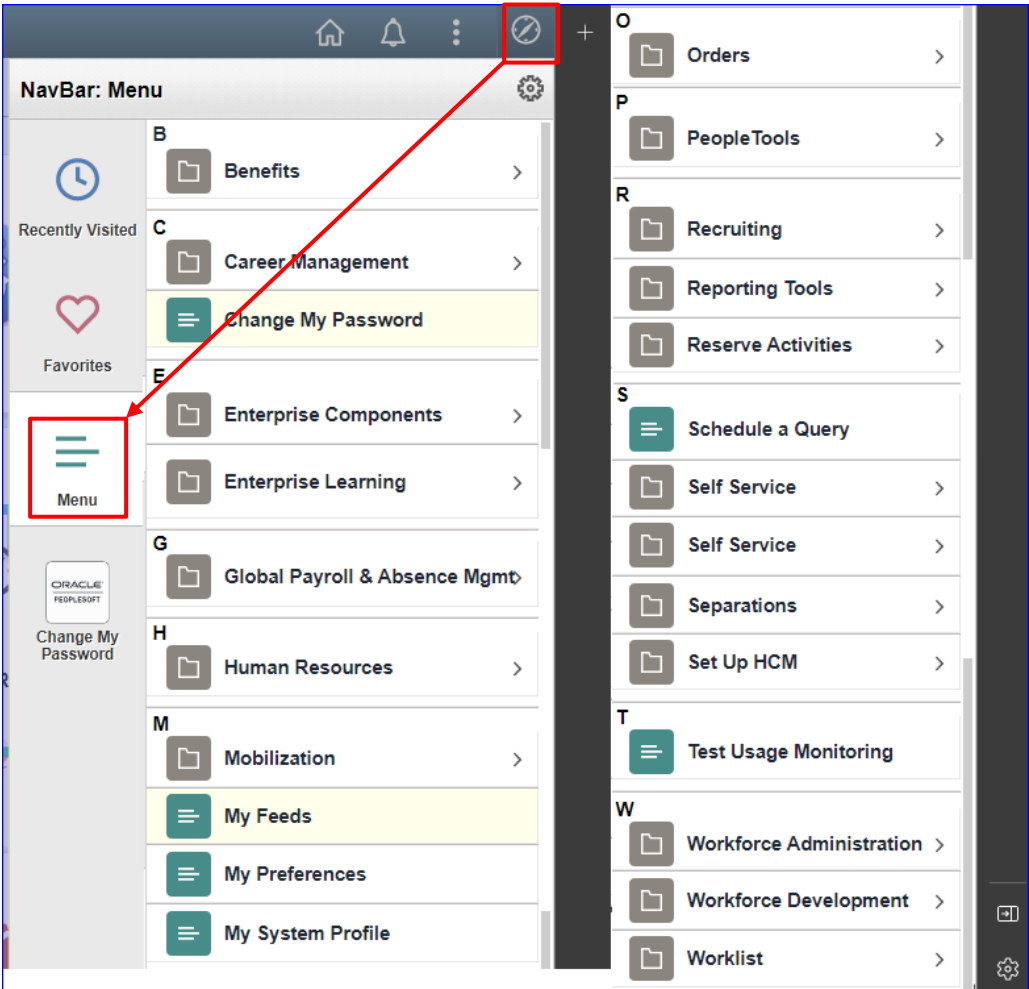# Advancing a Member

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	Navigate to: <mark>NavBar icon</mark> > <mark>Menu</mark> > Human Resources **> Requests > Proxy – Promote One Member**.

Advancing a Member, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
3	The Submit Promote/Advance Member action request page will display. Using the **Type** drop-down, select the appropriate reason for the Advancement. **Action Request** Submit Promote/Advance Member TAM, RIVER **Request Details** Type: Salary Admin Plan: Job Code: Effdt: Add Designator Advanced To Advancement After Reduction Appoint Officer from ENL/WAR Change in Rating Demoted Disciplinary Action Reduced To Date of Rank: Expected Loss Date: Uniform Allowance: Officer Category: Get Details

