

RESPERSMAN 1000-010

RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD) MANAGEMENT

Responsible Office	COMNAVRESFORCOM (N13)	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) Activity Manpower Management Guide (AMM-G), Section 10, 12/2014
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1. **Reserve Unit Assignment Document (RUAD) Overview**

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 (N1) and Reserve echelon 4/5 commands shall 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 (NSIPS), Fleet Training Management and Planning System (FLTMPS), Navy Reserve Readiness Module (NRRM), and COMNAVRESFORCOM (N1) selected Reserve (SELRES) manning cube located on the COMNAVRESFORCOM (N1) SharePoint page. However, the CMS-ID RUAD is the authoritative document.

(3) Echelon 4 commands shall ensure CMS-ID RUADs are accessed by their echelon 5 and echelon 6 commands on a monthly basis.

b. RUAD billet information sources

(1) Total Force Manpower Management System (TFMMS) is the authoritative source for all Navy Manpower and includes both Active and Reserve billets. NSIPS receives all SELRES billet information from TFMMS.

(2) The only billet information codes changed by COMNAVRESFORCOM (N13) in TFMMS are: Reserve Functional Area and Sex (RFAS), leadership codes, advertisement status, and the Reserve unit to which billets are assigned.

c. Modifying billet requirements

(1) For RUAD fields not managed by COMNAVRESFORCOM (N13), the gaining command Operational Support Officer (OSO) will coordinate a Billet Change Request (BCR) via their Budget Submitting Office (BSO).

(2) For RUAD fields managed by COMNAVRESFORCOM (N13), the OSO will submit a Billet Action Request (BAR) to COMNAVRESFORCOM (N13) via TFMMS. To request OSO access to TFMMS, contact cnrfc_force_structure@navy.mil. Upon approval of TFMMS BAR transaction, the OSO will receive an email from COMNAVRESFORCOM (N13). The OSO shall immediately send a Personnel Move Request (PMR) to the appropriate COMNAVRESFORCOM (N12) sub-code (APPLY, JOAPPLY, enlisted assignments). A PMR is required for all non-vacant billets.

(3) If modifications require a unit establishment, unit disestablishment, relocation of an existing unit, or the relocation of 25 or more billets from one NRA to another, the OSO is required to complete an OSO checklist along with action request documents (Unit Action Request (UAR), BAR, and PMR). The OSO checklist and action request documents can be downloaded from the COMNAVRESFORCOM (N13) SharePoint page, and shall be e-mailed to COMNAVRESFORCOM (N13) general e-mail box (cnrfc_force_structure@navy.mil) for processing. In addition to the aforementioned action request documents, the OSO shall complete a BAR in TFMMS.

2. RFAS Codes

a. RFAS purpose

(1) COMNAVRESFORCOM (N12) assigns SELRES personnel to billets. Although an exact paygrade, designator/rating, and Additional Qualification Designation (AQD)/Subspecialty (SSP)/Navy Enlisted Classification (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 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 flexibility:
M = Male and E = Either male or female.

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	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 3 years. 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.)
AR	MC, LN, PS, YN, YNS, RP
AS	CS, CSS, LS, LSS, SH
AT	EOD, SB, SO, ND

Code	Authorized Rating Substitution
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 <u>and</u> holding the NEC or component NEC per NAVPERS 18068F, Chapter IV
BD	ET, ETR, ETV, FC, FT, IT, ITS
CC	Any rate, must hold NEC or component 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				
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
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

Code	Authorized Designator Substitution
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, 613X, 614X, 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; 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 (2 nd and 3 rd 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 (2 nd and 3 rd 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
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. RFAS Change/Creation Requests

(1) RFAS change/creation requests must include a strong justification 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. RFAS 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 will be waived.

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

(4) OSOs and Reserve Unit leadership shall 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. RFAS Waiver requests. Requests to assign members to billets that do not support exact designator/rating match or an acceptable RFAS substitution code will be reviewed by COMNAVRESFORCOM (N12) on a case by case basis. The affected OSO, Program Manager, or Navy Reserve activity (NRA) commanding officer should contact COMNAVRESFORCOM (N12) for any such request.

3. 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

4. **Billet Leadership Code**. In coordination with the OSO, COMNAVRESFORCOM (N13) will assign one or more of the following leadership codes to the appropriate billet(s) via BAR. All Navy Reserve units, with the exception of Marine Forces Reserve support units with five or fewer billets assigned, will have at least one billet with a leadership code assigned. Each unit will have only one commanding officer or officer in charge designated billet, and/or one senior enlisted leader designated billet.

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 (E7-E9)	S	S

5. **Billet Advertisement Code**

a. 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 (RFMT) (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 be unfunded, modified, or relocated.

b. The process to change this code requires action by the OSO.

(1) The OSO submits a BAR to COMNAVRESFORCOM (N13) to temporarily suppress billets 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.

c. 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.

d. Reserve Unit PRI code values and definitions are:

(1) PRI 1: All unit billets are advertising in APPLY, JOAPPLY, or CMS-ID.

(2) PRI 1A: Officer Billets suppressed from advertisement in APPLY, JOAPPLY or CMS-ID, while enlisted billets advertise unless individually suppressed.

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

6. **Structuring of future fiscal year 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) Navy Reserve Homeport page within the COMNAVRESFORCOM (N1) SELRES Manning Cube. For billets scheduled to be effective in a future fiscal year, OSOs shall submit a BAR to COMNAVRESFORCOM (N13) via TFMMS no later than seven months prior to the billet's begin date, or per the timeline promulgated by the annual COMNAVRESFORNOTE 5400 for APPLY billets. This will ensure billets are structured and advertised in the first available advertisement cycle based on the billet begin date.