

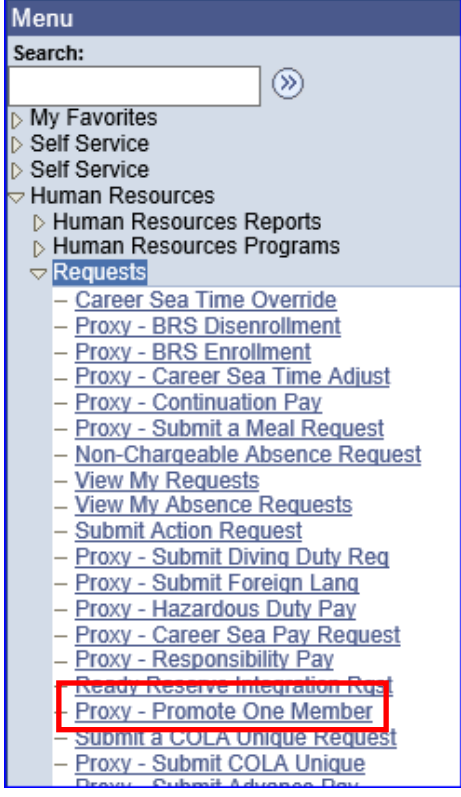
Advancement/Reduction

Introduction This guide provides the procedures for SPOs to advance or reduce a member’s paygrade in Direct Access (DA).

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

Something to Note The only advancements input by the SPO include 1) non-rated personnel; 2) advancement of a member with a designator to E4; and 3) advancement after reduction.

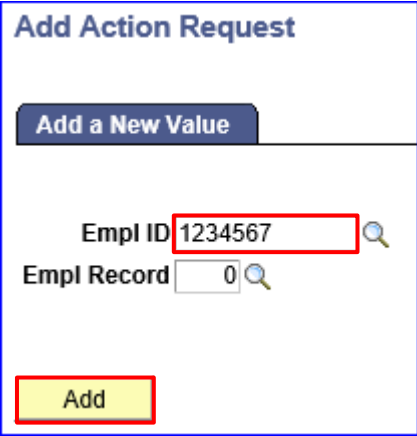
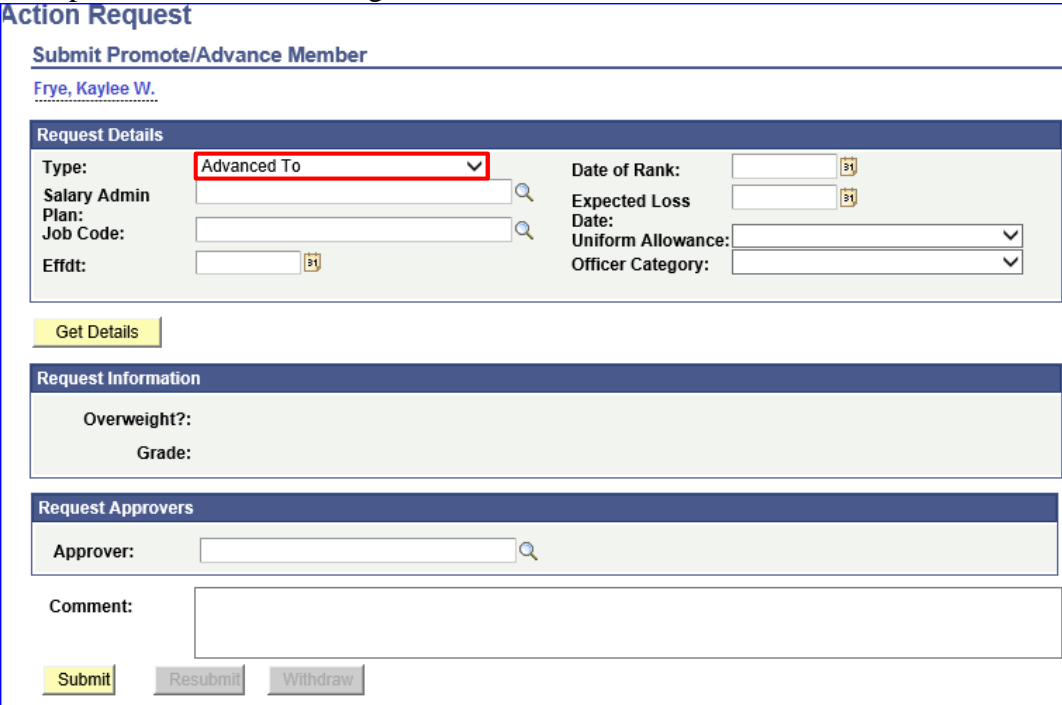
Procedures See below.

