

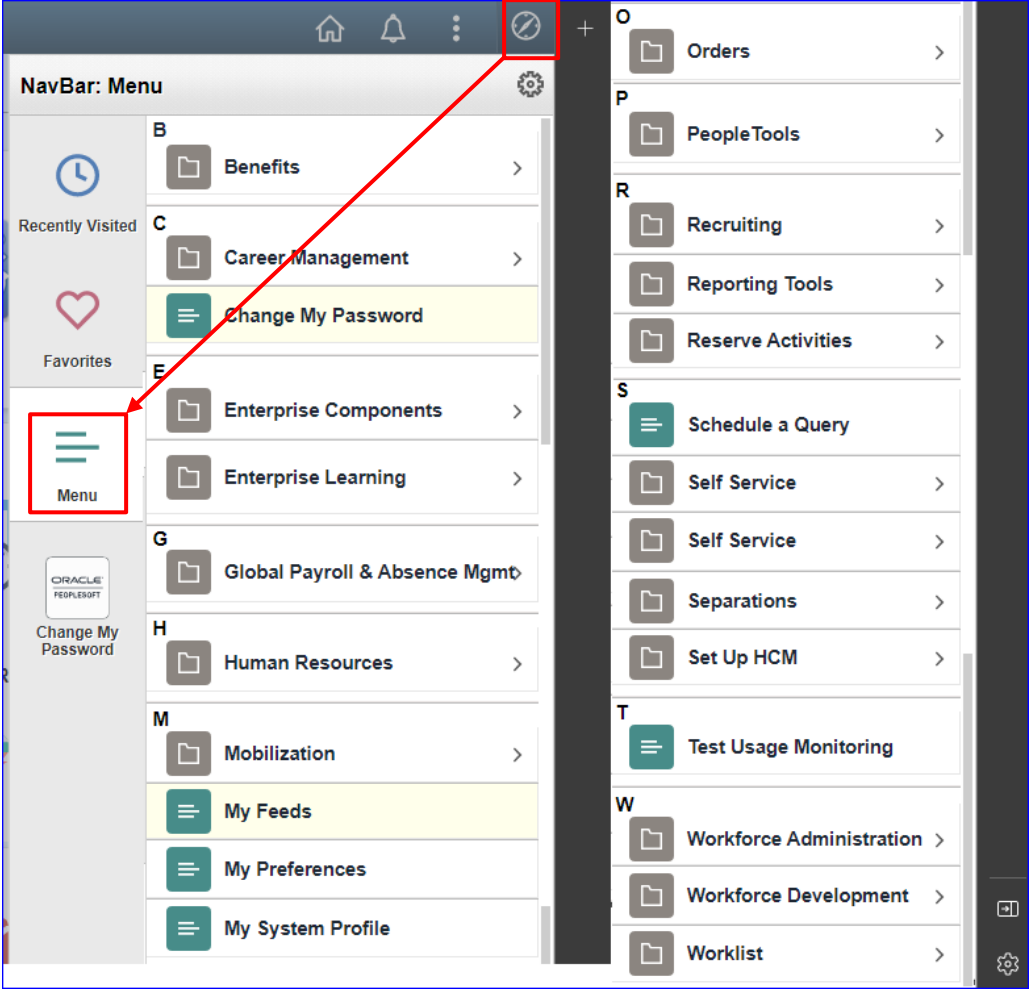
Advancing a Member

Introduction This guide provides the procedures for a SPO or PSI (P&A) to advance 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.

