

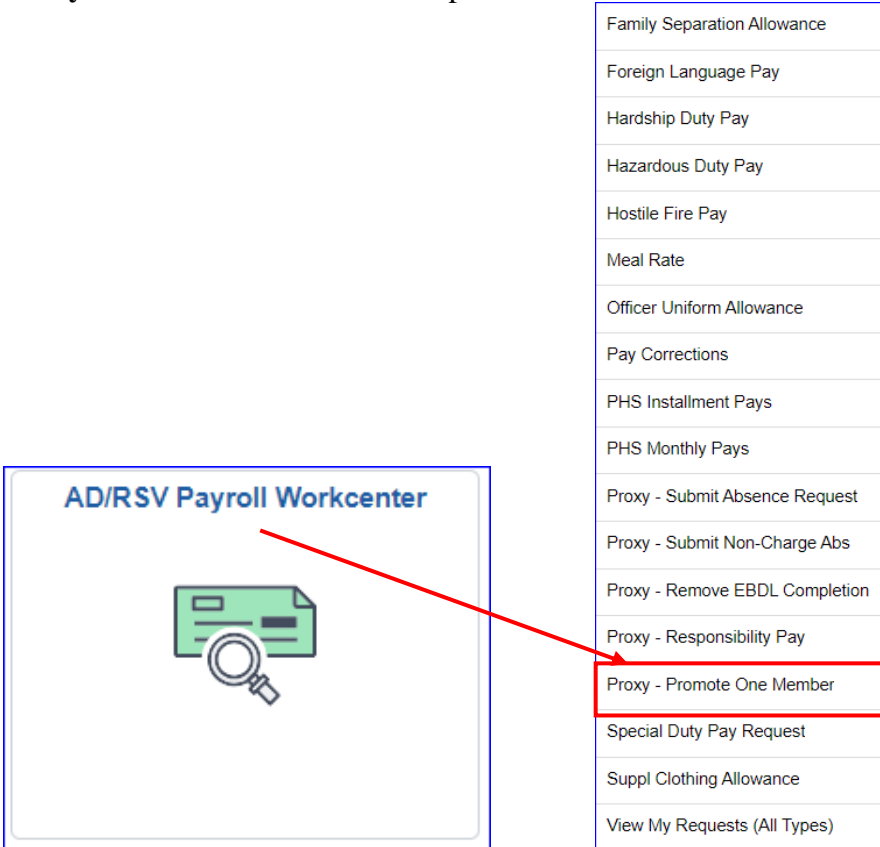
Reducing a Member

Introduction This guide provides the procedures for reducing 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.

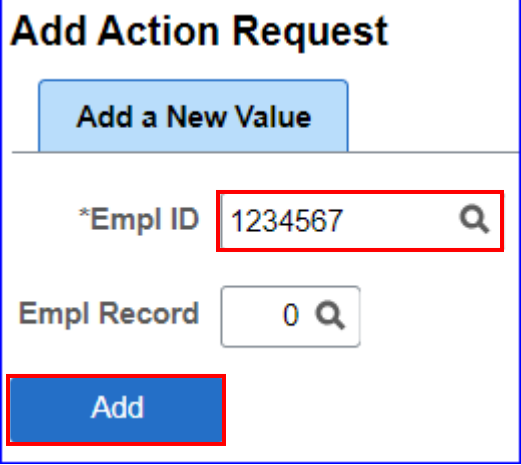
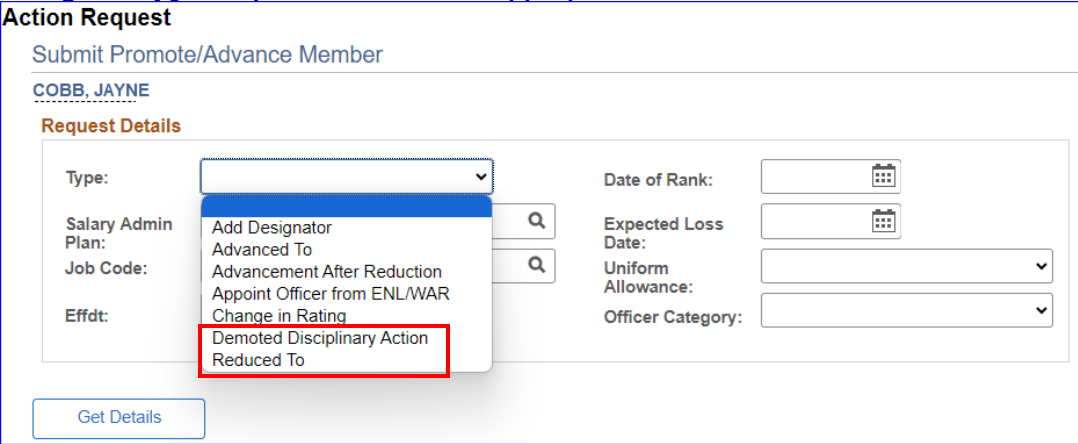
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile and scroll down and select the Proxy – Promote One Member option.</p> <div style="display: flex; align-items: center;">  </div>

