVPERS 18068F</u>, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (c) <u>Activity Manpower Management Guide</u> (AMM-G)

1. <u>Purpose</u>. To provide guidance for accessing and maintaining a RUAD.

2. <u>Definitions</u>. None.

3. <u>RUAD Overview</u>

   a. Career Management System – Interactive Detailing (CMS-ID) RUAD.

      (1) The CMS-ID RUAD is the official manpower and assignment document for all field activities. COMNAVRESFORCOM Manpower and Personnel (N1) and reserve echelon 4, 5, and 6 commands must use the CMS-ID RUAD to monitor and verify manpower assignments.

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

   b. Total Force Manpower Management System (TFMMS). TFMMS is the authoritative source for all Navy Manpower and includes both active and reserve billets. All SELRES billet information originates in TFMMS.

      (1) COMNAVRESFORCOM Force Structure (N13) manages the following billet fields in TFMMS: Reserve Functional Area and Sex (RFAS), leadership codes, advertisement status, and the Reserve unit to which billets are assigned.

(2) The respective Budget Submitting Office (BSO) Manpower Department (i.e. BSO 60 is United States Fleet Forces and BSO 70 is United States Pacific Fleet) controls all the remaining billet fields to include, but not limited to: change in paygrade, change in rating or designator, and add or remove Navy Enlisted Classification (NEC). To modify these billet fields, the gaining command's Operational Support Officer (OSO) should coordinate a manpower change request via their BSO Manpower Department.

4. RUAD Management

  a. Modifying billets

(1) For billet fields managed by COMNAVRESFORCOM N13, the OSO must submit a reserve billet structure request transaction to COMNAVRESFORCOM N13 via TFMMS. To request OSO access to TFMMS, complete a TFMMS System Authorization Access Request (SAAR) and email it to cnrfc_force_structure@navy.mil.

(2) TFMMS SAAR can be found on COMNAVRESFORCOM N13's SharePoint page (https://private.navyreserve.navy.mil/cnrfc/NCodes/N1/CNRFC_N13/Pages/n13_home.aspx). In addition, at the initiation of the TFMMS transaction, the OSO will simultaneously submit a Personnel Move Request (PMR) to COMNAVRESFORCOM Officer and Enlisted Assignments (N12) via the PMR Tracker SharePoint page (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/Pages/pmr.aspx) for relocated billets with an incumbent. Upon approval of the TFMMS transaction, the OSO will receive an email from TFMMS.

  b. Modifying units

(1) For a unit establishment, unit disestablishment, relocation of an existing unit, or the relocation of 25 or more billets from one Navy Reserve Activity (NRA) to another, the OSO must complete an OSO checklist via COMNAVRESFORCOM (N13) OSO Checklist SharePoint page (https://private.navyreserve.navy.mil/cnrfc/NCodes/N1/CNRFC_N13/Pages/oso_checklist.aspx). In addition, the OSO must submit a reserve billet structure request transaction and a Reserve Unit Identification Code (RUIC) change request transaction in TFMMS.

(2) At the initiation of the TFMMS transaction, the OSO will simultaneously submit a PMR to COMNAVRESFORCOM N12 via the PMR Tracker SharePoint page (https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/Pages/pmr.aspx) for relocated billets with an incumbent. If any component of the OSO checklist package is missing (i.e. reserve billet structure request, RUIC change request or OSO checklist), COMNAVRESFORCOM N13 may return the package to the OSO for completion. When establishing a new unit, the next available RUIC can be found in the OSO Checklist.

(3) To retitle a unit, the OSO must submit a RUIC change request transaction to COMNAVRESFORCOM N13 in TFMMS. Upon approval of the TFMMS transaction, the OSO will receive an email from TFMMS. In addition, COMNAVRESFORCOM N13 will provide a signed unit action letter to the OSO annotating the updated unit name.

