

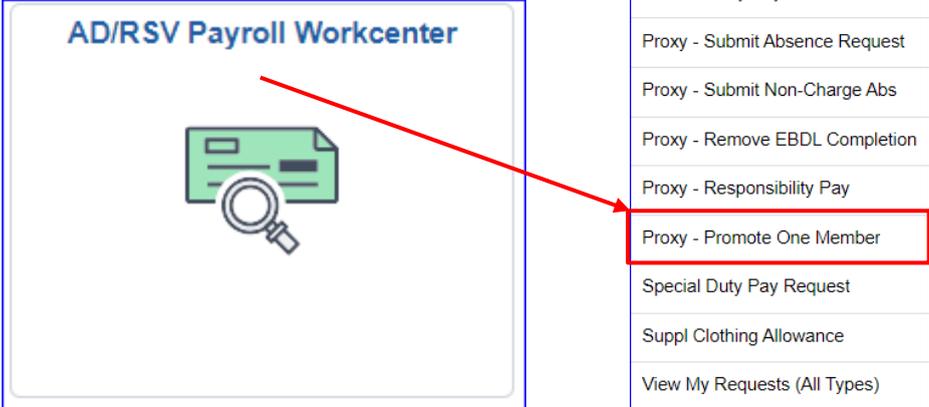
Advancing a Member

Introduction This guide provides the procedures for advancing a member’s paygrade in Direct Access (DA).

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

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

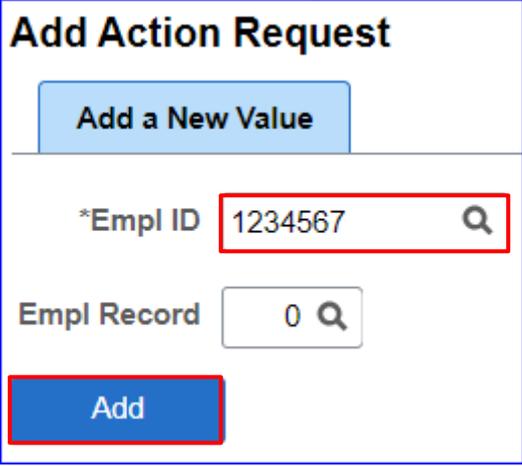
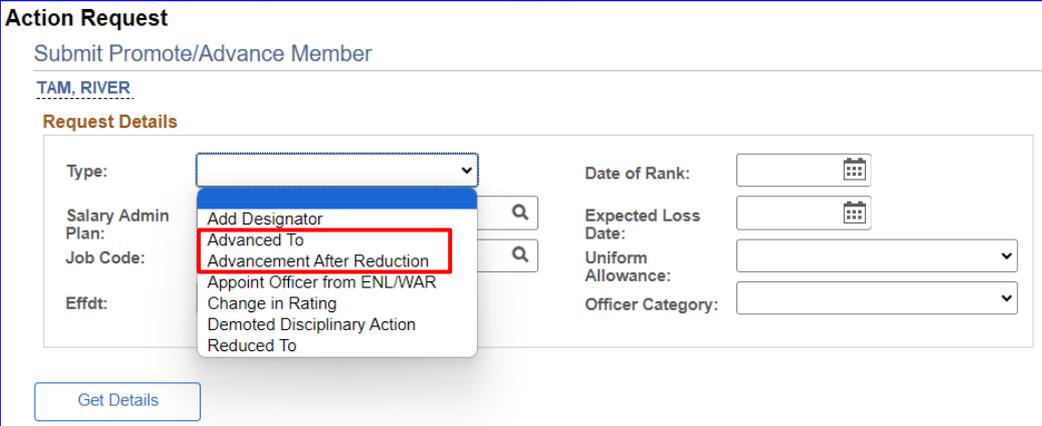
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile and scroll down and select the Proxy – Promote One Member option.</p> <div style="display: flex; align-items: center;">  </div>

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Advancing a Member, Continued

Procedures,
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Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 
3	<p>The Submit Promote/Advance Member action request page will display.</p> <p>Using the Type drop-down, select the appropriate reason for the Advancement.</p> 

