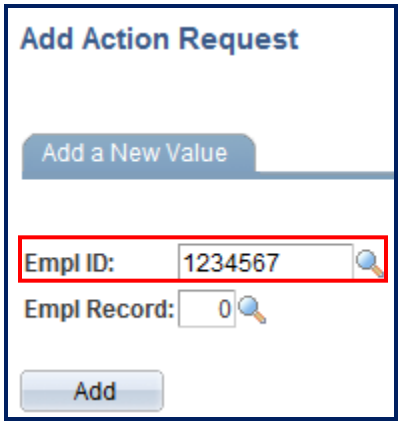
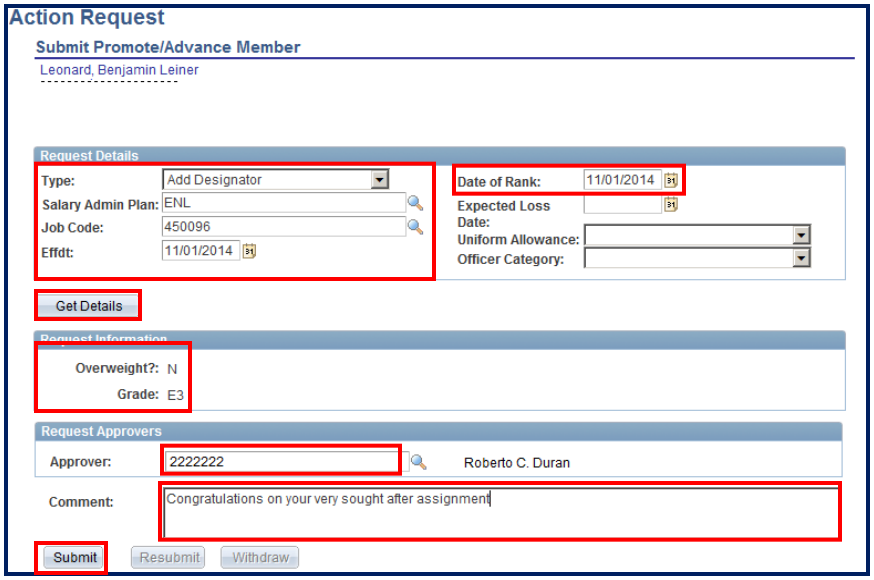
Add/Promote One Member – Adding a Designator

Introduction This section provides the procedure for TRACEN adding of a designator to previously non-rated personnel within their specified rating.

Procedure Follow these steps to complete promoting one member

Step	Action
1	From the **Enterprise Menu**, navigate to Human Resources/Requests/Proxy-Promote One Member
2	 Once Add a New Value appears, enter member's EMPLID and click **Add**. You will be navigated to Submit Promote/ Advance Member (listed below)
3	 Click on **Add Designator** on the **Type** drop-down. Salary Admin Plan must be set to **ENL** Enter the appropriate **Job Code** (in this case 430096 which is SNFS but see step 5) Enter effective date in **Effdt.** Enter **Date of Rank**. Typically, Uniform Allowance is Not Applicable (you may leave blank) Click **Get Details** which will populate Request Information with current weight status and Grade Note: Should Grade not populate the Salary Admin Plan and Job Code have failed to match (reenter correct information) Enter Approver EMPLID (use drop-down to ensure EMPLID matches a valid HRSUP) Enter any comments and click **Submit** (Resubmit and Withdraw may used as deemed necessary)

