

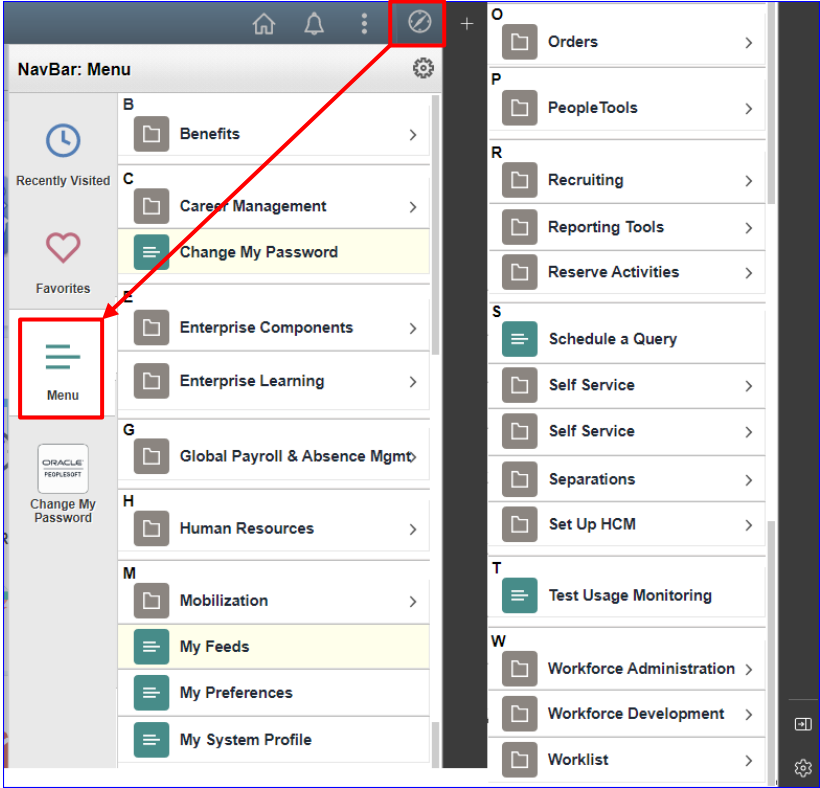
Adding a Designator

Introduction This guide provides the procedures for adding a Designator distinction to a previously non-rated member in Direct Access (DA).

Reference a) [Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 \(series\)](#)

Purpose of Designators The assignment of designators provides a means to identify: (1) members serving in pay grade E-3 who graduated from formal Class “A” course training; (2) those rated members who successfully completed all requirements for an approved change of rating; and (3) those previously rated members who were discharged from the Coast Guard and re-entered the Service as an E-2 or E-3 after being out for more than 24 hours.

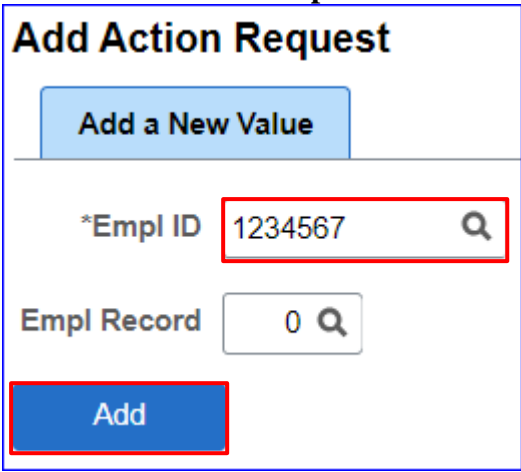
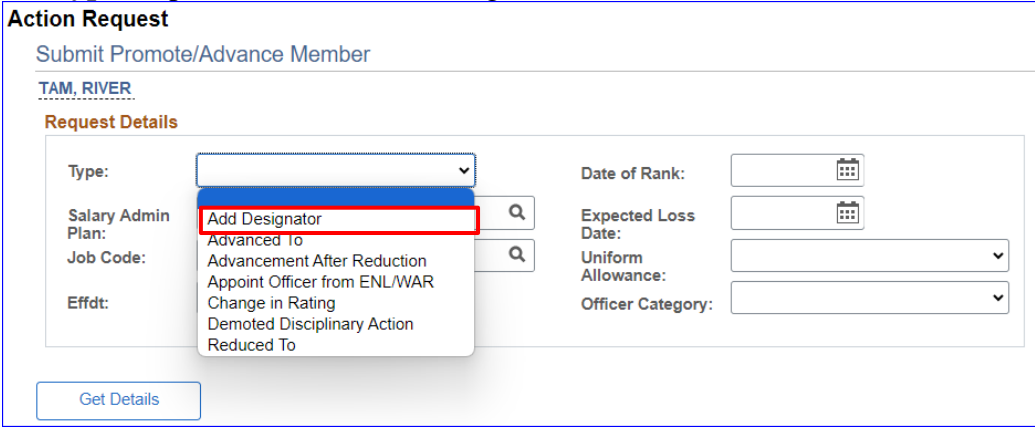
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Human Resources > Requests > Proxy – Promote One Member.</p> 