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4	<p data-bbox="328 443 1260 477">Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p> <div data-bbox="328 477 1369 875"><p>Action Request</p><p>Submit Promote/Advance Member</p><p>TAM, RIVER</p><p>Request Details</p><table border="1"><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></td><td>Uniform Allowance:</td><td></td></tr><tr><td>Effdt:</td><td></td><td>Officer Category:</td><td></td></tr></table><p>Get Details</p></div> <div data-bbox="328 909 1227 1868"><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>	Type:	Advanced To	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss Date:		Job Code:		Uniform Allowance:		Effdt:		Officer Category:		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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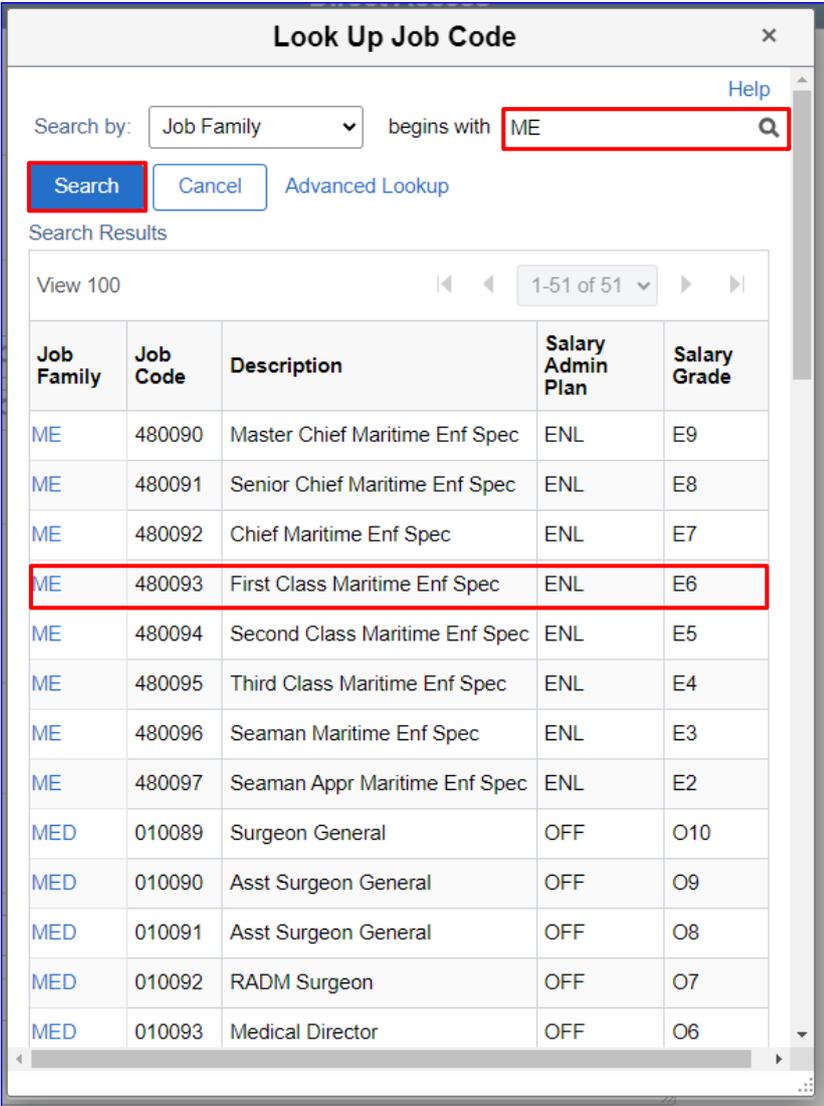
Procedures,
continued

