

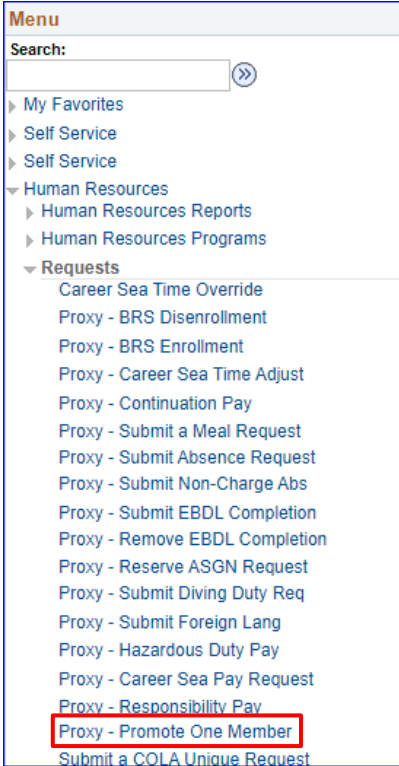
# Adding a Designator

**Introduction** This guide provides the procedures for SPOs to add a Designator 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.

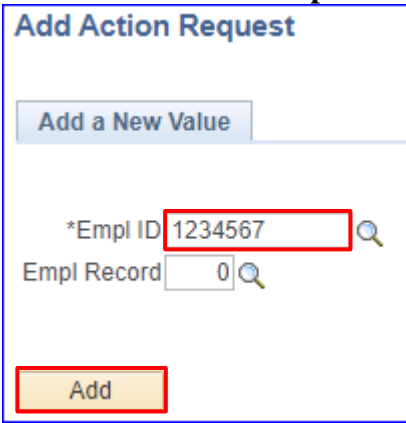
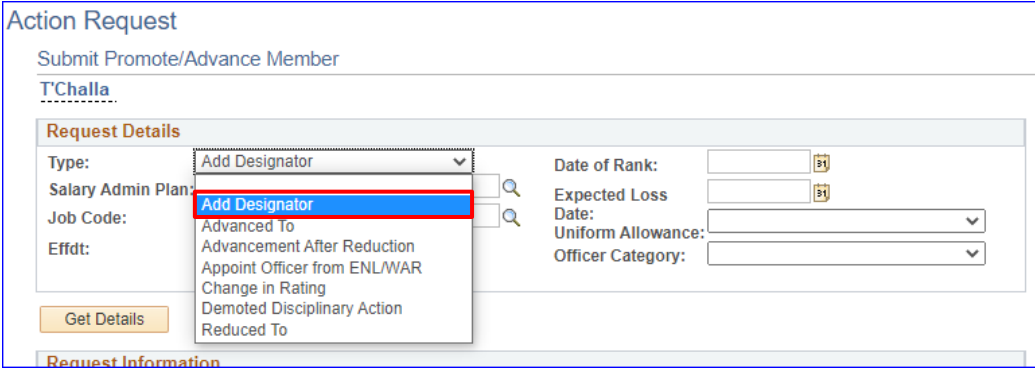
**Procedures** See below.

Step	Action
1	<p>From the Menu, navigate to Human Resources &gt; Requests &gt; <b>Proxy – Promote One Member.</b></p>  <p>The screenshot shows a web application menu with a search bar at the top. Below the search bar, there are several expandable menu items: 'My Favorites', 'Self Service', 'Self Service', 'Human Resources', 'Human Resources Reports', 'Human Resources Programs', and 'Requests'. The 'Requests' menu is expanded, showing a list of options including 'Career Sea Time Override', 'Proxy - BRS Disenrollment', 'Proxy - BRS Enrollment', 'Proxy - Career Sea Time Adjust', 'Proxy - Continuation Pay', 'Proxy - Submit a Meal Request', 'Proxy - Submit Absence Request', 'Proxy - Submit Non-Charge Abs', 'Proxy - Submit EBDL Completion', 'Proxy - Remove EBDL Completion', 'Proxy - Reserve ASGN Request', 'Proxy - Submit Diving Duty Req', 'Proxy - Submit Foreign Lang', 'Proxy - Hazardous Duty Pay', 'Proxy - Career Sea Pay Request', 'Proxy - Responsibility Pay', 'Proxy - Promote One Member' (highlighted with a red box), and 'Submit a COLA Unique Request'.</p>

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## Adding a Designator, Continued