(4) To change other unit requirements such as priority code, unit identification code type, reserve program code, etc., the OSO must submit a RUIC change request transaction to COMNAVRESFORCOM N13 in TFMMS. Upon approval of the TFMMS transaction, the OSO 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 Additional Qualification Designation (AQD)/Subspecialty (SSP)/NEC match is desired, it is not always possible.

(2) RFAS codes provide flexibility for assignment substitutions. The OSO determines the appropriate RFAS code which best supports the mission requirements. The selected RFAS code must include the billet requirement rating/designator and paygrade. For example, a BM2 billet requirement can be assigned RFAS 5ACE, but cannot be assigned 7ADE.

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

(1) The first element is one character and defines vertical (paygrade) billet substitution flexibility.

(2) The second element is two characters and defines horizontal (designator/rating/SSP/AQD) billet substitution flexibility.

(3) The third element is one character and defines gender/billet incentive flexibility: E = Either male or female, R = indicates a billet is eligible for IDT-R.

c. Enlisted RFAS Codes

(1) Enlisted vertical paygrade substitution codes are listed in the following table with the associated paygrade substitution.

Code	Billet Criteria	Authorized Paygrade Substitution								
		E9	E8	E7	E6	E5	E4	E3	E2	E1
M	CMC billet	X								
9	E9	X	X							
S	CSC billet		X							
8	E8	X	X	X						
7	E7		X	X	X					
6	E6				X	X				
J	E5-E6				X	X				
5	E5				X	X	X			
4	E4 through E1					X	X	X	X	X
3	E3 through E1						X	X	X	X
N	E7 through E1 requiring NEC			E7 through E1 meeting horizontal AB or BB RFAS						

(2) Enlisted horizontal skill substitution codes are listed in the following table with the associated skill substitution.

Code	Authorized Rating Substitution
AA	Must match billet rating
AB	Any source rating of the required NEC per NAVPERS 18068F, Chapter IV. Must sign a NAVPERS 1070/613 and earn NEC within time period designated by the Program Manager. Reserve indicator (NR IND) must show NEC attainable.
AC	BM, OS, QM
AD	EM, GSE
AE	EN, GSM, MM, MMA, MMW
AF	DC, HT, MR
AG	AD, AE, AF, AM, AME, AN, AO, AT, AZ, PR, AV
AI	AB, ABE, ABF, ABH, AG, AC
AH	AB, ABE, ABH, ABF, AS
AJ	ET, ETR, ETV, , FC, FT, STG, STS
AM	ET, ETV, ETR, IT, ITS,
AN	Any rating originating from Airman Apprenticeship except AC, AG, AB, ABE, ABF, ABH, AWF, AWO, AWR, AWS (e.g. AE, AO, AZ, PR, AT, etc.)
AP	Any rating originating from Constructionman Apprenticeship (e.g., BU, CE, CM, CU, EA, etc.)

Code	Authorized Rating Substitution
AR	MC, LN, PS, YN, YNS, RP
AS	CS, CSS, LS, LSS, SH
AT	EOD, SB, SO, ND
AU	GM, MN
AV	ET, ETR, ETV, FC, MN, OS, STG, STS, , EOD holding NEC 5337
AZ	Any AW rating
BB	Any source rating of the required NEC and holding the NEC or component NEC per NAVPERS 18068F, Chapter IV
BD	ET, ETR, ETV, FC, FT, IT, ITS
CC	Must match Rate and NEC per NAVPERS 18068F
CD	AG, CTI, CTN, CTR, CTT, IT, ITS, IS
CN	CTI, CTN, CTR, CTT
CS	ET, ETR, ETV, FC, FT, IT, ITS, MT, OS, QM, STG, STS
FN	Any rating originating from Fireman Apprenticeship (e.g., DC, EM, EN, HT, MM, etc.)
GS	MA or any rate holding 9545 NEC
SF	ET, ETV, ETR, FC, GM, IC, STG, STS, BM, QM, OS, MN, DC, EM. EN, GSE, GSM, HT, MM, MMA, MMW, MR
SN	Any rating originating from Seaman Apprenticeship (e.g., BM, QM, FC, LS, MC, etc.)

d. Officer RFAS Codes

(1) Officer vertical paygrade substitution codes are listed below with the associated paygrade substitution.