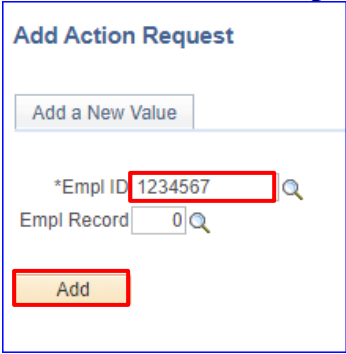
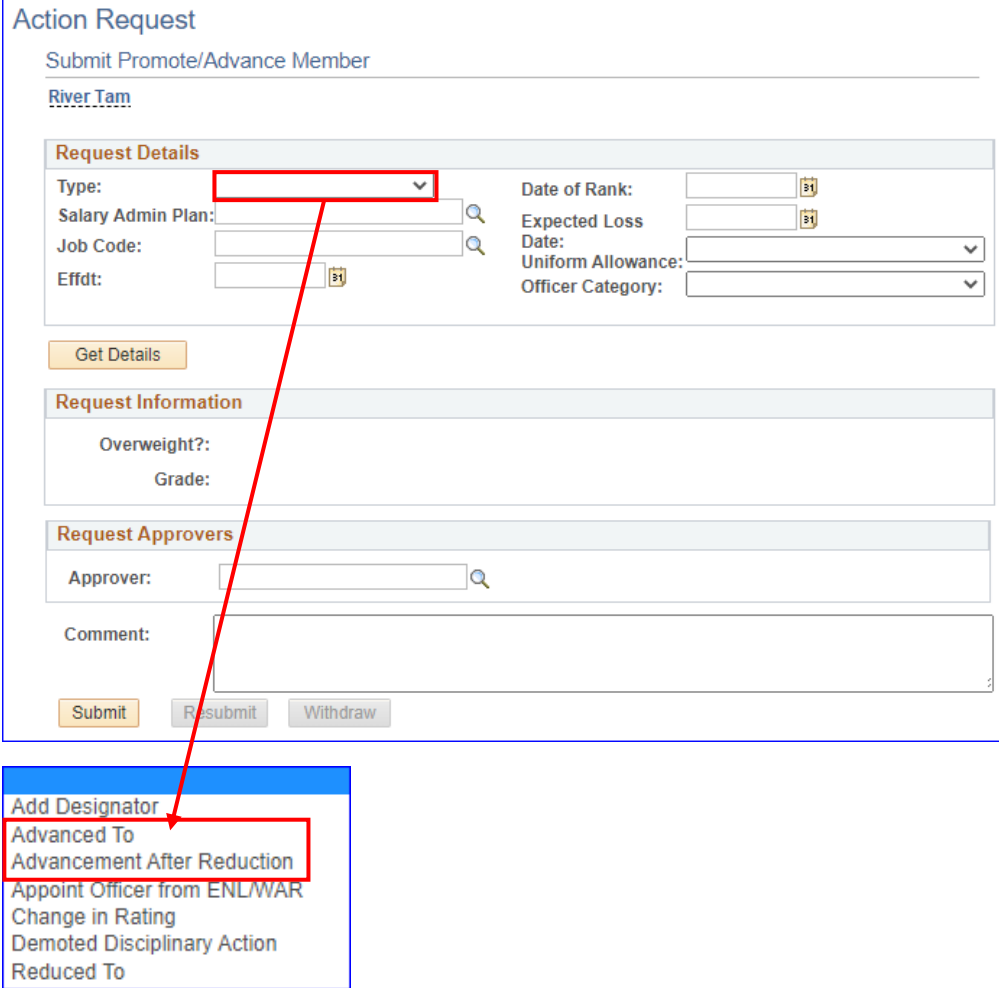
Procedures See below.

Step	Action
1	Navigate to: NavBar icon > Menu > Human Resources > Requests > Proxy – Promote One Member.
 <p>The screenshot shows the Oracle PeopleSoft NavBar: Menu. The top navigation bar includes a NavBar icon (highlighted with a red box) and a plus sign. The main menu is organized by letter categories: B (Benefits), C (Career Management, Change My Password), E (Enterprise Components, Enterprise Learning), G (Global Payroll & Absence Mgmt), H (Human Resources), M (Mobilization, My Feeds, My Preferences, My System Profile), O (Orders), P (PeopleTools), R (Recruiting, Reporting Tools, Reserve Activities), S (Schedule a Query, Self Service), T (Test Usage Monitoring), and W (Workforce Administration, Workforce Development, Worklist). The 'Menu' icon in the left sidebar is also highlighted with a red box. A red arrow points from the NavBar icon to the Menu icon.</p>	

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Advancing a Member, Continued

