

## 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 M1000.2B \(series\)](#)

**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 reentered the Service as an E-2 or E-3 after being out for more than 24 hours.

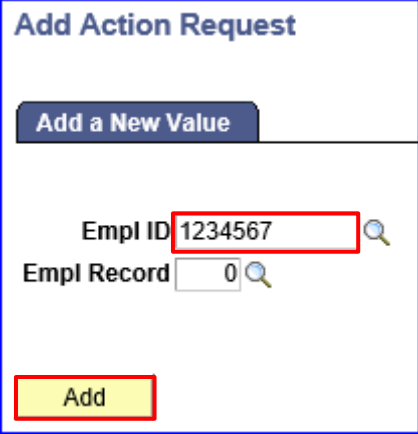
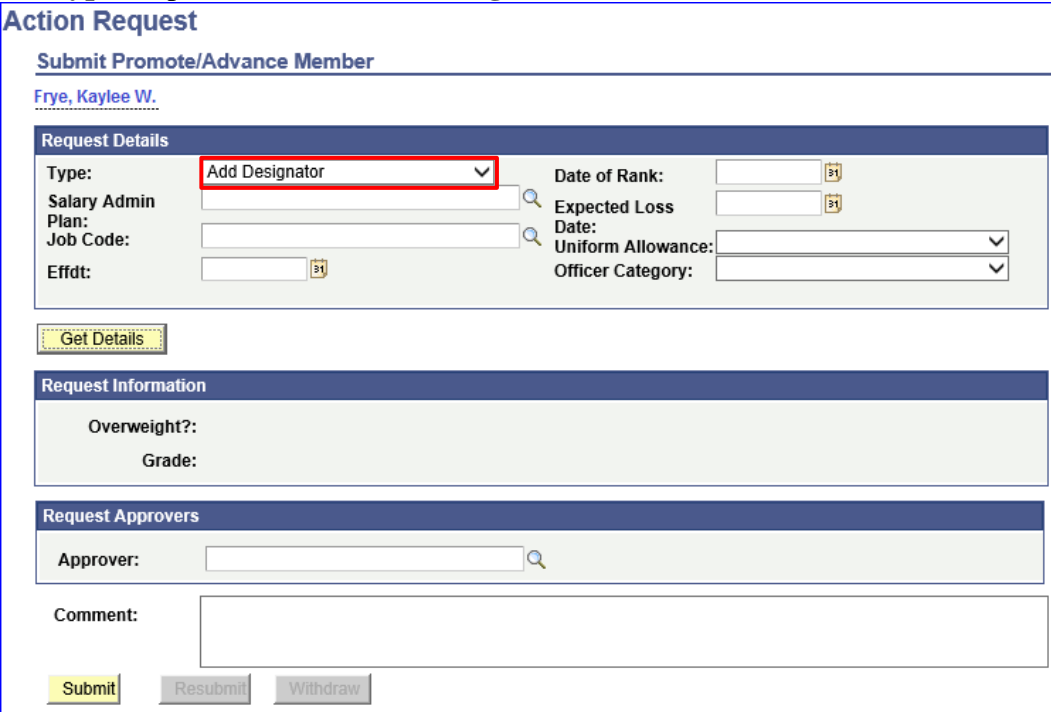
**Procedures** See below.

Step	Action
1	<p>From the Menu, navigate to <b>Human Resources &gt; Requests &gt; Proxy – Promote One Member</b>.</p>  <p>The screenshot shows a web menu with a search bar and a list of options. The 'Human Resources' section is expanded, and the 'Requests' sub-section is also expanded. The 'Proxy - Promote One Member' option is highlighted with a red box.</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 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 <b>Type</b> drop-down, select <b>Add Designator</b>.</p>  <p>The screenshot shows the "Action Request" page for "Submit Promote/Advance Member" for member "Frye, Kaylee W.". The "Request Details" section includes a "Type" drop-down menu set to "Add Designator" (highlighted with a red box). Other fields include "Date of Rank", "Expected Loss", "Salary Admin Plan", "Job Code", "Effdt", "Date", "Uniform Allowance", and "Officer Category". Below this is a "Get Details" button. 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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## Adding a Designator, Continued

