


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.

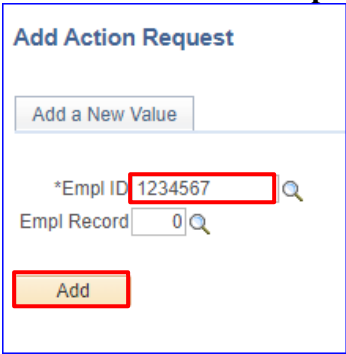
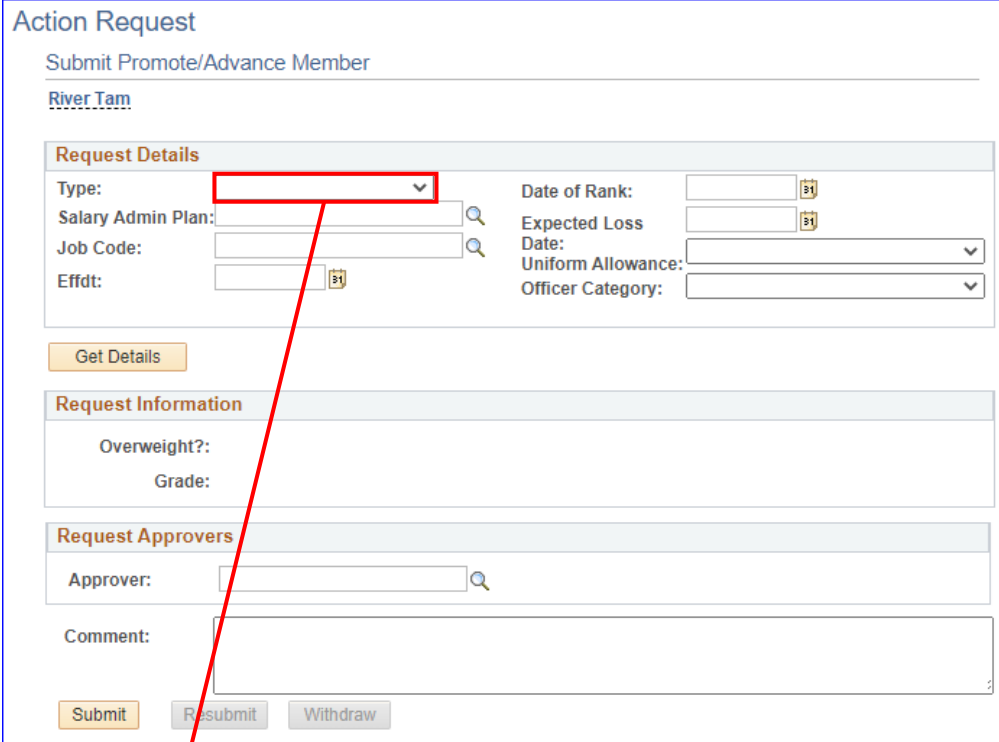
Procedures See below.

Step	Action
1	<p>From the Menu, navigate to Human Resources > Requests > Proxy – Promote One Member.</p>  <p>The screenshot shows a web application interface with a 'Menu' section. The 'Requests' category is expanded, showing a list of options. The option 'Proxy - Promote One Member' is highlighted with a red rectangular box.</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> 

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Procedures,
continued

Step	Action																		
4	<p>Using the Salary Admin Plan lookup, select ENL (Enlisted Pay Table).</p> <div data-bbox="327 472 1369 1200"> <p>Submit Promote/Advance Member</p> <p>River Tam</p> <p>Request Details</p> <p>Type: <input type="text" value="Advanced To"/> Date of Rank: <input type="text" value="31"/> <input type="text" value="31"/></p> <p>Salary Admin Plan: <input type="text" value=""/> Expected Loss: <input type="text" value="31"/> <input type="text" value="31"/></p> <p>Job Code: <input type="text" value=""/> Date: <input type="text" value=""/></p> <p>Effdt: <input type="text" value="31"/> Uniform Allowance: <input type="text" value=""/></p> <p>Officer Category: <input type="text" value=""/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Overweight?: <input type="text" value=""/></p> <p>Grade: <input type="text" value=""/></p> <p>Request Approvers</p> <p>Approver: <input type="text" value=""/></p> <p>Comment: <input type="text" value=""/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <div data-bbox="327 1234 1015 1753"> <p>Look Up Salary Admin Plan</p> <p>Search by: Salary Administration Plan begins with <input type="text" value=""/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <input type="button" value="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>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>	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