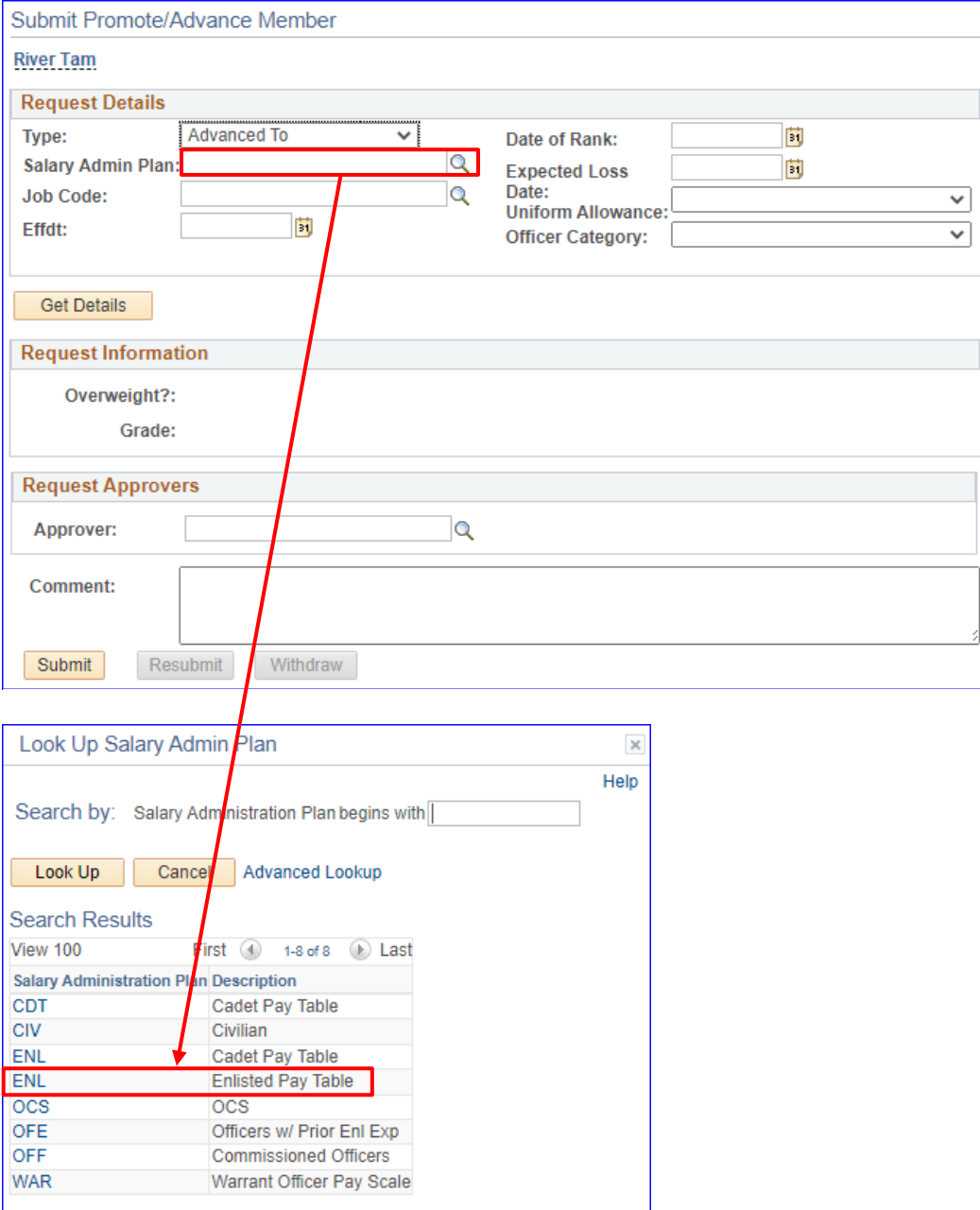
Procedures,
continued

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

Continued on next page

Advancing a Member, Continued

Procedures,
continued

Step	Action																		
4	<p>Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p>  <p>The screenshot shows the 'Submit Promote/Advance Member' form for 'River Tam'. The 'Request Details' section includes fields for 'Type' (Advanced To), 'Salary Admin Plan' (highlighted with a red box), 'Job Code', 'Effdt', 'Date of Rank', 'Expected Loss', 'Date', 'Uniform Allowance', and 'Officer Category'. Below this is a 'Request Information' section with 'Overweight?' and 'Grade' fields, and a 'Request Approvers' section with an 'Approver' field and a 'Comment' text area. At the bottom are 'Submit', 'Resubmit', and 'Withdraw' buttons.</p> <p>The 'Look Up Salary Admin Plan' dialog box is open, showing a search for 'Salary Administration Plan begins with'. The search results table is as follows:</p> <table border="1" data-bbox="327 1444 766 1765"> <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> <p>The 'ENL' row in the search results is highlighted with a red box, and a red arrow points from the 'Salary Admin Plan' field in the main form to this row.</p>	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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Advancing a Member, Continued