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4	<p>Using the <b>Salary Admin Plan</b> lookup, select <b>ENL</b> (Enlisted Pay Table).</p> <div data-bbox="327 526 1385 1238" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Submit Promote/Advance Member</u></p> <p><u>Frye, Kaylee W.</u></p> <table border="1" data-bbox="367 654 1377 835"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>Add Designator</td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> </tr> <tr> <td>Job Code:</td> <td></td> </tr> <tr> <td>Effdt:</td> <td></td> </tr> <tr> <td>Date of Rank:</td> <td></td> </tr> <tr> <td>Expected Loss:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> <tr> <td>Uniform Allowance:</td> <td></td> </tr> <tr> <td>Officer Category:</td> <td></td> </tr> </tbody> </table> <p>Get Details</p> <table border="1" data-bbox="367 898 1377 1010"> <thead> <tr> <th>Request Information</th> </tr> </thead> <tbody> <tr> <td>Overweight?:</td> </tr> <tr> <td>Grade:</td> </tr> </tbody> </table> <table border="1" data-bbox="367 1025 1377 1106"> <thead> <tr> <th>Request Approvers</th> </tr> </thead> <tbody> <tr> <td>Approver:</td> </tr> </tbody> </table> <p>Comment:</p> <p>Submit Resubmit Withdraw</p> </div> <div data-bbox="327 1265 1145 1798" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Look Up Salary Admin Plan</b></p> <p>Search by: Salary Administration Plan begins with</p> <p>Look Up Cancel <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <table border="1" data-bbox="335 1512 798 1792"> <thead> <tr> <th>Salary Administration Plan</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">CDT</a></td> <td>Cadet Pay Table</td> </tr> <tr> <td><a href="#">CIV</a></td> <td>Civilian</td> </tr> <tr> <td><a href="#">ENL</a></td> <td>Cadet Pay Table</td> </tr> <tr> <td><a href="#">ENL</a></td> <td>Enlisted Pay Table</td> </tr> <tr> <td><a href="#">OCS</a></td> <td>OCS</td> </tr> <tr> <td><a href="#">OFE</a></td> <td>Officers w/ Prior Enl Exp</td> </tr> <tr> <td><a href="#">OFF</a></td> <td>Commissioned Officers</td> </tr> <tr> <td><a href="#">WAR</a></td> <td>Warrant Officer Pay Scale</td> </tr> </tbody> </table> </div>	Request Details		Type:	Add Designator	Salary Admin Plan:	ENL	Job Code:		Effdt:		Date of Rank:		Expected Loss:		Date:		Uniform Allowance:		Officer Category:		Request Information	Overweight?:	Grade:	Request Approvers	Approver:	Salary Administration Plan	Description	<a href="#">CDT</a>	Cadet Pay Table	<a href="#">CIV</a>	Civilian	<a href="#">ENL</a>	Cadet Pay Table	<a href="#">ENL</a>	Enlisted Pay Table	<a href="#">OCS</a>	OCS	<a href="#">OFE</a>	Officers w/ Prior Enl Exp	<a href="#">OFF</a>	Commissioned Officers	<a href="#">WAR</a>	Warrant Officer Pay Scale
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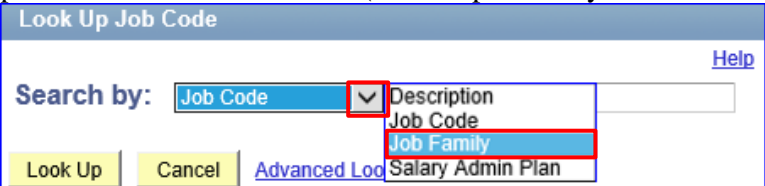
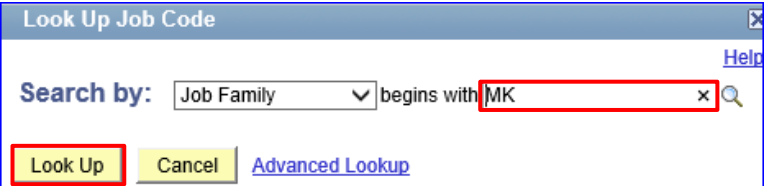
Procedures,  
continued

