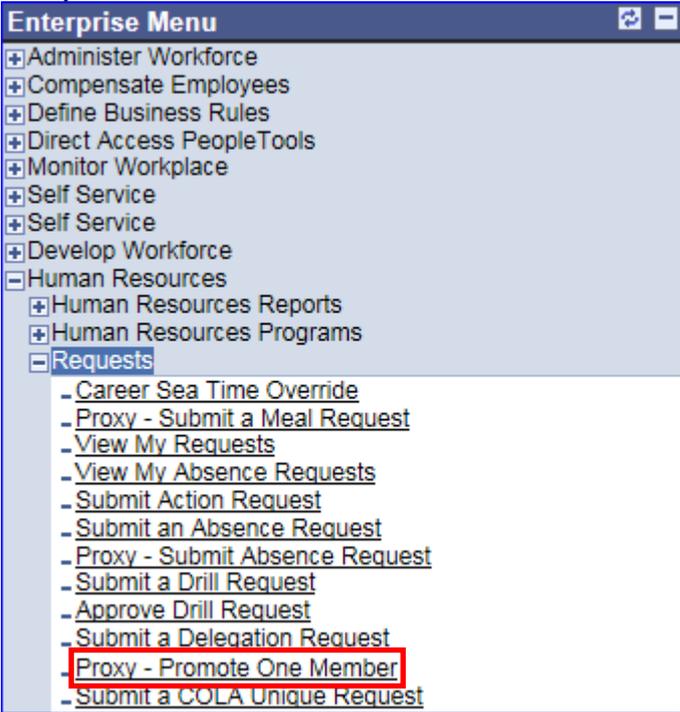
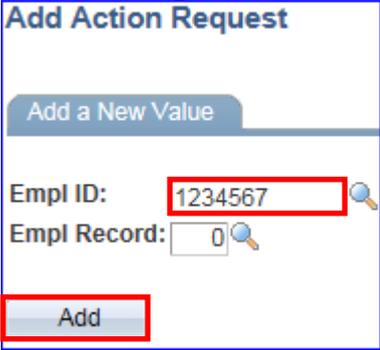


# Add/Promote One Member – Adding a Designator

**Introduction** This section provides the procedures for a TRACEN to add a designator to a previously non-rated member within their specified rating.

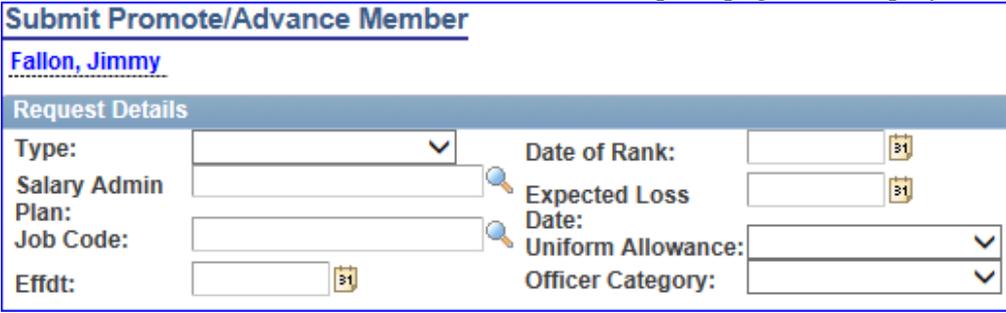
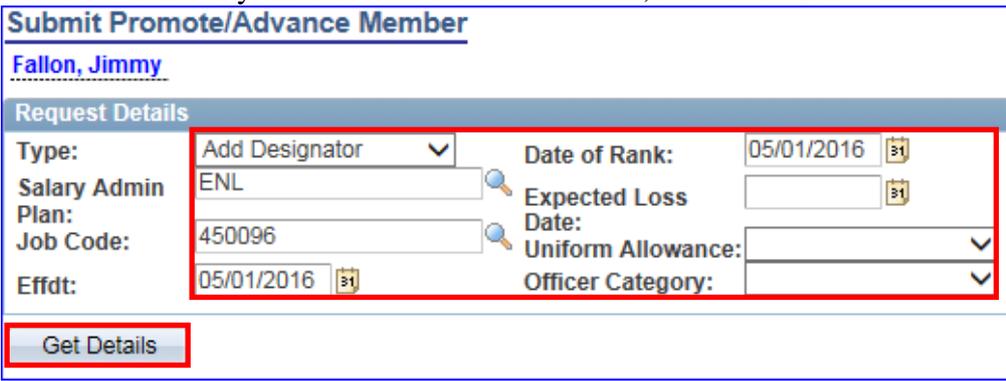
**Procedures** See below.