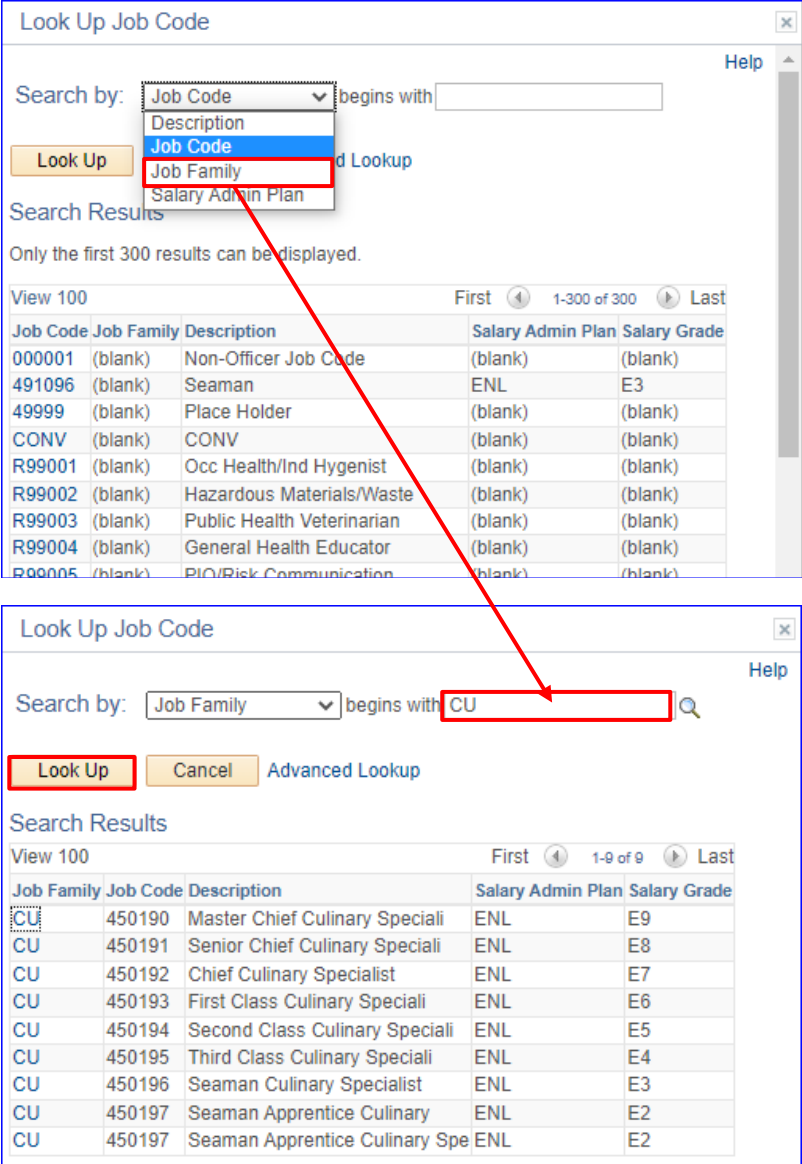
Procedures,
continued

Step	Action																				
5	<p>Using the lookup, select the appropriate Job Code (see next page).</p> <div style="border: 1px solid black; padding: 5px;"> <p>Submit Promote/Advance Member</p> <p><u>River Tam</u></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Type:</td> <td style="width: 20%;">Advanced To <input type="text"/></td> <td style="width: 20%;">Date of Rank:</td> <td style="width: 30%;"><input type="text"/></td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL <input type="text"/></td> <td>Expected Loss</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code:</td> <td style="border: 2px solid red;">450195 <input type="text"/></td> <td>Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Effdt:</td> <td><input type="text"/></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 style="text-align: center; margin-top: 5px;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Request Information</p> <p>Overweight?: <input type="text"/></p> <p>Grade: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> <p>Comment: <input style="height: 40px;" type="text"/></p> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div> </div>	Type:	Advanced To <input type="text"/>	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL <input type="text"/>	Expected Loss	<input type="text"/>	Job Code:	450195 <input type="text"/>	Date:	<input type="text"/>	Effdt:	<input type="text"/>	Uniform Allowance:	<input type="text"/>			Officer Category:	<input type="text"/>
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Advancing a Member, Continued