Step	Action																				
5	<p>If you do not know the Job Code, use the lookup to select the appropriate <b>Job Code</b>. See Step 6 for guidance on how to search for a specific job code.</p> <div data-bbox="327 562 1385 1267" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><a href="#">Submit Promote/Advance Member</a></p> <p><a href="#">Frye, Kaylee W.</a></p> <div style="background-color: #4a7ebb; color: white; padding: 2px;"><b>Request Details</b></div> <table border="0" style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 25%;">Type:</td> <td style="width: 25%;">Add Designator <input type="text"/></td> <td style="width: 25%;">Date of Rank:</td> <td style="width: 25%;"><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>420096 <input type="text"/></td> <td>Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Effdt:</td> <td>10/01/2018 <input type="text"/></td> <td>Uniform Allowance:</td> <td>Not Applicable <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;"><input type="button" value="Get Details"/></p> <div style="background-color: #4a7ebb; color: white; padding: 2px;"><b>Request Information</b></div> <p style="text-align: center;">Overweight?: Grade:</p> <div style="background-color: #4a7ebb; color: white; padding: 2px;"><b>Request Approvers</b></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:	Add Designator <input type="text"/>	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL <input type="text"/>	Expected Loss:	<input type="text"/>	Job Code:	420096 <input type="text"/>	Date:	<input type="text"/>	Effdt:	10/01/2018 <input type="text"/>	Uniform Allowance:	Not Applicable <input type="text"/>			Officer Category:	<input type="text"/>
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6	<p>Because the Search Results will only display 300 results, it is recommended to change the search parameters to <b>Job Family</b> and then complete your search using the rating abbreviation. For this example, an MK designator is being applied. Enter the search criteria and 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><b>Search Results</b></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><a href="#">000001</a></td> <td>(blank)</td> <td>Non-Officer Job Code</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td><a href="#">491096</a></td> <td>(blank)</td> <td>Seaman</td> <td>ENL</td> <td>E3</td> </tr> <tr> <td><a href="#">49999</a></td> <td>(blank)</td> <td>Place Holder</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td><a href="#">CONV</a></td> <td>(blank)</td> <td>CONV</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td><a href="#">R99001</a></td> <td>(blank)</td> <td>Occ Health/Ind Hygenist</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td><a href="#">R99002</a></td> <td>(blank)</td> <td>Hazardous Materials/Waste</td> <td>(blank)</td> <td>(blank)</td> </tr> </tbody> </table>  <p><b>Search Results</b></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><a href="#">MK</a></td> <td>420090</td> <td>Master Chief Machinery Technic</td> <td>ENL</td> <td>E9</td> </tr> <tr> <td><a href="#">MK</a></td> <td>420091</td> <td>Senior Chief Machinery Technic</td> <td>ENL</td> <td>E8</td> </tr> <tr> <td><a href="#">MK</a></td> <td>420092</td> <td>Chief Machinery Technician</td> <td>ENL</td> <td>E7</td> </tr> <tr> <td><a href="#">MK</a></td> <td>420093</td> <td>First Class Machinery Technici</td> <td>ENL</td> <td>E6</td> </tr> <tr> <td><a href="#">MK</a></td> <td>420094</td> <td>Second Class Machinery Technic</td> <td>ENL</td> <td>E5</td> </tr> <tr> <td><a href="#">MK</a></td> <td>420095</td> <td>Third Class Machinery Technici</td> <td>ENL</td> <td>E4</td> </tr> <tr> <td><a href="#">MK</a></td> <td>420096</td> <td>Fireman Machinery Technician</td> <td>ENL</td> <td>E3</td> </tr> <tr> <td><a href="#">MK</a></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	<a href="#">000001</a>	(blank)	Non-Officer Job Code	(blank)	(blank)	<a href="#">491096</a>	(blank)	Seaman	ENL	E3	<a href="#">49999</a>	(blank)	Place Holder	(blank)	(blank)	<a href="#">CONV</a>	(blank)	CONV	(blank)	(blank)	<a href="#">R99001</a>	(blank)	Occ Health/Ind Hygenist	(blank)	(blank)	<a href="#">R99002</a>	(blank)	Hazardous Materials/Waste	(blank)	(blank)	Job Family	Job Code	Description	Salary Admin Plan	Salary Grade	<a href="#">MK</a>	420090	Master Chief Machinery Technic	ENL	E9	<a href="#">MK</a>	420091	Senior Chief Machinery Technic	ENL	E8	<a href="#">MK</a>	420092	Chief Machinery Technician	ENL	E7	<a href="#">MK</a>	420093	First Class Machinery Technici	ENL	E6	<a href="#">MK</a>	420094	Second Class Machinery Technic	ENL	E5	<a href="#">MK</a>	420095	Third Class Machinery Technici	ENL	E4	<a href="#">MK</a>	420096	Fireman Machinery Technician	ENL	E3	<a href="#">MK</a>	420097	Fireman Apprenticeship Machine	ENL	E2
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Procedures,  
continued

