

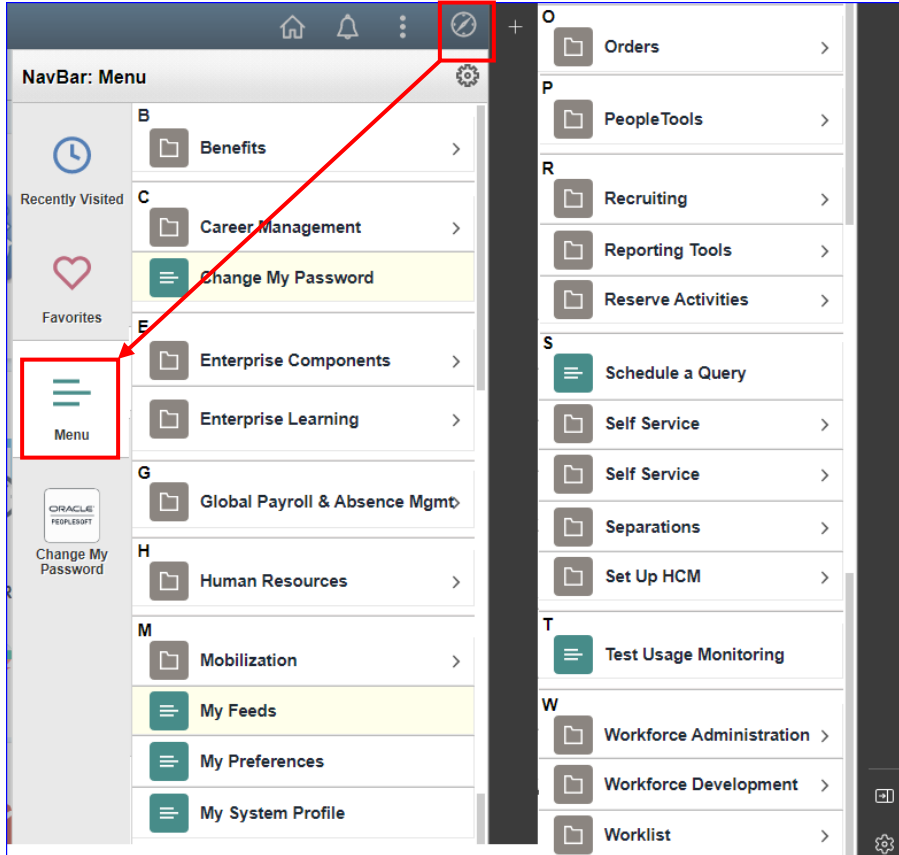
# Reducing a Member

**Introduction** This guide provides the procedures for a SPO or PSI (P&A) to reduce a member’s paygrade in Direct Access (DA).