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Reducing a Member, Continued

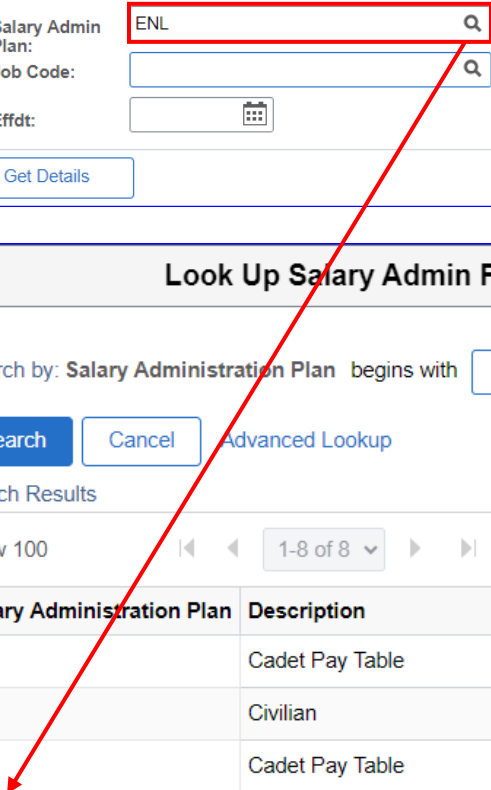
Procedures,
continued

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 Reduction.</p> 

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Reducing a Member, Continued