Step	Action																												
7	<p>Complete 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>Date of Rank</b> - Leave blank.</li> <li>• <b>Effective Loss Date</b> - Leave blank.</li> <li>• <b>Uniform Allowance</b> - Using the drop-down, select Not Applicable.</li> <li>• <b>Officer Category</b> - Leave blank.</li> </ul> <p>Click <b>Get Details</b>.</p> <div data-bbox="328 831 1385 1536" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><b>Submit Promote/Advance Member</b></p> <p><a href="#">Frye, Kaylee W.</a></p> <table border="1" data-bbox="365 949 1377 1128"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Type:</td> <td>Add Designator</td> </tr> <tr> <td>Salary Admin Plan:</td> <td>ENL</td> </tr> <tr> <td>Job Code:</td> <td>420096</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><b>Get Details</b></p> <table border="1" data-bbox="365 1193 1377 1305"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Overweight?:</td> <td></td> </tr> <tr> <td>Grade:</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="365 1323 1377 1402"> <thead> <tr> <th colspan="2">Request Approvers</th> </tr> </thead> <tbody> <tr> <td>Approver:</td> <td></td> </tr> </tbody> </table> <p>Comment:</p> <p><b>Submit</b>   <b>Resubmit</b>   <b>Withdraw</b></p> </div>	Request Details		Type:	Add Designator	Salary Admin Plan:	ENL	Job Code:	420096	Effdt:	10/01/2018	Date of Rank:		Expected Loss Date:		Uniform Allowance:	Not Applicable	Officer Category:		Request Information		Overweight?:		Grade:		Request Approvers		Approver:	
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8	<p>The Request Information section will populate. Verify the <b>Grade</b> is correct. Enter the <b>Approver's</b> Emplid and add any <b>Comments</b> as appropriate. Click <b>Submit</b>.</p> <div data-bbox="327 600 1385 1305" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><b>Submit Promote/Advance Member</b></p> <p><a href="#">Frye, Kaylee W.</a></p> <p><b>Request Details</b></p> <table border="0"> <tr> <td>Type:</td> <td>Add Designator</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>420096</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><b>Request Information</b></p> <p>Overweight?: N</p> <p><b>Grade: E3</b></p> <p><b>Request Approvers</b></p> <p>Approver: <input type="text" value="9876543"/></p> <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>	Type:	Add Designator	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL	Expected Loss Date:	<input type="text"/>	Job Code:	420096	Uniform Allowance:	Not Applicable	Effdt:	10/01/2018	Officer Category:	<input type="text"/>
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continued

Step	Action																
9	<p>The action request will update to a <b>Pending</b> status and be routed for approval.</p> <div data-bbox="331 526 1385 1729" style="border: 1px solid blue; padding: 5px;"> <h3>Action Request</h3> <p><b>Submit Promote/Advance Member</b></p> <p><u>Frye, Kaylee W.</u></p> <div style="background-color: #2c4e64; color: white; padding: 2px;"><b>Request Details</b></div> <table border="0" style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 33%;">Type:</td> <td style="width: 33%;">Add Designator</td> <td style="width: 33%;">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>420096</td> <td>Uniform Allowance: Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>10/01/2018</td> <td>Officer Category:</td> </tr> </table> <p style="text-align: center; margin-top: 5px;"><a href="#">Get Details</a></p> <div style="background-color: #2c4e64; color: white; padding: 2px;"><b>Request Information</b></div> <table border="0" style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 50%;">Overweight?: N</td> </tr> <tr> <td style="text-align: center;">Grade: E3</td> </tr> </table> <div style="background-color: #2c4e64; color: white; padding: 2px;"><b>Request Approvers</b></div> <table border="0" style="width: 100%; border: 1px solid #ccc;"> <tr> <td style="width: 50%;">Approver: 9876543</td> <td style="width: 50%; text-align: right;">Malcolm Reynolds</td> </tr> </table> <p>Comment: <input style="width: 100%;" type="text" value="Comments should provide any additional information or special notes for the Approver."/></p> <p style="text-align: center; margin-top: 5px;"> <a href="#">Submit</a>   <a href="#">Resubmit</a>   <a href="#">Withdraw</a> </p> <h3>Approve the One Member Action</h3> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> <p>Request Status: <span style="border: 2px solid red; padding: 2px;"><b>Pending</b></span> <a href="#">View/Hide Comments</a></p> <p>Approve Transaction</p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;"> <p><b>Pending</b></p> <p> <a href="#">Malcolm Reynolds</a> Initial Approve Action Request</p> </div> <p><b>Comments</b></p> <p><b>Kaylee W. Frye at 10/04/18 - 9:05 AM</b> Comments should provide any additional information or special notes for the Approver.</p> </div> </div>	Type:	Add Designator	Date of Rank:	Salary Admin Plan:	ENL	Expected Loss Date:	Job Code:	420096	Uniform Allowance: Not Applicable	Effdt:	10/01/2018	Officer Category:	Overweight?: N	Grade: E3	Approver: 9876543	Malcolm Reynolds
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