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Adding a Designator, Continued

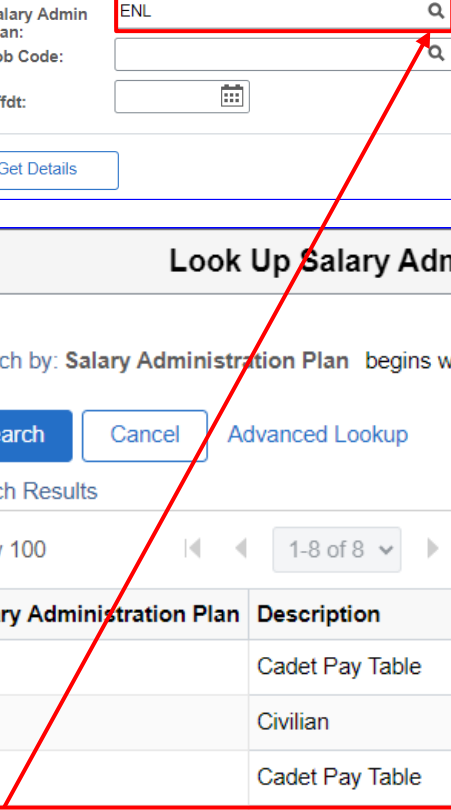
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a blue button labeled "Add a New Value". Below it is a search field for "*Empl ID" containing the value "1234567" with a magnifying glass icon. Below that is another search field for "Empl Record" containing the value "0" with a magnifying glass icon. At the bottom is a blue button labeled "Add".</p>
3	<p>The Submit Promote/Advance Member action request page will display. Using the Type drop-down, select Add Designator.</p>  <p>The screenshot shows a page titled "Action Request" with the subtitle "Submit Promote/Advance Member". Below the subtitle is the text "TAM, RIVER". Under "Request Details", there is a "Type:" dropdown menu which is open, showing a list of options: "Add Designator", "Advanced To", "Advancement After Reduction", "Appoint Officer from ENL/WAR", "Change in Rating", "Demoted Disciplinary Action", and "Reduced To". The "Add Designator" option is highlighted with a red box. Other fields include "Date of Rank:", "Expected Loss Date:", "Uniform Allowance:", and "Officer Category:". A "Get Details" button is at the bottom left.</p>

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Adding a Designator, Continued

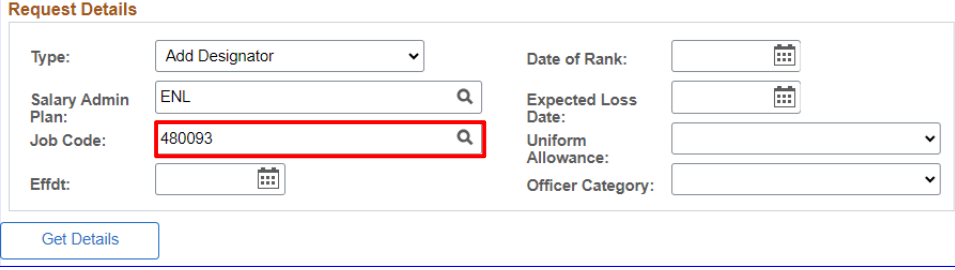
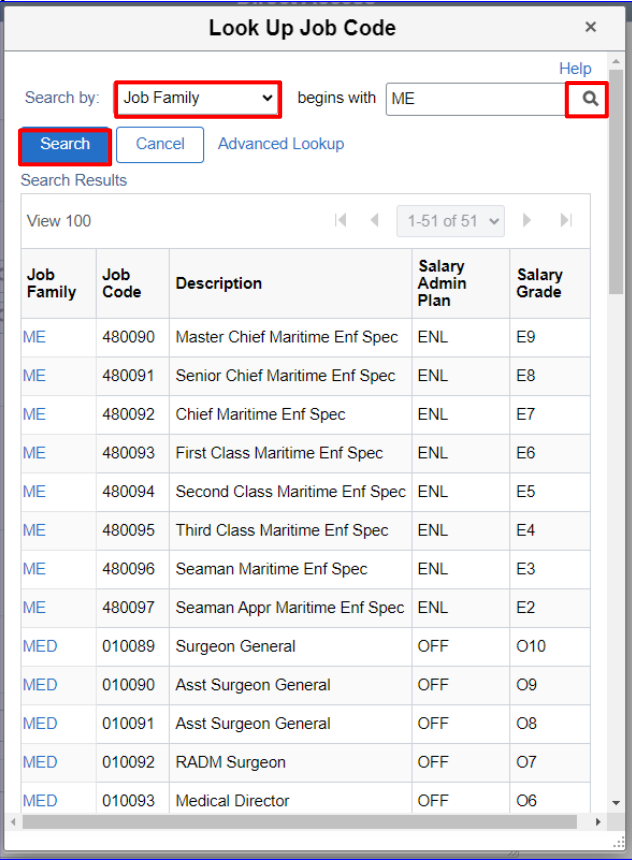
Procedures,
continued

