

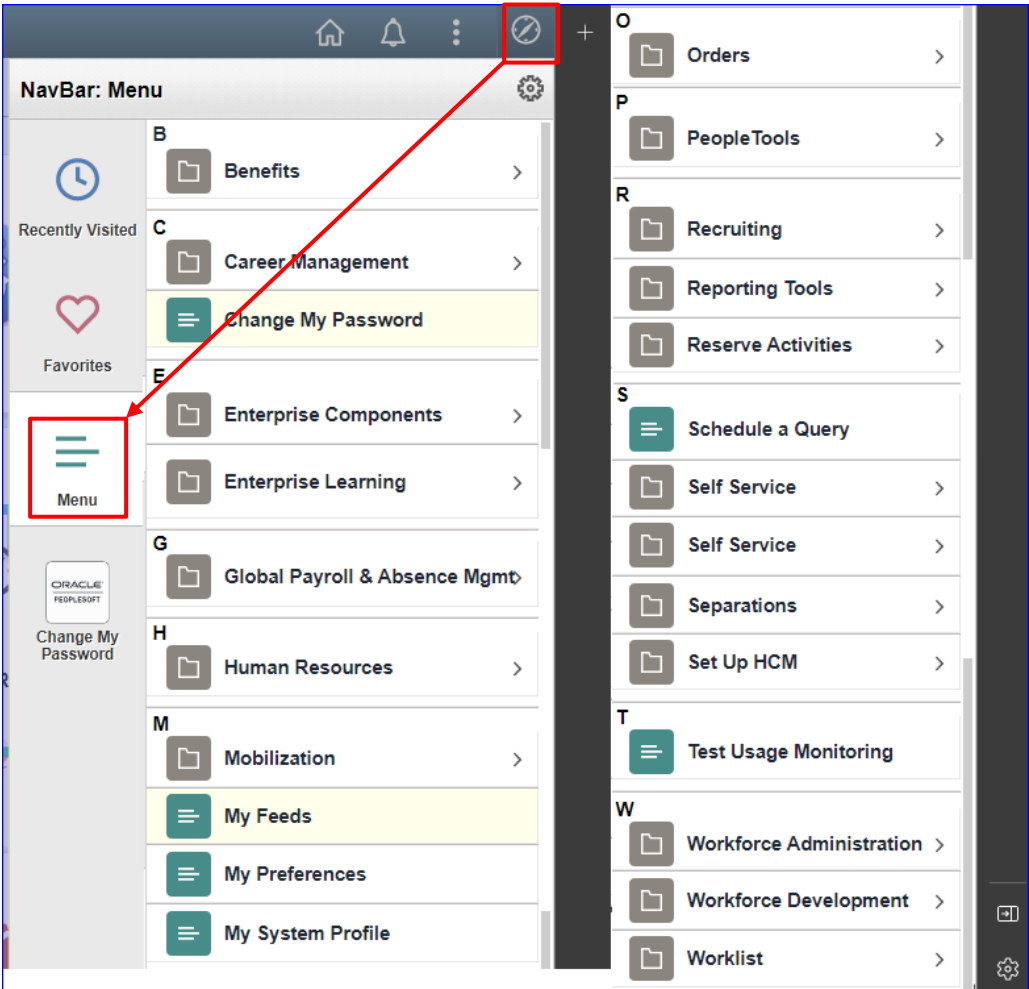
Advancing a Member

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>Navigate to: NavBar icon > Menu > Human Resources > Requests > Proxy – Promote One Member.</p>  <p>The screenshot shows the Oracle PeopleSoft interface. At the top, there is a NavBar with icons for Home, Notifications, and a settings icon. Below the NavBar, there is a 'NavBar: Menu' section. On the left side of this menu, there are 'Recently Visited' and 'Favorites' sections. The 'Menu' option is highlighted with a red box. A red arrow points from the 'Menu' option to the 'Menu' option in the 'NavBar: Menu' section. The 'Menu' option is also highlighted with a red box. The 'Menu' option is also highlighted with a red box.</p>

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Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> <div data-bbox="327 477 850 943"> <p>Add Action Request</p> <p>Add a New Value</p> <p>*Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p>Add</p> </div>
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> <div data-bbox="327 1081 1369 1507"> <p>Action Request</p> <p>Submit Promote/Advance Member</p> <p><u>TAM, RIVER</u></p> <p>Request Details</p> <div> <div> <p>Type: </p> <p>Salary Admin Plan: </p> <p>Job Code: </p> <p>Effdt: </p> </div> <div> <p>Advanced To</p> <p>Appoint Officer from ENL/WAR</p> <p>Change in Rating</p> <p>Demoted Disciplinary Action</p> <p>Reduced To</p> </div> </div> <div> <p>Date of Rank: </p> <p>Expected Loss Date: </p> <p>Uniform Allowance: </p> <p>Officer Category: </p> </div> <p>Get Details</p> </div>