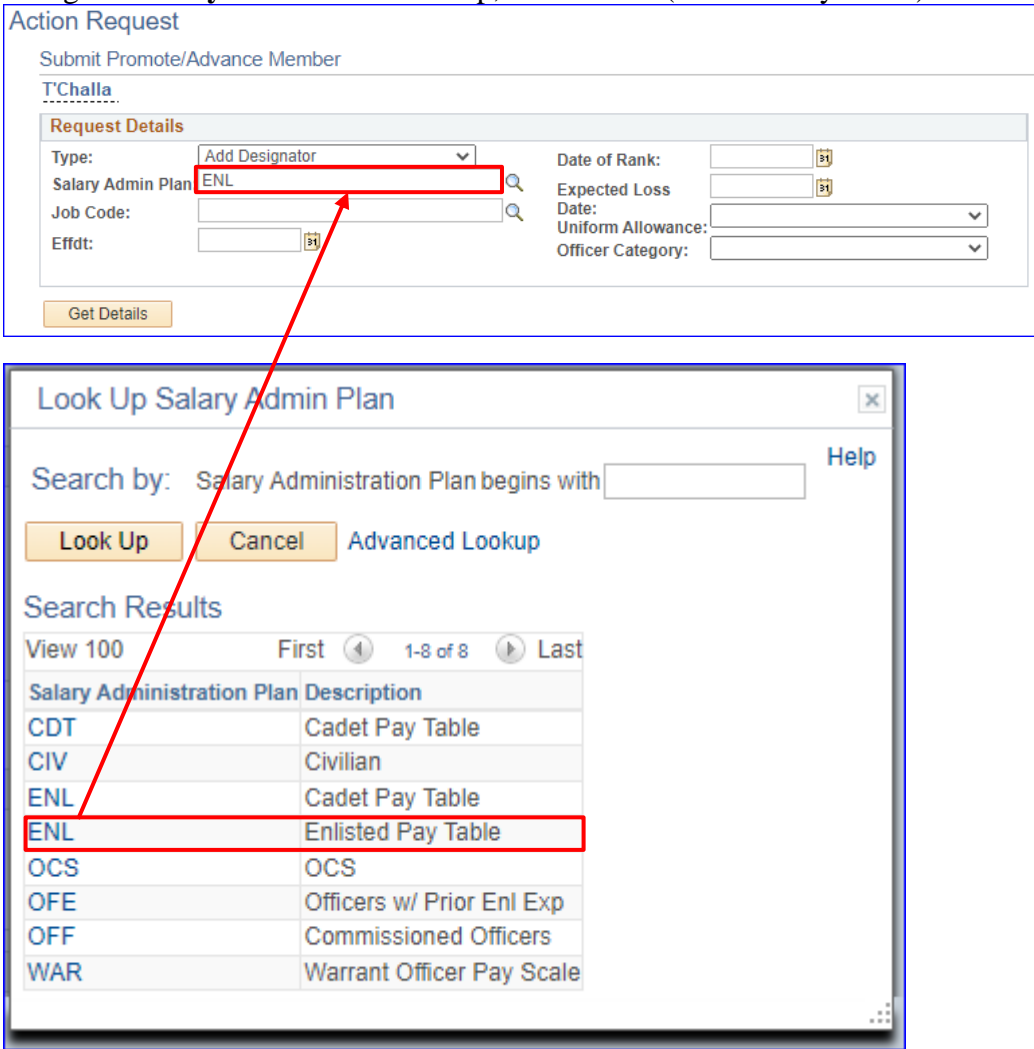
Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a button labeled "Add a New Value". Below it are two input fields: "*Empl ID" with the value "1234567" and "Empl Record" with the value "0". Both fields have search icons to their right. At the bottom of the form is a yellow button labeled "Add".</p>
3	<p>The Submit Promote/Advance Member action request page will display. Using the <b>Type</b> drop-down, select <b>Add Designator</b>.</p>  <p>The screenshot shows the "Action Request" page for "Submit Promote/Advance Member". Under the "Request Details" section, the "Type" drop-down menu is open, showing 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 "Salary Admin Plan", "Job Code", "Effdt", "Date of Rank", "Expected Loss", "Date", "Uniform Allowance", and "Officer Category".</p>

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## Adding a Designator, Continued

