

Advancement/Reduction

Introduction This guide provides the procedures for SPOs to advance or reduce a member's paygrade in Direct Access (DA).

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


IMPORTANT Once the Advancement/Reduction Action Request has been approved and has processed through a nightly calculation, **it is important to review the member's EABP rows and Pay Calculation Results to ensure no pay entitlements were started or stopped erroneously.**

Something to Note The only advancements input by the SPO include:
1) non-rated personnel;
2) advancement of a member with a designator to E4; and
3) advancement after reduction.

Continued on next page

Advancement/Reduction, Continued

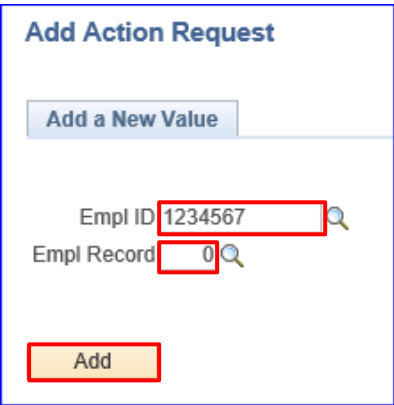
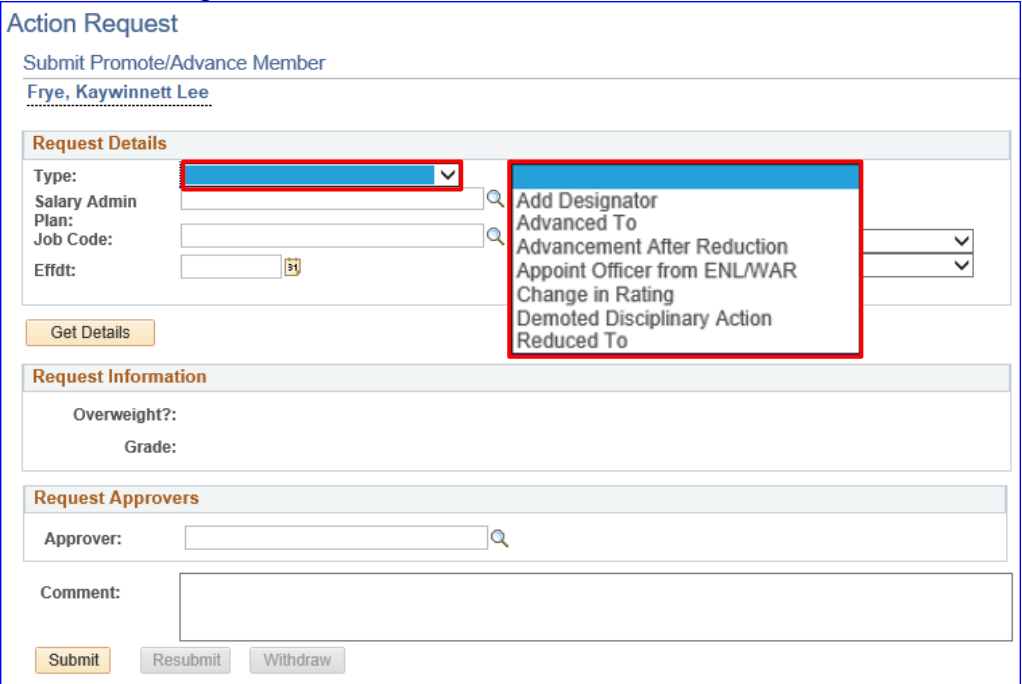
Procedures See below.

Step	Action
1	<p>From the Menu, navigate to Human Resources > Requests > Proxy – Promote One Member.</p>  <p>The screenshot shows a web application interface with a navigation menu. The menu is titled 'Menu' and includes a search field. Under the 'Requests' category, the item 'Proxy - Promote One Member' is highlighted with a red rectangular box. Other items in the menu include 'My Favorites', 'Self Service', 'Human Resources Reports', 'Human Resources Programs', and various other request types like 'Career Sea Time Override', 'Proxy - BRS Disenrollment', etc.</p>

Continued on next page

Advancement/Reduction, Continued

















Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> <p>NOTE: Ensure you have the member's appropriate Empl Record (employee record). Some members will have more than one employee record (i.e. Reserve member who is also a civilian employee).</p> 
3	<p>The Submit Promote/Advance Member action request page will display. Using the Type drop-down, select the appropriate option. For this example, the member is being advanced.</p> 

