

## LDO/CWO Commissioning Procedures

March 2017

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.
  - Step 2 - Convert you to officer status by processing a transaction using the conversion/reversion panel in NSIPS.
  - 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, leading to major pay problems.
  - 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 PSD Newport will send DWOWS ticket to credit CASI via 6203.
  - Step 6 - For "All" CWOs and for those LDOs over 10 years prepare a DD 214 and close out enlisted service record. These CWOs and LDOs are permanent officers and require a DD214. LDOs under 10 years are initially temporary officers and do not require a DD 214, do not transmit any separation documents in the system (i.e., E503 or strength loss in NSIPS) or you will experience major pay problems. Ref NAVADMIN 275/15.
3. Prior to detaching for Newport, you should receive 30 days advance per diem. Recommended per diem allowances: \$58.00 for lodging, and \$34.00 for Proportional Meal Rate (PMR) and daily incidental rate, per day.
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. Once again: Separation documents (E503) should not be submitted or you will experience major pay issues.

6. This information is subject to change.