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

**IMPORTANT** Once the Reduction 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.

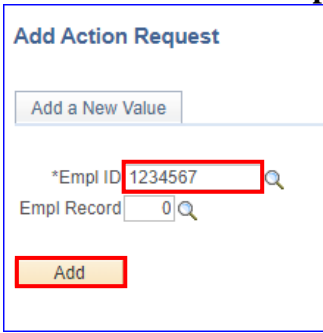
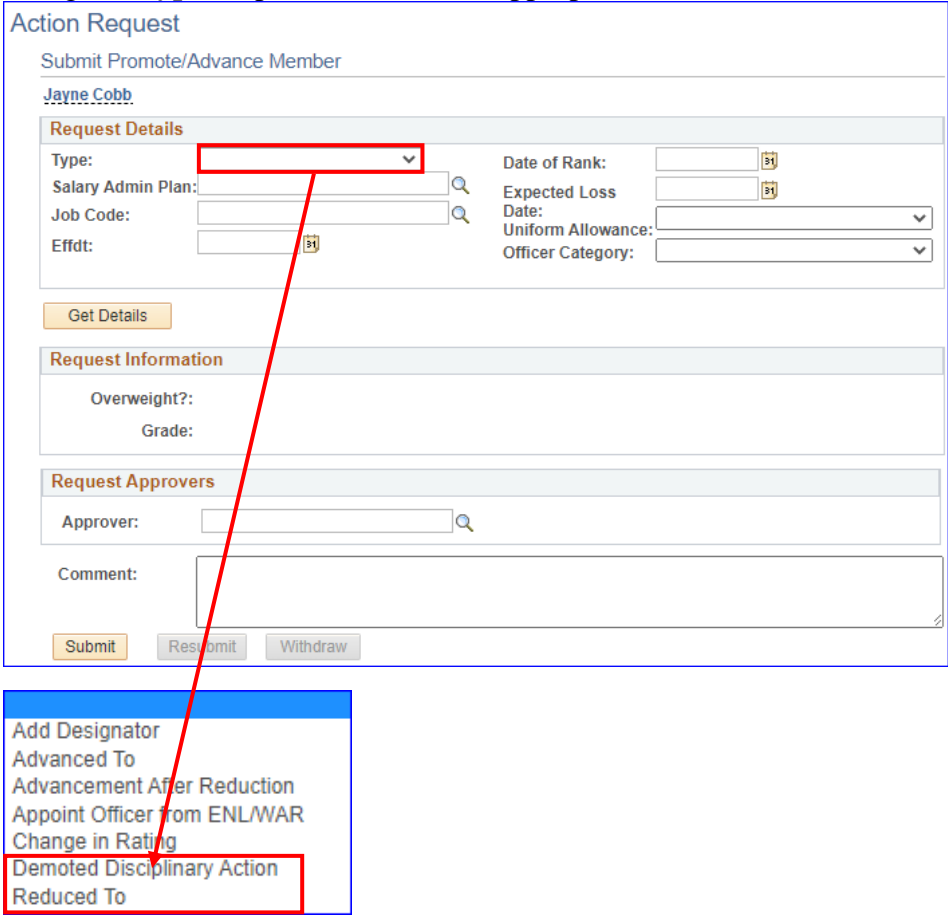
**Procedures** See below.

Step	Action
1	<p>Navigate to: <b>NavBar icon</b> &gt; <b>Menu</b> &gt; Human Resources &gt; Requests &gt; <b>Proxy – Promote One Member</b>.</p> 

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# Reducing a Member, Continued