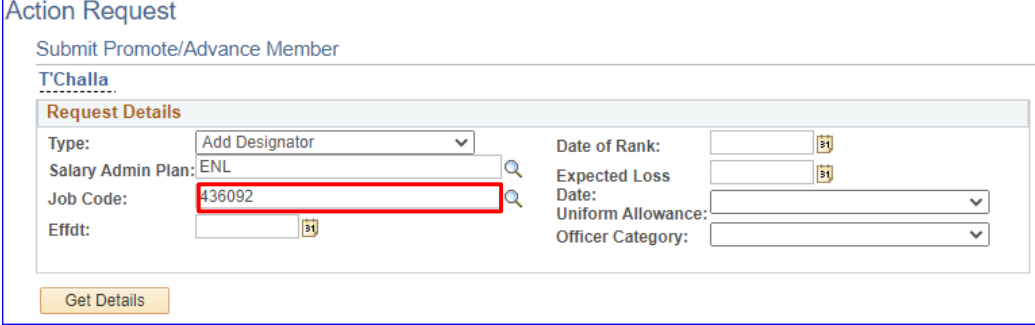
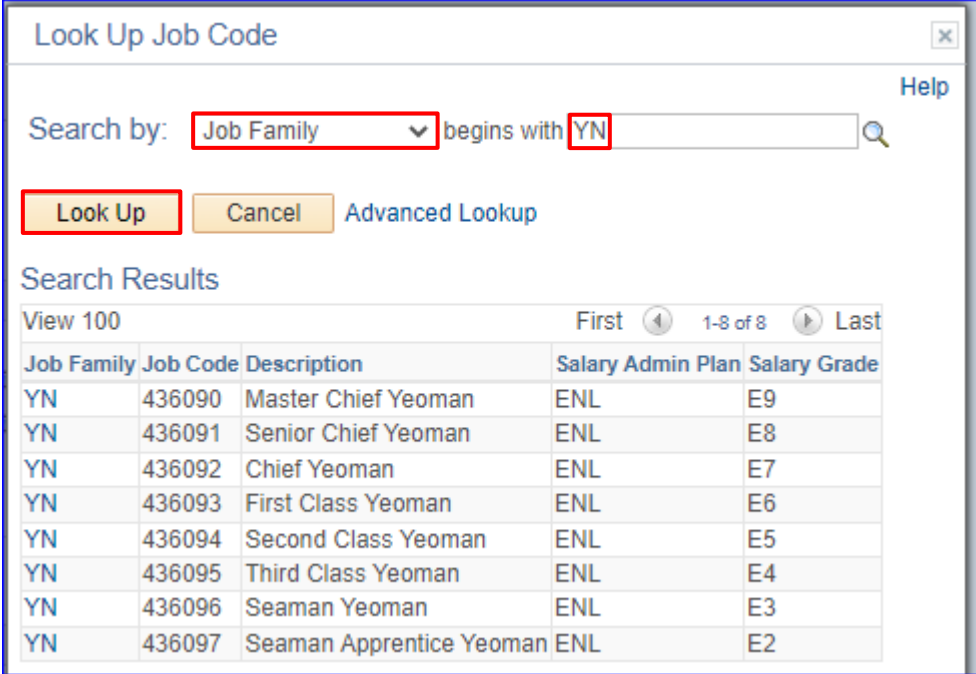
Procedures,  
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Step	Action																		
4	<p>Using the <b>Salary Admin Plan</b> lookup, select <b>ENL</b> (Enlisted Pay Table).</p>  <p><b>Action Request</b></p> <p>Submit Promote/Advance Member</p> <p>TChalla</p> <p><b>Request Details</b></p> <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:</p> <p>Date:</p> <p>Uniform Allowance:</p> <p>Officer Category:</p> <p>Get Details</p> <p><b>Look Up Salary Admin Plan</b></p> <p>Search by: Salary Administration Plan begins with</p> <p>Look Up Cancel Advanced Lookup</p> <p>Search Results</p> <p>View 100 First 1-8 of 8 Last</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>	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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## Adding a Designator, Continued