Continued on next page

Advancement/Reduction, Continued

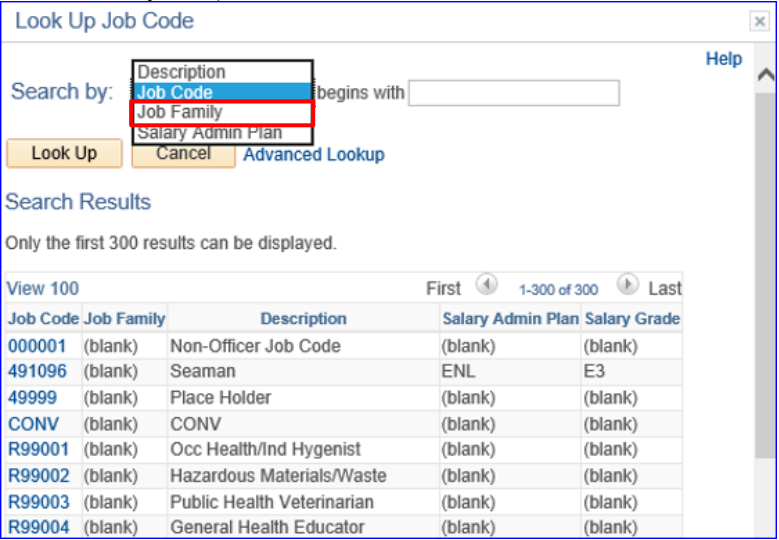
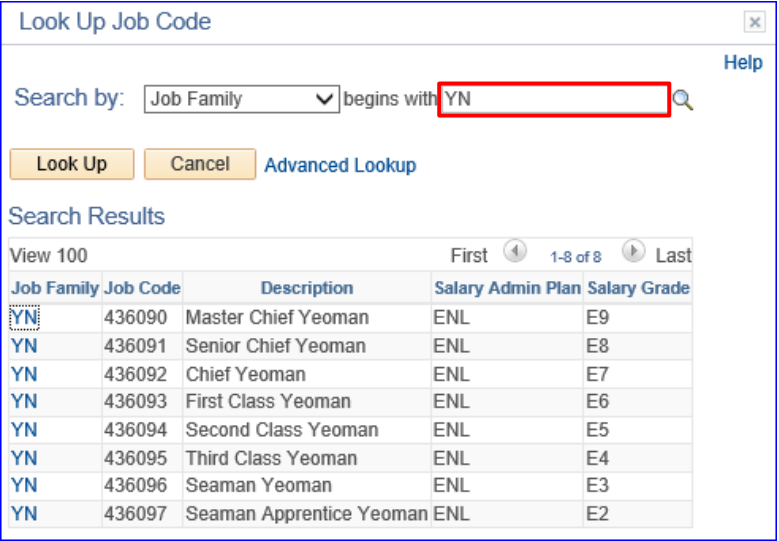
Procedures,
continued

Step	Action
4	<p>Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p> <div data-bbox="316 521 1362 1111" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="Advanced To"/> Date of Rank: <input type="text" value=""/> </p> <p>Salary Admin Plan: <input type="text" value="ENL"/> </p> <p>Job Code: <input type="text" value=""/> </p> <p>Effdt: <input type="text" value=""/> </p> <p>Expected Loss Date: <input type="text" value=""/> </p> <p>Uniform Allowance: <input type="text" value=""/> </p> <p>Officer Category: <input type="text" value=""/> </p> <p><input type="button" value="Get Details"/></p> <hr/> <p>Request Information</p> <p>Overweight?: <input type="text" value=""/></p> <p>Grade: <input type="text" value=""/></p> <hr/> <p>Request Approvers</p> <p>Approver: <input type="text" value=""/> </p> <p>Comment: <input type="text" value=""/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
5	<p>Using the Lookup, enter the appropriate Job Code. See Step 6 for guidance on searching for a specific Job Code.</p> <div data-bbox="316 1223 1362 1812" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="Advanced To"/> Date of Rank: <input type="text" value=""/> </p> <p>Salary Admin Plan: <input type="text" value="ENL"/> </p> <p>Job Code: <input type="text" value="436094"/> </p> <p>Effdt: <input type="text" value=""/> </p> <p>Expected Loss Date: <input type="text" value=""/> </p> <p>Uniform Allowance: <input type="text" value=""/> </p> <p>Officer Category: <input type="text" value=""/> </p> <p><input type="button" value="Get Details"/></p> <hr/> <p>Request Information</p> <p>Overweight?: <input type="text" value=""/></p> <p>Grade: <input type="text" value=""/></p> <hr/> <p>Request Approvers</p> <p>Approver: <input type="text" value=""/> </p> <p>Comment: <input type="text" value=""/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