Step	Action																					
5	<p>Using the lookup, select the appropriate Job Code. Using the Search by drop-down, select Job Family.</p> <div data-bbox="339 510 1369 797"><p>Request Details</p><table><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>480093</td><td>Uniform Allowance:</td><td></td></tr><tr><td>Effdt:</td><td></td><td>Officer Category:</td><td></td></tr></table><p>Get Details</p></div> <div data-bbox="339 835 1369 1424"><p>Look Up Job Code</p><p>Search by: Job Code begins with</p><ul style="list-style-type: none">DescriptionJob CodeJob FamilySalary Admin Plan<p>Search</p><p>Search Results</p><p>Only the first 300 results can be displayed.</p><p>View 100 1-300 of 300</p><table><thead><tr><th>Job Code</th><th>Job Family</th><th>Description</th><th>Salary Admin</th><th>Salary Grade</th></tr></thead></table></div>	Type:	Advanced To	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss Date:		Job Code:	480093	Uniform Allowance:		Effdt:		Officer Category:		Job Code	Job Family	Description	Salary Admin	Salary Grade
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6	<p>Enter a description (i.e., rating specialty) in begins with and click Search.</p> <p>NOTE 1: Ensure the Job Code selected is a valid Job Code. Current enlisted job codes will fall within the 400000 series.</p> <p>NOTE 2: When searching the Job Family for Culinary Specialist, use the search parameter CU vice CS or FS.</p>  <table border="1" data-bbox="373 954 1114 1751"> <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 style="border: 2px solid red;"> <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,
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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 to be advanced.• Uniform Allowance – Using the drop-down, select Not Applicable. <p>Click Get Details. This will populate the Request Information section. Ensure the Grade is correct.</p> <div data-bbox="327 698 1366 1182"><p>Action Request Submit Promote/Advance Member TAM, RIVER</p><p>Request Details</p><table border="1"><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>480093</td><td>Uniform Allowance:</td><td>Not Applicable</td></tr><tr><td>Effdt:</td><td>01/08/2024</td><td>Officer Category:</td><td></td></tr></table><p>Get Details</p><p>Request Information</p><table border="1"><tr><td>Overweight?:</td><td>N</td></tr><tr><td>Grade:</td><td>E6</td></tr></table></div>	Type:	Advanced To	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss Date:		Job Code:	480093	Uniform Allowance:	Not Applicable	Effdt:	01/08/2024	Officer Category:		Overweight?:	N	Grade:	E6
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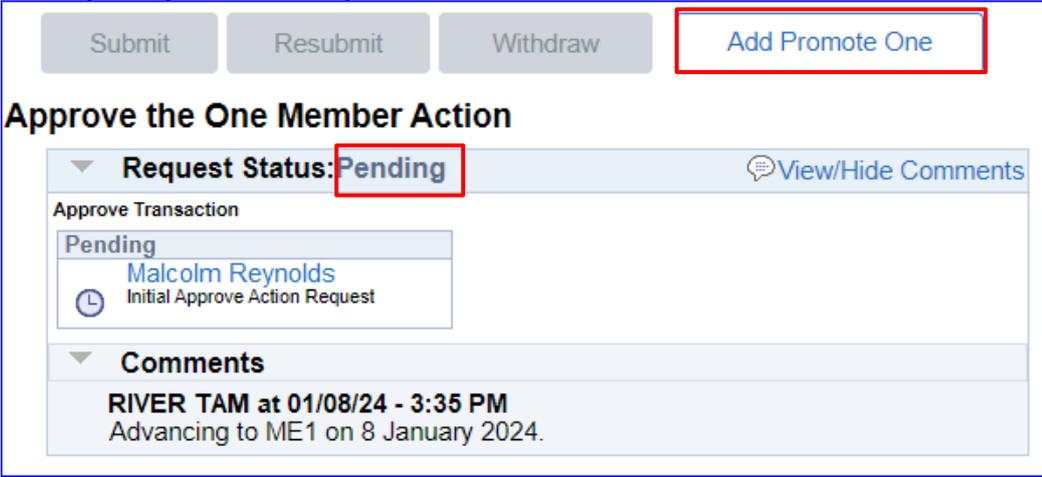
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<p>8</p>	<p>Enter the Approver's Emplid, then enter any Comments for the Approver as appropriate.</p> <p>Click Submit (see NOTE).</p> <p>NOTE: Ensure the details of the action request are correct prior to submitting for approval. If a correction to the action request is required after it is sent for Approval, a PPC Trouble Ticket will need to be submitted requesting the action request be deleted.</p> <div data-bbox="327 768 1369 1485" style="border: 1px solid black; padding: 5px;"> <p>Action Request Submit Promote/Advance Member</p> <p><u>TAM RIVER</u></p> <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>480093</td> <td>Uniform Allowance:</td> <td>Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>01/08/2024</td> <td>Officer Category:</td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p>Overweight?: N Grade: E6</p> <p>Request Approvers</p> <p>Approver: 9876543 Malcolm Reynolds</p> <p>Comment: Advancing to ME1 on 8 January 2024.</p> <p>Submit Resubmit Withdraw</p> </div>	Type:	Advanced To	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss Date:		Job Code:	480093	Uniform Allowance:	Not Applicable	Effdt:	01/08/2024	Officer Category:	
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Step	Action
<p>9</p>	<p>The action request will update to a Pending status and be forwarded for approval. *NEW* To advance another member, click on Add Promote One and repeat steps 2-8. If complete, proceed to step 10.</p> 
<p>10</p>	<p>Upon approval of the action request, go to the member's Job Information tab in Job Data. Ensure a Promotion Job row was created, and the Job Code and Entry Date are correct.</p> 