

CHAPTER IV

SO YOU'RE SELECTED...WHAT'S NEXT?

401. DELIVERING ORIGINAL COMMISSIONS

The official administering the oath of office must ensure that all restrictions appended to the appointment documents are met prior to the time a candidate is administered the oath. If there is any question regarding the restrictions involved, the administration of the oath shall be delayed until all questions have been resolved.

Original commissions shall not be delivered if the appointee is:

- a. Under disciplinary action or awaiting such action.
- b. Awaiting action upon a report of a Board of Medical Survey or Physical Evaluation Board.
- c. Assigned limited duty (LIMDU) following the approved recommendation of a Board of Medical Survey.
- d. On sick leave
- e. Security Clearance Issues

An appointee who is found physically qualified shall execute the acceptance and oath of office for appointment. The appointment is effective from the date of acceptance.

For LDO/CWO/WO1 In Service Procurement Board issues/questions, contact PERS 803 at (901) 874-3170/DSN 882 or email npc_ldocwo_selbd.fct@navy.mil

For Issuance of oath and/or commissioning documents issues/questions, contact PERS 806 at (901) 874-4374/DSN 882 or email at officer_appt.fct@navy.mil

For oath of office distribution and conversion questions contact TSC Great Lakes at m_grlk_tsceopp@navy.mil

402. DISCHARGE FROM ENLISTED STATUS

Appointees shall be honorably discharged from their enlisted status by reason of selected changes in service obligation to accept permanent appointment to officer grade per [MILPERSMAN 1910-102](#). The appointing

officer shall affect such discharges for selected changes in service obligation as of the day immediately preceding the date of acceptance of the permanent appointment.

The Certificate of Release or Discharge from Active Duty (DD 214) shall be prepared and the enlisted service record closed for members discharged while on active duty.

Before signing your DD 214 separating you from enlisted status, there are some common errors you can prevent. If you wait until after your record has been closed out, it will be much more difficult to make the necessary corrections. Ensure that:

- The period of service on the DD-214 runs from the date of your last enlistment to the day before you accept your permanent appointment.

- You have been advanced to the highest enlisted grade authorized by the Enlisted Advancement Manual.

- All NOBCs and NECs earned are properly documented. Provide your admin/personnel office or TSC with an up-to-date copy of your latest Officer Data Card (ODC). It is strongly recommended that a copy of all previous DD-214s be placed in your officer record.

Selectees for LDO/CWO/WO1 are not eligible to compete for enlisted advancement through the E-7, E-8, and E-9 selection boards and will not be considered by these boards unless formal written declination of officer appointment is received by the Chief of Naval Personnel prior to the convening date of the applicable selection board.

Declination of appointment to LDO or CWO status is irrevocable. Once an appointment is declined, the applicant must reapply for consideration by a later in-service procurement board, should he or she again aspire to become a commissioned officer.

403. SAVED PAY

It is a common misconception that accepting an officer appointment will result in a pay reduction. To the contrary, under Federal Law, your active duty pay and allowances are protected (Saved), which means that when you accept an officer appointment you will not incur any reduction in the pay and allowances to which you were entitled in your former permanent status. If entitled, you will remain on Saved Pay until your current entitlements exceed that of your former grade.

Officers entitled to Saved Pay receive the greater of the pay and allowances to which entitled as an officer, or the pay and allowances to

which entitled in the last warrant officer or enlisted grade held prior to appointment as a commissioned officer. When computing the amount of pay and allowances of a grade you formerly held, you should include:

- The rates of pay and allowances of a grade which you formerly held and to which you would have been entitled had you remained in that grade and continued to receive the increases in pay and allowances authorized for that grade.

- Consider all incentive pay for hazardous duty, special pay for diving duty, foreign duty pay, career sea pay, and special duty assignment pay of a grade which you formerly held. However, they may be considered only so long as you continue to perform the duty which created the entitlement or eligibility.

- The annual clothing replacement allowance is the one exception that may not be considered in determining the amount of pay and allowances of a grade formerly held by you since, upon appointment, you are entitled to an initial uniform allowance.

Your local disbursing officer will determine your eligibility and/or entitlement to Saved Pay in accordance with [DoD Financial Management Regulation, Vol 7A: Military Pay Policy - Active Duty and Reserve Pay, Section 010303](#). Significant events in your career, e.g., promotions, pay raises, longevity raises, PCS moves, etc., are times when you and your disbursing officer should review your pay and Saved Pay entitlements.

The application of the Saved Pay benefit to retired pay computation is explained in the [DoD Financial Management Regulation, Vol 7B: Military Pay Policy Military Pay Policy - Retired Pay, Section 0302](#)

Remember, if the combined pay and allowances of the higher grade are more than the pay and allowances of the lower grade, Saved Pay does not apply.