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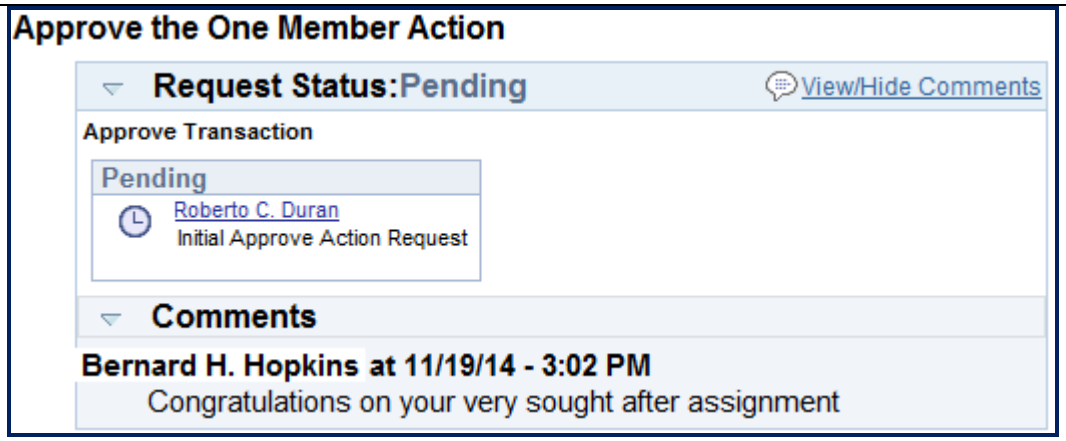
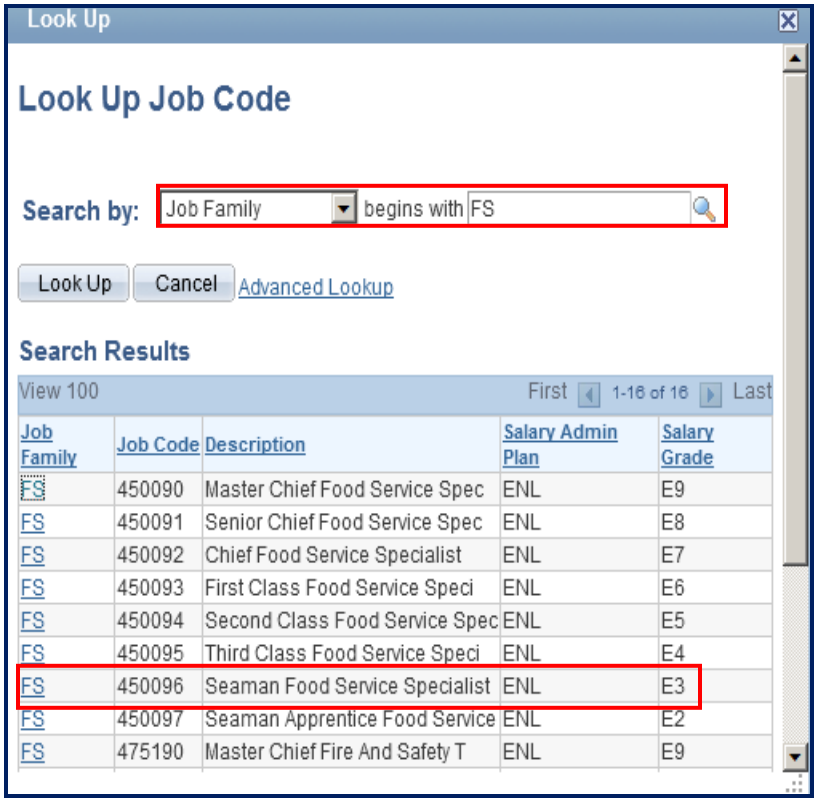
Continued

Step	Action
4	 The statement above should appear on your screen signifying the designation has been forwarded.
5	**IMPORTANT JOB CODE INFORMATION**  Should you not possess the appropriate **Job Code** for the member's advancement, it is highly recommended you use **Job Family** in the **Search by** drop-down to avoid inadvertently advancing a member to an obsolete rate (other searches include rates no longer active with the USCG). Enter **Job Family** from the drop-down Use the rating abbreviation (FS vice Food Specialist) in the **begins with** block and click **Look Up** Select the appropriate Job Code and the field will populate