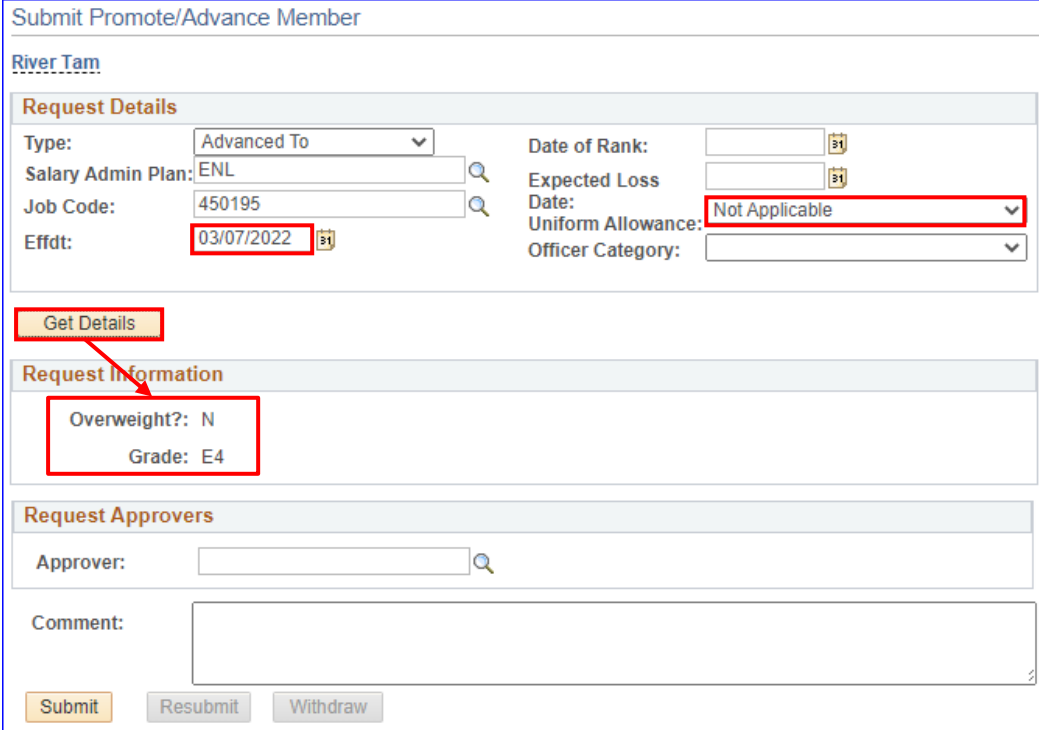
Procedures,
continued

Step	Action																																																																																																				
<p>5 (cont.)</p>	<p>Using the Search by drop-down, select Job Family; then enter a description (i.e., rating specialty) and click Look Up.</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 (CS was previously established for Commissaryman).</p>  <p>The first screenshot shows the 'Look Up Job Code' dialog box with the 'Search by' dropdown menu open. The options are: Job Code, Description, Job Code, Job Family, and Salary Admin Plan. 'Job Family' is highlighted with a red box. A red arrow points from this box to the 'CU' input field in the second screenshot.</p> <p>The second screenshot shows the 'Look Up Job Code' dialog box with the 'Search by' dropdown menu set to 'Job Family'. The 'begins with' field contains 'CU'. The 'Look Up' button is highlighted with a red box.</p> <p>Search Results</p> <p>Only the first 300 results can be displayed.</p> <p>View 100 First 1-300 of 300 Last</p> <table border="1"> <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> <tr><td>R99005</td><td>(blank)</td><td>PIO/Risk Communication</td><td>(blank)</td><td>(blank)</td></tr> </tbody> </table> <p>The second screenshot shows the 'Look Up Job Code' dialog box with the 'Search by' dropdown menu set to 'Job Family'. The 'begins with' field contains 'CU'. The 'Look Up' button is highlighted with a red box.</p> <p>Search Results</p> <p>View 100 First 1-9 of 9 Last</p> <table border="1"> <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>CU</td><td>450190</td><td>Master Chief Culinary Speciali</td><td>ENL</td><td>E9</td></tr> <tr><td>CU</td><td>450191</td><td>Senior Chief Culinary Speciali</td><td>ENL</td><td>E8</td></tr> <tr><td>CU</td><td>450192</td><td>Chief Culinary Specialist</td><td>ENL</td><td>E7</td></tr> <tr><td>CU</td><td>450193</td><td>First Class Culinary Speciali</td><td>ENL</td><td>E6</td></tr> <tr><td>CU</td><td>450194</td><td>Second Class Culinary Speciali</td><td>ENL</td><td>E5</td></tr> <tr><td>CU</td><td>450195</td><td>Third Class Culinary Speciali</td><td>ENL</td><td>E4</td></tr> <tr><td>CU</td><td>450196</td><td>Seaman Culinary Specialist</td><td>ENL</td><td>E3</td></tr> <tr><td>CU</td><td>450197</td><td>Seaman Apprentice Culinary</td><td>ENL</td><td>E2</td></tr> <tr><td>CU</td><td>450197</td><td>Seaman Apprentice Culinary Spe</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)	R99005	(blank)	PIO/Risk Communication	(blank)	(blank)	Job Family	Job Code	Description	Salary Admin Plan	Salary Grade	CU	450190	Master Chief Culinary Speciali	ENL	E9	CU	450191	Senior Chief Culinary Speciali	ENL	E8	CU	450192	Chief Culinary Specialist	ENL	E7	CU	450193	First Class Culinary Speciali	ENL	E6	CU	450194	Second Class Culinary Speciali	ENL	E5	CU	450195	Third Class Culinary Speciali	ENL	E4	CU	450196	Seaman Culinary Specialist	ENL	E3	CU	450197	Seaman Apprentice Culinary	ENL	E2	CU	450197	Seaman Apprentice Culinary Spe	ENL	E2