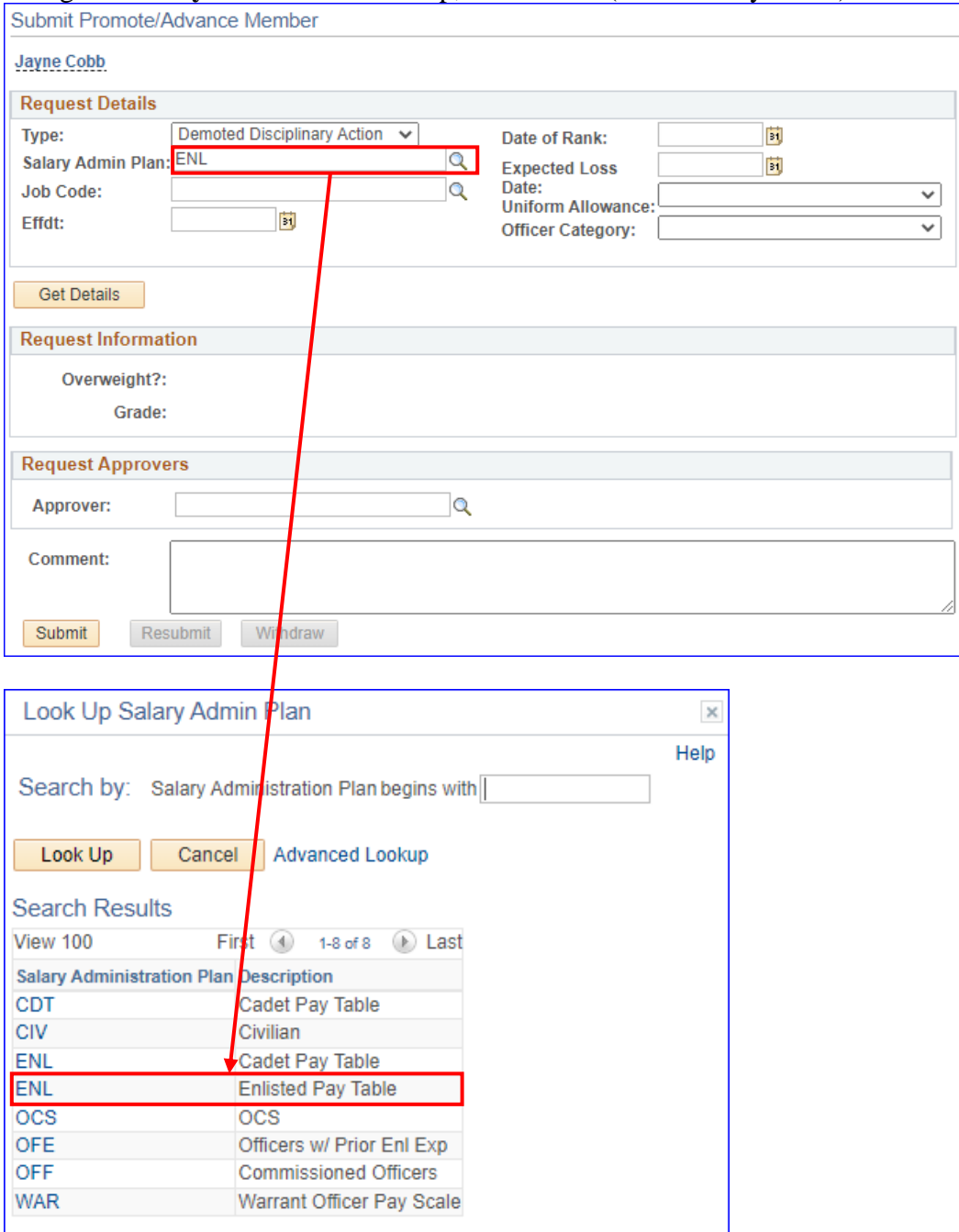
Procedures,  
continued

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

*Continued on next page*

# Reducing a Member, Continued

Procedures,  
continued

Step	Action																		
4	<p>Using the <b>Salary Admin Plan</b> lookup, select ENL (Enlisted Pay Table).</p>  <p><b>Submit Promote/Advance Member</b></p> <p>Jayne Cobb</p> <p><b>Request Details</b></p> <p>Type: Demoted Disciplinary Action Salary Admin Plan: ENL Job Code: Effdt: Date of Rank: Expected Loss Date: Uniform Allowance: Officer Category:</p> <p><b>Request Information</b></p> <p>Overweight?: Grade:</p> <p><b>Request Approvers</b></p> <p>Approver: Comment:</p> <p>Submit Resubmit Withdraw</p> <p><b>Look Up Salary Admin Plan</b></p> <p>Search by: Salary Administration Plan begins with Look Up 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>	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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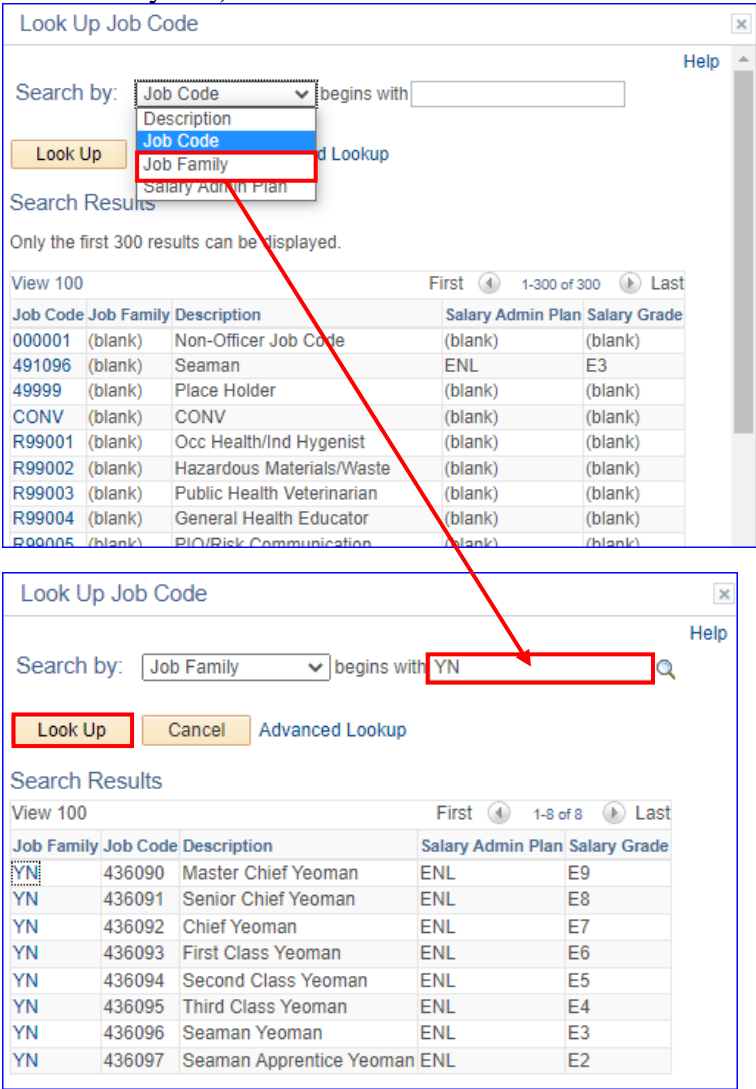
Procedures,  
continued