Continued on next page

Advancement/Reduction, Continued

Procedures,
continued

Step	Action																																																																																										
6	<p>Because the Search Results will only display the first 300 results, it is recommended to change the search parameters to Job Family and then complete your search using the rating abbreviation. For this example, the member is being advanced to YN2. Enter the search criteria and click Look Up.</p> <p>NOTE: When searching the Job Family for Culinary Specialist, use the search parameter CU vice CS or FS (CS was previously established for Commissaryman).</p>  <p>Search Results</p> <p>Only the first 300 results can be displayed.</p> <table border="1" data-bbox="316 1055 1007 1317"> <thead> <tr> <th>Job Code</th> <th>Job Family</th> <th>Description</th> <th>Salary Admin Plan</th> <th>Salary Grade</th> </tr> </thead> <tbody> <tr><td>000001</td><td>(blank)</td><td>Non-Officer Job Code</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>491096</td><td>(blank)</td><td>Seaman</td><td>ENL</td><td>E3</td></tr> <tr><td>49999</td><td>(blank)</td><td>Place Holder</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>CONV</td><td>(blank)</td><td>CONV</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>R99001</td><td>(blank)</td><td>Occ Health/Ind Hygenist</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>R99002</td><td>(blank)</td><td>Hazardous Materials/Waste</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>R99003</td><td>(blank)</td><td>Public Health Veterinarian</td><td>(blank)</td><td>(blank)</td></tr> <tr><td>R99004</td><td>(blank)</td><td>General Health Educator</td><td>(blank)</td><td>(blank)</td></tr> </tbody> </table>  <p>Search Results</p> <p>View 100 First 1-8 of 8 Last</p> <table border="1" data-bbox="316 1626 1007 1890"> <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>YN</td><td>436090</td><td>Master Chief Yeoman</td><td>ENL</td><td>E9</td></tr> <tr><td>YN</td><td>436091</td><td>Senior Chief Yeoman</td><td>ENL</td><td>E8</td></tr> <tr><td>YN</td><td>436092</td><td>Chief Yeoman</td><td>ENL</td><td>E7</td></tr> <tr><td>YN</td><td>436093</td><td>First Class Yeoman</td><td>ENL</td><td>E6</td></tr> <tr><td>YN</td><td>436094</td><td>Second Class Yeoman</td><td>ENL</td><td>E5</td></tr> <tr><td>YN</td><td>436095</td><td>Third Class Yeoman</td><td>ENL</td><td>E4</td></tr> <tr><td>YN</td><td>436096</td><td>Seaman Yeoman</td><td>ENL</td><td>E3</td></tr> <tr><td>YN</td><td>436097</td><td>Seaman Apprentice Yeoman</td><td>ENL</td><td>E2</td></tr> </tbody> </table>	Job Code	Job Family	Description	Salary Admin Plan	Salary Grade	000001	(blank)	Non-Officer Job Code	(blank)	(blank)	491096	(blank)	Seaman	ENL	E3	49999	(blank)	Place Holder	(blank)	(blank)	CONV	(blank)	CONV	(blank)	(blank)	R99001	(blank)	Occ Health/Ind Hygenist	(blank)	(blank)	R99002	(blank)	Hazardous Materials/Waste	(blank)	(blank)	R99003	(blank)	Public Health Veterinarian	(blank)	(blank)	R99004	(blank)	General Health Educator	(blank)	(blank)	Job Family	Job Code	Description	Salary Admin Plan	Salary Grade	YN	436090	Master Chief Yeoman	ENL	E9	YN	436091	Senior Chief Yeoman	ENL	E8	YN	436092	Chief Yeoman	ENL	E7	YN	436093	First Class Yeoman	ENL	E6	YN	436094	Second Class Yeoman	ENL	E5	YN	436095	Third Class Yeoman	ENL	E4	YN	436096	Seaman Yeoman	ENL	E3	YN	436097	Seaman Apprentice Yeoman	ENL	E2
Job Code	Job Family	Description	Salary Admin Plan	Salary Grade																																																																																							
000001	(blank)	Non-Officer Job Code	(blank)	(blank)																																																																																							
491096	(blank)	Seaman	ENL	E3																																																																																							
49999	(blank)	Place Holder	(blank)	(blank)																																																																																							
CONV	(blank)	CONV	(blank)	(blank)																																																																																							
R99001	(blank)	Occ Health/Ind Hygenist	(blank)	(blank)																																																																																							
R99002	(blank)	Hazardous Materials/Waste	(blank)	(blank)																																																																																							
R99003	(blank)	Public Health Veterinarian	(blank)	(blank)																																																																																							
R99004	(blank)	General Health Educator	(blank)	(blank)																																																																																							
Job Family	Job Code	Description	Salary Admin Plan	Salary Grade																																																																																							
YN	436090	Master Chief Yeoman	ENL	E9																																																																																							
YN	436091	Senior Chief Yeoman	ENL	E8																																																																																							
YN	436092	Chief Yeoman	ENL	E7																																																																																							
YN	436093	First Class Yeoman	ENL	E6																																																																																							
YN	436094	Second Class Yeoman	ENL	E5																																																																																							
YN	436095	Third Class Yeoman	ENL	E4																																																																																							
YN	436096	Seaman Yeoman	ENL	E3																																																																																							
YN	436097	Seaman Apprentice Yeoman	ENL	E2																																																																																							