Step	Action
1	<p>From the <b>Enterprise Menu</b>, navigate to Human Resources &gt; Requests &gt; Proxy-Promote One Member.</p> 
2	<p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p> 

*Continued on next page*

## Add/Promote One Member – Adding a Designator, Continued

Procedures,  
continued

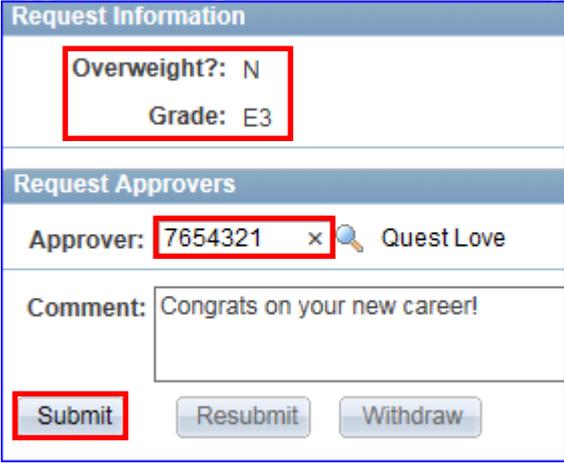
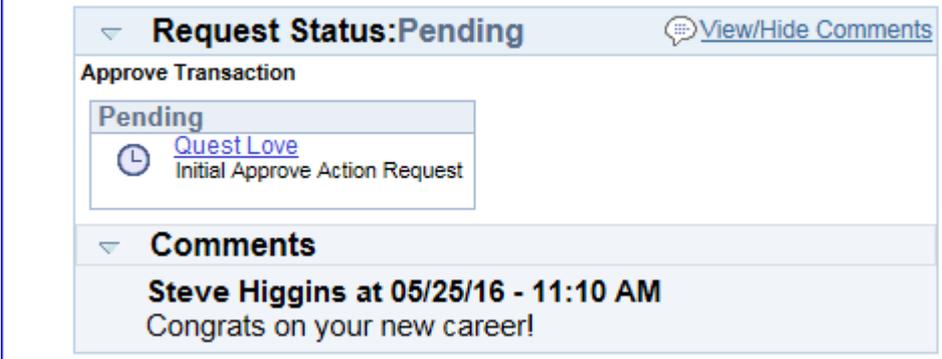
Step	Action																		
3	<p>The Submit Promote/Advance Member Action Request page will display.</p> 																		
4	<p>Use the Field/Entry table below to enter the fields, then click <b>Get Details</b>.</p>  <table border="1" data-bbox="363 1321 1369 1868"> <thead> <tr> <th data-bbox="363 1321 687 1359">Field</th> <th data-bbox="687 1321 1369 1359">Entry</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1359 687 1397"><b>Type</b></td> <td data-bbox="687 1359 1369 1397">Enter <b>Add Designator</b>.</td> </tr> <tr> <td data-bbox="363 1397 687 1435"><b>Salary Admin Plan</b></td> <td data-bbox="687 1397 1369 1435"><b>ENL</b> must be entered here.</td> </tr> <tr> <td data-bbox="363 1435 687 1675"><b>Job Code</b></td> <td data-bbox="687 1435 1369 1675">Enter the <b>Job Code</b> or use the lookup to select it.  </td> </tr> <tr> <td data-bbox="363 1675 687 1713"><b>Effdt</b></td> <td data-bbox="687 1675 1369 1713">Enter the <b>Effective Date</b>.</td> </tr> <tr> <td data-bbox="363 1713 687 1751"><b>Date of Rank</b></td> <td data-bbox="687 1713 1369 1751">Enter the <b>Date of Rank</b>.</td> </tr> <tr> <td data-bbox="363 1751 687 1789"><b>Expected Loss Date</b></td> <td data-bbox="687 1751 1369 1789">This is Not Applicable, leave blank.</td> </tr> <tr> <td data-bbox="363 1789 687 1827"><b>Uniform Allowance</b></td> <td data-bbox="687 1789 1369 1827">This is Not Applicable, leave blank.</td> </tr> <tr> <td data-bbox="363 1827 687 1868"><b>Officer Category</b></td> <td data-bbox="687 1827 1369 1868">This is Not Applicable, leave blank.</td> </tr> </tbody> </table>	Field	Entry	<b>Type</b>	Enter <b>Add Designator</b> .	<b>Salary Admin Plan</b>	<b>ENL</b> must be entered here.	<b>Job Code</b>	Enter the <b>Job Code</b> or use the lookup to select it. 	<b>Effdt</b>	Enter the <b>Effective Date</b> .	<b>Date of Rank</b>	Enter the <b>Date of Rank</b> .	<b>Expected Loss Date</b>	This is Not Applicable, leave blank.	<b>Uniform Allowance</b>	This is Not Applicable, leave blank.	<b>Officer Category</b>	This is Not Applicable, leave blank.
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<b>Uniform Allowance</b>	This is Not Applicable, leave blank.																		
<b>Officer Category</b>	This is Not Applicable, leave blank.																		

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## Add/Promote One Member – Adding a Designator, Continued

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Procedures,  
continued

Step	Action
5	<p>The Get Details button populates the Request Information section. Enter the <b>Approver's Empl ID, Comments</b> (not required), then click <b>Submit</b>.</p>  <p><b>Request Information</b></p> <p>Overweight?: N Grade: E3</p> <p><b>Request Approvers</b></p> <p>Approver: 7654321 x Quest Love</p> <p>Comment: Congrats on your new career!</p> <p>Submit Resubmit Withdraw</p>
6	<p>Once submitted, this will display showing it has been routed for approval.</p>  <p><b>Approve the One Member Action</b></p> <p>Request Status: Pending <a href="#">View/Hide Comments</a></p> <p>Approve Transaction</p> <p>Pending</p> <p>Quest Love Initial Approve Action Request</p> <p><b>Comments</b></p> <p>Steve Higgins at 05/25/16 - 11:10 AM Congrats on your new career!</p>

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