Step	Action																				
5	<p data-bbox="347 443 1198 478">Using the lookup, select the appropriate <b>Job Code</b> (see next page).</p> <p data-bbox="347 485 699 512">Submit Promote/Advance Member</p> <p data-bbox="347 531 464 558"><a href="#">Jayne Cobb</a></p> <div data-bbox="347 573 1414 772"><p><b>Request Details</b></p><table border="0"><tr><td>Type:</td><td><input type="text" value="Demoted Disciplinary Action"/></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="436094"/></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></div> <p data-bbox="358 789 505 816">Get Details</p> <div data-bbox="347 835 1414 961"><p><b>Request Information</b></p><p>Overweight?:</p><p>Grade:</p></div> <div data-bbox="347 978 1414 1066"><p><b>Request Approvers</b></p><p>Approver: <input type="text"/></p></div> <p data-bbox="358 1083 467 1110">Comment:</p> <div data-bbox="532 1077 1414 1161"><input type="text"/></div> <p data-bbox="358 1167 716 1194">Submit   Resubmit   Withdraw</p>	Type:	<input type="text" value="Demoted Disciplinary Action"/>	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="436094"/>	Date:	<input type="text"/>	Effdt:	<input type="text"/>	Uniform Allowance:	<input type="text"/>			Officer Category:	<input type="text"/>
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# Reducing a Member, Continued

Procedures,  
continued

Step	Action																																													
<p><b>5</b> <b>(cont.)</b></p>	<p>Using the <b>Search by</b> drop-down, select Job Family; then enter a description (i.e., rating specialty) and click <b>Look Up</b>.</p> <p><b>NOTE 1:</b> Ensure the Job Code selected is a valid Job Code. Current enlisted job codes will fall within the 400000 series.</p> <p><b>NOTE 2:</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> (CS was previously established for Commissaryman).</p>  <p>The first screenshot shows the 'Look Up Job Code' window with the 'Search by' dropdown set to 'Job Code'. A red box highlights the 'Job Code' option in the dropdown menu. A red arrow points from this box to the 'Job Family' dropdown in the second screenshot.</p> <p>The second screenshot shows the 'Look Up Job Code' window with the 'Search by' dropdown set to 'Job Family'. The 'begins with' field contains 'YN'. A red box highlights the 'Look Up' button.</p> <p><b>Search Results (from second screenshot):</b></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>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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# Reducing a Member, Continued