Step	Action																		
4	<p data-bbox="328 461 1262 495">Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p> <div data-bbox="328 495 1366 887"> <p>Action Request</p> <p>Submit Promote/Advance Member</p> <p><u>TAM, RIVER</u></p> <p>Request Details</p> <p>Type: Add Designator</p> <p>Salary Admin Plan: ENL</p> <p>Job Code:</p> <p>Effdt:</p> <p>Date of Rank:</p> <p>Expected Loss Date:</p> <p>Uniform Allowance:</p> <p>Officer Category:</p> <p>Get Details</p> </div> <div data-bbox="328 913 1169 1809"> <p>Look Up Salary Admin Plan</p> <p>Search by: Salary Administration Plan begins with</p> <p>Search Cancel Advanced Lookup</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>Salary Administration Plan</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CDT</td> <td>Cadet Pay Table</td> </tr> <tr> <td>CIV</td> <td>Civilian</td> </tr> <tr> <td>ENL</td> <td>Cadet Pay Table</td> </tr> <tr> <td>ENL</td> <td>Enlisted Pay Table</td> </tr> <tr> <td>OCS</td> <td>OCS</td> </tr> <tr> <td>OFE</td> <td>Officers w/ Prior Enl Exp</td> </tr> <tr> <td>OFF</td> <td>Commissioned Officers</td> </tr> <tr> <td>WAR</td> <td>Warrant Officer Pay Scale</td> </tr> </tbody> </table> </div> 	Salary Administration Plan	Description	CDT	Cadet Pay Table	CIV	Civilian	ENL	Cadet Pay Table	ENL	Enlisted Pay Table	OCS	OCS	OFE	Officers w/ Prior Enl Exp	OFF	Commissioned Officers	WAR	Warrant Officer Pay Scale
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continued

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5	<p>If you do not know the member’s Job Code, use the lookup to select the appropriate Job Code. See Step 6 for how to search for a specific job code.</p>  <p>Request Details</p> <p>Type: Add Designator (dropdown) Salary Admin Plan: ENL (dropdown) Job Code: 480093 (dropdown, highlighted) Effdt: (calendar icon) Date of Rank: (calendar icon) Expected Loss Date: (calendar icon) Uniform Allowance: (dropdown) Officer Category: (dropdown)</p> <p>Get Details (button)</p>																																																																						
6	<p>Because the Search Results will only display 300 results, it is recommended to change the Search by to Job Family and begins with to the rating abbreviation. For this example, an ME designator is being applied. Click Search.</p> <p>NOTE: When searching the Job Family for Culinary Specialist, use the search parameter CU vice CS or FS.</p>  <p>Look Up Job Code</p> <p>Search by: Job Family (dropdown) begins with ME (text) [Search] (button)</p> <p>Search Results</p> <p>View 100 1-51 of 51</p> <table border="1"> <thead> <tr> <th>Job Family</th> <th>Job Code</th> <th>Description</th> <th>Salary Admin Plan</th> <th>Salary Grade</th> </tr> </thead> <tbody> <tr><td>ME</td><td>480090</td><td>Master Chief Maritime Enf Spec</td><td>ENL</td><td>E9</td></tr> <tr><td>ME</td><td>480091</td><td>Senior Chief Maritime Enf Spec</td><td>ENL</td><td>E8</td></tr> <tr><td>ME</td><td>480092</td><td>Chief Maritime Enf Spec</td><td>ENL</td><td>E7</td></tr> <tr><td>ME</td><td>480093</td><td>First Class Maritime Enf Spec</td><td>ENL</td><td>E6</td></tr> <tr><td>ME</td><td>480094</td><td>Second Class Maritime Enf Spec</td><td>ENL</td><td>E5</td></tr> <tr><td>ME</td><td>480095</td><td>Third Class Maritime Enf Spec</td><td>ENL</td><td>E4</td></tr> <tr><td>ME</td><td>480096</td><td>Seaman Maritime Enf Spec</td><td>ENL</td><td>E3</td></tr> <tr><td>ME</td><td>480097</td><td>Seaman Appr Maritime Enf Spec</td><td>ENL</td><td>E2</td></tr> <tr><td>MED</td><td>010089</td><td>Surgeon General</td><td>OFF</td><td>O10</td></tr> <tr><td>MED</td><td>010090</td><td>Asst Surgeon General</td><td>OFF</td><td>O9</td></tr> <tr><td>MED</td><td>010091</td><td>Asst Surgeon General</td><td>OFF</td><td>O8</td></tr> <tr><td>MED</td><td>010092</td><td>RADM Surgeon</td><td>OFF</td><td>O7</td></tr> <tr><td>MED</td><td>010093</td><td>Medical Director</td><td>OFF</td><td>O6</td></tr> </tbody> </table>	Job Family	Job Code	Description	Salary Admin Plan	Salary Grade	ME	480090	Master Chief Maritime Enf Spec	ENL	E9	ME	480091	Senior Chief Maritime Enf Spec	ENL	E8	ME	480092	Chief Maritime Enf Spec	ENL	E7	ME	480093	First Class Maritime Enf Spec	ENL	E6	ME	480094	Second Class Maritime Enf Spec	ENL	E5	ME	480095	Third Class Maritime Enf Spec	ENL	E4	ME	480096	Seaman Maritime Enf Spec	ENL	E3	ME	480097	Seaman Appr Maritime Enf Spec	ENL	E2	MED	010089	Surgeon General	OFF	O10	MED	010090	Asst Surgeon General	OFF	O9	MED	010091	Asst Surgeon General	OFF	O8	MED	010092	RADM Surgeon	OFF	O7	MED	010093	Medical Director	OFF	O6
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Procedures,
continued