Procedures,  
continued

Step	Action																																													
5	<p>If you do not know the Job Code, use the lookup to select the appropriate <b>Job Code</b>. See Step 6 for guidance on how to search for a specific job code.</p>  <p>The screenshot shows a web form titled 'Action Request' with a sub-header 'Submit Promote/Advance Member'. Below this is a user profile for 'T'Challa'. The 'Request Details' section includes a dropdown menu for 'Type' set to 'Add Designator', a 'Salary Admin Plan' of 'ENL', and a 'Job Code' of '436092' which 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.</p>																																													
6	<p>Because the Search Results will only display 300 results, it is recommended to change the <b>Search by</b> to Job Family and <b>begins with</b> to the rating abbreviation. For this example, an YN designator is being applied. Click <b>Look Up</b>.</p> <p><b>NOTE:</b> When searching the Job Family for <b>Culinary Specialist</b>, use the search parameter <b>CU</b> vice <b>CS</b> or <b>FS</b> (<b>CS</b> was previously established for Commissaryman).</p>  <p>The screenshot shows a 'Look Up Job Code' dialog box. The 'Search by' dropdown is set to 'Job Family' (highlighted with a red box) and the search criteria is 'begins with YN' (with 'YN' highlighted in a red box). There are 'Look Up' (highlighted with a red box), 'Cancel', and 'Advanced Lookup' buttons. Below the search fields is a 'Search Results' table with 8 rows of data.</p> <table border="1" data-bbox="344 1451 1214 1805"> <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 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
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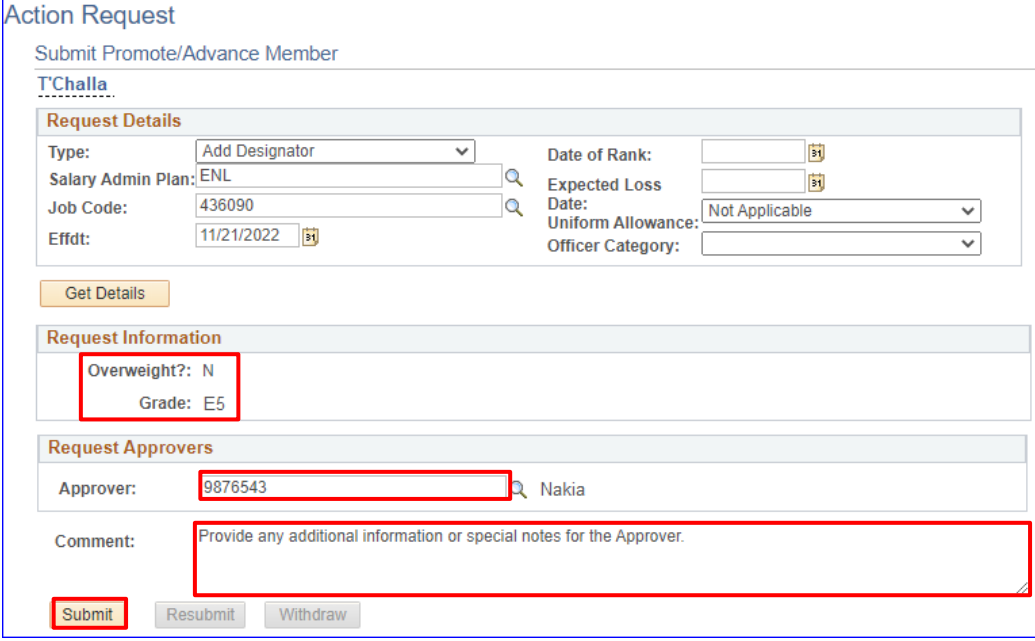
Step	Action																				
7	<p>Enter only the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Effdt</b> – Enter the effective date the member is authorized to wear the Designator.</li> <li>• <b>Uniform Allowance</b> – Using the drop-down, select Not Applicable.</li> </ul> <p>Click <b>Get Details</b>.</p> <div data-bbox="327 680 1366 1032" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Promote/Advance Member</p> <p>T'Challa</p> <p><b>Request Details</b></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</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code:</td> <td><input type="text" value="436092"/></td> <td>Date:</td> <td><input type="text" value="Not Applicable"/></td> </tr> <tr> <td>Effdt:</td> <td><input type="text" value="11/21/2022"/></td> <td>Uniform Allowance:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Officer Category:</td> <td><input type="text"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</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	<input type="text"/>	Job Code:	<input type="text" value="436092"/>	Date:	<input type="text" value="Not Applicable"/>	Effdt:	<input type="text" value="11/21/2022"/>	Uniform Allowance:	<input type="text"/>			Officer Category:	<input type="text"/>
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## Adding a Designator, Continued

Procedures,  
continued

Step	Action
8	<p>The Request Information section will populate. Verify the <b>Grade</b> is correct. Enter the <b>Approver's</b> Empl ID and add any <b>Comments</b> as appropriate. Click <b>Submit</b>.</p> 
9	<p>The action request will update to a <b>Pending</b> status and be routed for approval.</p> 