Code	Billet Criteria	Authorized Paygrade Substitution									
		O6	O5	O4	O3	O2	O1	W5	W4	W3	W2
S	O6 through W2	Exact Paygrade Match Only									
M	O6 through O3 (only medical designators)	X	X	X	X						
I	O4 through O1			X	X	X	X				
K	O3 through O1				X	X	X				
P	O4 & O3			X	X						
X	O4 through W2			X	X	X	X	X	X	X	X
W	W5 through W2							X	X	X	X

(2) Officer horizontal skill substitution codes are listed below with the associated designator substitution.

Code	Authorized Designator Substitution
AA	Must match designator and any coded SSP or AQD

Code	Authorized Designator Substitution
AB	Must match designator. If AQD and/or SSP coded, member must sign NAVPERS 1070/613 and earn AQD and/or SSP within three years.
AC	Must match designator
AJ	1XXX
AK	1XXX and coded SSP or AQD
AL	1XXX, 6XXX, 7XXX
AM	1XXX, 6XXX, 7XXX and coded SSP or AQD
AQ	11XX, 13XX
AR	11XX, 13XX and coded SSP or AQD
ED	110X, 111X, 112X, 62XX, 72XX
EF	110X, 111X, 112X, 62XX, 72XX and any coded SSP or AQD
FE	131X, 132X
FF	131X, 132X and coded SSP or AQD
FK	130X, 131X, 132X
FL	130X, 131X, 132X and coded SSP or AQD
GU	110X, 111X, 112X, 144X, 6l3X, 6l4X, 618X, 623X, 626X, 713X, 714X, 716X, 717X, 718X, 723X, 724X, 726X, 727X; engineering or technical degree required. If AQD and/or SSP coded, member must sign NAVPERS 1070/613 and earn AQD and/or SSP within 3 years.
HB	13XX, 151X, 152X, 633X, 733X; with requisite Engineering System Development (for 151X billet) or Aviation Maintenance (for 152X billet) background/experience
JS	200X, 210X, 220X, 230X, 270X, 290X
JQ	200X, 210X, 220X, 230X, 270X, 290X and must match any coded SSP or AQD
KP	310X, 651X, 751X
KQ	310X, 651X, 751X and coded SSP or AQD
LB	510X, 653X, 753X
LC	510X, 653X, 753X and coded SSP or AQD
LW	6XXX, 7XXX within skill categories (2nd and 3rd digit of designator match, i.e. 611X can fill 711X billet or vice versa; 633X and 734X are considered equivalent skill categories)
LX	6XXX, 7XXX within skill categories (2nd and 3rd digit of designator match, i.e. 611X can fill 711X billet or vice versa; 633X and 734X are considered equivalent skill categories) and coded SSP or AQD
MO	111X, 166X
MP	111X, 166X and coded SSP or AQD
OM	181X, 781X
OQ	181X, 781X and coded SSP or AQD
ON	183X, 683X, 783X
OT	183X, 683X, 783X and coded SSP or AQD
OP	182X, 682X, 782X
OU	182X, 682X, 782X and coded SSP or AQD
OR	18XX, 682X, 683X, 781X, 782X, 783X or any designator holding a VSX AQD

Code	Authorized Designator Substitution
OS	Any designator. Must hold a VSX AQD (Space Cadre).
SO	113X, 114X
SP	113X, 114X and coded SSP or AQD
SU	1XXX, Staff Corps (NEPLO Only)
SV	1XXX, Staff Corps (NEPLO Only). Must hold JN1 AQD.

e. <u>RFAS Creation/Change Requests</u>

(1) RFAS creation requests must include justification supporting the reason a RFAS creation would be necessary through completion of an RFAS Code Point Paper by the supported command OSO to COMNAVRESFORCOM N13.