Procedures,
continued

Step	Action																																		
4	<p data-bbox="326 443 1252 474">Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p> <div data-bbox="326 474 1401 869"><p>Action Request</p><p>Submit Promote/Advance Member</p><p>COBB, JAYNE</p><p>Request Details</p><table border="1"><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 Date:</td><td><input type="text"/></td></tr><tr><td>Job Code:</td><td><input type="text"/></td><td>Uniform Allowance:</td><td>Not Applicable</td></tr><tr><td>Effdt:</td><td><input type="text"/></td><td>Officer Category:</td><td><input type="text"/></td></tr></table><p><input type="button" value="Get Details"/></p></div> <div data-bbox="326 905 1118 1755"><p>Look Up Salary Admin Plan</p><p>Search by: Salary Administration Plan begins with <input type="text"/></p><p><input type="button" value="Search"/> <input type="button" value="Cancel"/> Advanced Lookup Help</p><p>Search Results</p><p>View 100 1-8 of 8</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></div> 	Type:	Demoted Disciplinary Action	Date of Rank:	<input type="text"/>	Salary Admin Plan:	ENL	Expected Loss Date:	<input type="text"/>	Job Code:	<input type="text"/>	Uniform Allowance:	Not Applicable	Effdt:	<input type="text"/>	Officer Category:	<input type="text"/>	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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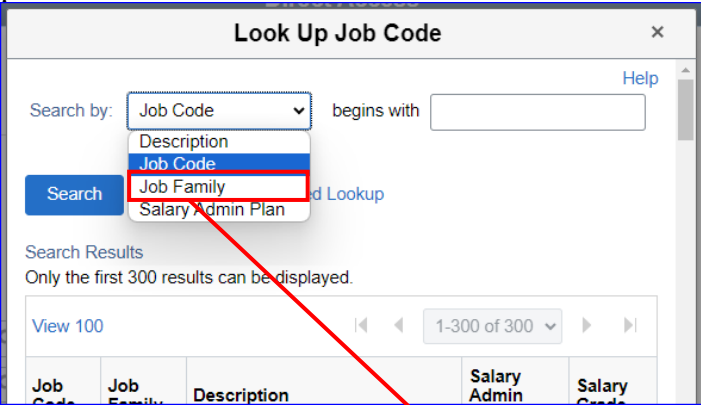
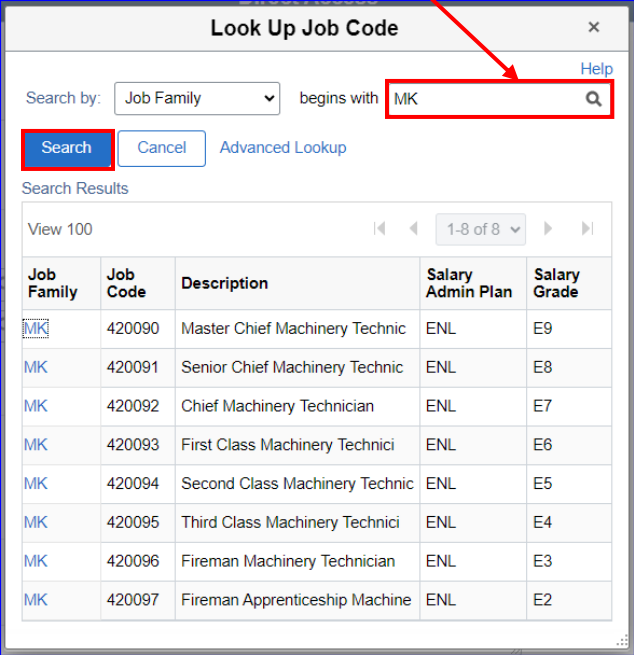
Procedures,
continued

Step	Action																
5	<p data-bbox="347 443 1198 478">Using the lookup, select the appropriate Job Code (see next page).</p> <div data-bbox="347 478 1398 869" style="border: 1px solid blue; padding: 5px;"><p data-bbox="347 478 521 506">Action Request</p><p data-bbox="380 516 732 543">Submit Promote/Advance Member</p><p data-bbox="380 554 500 577">COBB, JAYNE</p><p data-bbox="380 585 526 609">Request Details</p><table data-bbox="386 611 1393 810"><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 Date:</td><td><input type="text"/></td></tr><tr><td>Job Code:</td><td><input type="text" value="#20094"/></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 data-bbox="380 827 548 856"><input type="button" value="Get Details"/></p></div>	Type:	<input type="text" value="Demoted Disciplinary Action"/>	Date of Rank:	<input type="text"/>	Salary Admin Plan:	<input type="text" value="ENL"/>	Expected Loss Date:	<input type="text"/>	Job Code:	<input type="text" value="#20094"/>	Uniform Allowance:	<input type="text"/>	Effdt:	<input type="text"/>	Officer Category:	<input type="text"/>
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Reducing a Member, Continued

Procedures,
continued

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<p>5 (cont.)</p>	<p>Using the Search by drop-down, select Job Family; then enter a description (i.e., rating specialty) and click Search.</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.</p>   <table border="1" data-bbox="367 1381 956 1738"> <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 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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Reducing a Member, Continued