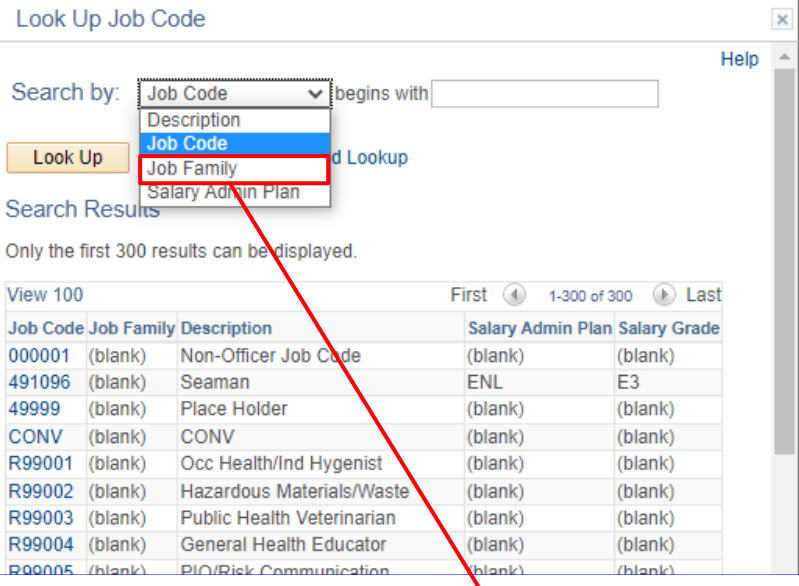
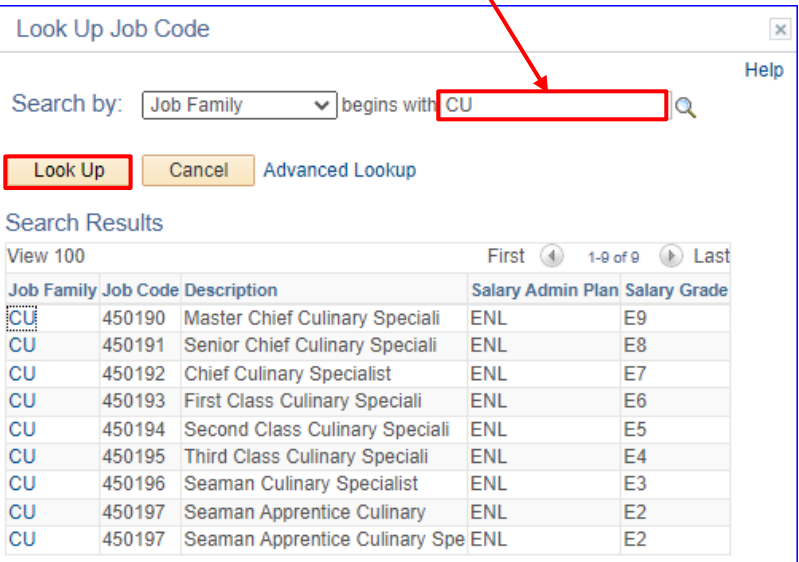
Procedures,
continued

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: 50%;">Type: <input type="text" value="Advanced To"/></td> <td style="width: 50%;">Date of Rank: <input type="text"/></td> </tr> <tr> <td>Salary Admin Plan: <input type="text" value="ENL"/></td> <td>Expected Loss: <input type="text"/></td> </tr> <tr> <td>Job Code: <input style="border: 2px solid red;" type="text" value="450195"/></td> <td>Date: <input type="text"/></td> </tr> <tr> <td>Effdt: <input type="text"/></td> <td>Uniform Allowance: <input type="text"/></td> </tr> <tr> <td></td> <td>Officer Category: <input type="text"/></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 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;"> <p>Request Approvers</p> <p>Approver: <input type="text"/></p> <p>Comment: <input style="height: 40px;" 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> </div> </div>	Type: <input type="text" value="Advanced To"/>	Date of Rank: <input type="text"/>	Salary Admin Plan: <input type="text" value="ENL"/>	Expected Loss: <input type="text"/>	Job Code: <input style="border: 2px solid red;" type="text" value="450195"/>	Date: <input type="text"/>	Effdt: <input type="text"/>	Uniform Allowance: <input type="text"/>		Officer Category: <input type="text"/>
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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>  

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Procedures,
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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> <div data-bbox="327 622 1369 1355" 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></td> </tr> <tr> <td>Effdt:</td> <td>03/07/2022</td> <td>Uniform Allowance:</td> <td>Not Applicable</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: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> </div>	Type:	Advanced To	Date of Rank:		Salary Admin Plan:	ENL	Expected Loss		Job Code:	450195	Date:		Effdt:	03/07/2022	Uniform Allowance:	Not Applicable			Officer Category:	
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Procedures,
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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="328 770 1366 1480" 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><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Overweight?: N Grade: E4</p> <p>Request Approvers</p> <p>Approver: <input type="text" value="9876543"/></p> <p>Comment: <input type="text" value="Enter any comments 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:	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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Procedures,
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8	<p>The action request will update to a Pending status and be forwarded to the SPO for approval.</p> <div data-bbox="327 510 1353 1574" 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:</td> <td>Not Applicable</td> </tr> <tr> <td>Effdt:</td> <td>03/07/2022</td> <td>Officer Category:</td> <td></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>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> <table border="0" style="width: 100%;"> <tr> <td>Approver:</td> <td>9876543</td> <td>Inara Serra</td> </tr> </table> </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>Approve the One Member Action</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <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:		Approver:	9876543	Inara Serra
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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> 