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Advancing a Member, Continued

Procedures,
continued

Step	Action
6	<p>Enter the Effdt (effective date) member is to be advanced.</p> <p>Using the Uniform Allowance drop-down, select Not Applicable. Leave the remaining fields blank. Click Get Details. This will populate the Request Information section. Ensure the Grade is correct.</p>  <p>The screenshot shows a web form titled "Submit Promote/Advance Member" for a member named "River Tam". The form is divided into several sections:</p> <ul style="list-style-type: none"> Request Details: Contains fields for "Type" (Advanced To), "Salary Admin Plan" (ENL), "Job Code" (450195), "Effdt" (03/07/2022), "Date of Rank", "Expected Loss", "Date", "Uniform Allowance" (Not Applicable), and "Officer Category". Get Details: A button highlighted with a red box, with a red arrow pointing to the Request Information section. Request Information: Shows "Overweight?: N" and "Grade: E4", both highlighted with red boxes. Request Approvers: Includes an "Approver" search field and a "Comment" text area. Buttons: "Submit", "Resubmit", and "Withdraw" are located at the bottom of the form.

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Advancing a Member, Continued

Procedures,
continued

Step	Action																				
7	<p>Enter the Approver's Emplid, then enter any Comments for the Approver as appropriate.</p> <p>Click Submit (see Note).</p> <p>IMPORTANT: Ensure the details of the action request are correct prior to submitting to the SPO 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="328 781 1366 1496" style="border: 1px solid black; padding: 5px;"> <p>Submit Promote/Advance Member</p> <p>River Tam</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</td> <td></td> </tr> <tr> <td>Job Code:</td> <td>450195</td> <td>Date:</td> <td>Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>03/07/2022</td> <td>Uniform Allowance:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Officer Category:</td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <p>Overweight?: N Grade: E4</p> <p>Request Approvers</p> <p>Approver: 9876543</p> <p>Comment: Enter any comments or special notes for the Approver.</p> <p>Submit Resubmit Withdraw</p> </div>	Type:	Advanced To	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss		Job Code:	450195	Date:	Not Applicable	Effdt:	03/07/2022	Uniform Allowance:				Officer Category:	
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Advancing a Member, Continued