Advancing a Member, Continued
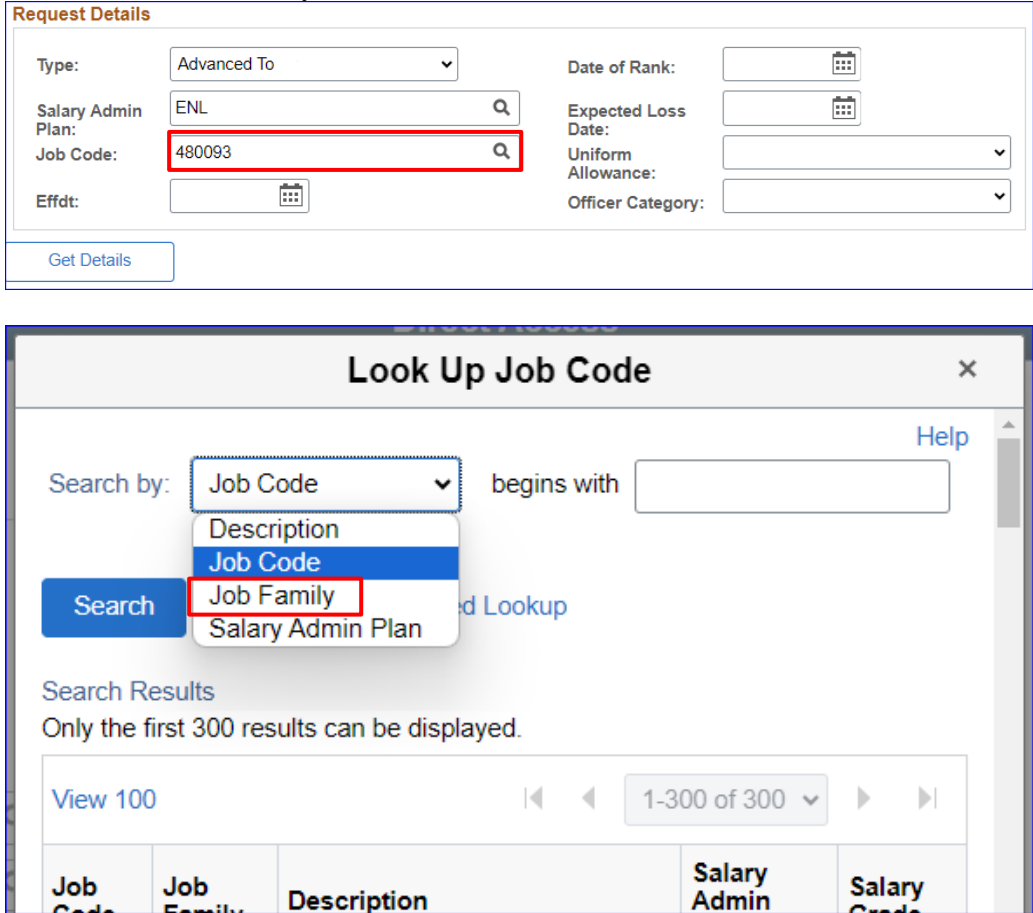
Procedures,
continued

Step	Action
4	Using the **Salary Admin Plan** lookup, select ENL (Enlisted Pay Table).

Advancing a Member, Continued

Procedures,
continued

Step	Action
5	Using the lookup, select the appropriate **Job Code**. Using the **Search by** drop-down, select Job Family.

Advancing a Member, Continued

Procedures,
continued

Step	Action
6	Enter a description (i.e., rating specialty) in **begins with** and click **Search**. **NOTE 1:** Ensure the Job Code selected is a valid Job Code. Current enlisted job codes will fall within the 400000 series. **NOTE 2:** When searching the Job Family for **Culinary Specialist**, use the search parameter **CU** vice CS or FS. **Look Up Job Code** Search by: Job Family begins with ME Search Cancel Advanced Lookup Search Results View 100 1-51 of 51 <table><tr><th>Job Family</th><th>Job Code</th><th>Description</th><th>Salary Admin Plan</th><th>Salary Grade</th></tr><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></table>

Advancing a Member, Continued

Procedures,
continued

Step	Action
7	Enter only the following fields: • **Effdt –** Enter the effective date the member is to be advanced. • **Uniform Allowance –** Using the drop-down, select Not Applicable. Click **Get Details**. This will populate the **Request Information** section. Ensure the **Grade** is correct. **Action Request** Submit Promote/Advance Member TAM, RIVER **Request Details** 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: Get Details **Request Information** Overweight?: N Grade: E6

Advancing a Member, Continued

Procedures, continued

Step	Action
8	Enter the **Approver**'s Emplid, then enter any **Comments** for the Approver as appropriate. Click **Submit** (see NOTE). **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.

Advancing a Member, Continued

Procedures, continued

Step	Action
9	The action request will update to a **Pending** status and be forwarded for approval.

Step	Action
10	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.