

LDO/CWO Commissioning Procedures

September 2019

1. The following information will assist you, your command, and your servicing PSD in processing your transition from enlisted to commissioned status. Extra attention to detail up front will help you avoid common pay issues encountered at Officer Training Command, Newport. **For additional information on how to process items listed below your PSD should refer to NPPSC INST 1320.1B (1320/7 REV.10/14) found on the PERS 2 portal.**
2. Prior to your detachment, your PSD or ship's office should process the following transactions in the sequential order indicated:
 - Step 1 - Mail the original signed Oath of Office (NAVPERS 1000/4) to COMNAVPERSCOM (PERS 806). The Oath of Office must be dated and signed on the first day of the commissioning month. Do not sign/date prior to the first day of commissioning month. If you have not received your Oath of Office within the month of your commissioning date, contact your detailer.
 - Step 2 - Convert you to officer status by processing a transaction using the conversion/reversion panel in NSIPS. (This will be done at PSD Separations). Ensure you coordinated with PSD early, since you already know the date you will be commissioned.
 - Step 3 - Ensure the action in Step 2 posts by checking OPINS (Officer Personnel Information System), screen I22, for a F8 TAC line (normally takes 24-48 hours to post in the system). Do not move on to step 4 until it posts because without the F8 line all other documents will reject.
 - Step 4 - Credit you for enlisted time by transmitting using the personnel maintenance/service dates panel in NSIPS which will generate a TZ05 which will update your status from O1 to O1E.
 - Step 5 – Review account for pay stoppages due to conversion (action code V2; i.e., BAH, special and miscellaneous pays, etc.) and restart if these entitlements are still authorized as an officer. Process 5903 transaction for E7 and above to generate the \$400 officer clothing allowance. For E6 and below TSC Norfolk will send DWOWS ticket to credit CASI via 6203.
 - Step 6 – All CWOs and LDOs will prepare a DD214 and close out enlisted service record. CWOs and LDOs are permanent officers from the day they commission. Ensure your DD214 is accurate.
3. Advance Travel should be requested AT LEAST 30 days prior to your departure, and received approximately 5 days before you detach. You should request:

- a. per diem allowances while at Newport between \$116 and \$209 for lodging, \$38 for Proportional Meal Rate (**PMR**) and daily incidental rate, per day.
- b. Mileage (only if driving), \$0.20 per mile and \$144 per day
- c. DLA w/o Dependent O1E ~\$2060, W1-W3 ~\$1840 - ~\$2470
- d. DLA w/Dependent O1E ~\$2780, W1 – W3 ~\$2420 - ~\$3040
- e. Rental car (If authorized in your orders)

If you submitted for advance pay, and either didn't get it, or only got partial, then bring a screen shot of the TOPs transaction from your admin. (Check <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm> for actual values) (Check <https://www.defensetravel.dod.mil/site/otherratesDLA.cfm> for actual values)

4. Prospective LDOs and CWOs whose enlistments will expire prior to commissioning will be required to execute an extension to take them 2 months beyond their commissioning date. This will prevent a possible break in monetary entitlements under the DJMS pay system.
5. Per NAVADMIN 184/19 and 211/19, most LDO/CWO Students do not fall in the authorized to use GOVCC category.
 - a. You must have prior approval from your detaching command.
 - b. You are not authorized Advanced Travel **and** GOVCC use at the same time.
 - c. PCS must be less than 30 days. The Academy is 26 days plus the weekends as travel for a total of 30 days.
 - d. For dire circumstances while on PCS, you may contact your detaching command for GOVCC authorization.

Lessons Learned from FY18/19 Students

1. Ensure you have reserved a room at one of the following locations a minimum of one month before your class date, based on the priority:
 - Chalet/NGIS
 - Navy Lodge
2. Do NOT have your ceremony on the day you PCS, if you can avoid it. You need at least a solid week for the process to work smoothly. Your conversion must be completed by your Commissioning command and can not be processed if you are pending loss. This had added significant delays due to the previous command having to regain, perform conversion, lose, and then OTCN has to gain and process.
3. Get your signed Oath to your CPPA immediately after your ceremony and watch them submit it in TOPS. Take note of the TOPS transaction number and retain all copies of paperwork submitted.
4. Communicate with your CPPA DAILY and have them pull up TOPS while you are there with them so you can see the notes.

5. Make sure admin updates your awards on your ESR.
6. After your full conversion, check you OSR, ODC and verify your applicable military schools and civilian education have transferred over. (This section will have PERS data in it).
7. The Sea Duty Screening and the Commissioning Physical can be done simultaneously, however one does not translate to the other (both need to be done). They are both a two-part process. First part is paperwork and initial questions. The second part is when you actually talk to the MDR.
8. Be prepared to spend additional cash the first week of class for dues.
9. Per the selection NAVADMIN, a PFA is required prior to commissioning. It doesn't address receiving an exemption due to previous PFA scores, therefore, you are required to conduct a PFA. Conducting a PFA is the integrity and responsibility of the individual and the releasing command.
10. DD214 Comments:
 - a. Block 22 will have a date, don't let them put "N/A"
 - b. Verify ENS vs CWO
11. Don't worry about your ID Card.
 - a. 1. Get converted in the system
 - b. 2. Get paid the appropriate rank
 - c. 3. Get a new ID card. The only thing you are missing with an old ID card is being saluted at the gate. Trust me, you will have plenty of time to get saluted. OTCN now has the ability to get you a new ID card in the schoolhouse.
12. Stay on top of your servicing PSD. Do not fire and forget.

School House Related Lessons Learned/FAQ:

1. CWO's – Don't let your tailor shop be lazy. Use blue thread on blue, and gold on gold when putting on your piping.
2. CWO's – The image (device) for some designators are not interchangeable from the left side of the uniform to the right. For example, is 781 Crypt Tech. The orientation on the left shoulder board, and left sleeve should match the collar device. The orientation on the right shoulder board, and right sleeve should be a mirrored image of the collar device.
3. Uniforms – Check the website for updated information. Currently the following are required:
 - a. NWUs Type I/III, black or tan boots with Type III, ball caps are ok.
 - b. Official PTU or OPTU (Not the sweat shirt you buy your mom from the Navy Pride shop.) Recommend at least 2 pairs.
 - c. Khakis w/garrison cover
 - d. Service Dress Blues/Whites with large medals and opposing ribbons, combo cover.
 - e. Business Casual (slacks, collared button down shirt, tie & jacket optional)

4. Everything is within a 15 minute walk.