(2) RFAS codes are intended to support the mission of the supported command. They are not intended to be used for the convenience of assigning specific members to billets.

f. <u>RFAS Considerations</u>

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

(2) <u>Assignment/NEC alignment</u>. 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 will be waived.

(3) <u>Distribution</u>. 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.

(4) OSOs and reserve unit leadership will review all RFAS codes annually to ensure they remain valid. While annual review is required, quarterly review is recommended based on billet advertisement cycles.

g. <u>RFAS Waiver requests</u>. The affected OSO, Program Manager, or NRA commanding Officer (CO) must contact COMNAVRESFORCOM N12 for requests to assign members to billets that do not support exact designator/rating match or an acceptable RFAS substitution.

h. Officer rank legend is the last character of the officer billet designator code which identifies the officer grade required/authorized for a billet.

G = CAPT
H = CDR
I = LCDR
J = LT
K = LTJG
L = ENS
M = CWO4
N = CWO3
O = CWO2
R = CWO5

6. Billet Leadership Code. In coordination with the OSO, COMNAVRESFORCOM N13 assigns one or more of the below leadership codes to the appropriate billet(s) via reserve billet structure request transaction in TFMMS. All Navy Reserve units, unless exempted below, 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. unit comprised of crossed assigned out/in assignment processing personnel only) may designate a CO or OIC and a SEL via memorandum and carbon copy the supporting NRA CO. Units exempted from the leadership requirement are:

a. United States Marine Corps Reserve support units with five or fewer billets assigned.

b. Commissioned units with rotational active duty, full time support or SELRES leadership. Operational Support Unit leadership is determined based on RESPERSMAN 1300-040.

Leadership Position	Operational Unit Code	Augment Unit Code
Commanding Officer	C	K
Officer In Charge	O	N
Executive Officer	X	X
Post Command	P	P
BUMED Senior Executive	E	E
Senior Enlisted Leader	S	S

7. Billet Advertisement Code. The purpose of the billet advertisement code is to control whether or not a billet is advertised in its respective advertisement system CMS-ID (enlisted), Reserve Force Manpower Tool (APPLY/Junior Officer (JO) APPLY)). One reason to change the billet advertisement code is to prevent assignment of a member to a billet that is expected to soon be unfunded, modified, or relocated in the near future.

   a. The process to change the advertisement code requires action by the OSO.

   (1) The OSO submits a reserve billet structure request transaction to COMNAVRESFORCOM N13 in TFMMS to suppress billet(s) from advertising for no longer than six months.

   (2) After six months, absent OSO communication, COMNAVRESFORCOM N13 will unsuppress the billet(s) for advertisement in the upcoming assignment cycles.

   b. Billet advertisement code values and definitions are:

   (1) A: Billet advertising in APPLY, JOAPPLY or CMS-ID.

   (2) Z: Billet suppressed from advertisement in APPLY, JOAPPLY or CMS-ID.

   c. Reserve Unit PRI code values and definitions are:

   (1) PRI I: All unit billets are advertising in APPLY, JOAPPLY, or CMS-ID, unless billet is individually suppressed.

   (2) PRI II: All unit billets are suppressed from advertisement in APPLY, JOAPPLY, or CMS-ID regardless of individual billet advertisement code.

   (3) 13X1, 13X2 and 2500 billet requirements will be removed from advertisement in JOAPPLY and APPLY as these billets are filled via community selection board. Therefore, in spite of these billets existing in a PRI I unit, and regardless of their individual advertisement code, these billets will never be visible to applicants.

8. Structuring of Future Fiscal Year (FY) Billets. COMNAVRESFORCOM N13 is the only entity that has the ability to structure SELRES billets. COMNAVRESFORCOM N13 makes a list available of all unstructured billets on the COMNAVRESFORCOM N1 SharePoint page within the COMNAVRESFORCOM N1 SELRES Manning Cube. For billets scheduled to be effective in a future FY, OSOs will submit a reserve billet structure transaction to COMNAVRESFORCOM N13 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.

This ensures billets are structured and advertised in the first available advertisement cycle based on the billet begin date.