Continued on next page

Advancement/Reduction, Continued

Procedures,
continued

Step	Action																
7	<p>Complete the remaining fields:</p> <ul style="list-style-type: none"> • Effdt - Enter the effective date the member is advanced (or reduced) in paygrade. • Date of Rank - Leave blank. • Effective Loss Date - Leave blank. • Uniform Allowance - Using the drop-down, select Not Applicable. • Officer Category - Leave blank. <p>Click Get Details.</p> <div data-bbox="316 824 1366 1417" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <table border="0"> <tr> <td>Type:</td> <td>Advanced To</td> <td>Date of Rank:</td> <td></td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> <td>Expected Loss Date:</td> <td></td> </tr> <tr> <td>Job Code:</td> <td>436094</td> <td>Uniform Allowance:</td> <td>Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>02/01/2021</td> <td>Officer Category:</td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p>Overweight?: Grade:</p> <p>Request Approvers</p> <p>Approver:</p> <p>Comment:</p> <p>Submit Resubmit Withdraw</p> </div>	Type:	Advanced To	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss Date:		Job Code:	436094	Uniform Allowance:	Not Applicable	Effdt:	02/01/2021	Officer Category:	
Type:	Advanced To	Date of Rank:															
Salary Admin Plan:	ENL	Expected Loss Date:															
Job Code:	436094	Uniform Allowance:	Not Applicable														
Effdt:	02/01/2021	Officer Category:															

Continued on next page

Advancement/Reduction, Continued

Procedures,
continued

Step	Action																
8	<p>The Request Information will populate. Verify the Grade is correct.</p> <div data-bbox="316 524 1366 1102" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <table border="0"> <tr> <td>Type:</td> <td><input type="text" value="Advanced To"/></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="436094"/></td> <td>Uniform Allowance:</td> <td><input type="text" value="Not Applicable"/></td> </tr> <tr> <td>Effdt:</td> <td><input type="text" value="02/01/2021"/></td> <td>Officer Category:</td> <td><input type="text"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Overweight?: N Grade: E5</p> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Type:	<input type="text" value="Advanced To"/>	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="436094"/>	Uniform Allowance:	<input type="text" value="Not Applicable"/>	Effdt:	<input type="text" value="02/01/2021"/>	Officer Category:	<input type="text"/>
Type:	<input type="text" value="Advanced To"/>	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="436094"/>	Uniform Allowance:	<input type="text" value="Not Applicable"/>														
Effdt:	<input type="text" value="02/01/2021"/>	Officer Category:	<input type="text"/>														

Continued on next page

Advancement/Reduction, Continued

Procedures,
continued

Step	Action																
9	<p>Enter the Approver's Emplid and add any Comments as appropriate. Click Submit.</p> <div data-bbox="316 562 1366 1267" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Promote/Advance Member Frye, Kaywinnett Lee</p> <hr/> <p>Request Details</p> <table border="0"> <tr> <td>Type:</td> <td>Advanced To</td> <td>Date of Rank:</td> <td><input type="text"/></td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> <td>Expected Loss Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code:</td> <td>436094</td> <td>Uniform Allowance:</td> <td>Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>02/01/2021</td> <td>Officer Category:</td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p>Overweight?: N Grade: E5</p> <p>Request Approvers</p> <p>Approver: <input style="border: 2px solid red;" type="text" value="9876543"/></p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter any comments as appropriate or special notes for the Approver."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Type:	Advanced To	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL	Expected Loss Date:	<input type="text"/>	Job Code:	436094	Uniform Allowance:	Not Applicable	Effdt:	02/01/2021	Officer Category:	
Type:	Advanced To	Date of Rank:	<input type="text"/>														
Salary Admin Plan:	ENL	Expected Loss Date:	<input type="text"/>														
Job Code:	436094	Uniform Allowance:	Not Applicable														
Effdt:	02/01/2021	Officer Category:															
10	<p>The action request will update to a Pending status and be routed for approval.</p> <div data-bbox="316 1346 1305 1749" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approve Transaction</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Inara Serra Initial Approve Action Request</p> </div> <p>Comments</p> <p>Kaywinnett Lee Frye at 02/06/21 - 3:50 PM Enter any comments as appropriate or special notes for the Approver.</p> </div>																