



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 039-20

Advisory: ENLISTED TO OFFICER PAY PROCESSING FOR LIMITED DUTY OFFICER/CHIEF WARRANT OFFICER PROGRAMS

Release Date: 07/13/2020 Effective Date: IMMEDIATELY

BLUF: Transaction Service Center (TSC) Great Lakes will begin processing all enlisted to officer conversions for the Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) programs, starting with the 1 October 2020 commission season.

DISCUSSION: In an effort to improve timely and accurate conversions from enlisted status to officer status within the LDO/CWO programs, Transaction Support Center (TSC) Great Lakes, beginning in August 2020, will proactively contact CPPAs responsible for an LDO/CWO commission up to two months prior to the commissioning date. TSC Great Lakes will provide guidance to the impacted CPPAs on the steps necessary to complete the conversion, to include the processing of the eDD-214 and the completion of the Oath of Office.

WHAT THIS MEANS TO YOU:

- CPPAs responsible for an upcoming LDO or CWO commissions should expect TSC Great Lakes to contact them prior to the commissioning date.
- TSC Great Lakes will give impacted CPPAs access to TSC Great Lakes Transaction Online Processing (TOPS) account; a new System Authorization Access Request (SAAR) is not required as long as the impacted CPPA already has a TOPS SAAR on file.
- TSC Great Lakes will provide guidance on the commissioning process and will forward the Oath of Office via TOPS to the impacted CPPA
- CPPAs and the commissioning personnel will work with TSC Great Lakes to ensure the eDD-214 is accurately prepared prior to the commissioning date.
- CPPAs will forward the signed Oath of Office to TSC Great Lakes via TOPS on the commissioning date or the following business day if the commissioning date is on a non-business day.
- TSC Great Lakes will quickly process the conversion and start the officer's pay entitlements.
- CPPAs will still need to submit transfer package, PRR, DEA, travel advance requests, etc., to their supporting Personnel Support Detachment (PSD)/TSC prior to the commissioning date to prepare for the newly commissioned officer's transfer.
- PSD/TSC transfer clerks and supervisors must ensure that the enlisted to officer conversion has posted (review L00G and JJAA MD) in the newly commissioned officer's Master Military Pay Account (MMPA) prior to releasing the activity loss.
- Impacted CPPAs can address questions to the EOPP supervisor, even months in advance

*****Disseminate to all tenant commands and CPPA's within your AOR*****

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