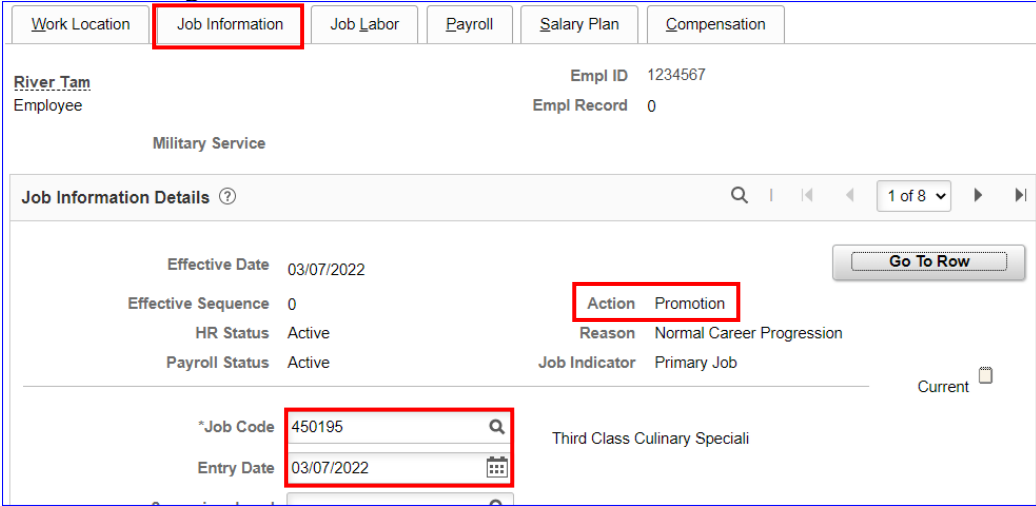
Procedures,
continued

Step	Action												
8	<p>The action request will update to a Pending status and be forwarded to the SPO for approval.</p> <div data-bbox="327 526 1348 1585" style="border: 1px solid #ccc; padding: 10px;"> <p>Submit Promote/Advance Member</p> <p>River Tam</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Details</p> <table border="0" style="width: 100%;"> <tr> <td>Type:</td> <td>Advanced To</td> <td>Date of Rank:</td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> <td>Expected Loss Date:</td> </tr> <tr> <td>Job Code:</td> <td>450195</td> <td>Uniform Allowance: Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>03/07/2022</td> <td>Officer Category:</td> </tr> </table> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Information</p> <p>Overweight?: N</p> <p>Grade: E4</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Approvers</p> <p>Approver: 9876543 Inara Serra</p> </div> <p>Comment: <input type="text" value="Enter any comments or special notes for the Approver."/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> <p>Approve the One Member Action</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approve Transaction</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Inara Serra Initial Approve Action Request</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Comments</p> <p>River Tam at 03/09/22 - 3:13PM Enter any comments or special notes for the Approver.</p> </div> </div>	Type:	Advanced To	Date of Rank:	Salary Admin Plan:	ENL	Expected Loss Date:	Job Code:	450195	Uniform Allowance: Not Applicable	Effdt:	03/07/2022	Officer Category:
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Advancing a Member, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>Upon approval of the action request, go to the Job Information tab in Job Data (see Note).</p> <p>Ensure a Promotion Job row was created, and the Job Code and Entry Date are correct.</p> <p>NOTE: For more information on navigating Job Data, see the Understanding Job Data user guide.</p>  <p>The screenshot shows the 'Job Information' tab selected. The 'Action' dropdown menu is open, showing 'Promotion' as the selected action. The 'Job Code' field is set to '450195' and the 'Entry Date' is '03/07/2022'. Other visible fields include 'Effective Date: 03/07/2022', 'Effective Sequence: 0', 'HR Status: Active', 'Payroll Status: Active', 'Reason: Normal Career Progression', and 'Job Indicator: Primary Job'.</p>