Procedures,  
continued

Step	Action																				
6	<p>Enter the <b>Effdt</b> (effective date) member is to be reduced/demoted.</p> <p>Using the <b>Uniform Allowance</b> drop-down, select Not Applicable. Leave the remaining fields blank. Click <b>Get Details</b>. This will populate the <b>Request Information</b> section. Ensure the <b>Grade</b> is correct.</p> <div data-bbox="345 621 1401 1339" style="border: 1px solid black; padding: 5px;"> <p>Submit Promote/Advance Member</p> <p><a href="#">Jayne Cobb</a></p> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Type:</td> <td>Demoted Disciplinary Action ▾</td> <td>Date of Rank:</td> <td><input type="text"/> [31]</td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL 🔍</td> <td>Expected Loss</td> <td><input type="text"/> [31]</td> </tr> <tr> <td>Job Code:</td> <td>436094 🔍</td> <td>Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Effdt:</td> <td>03/07/2022 [31]</td> <td>Uniform Allowance:</td> <td>Not Applicable ▾</td> </tr> <tr> <td></td> <td></td> <td>Officer Category:</td> <td><input type="text"/> ▾</td> </tr> </table> <p><b>Get Details</b></p> <p><b>Request Information</b></p> <p>Overweight?: N Grade: E5</p> <p><b>Request Approvers</b></p> <p>Approver: <input type="text"/> 🔍</p> <p>Comment: <input type="text"/></p> <p><b>Submit</b>   <b>Resubmit</b>   <b>Withdraw</b></p> </div>	Type:	Demoted Disciplinary Action ▾	Date of Rank:	<input type="text"/> [31]	Salary Admin Plan:	ENL 🔍	Expected Loss	<input type="text"/> [31]	Job Code:	436094 🔍	Date:	<input type="text"/>	Effdt:	03/07/2022 [31]	Uniform Allowance:	Not Applicable ▾			Officer Category:	<input type="text"/> ▾
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# Reducing a Member, Continued

Procedures,  
continued

Step	Action																				
7	<p>Enter the <b>Approver's</b> Emplid, then enter any <b>Comments</b> for the Approver as appropriate.</p> <p>Click <b>Submit</b> (see Note).</p> <p><b>IMPORTANT:</b> 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="347 764 1403 1486" style="border: 1px solid black; padding: 5px;"> <p>Submit Promote/Advance Member</p> <p><u>Jayne Cobb</u></p> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Type:</td> <td>Demoted Disciplinary Action</td> <td>Date of Rank:</td> <td><input type="text"/></td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> <td>Expected Loss</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code:</td> <td>436094</td> <td>Date:</td> <td>Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>03/07/2022</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><b>Request Information</b></p> <p>Overweight?: N Grade: E5</p> <p><b>Request Approvers</b></p> <p>Approver: <input style="border: 2px solid red;" type="text" value="9876543"/></p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter any comments or special notes for the Approver."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Type:	Demoted Disciplinary Action	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL	Expected Loss	<input type="text"/>	Job Code:	436094	Date:	Not Applicable	Effdt:	03/07/2022	Uniform Allowance:	<input type="text"/>			Officer Category:	<input type="text"/>
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# Reducing a Member, Continued

Procedures,  
continued

Step	Action												
8	<p>The action request will update to a <b>Pending</b> status and be forwarded to the SPO for approval.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Submit Promote/Advance Member</p> <p><a href="#">Jayne Cobb</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Request Details</b></p> <table border="0" style="width: 100%;"> <tr> <td>Type:</td> <td>Demoted Disciplinary Action</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>436094</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; margin-bottom: 10px;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Request Information</b></p> <p>Overweight?: N</p> <p>Grade: E5</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Request Approvers</b></p> <p>Approver: 9876543 Inara Serra</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Enter any comments or special notes for the Approver."/></p> <p style="text-align: center; margin-bottom: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> <p><b>Approve the One Member Action</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Status: <span style="border: 2px solid red; padding: 2px;">Pending</span> <span style="float: right;">View/Hide Comments</span></p> <p>Approve Transaction</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Inara Serra</p> <p>Initial Approve Action Request</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Comments</b></p> <p><b>Jayne Cobb at 03/09/22 - 2:57 PM</b></p> <p>Enter any comments or special notes for the Approver.</p> </div> </div>	Type:	Demoted Disciplinary Action	Date of Rank:	Salary Admin Plan:	ENL	Expected Loss Date:	Job Code:	436094	Uniform Allowance: Not Applicable	Effdt:	03/07/2022	Officer Category:
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# Reducing a Member, Continued