Step	Action
1	<p>From the Menu, navigate to Human Resources > Requests > Proxy – Promote One Member.</p>  <p>The screenshot shows a web application menu with the following structure:</p> <ul style="list-style-type: none"> Menu Search: [input field] My Favorites Self Service Self Service Human Resources <ul style="list-style-type: none"> Human Resources Reports Human Resources Programs Requests <ul style="list-style-type: none"> Career Sea Time Override Proxy - BRS Disenrollment Proxy - BRS Enrollment Proxy - Career Sea Time Adjust Proxy - Continuation Pay Proxy - Submit a Meal Request Non-Chargeable Absence Request View My Requests View My Absence Requests Submit Action Request Proxy - Submit Diving Duty Req Proxy - Submit Foreign Lang Proxy - Hazardous Duty Pay Proxy - Career Sea Pay Request Proxy - Responsibility Pay Ready Reserve Integration Request Proxy - Promote One Member (highlighted with a red box) Submit a COLA Unique Request Proxy - Submit COLA Unique Proxy - Submit Advance Pay

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Advancement/Reduction, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a blue button labeled "Add a New Value". Below it are two input fields: "Empl ID" with the value "1234567" and a search icon, and "Empl Record" with the value "0" and a search icon. At the bottom is a yellow button labeled "Add".</p>
3	<p>The Submit Promote/Advance Member action request page will display. Using the Type drop-down, select Advanced To or Reduced To as appropriate. For this example, the member is being advanced.</p>  <p>The screenshot shows a form titled "Action Request" with a sub-header "Submit Promote/Advance Member" for member "Frye, Kaylee W.". The "Request Details" section includes a "Type" dropdown menu set to "Advanced To", "Salary Admin Plan", "Job Code", "Effdt", "Date of Rank", "Expected Loss Date", "Uniform Allowance", and "Officer Category". A "Get Details" button is below. The "Request Information" section has "Overweight?" and "Grade" fields. The "Request Approvers" section has an "Approver" search field and a "Comment" text area. At the bottom are "Submit", "Resubmit", and "Withdraw" buttons.</p>

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Advancement/Reduction, Continued

Procedures,
continued

Step	Action																																						
4	<p>Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p> <div data-bbox="316 526 1380 1232"> <p>Action Request</p> <p>Submit Promote/Advance Member</p> <p>Frye, Kaylee W.</p> <hr/> <p>Request Details</p> <table border="0"> <tr> <td>Type:</td> <td>Advanced To</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><input type="text"/></td> <td>Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Efft:</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>Get Details</p> <hr/> <p>Request Information</p> <p>Overweight?: <input type="text"/></p> <p>Grade: <input type="text"/></p> <hr/> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> </div> <div data-bbox="316 1265 1157 1814"> <p>Look Up Salary Admin Plan</p> <p>Help</p> <p>Search by: Salary Administration Plan begins with <input type="text"/></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>CDI</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>	Type:	Advanced To	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL	Expected Loss:	<input type="text"/>	Job Code:	<input type="text"/>	Date:	<input type="text"/>	Efft:	<input type="text"/>	Uniform Allowance:	<input type="text"/>			Officer Category:	<input type="text"/>	Salary Administration Plan	Description	CDI	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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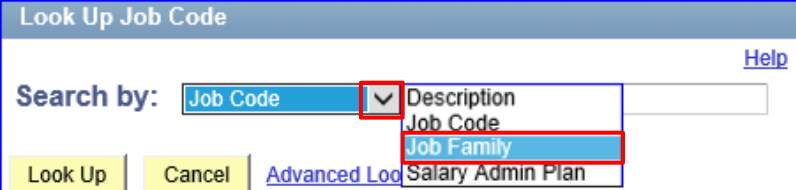
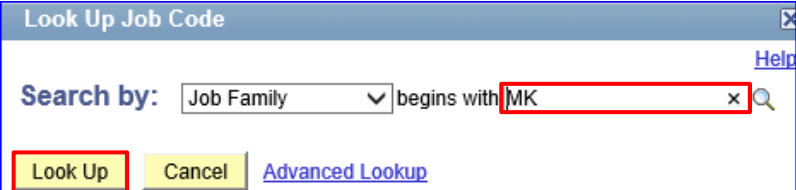
Procedures,
continued