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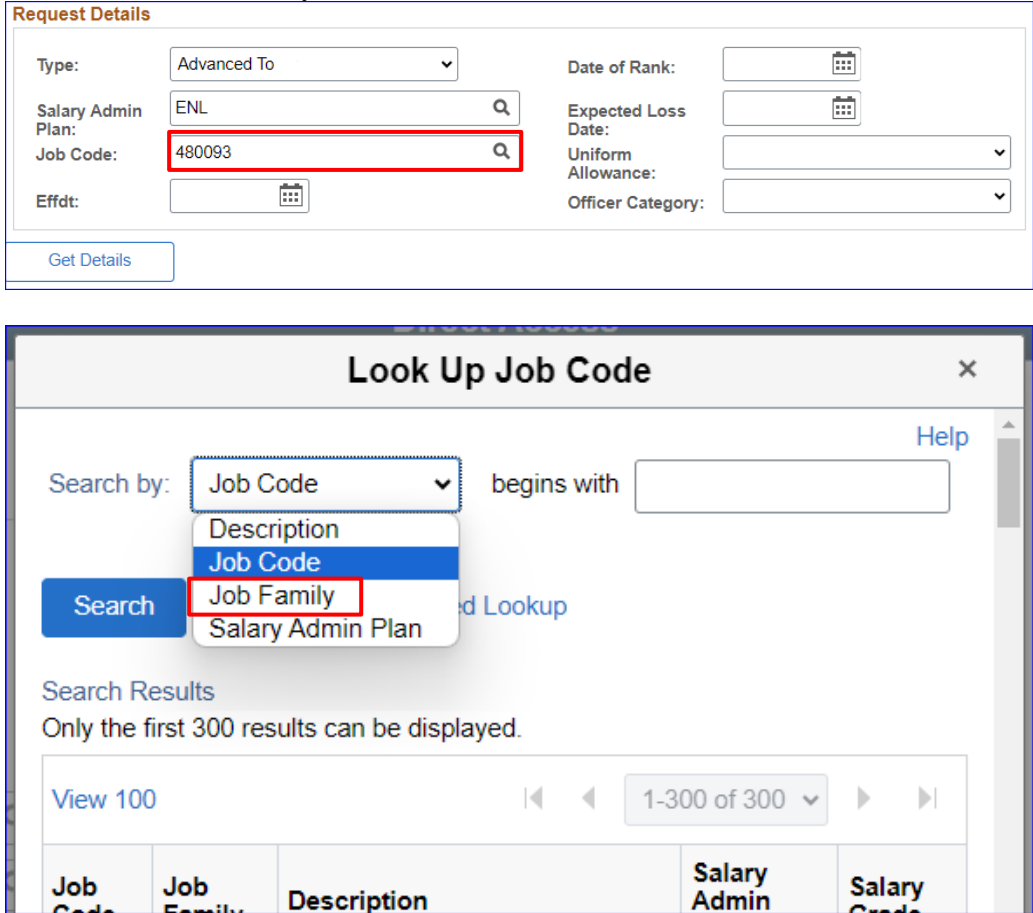
Procedures,
continued

Step	Action																		
4	<p>Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p> <div> <p>Action Request</p> <p>Submit Promote/Advance Member</p> <p>TAM, RIVER</p> <p>Request Details</p> <div> <div> Type: <input type="text" value="Advanced To"/> </div> <div> Salary Admin Plan: <input type="text" value="ENL"/> </div> <div> Job Code: <input type="text"/> </div> <div> Effdt: <input type="text"/> </div> <div> Date of Rank: <input type="text"/> </div> <div> Expected Loss Date: <input type="text"/> </div> <div> Uniform Allowance: <input type="text"/> </div> <div> Officer Category: <input type="text"/> </div> </div> <p>Get Details</p> </div> <div> <p>Look Up Salary Admin Plan</p> <p>Search by: Salary Administration Plan begins with <input type="text"/></p> <p>Search Cancel Advanced Lookup</p> <p>Search Results</p> <p>View 100 1-8 of 8</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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Procedures, continued

Step	Action
5	<p>Using the lookup, select the appropriate Job Code. Using the Search by drop-down, select Job Family.</p>  <p>The screenshot shows two parts of the system interface. The top part is the 'Request Details' form, which includes fields for 'Type' (set to 'Advanced To'), 'Salary Admin Plan' (set to 'ENL'), 'Job Code' (set to '480093'), 'Effdt', 'Date of Rank', 'Expected Loss Date', 'Uniform Allowance', and 'Officer Category'. The 'Job Code' field is highlighted with a red box. Below this is a 'Get Details' button. The bottom part is a 'Look Up Job Code' dialog box. It has a 'Search by' dropdown menu with options: 'Job Code', 'Description', 'Job Code' (highlighted), 'Job Family' (highlighted with a red box), and 'Salary Admin Plan'. There is a 'Search' button and a 'Help' link. Below the search options, it says 'Search Results' and 'Only the first 300 results can be displayed.' There is a 'View 100' link and a pagination control showing '1-300 of 300'. At the bottom, there is a table header with columns: 'Job Code', 'Job Family', 'Description', 'Salary Admin', and 'Salary Grade'.</p>

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Procedures,
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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> <div><div><div>Look Up Job Code</div><div><div>Search by: Job Family</div><div>begins with ME</div></div><div><div>Search</div><div>Cancel</div><div>Advanced Lookup</div></div><div><div>Search Results</div><div><div>View 100</div><div>1-51 of 51</div></div><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></div></div></div>	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.</p> <p>This will populate the Request Information section. Ensure the Grade is correct.</p> <div><p>Action Request</p><p>Submit Promote/Advance Member</p><p>TAM, RIVER</p><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>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><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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9	<p>The action request will update to a Pending status and be forwarded for approval.</p>

10	<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>
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