Procedures,  
continued

Step	Action
9	<p>Upon approval of the action request, go to the <b>Job Information</b> tab in Job Data (see Note).</p> <p>Ensure a <b>Demotion</b> Job row was created, and the <b>Job Code</b> and <b>Entry Date</b> are correct.</p> <p><b>NOTE:</b> For more information on navigating Job Data, see the <a href="#">Understanding Job Data</a> user guide.</p> <div data-bbox="345 730 1399 1255"><p>The screenshot shows the 'Job Information' tab for employee Jayne Cobb (Empl ID 1234567). The 'Action' dropdown is set to 'Demotion'. The 'Job Code' is 436094 and the 'Entry Date' is 03/07/2022. The job title is 'Second Class Yeoman'. The 'Effective Date' is 03/07/2022 and the 'Effective Sequence' is 0. The 'HR Status' is 'Active' and the 'Payroll Status' is 'Active'. The 'Job Indicator' is 'Primary Job'. There is a 'Go To Row' button and a 'Current' indicator.</p></div>

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# Reducing a Member, Continued

Procedures,  
continued

Step	Action																																																
<p><b>10</b></p>	<p>Once the Reduction action request has processed through a nightly calculation, review the member's <b>Pay Calculation Results</b> and <b>EABPs</b> to ensure the member's pay entitlements and allowances processed correctly.</p> <p>Below is an example of this member's Pay Calculation Results as a result of the Reduction action request. Notice the <b>Slice Dates</b> reflect the Effective Date of the Reduction.</p> <p><b>NOTE:</b> For more information on navigating Pay Calcs and EABPs, see the <a href="#">Pay Calculation Results</a> and <a href="#">Element Assignment By Payee</a> user guides.</p> <div data-bbox="344 802 1401 1570" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Calendar Group Results</span> <span>Earnings and Deductions</span> <span>Accumulators</span> <span>Supporting Elements</span> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span><u>Jayne Cobb</u> Employee</span> <span>Empl ID 1234567</span> <span>Empl Record 0</span> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>Calendar Group ID C122030</span> <span>202203 ON-CYCLE AD MID MONTH</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>Calendar Information</b> <span style="float: right;">2 of 2</span></p> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Calendar ID CG ACT 2022M03M</span> <span>Pay Group USCG</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Segment Number 1</span> <span>Version 1</span> <span>Revision 1</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Gross Result Value 3,071.02 USD</span> <span>Net Result Value 2,441.21 USD</span> </div> </div> <div style="border: 1px solid black; padding: 5px;"> <p><b>Earnings &amp; Deductions</b></p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>Element Results</span> <span>Components</span> <span>Retro Adjustments</span> <span>Deduction Arrears</span> <span>User Fields</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>392.400000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>03/01/2022</td> <td>03/06/2022</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAH</td> <td>480.600000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>03/07/2022</td> <td>03/15/2022</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>81.400000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>03/01/2022</td> <td>03/06/2022</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>122.090000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>03/07/2022</td> <td>03/15/2022</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>859.680000</td> <td>Basic Pay</td> <td>0</td> <td>03/01/2022</td> <td>03/06/2022</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table> </div> </div>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	392.400000	Basic Allowance for Housing	0	03/01/2022	03/06/2022	<a href="#">Resolution Details</a>	Earnings	BAH	480.600000	Basic Allowance for Housing	0	03/07/2022	03/15/2022	<a href="#">Resolution Details</a>	Earnings	BAS	81.400000	Basic Allow for Subsistence	0	03/01/2022	03/06/2022	<a href="#">Resolution Details</a>	Earnings	BAS	122.090000	Basic Allow for Subsistence	0	03/07/2022	03/15/2022	<a href="#">Resolution Details</a>	Earnings	BASIC PAY	859.680000	Basic Pay	0	03/01/2022	03/06/2022	<a href="#">Resolution Details</a>
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