Step	Action																
5	<p>If you do not know the Job Code, use the lookup to select the appropriate Job Code. See Step 6 for guidance on how to search for a specific job code.</p> <div data-bbox="316 562 1382 1261" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Promote/Advance Member</p> <p>Frye, Kaylee W.</p> <div style="background-color: #2e4a85; color: white; padding: 2px;">Request Details</div> <table border="0" style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 20%;">Type:</td> <td style="width: 30%;">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 Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code:</td> <td>420095 <input type="text"/></td> <td>Uniform Allowance:</td> <td><input type="text"/></td> </tr> <tr> <td>Effdt:</td> <td><input type="text"/></td> <td>Officer Category:</td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="background-color: #2e4a85; color: white; padding: 2px;">Request Information</div> <p>Overweight?: Grade:</p> <div style="background-color: #2e4a85; color: white; padding: 2px;">Request Approvers</div> <p>Approver: <input type="text"/></p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>	Type:	Advanced To <input type="text"/>	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL <input type="text"/>	Expected Loss Date:	<input type="text"/>	Job Code:	420095 <input type="text"/>	Uniform Allowance:	<input type="text"/>	Effdt:	<input type="text"/>	Officer Category:	<input type="text"/>
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Advancement/Reduction, Continued

Procedures,
continued

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6	<p>Because the Search Results will only display 300 results, it is recommended to change the search parameters to Job Family and then complete your search using the rating abbreviation. For this example, the member is being advance to MK3. Enter the search criteria and click Look Up.</p> <p>Note: 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>Look Up Job Code</p> <p>Search by: Job Code Description Job Code Job Family Salary Admin Plan</p> <p>Look Up Cancel Advanced Look Up</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> </tbody> </table>  <p>Look Up Job Code</p> <p>Search by: Job Family begins with MK</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>Job Family</th> <th>Job Code</th> <th>Description</th> <th>Salary Admin Plan</th> <th>Salary Grade</th> </tr> </thead> <tbody> <tr> <td>MK</td> <td>420090</td> <td>Master Chief Machinery Technic</td> <td>ENL</td> <td>E9</td> </tr> <tr> <td>MK</td> <td>420091</td> <td>Senior Chief Machinery Technic</td> <td>ENL</td> <td>E8</td> </tr> <tr> <td>MK</td> <td>420092</td> <td>Chief Machinery Technician</td> <td>ENL</td> <td>E7</td> </tr> <tr> <td>MK</td> <td>420093</td> <td>First Class Machinery Technici</td> <td>ENL</td> <td>E6</td> </tr> <tr> <td>MK</td> <td>420094</td> <td>Second Class Machinery Technic</td> <td>ENL</td> <td>E5</td> </tr> <tr> <td>MK</td> <td>420095</td> <td>Third Class Machinery Technici</td> <td>ENL</td> <td>E4</td> </tr> <tr> <td>MK</td> <td>420096</td> <td>Fireman Machinery Technician</td> <td>ENL</td> <td>E3</td> </tr> <tr> <td>MK</td> <td>420097</td> <td>Fireman Apprenticeship Machine</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)	Job Family	Job Code	Description	Salary Admin Plan	Salary Grade	MK	420090	Master Chief Machinery Technic	ENL	E9	MK	420091	Senior Chief Machinery Technic	ENL	E8	MK	420092	Chief Machinery Technician	ENL	E7	MK	420093	First Class Machinery Technici	ENL	E6	MK	420094	Second Class Machinery Technic	ENL	E5	MK	420095	Third Class Machinery Technici	ENL	E4	MK	420096	Fireman Machinery Technician	ENL	E3	MK	420097	Fireman Apprenticeship Machine	ENL	E2
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Advancement/Reduction, Continued

Procedures,
continued

Step	Action																
7	<p>Complete the remaining fields:</p> <ul style="list-style-type: none"> • Effdt - Enter the effective date the member is advanced (or reduced) in paygrade. • Date of Rank - Leave blank. • Effective Loss Date - Leave blank. • Uniform Allowance - Using the drop-down, select Not Applicable. • Officer Category - Leave blank. <p>Click Get Details.</p> <div data-bbox="316 831 1385 1532" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Promote/Advance Member</p> <p>Frye, Kaylee W.</p> <hr/> <p>Request Details</p> <table border="0"> <tr> <td>Type:</td> <td>Advanced To</td> <td>Date of Rank:</td> <td><input type="text"/></td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> <td>Expected Loss Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Job Code:</td> <td>420095</td> <td>Uniform Allowance:</td> <td>Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>10/01/2018</td> <td>Officer Category:</td> <td><input type="text"/></td> </tr> </table> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Overweight?: Grade:</p> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Type:	Advanced To	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL	Expected Loss Date:	<input type="text"/>	Job Code:	420095	Uniform Allowance:	Not Applicable	Effdt:	10/01/2018	Officer Category:	<input type="text"/>
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Advancement/Reduction, Continued