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7	<p>Enter only the following fields:</p> <ul style="list-style-type: none"> • Effdt – Enter the effective date the member is authorized to start using the Designator distinction. • Uniform Allowance – Using the drop-down, select Not Applicable. <p>Click Get Details.</p> <div data-bbox="328 678 1366 969" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Type: <input type="text" value="Add Designator"/></td> <td style="width: 50%;">Date of Rank: <input type="text"/></td> </tr> <tr> <td>Salary Admin Plan: <input type="text" value="ENL"/></td> <td>Expected Loss Date: <input type="text"/></td> </tr> <tr> <td>Job Code: <input type="text" value="480093"/></td> <td>Uniform Allowance: <input type="text" value="Not Applicable"/></td> </tr> <tr> <td>Effdt: <input type="text" value="01/08/2024"/></td> <td>Officer Category: <input type="text"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> </div>	Type: <input type="text" value="Add Designator"/>	Date of Rank: <input type="text"/>	Salary Admin Plan: <input type="text" value="ENL"/>	Expected Loss Date: <input type="text"/>	Job Code: <input type="text" value="480093"/>	Uniform Allowance: <input type="text" value="Not Applicable"/>	Effdt: <input type="text" value="01/08/2024"/>	Officer Category: <input type="text"/>
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<p>8</p>	<p>The Request Information section will populate. Verify the Grade is correct. Enter the Approver's Empl ID and add any Comments as appropriate. Click Submit.</p> <div data-bbox="327 562 1366 1191" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <table border="0"> <tr> <td>Type:</td> <td><input type="text" value="Add Designator"/></td> <td>Date of Rank:</td> <td><input type="text"/></td> </tr> <tr> <td>Salary Admin Plan:</td> <td><input type="text" value="ENL"/></td> <td>Expected Loss Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code:</td> <td><input type="text" value="480093"/></td> <td>Uniform Allowance:</td> <td><input type="text" value="Not Applicable"/></td> </tr> <tr> <td>Effdt:</td> <td><input type="text" value="01/08/2024"/></td> <td>Officer Category:</td> <td><input type="text"/></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p>Overweight?: N Grade: E6</p> <p>Request Approvers</p> <p>Approver: <input type="text" value="9876543"/> Malcolm Reynolds</p> <p>Comment: <input type="text" value="Provide additional information for the approver."/></p> <p>Submit Resubmit Withdraw</p> </div>	Type:	<input type="text" value="Add Designator"/>	Date of Rank:	<input type="text"/>	Salary Admin Plan:	<input type="text" value="ENL"/>	Expected Loss Date:	<input type="text"/>	Job Code:	<input type="text" value="480093"/>	Uniform Allowance:	<input type="text" value="Not Applicable"/>	Effdt:	<input type="text" value="01/08/2024"/>	Officer Category:	<input type="text"/>
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<p>9</p>	<p>The action request will update to a Pending status and be routed for approval.</p> <p>Approve the One Member Action</p> <div data-bbox="327 1267 1366 1666" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approve Transaction</p> <p>Pending Malcolm Reynolds Initial Approve Action Request</p> <p>Comments</p> <p>RIVER TAM at 01/08/24 - 3:35 PM Provide additional information for the approver.</p> </div>																