Procedures,
continued

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6	<p>Enter only the following fields:</p> <ul style="list-style-type: none">• Effdt – Enter the effective date the member is to be reduced/demoted.• Uniform Allowance – Using the drop-down, select Not Applicable. <p>Click Get Details. This will populate the Request Information section. Ensure the Grade is correct.</p> <div data-bbox="347 663 1403 1167"><p>Action Request</p><p>Submit Promote/Advance Member</p><p>COBB, JAYNE</p><p>Request Details</p><table border="1"><tr><td>Type:</td><td>Demoted Disciplinary Action</td><td>Date of Rank:</td><td></td></tr><tr><td>Salary Admin Plan:</td><td>ENL</td><td>Expected Loss Date:</td><td></td></tr><tr><td>Job Code:</td><td>420094</td><td>Uniform Allowance:</td><td>Not Applicable</td></tr><tr><td>Effdt:</td><td>01/08/2024</td><td>Officer Category:</td><td></td></tr></table><p>Get Details</p><p>Request Information</p><table border="1"><tr><td>Overweight?:</td><td>N</td></tr><tr><td>Grade:</td><td>E5</td></tr></table></div>	Type:	Demoted Disciplinary Action	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss Date:		Job Code:	420094	Uniform Allowance:	Not Applicable	Effdt:	01/08/2024	Officer Category:		Overweight?:	N	Grade:	E5
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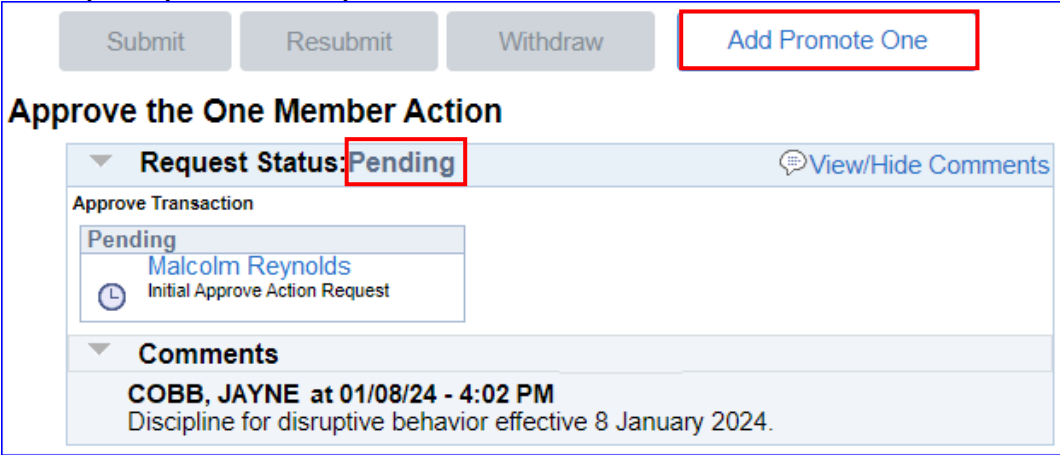
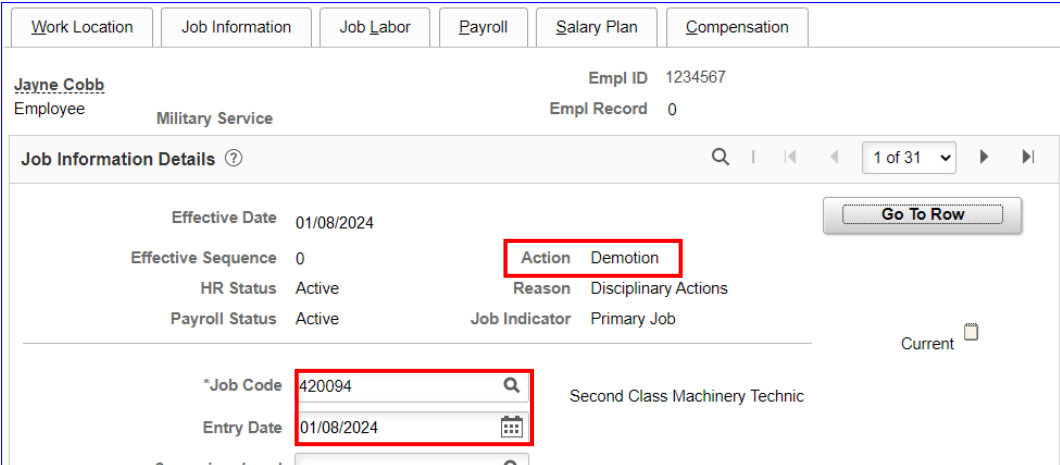
Procedures,
continued