Procedures,
continued

Step	Action																							
8	<p>The Request Information section will populate. Verify the Grade is correct. Enter the Approver's Emplid and add any Comments as appropriate. Click Submit.</p> <div data-bbox="320 600 1385 1305" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Promote/Advance Member</u></p> <p><u>Frye, Kaylee W.</u></p> <table border="1" data-bbox="352 723 1378 902"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>Advanced To <input type="text" value="ENL"/></td> </tr> <tr> <td>Salary Admin Plan:</td> <td>420095</td> </tr> <tr> <td>Job Code:</td> <td>10/01/2018</td> </tr> <tr> <td>Effdt:</td> <td></td> </tr> <tr> <td>Date of Rank:</td> <td></td> </tr> <tr> <td>Expected Loss Date:</td> <td></td> </tr> <tr> <td>Uniform Allowance:</td> <td>Not Applicable</td> </tr> <tr> <td>Officer Category:</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Get Details"/></p> <table border="1" data-bbox="352 965 1378 1077"> <thead> <tr> <th>Request Information</th> </tr> </thead> <tbody> <tr> <td>Overweight?: N</td> </tr> <tr> <td>Grade: E4</td> </tr> </tbody> </table> <table border="1" data-bbox="352 1093 1378 1178"> <thead> <tr> <th>Request Approvers</th> </tr> </thead> <tbody> <tr> <td>Approver: <input type="text" value="9876543"/></td> </tr> </tbody> </table> <p>Comment: <input type="text" value="Comments should provide any additional information or special notes for the Approver."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>	Request Details		Type:	Advanced To <input type="text" value="ENL"/>	Salary Admin Plan:	420095	Job Code:	10/01/2018	Effdt:		Date of Rank:		Expected Loss Date:		Uniform Allowance:	Not Applicable	Officer Category:		Request Information	Overweight?: N	Grade: E4	Request Approvers	Approver: <input type="text" value="9876543"/>
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Advancement/Reduction, Continued

Procedures,
continued

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9	<p>The action request will update to a Pending status and be routed for approval.</p> <div data-bbox="320 524 1375 1733" style="border: 1px solid blue; padding: 5px;"> <h3>Action Request</h3> <p>Submit Promote/Advance Member</p> <p>Frye, Kaylee W.</p> <table border="1" data-bbox="363 674 1364 878"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>Advanced To</td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> </tr> <tr> <td>Job Code:</td> <td>420095</td> </tr> <tr> <td>Effdt:</td> <td>10/01/2018</td> </tr> <tr> <td>Date of Rank:</td> <td></td> </tr> <tr> <td>Expected Loss Date:</td> <td></td> </tr> <tr> <td>Uniform Allowance:</td> <td>Not Applicable</td> </tr> <tr> <td>Officer Category:</td> <td></td> </tr> </tbody> </table> <p>Get Details</p> <table border="1" data-bbox="363 949 1364 1084"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Overweight?:</td> <td>N</td> </tr> <tr> <td>Grade:</td> <td>E4</td> </tr> </tbody> </table> <table border="1" data-bbox="363 1102 1364 1205"> <thead> <tr> <th colspan="2">Request Approvers</th> </tr> </thead> <tbody> <tr> <td>Approver:</td> <td>9876543 Malcolm Reynolds</td> </tr> </tbody> </table> <p>Comment: <input type="text" value="Comments should provide any additional information or special notes for the Approver."/></p> <p>Submit Resubmit Withdraw</p> <h3>Approve the One Member Action</h3> <div data-bbox="384 1406 1184 1727" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approve Transaction</p> <div data-bbox="395 1480 715 1576" style="border: 1px solid #ccc; padding: 2px;"> <p>Pending</p> <p> Malcolm Reynolds Initial Approve Action Request</p> </div> <p>Comments</p> <p>Kaylee W. Frye at 10/04/18 - 8:57 AM Comments should provide any additional information or special notes for the Approver.</p> </div> </div>	Request Details		Type:	Advanced To	Salary Admin Plan:	ENL	Job Code:	420095	Effdt:	10/01/2018	Date of Rank:		Expected Loss Date:		Uniform Allowance:	Not Applicable	Officer Category:		Request Information		Overweight?:	N	Grade:	E4	Request Approvers		Approver:	9876543 Malcolm Reynolds
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