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>NOTE: Ensure the details of the action request are correct prior to submitting 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 1514" style="border: 1px solid blue; padding: 5px;"><p>Action Request</p><p>Submit Promote/Advance Member</p><p>COBB, JAYNE</p><p>Request Details</p><table border="0"><tr><td>Type:</td><td>Demoted Disciplinary Action</td><td>Date of Rank:</td><td></td></tr><tr><td>Salary Admin Plan:</td><td>ENL</td><td>Expected Loss Date:</td><td></td></tr><tr><td>Job Code:</td><td>#20094</td><td>Uniform Allowance:</td><td>Not Applicable</td></tr><tr><td>Effdt:</td><td>01/08/2024</td><td>Officer Category:</td><td></td></tr></table><p>Get Details</p><p>Request Information</p><p>Overweight?: N Grade: E5</p><p>Request Approvers</p><p>Approver: 9876543 Malcolm Reynolds</p><p>Comment: Discipline for disruptive behavior effective 8 January 2024.</p><p>Submit Resubmit Withdraw</p></div>	Type:	Demoted Disciplinary Action	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss Date:		Job Code:	#20094	Uniform Allowance:	Not Applicable	Effdt:	01/08/2024	Officer Category:	
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Reducing a Member, Continued

Procedures,
continued

Step	Action
8	<p>The action request will update to a Pending status and be forwarded for approval. *NEW* To reduce another member, click on Add Promote One and repeat steps 2-7. If complete, proceed to step 9.</p> 
9	<p>Upon approval of the action request, go to the Job Information tab in Job Data. Ensure a Demotion Job row was created, and the Job Code and Entry Date are correct.</p> 

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Reducing a Member, Continued

Procedures,
continued

Step	Action																																																
<p>10</p>	<p>Once the Reduction action request has processed through a nightly calculation, review the member’s Pay Calculation Results and EABPs 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 Slice Dates reflect the Effective Date of the Reduction.</p> <div data-bbox="344 688 1401 1402" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Calendar Group Results Earnings and Deductions Accumulators Supporting Elements </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <u>Jayne Cobb</u> Employee Empl ID 1234567 Empl Record 0 </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Calendar Group ID C124010 202401 ON-CYCLE AD MID MONTH </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Calendar Information <div style="display: flex; justify-content: space-between; align-items: center;"> Calendar ID CG ACT 2024M01M Pay Group USCG </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Segment Number 1 Version 1 Revision 1 </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Gross Result Value 3,071.02 USD Net Result Value 2,441.21 USD </div> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Earnings & Deductions <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> Element Results Components Retro Adjustments Deduction Arrears User Fields </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>01/08/2024</td> <td>01/15/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAH</td> <td>480.600000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>01/01/2024</td> <td>01/07/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>81.400000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>01/08/2024</td> <td>01/08/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>122.090000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>01/01/2024</td> <td>01/07/2024</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>859.680000</td> <td>Basic Pay</td> <td>0</td> <td>01/08/2024</td> <td>01/15/2024</td> <td>Resolution Details</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	01/08/2024	01/15/2024	Resolution Details	Earnings	BAH	480.600000	Basic Allowance for Housing	0	01/01/2024	01/07/2024	Resolution Details	Earnings	BAS	81.400000	Basic Allow for Subsistence	0	01/08/2024	01/08/2024	Resolution Details	Earnings	BAS	122.090000	Basic Allow for Subsistence	0	01/01/2024	01/07/2024	Resolution Details	Earnings	BASIC PAY	859.680000	Basic Pay	0	01/08/2024	01/15/2024	Resolution Details
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