
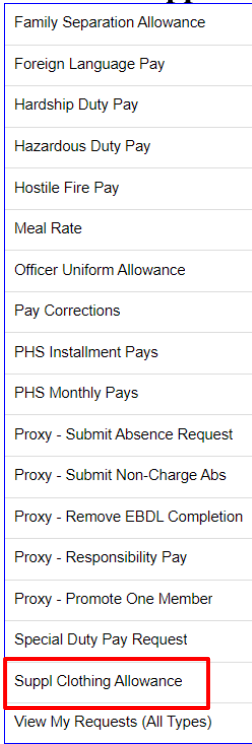


Enlisted Supplemental Clothing Allowance (SUPP CMA)

Introduction This guide provides the procedures for processing an Enlisted Supplemental Clothing Allowance (SUPP CMA) in Direct Access (DA).

References [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
[Enlisted Supplementary Clothing Allowances \(uscg.mil\)](#)

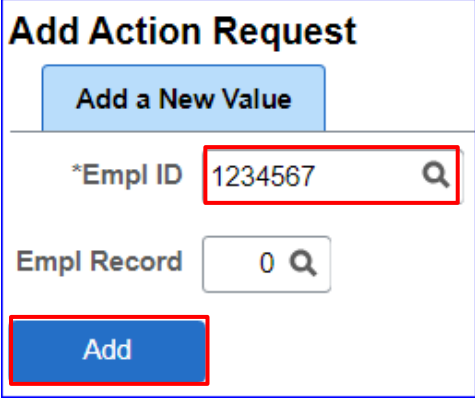
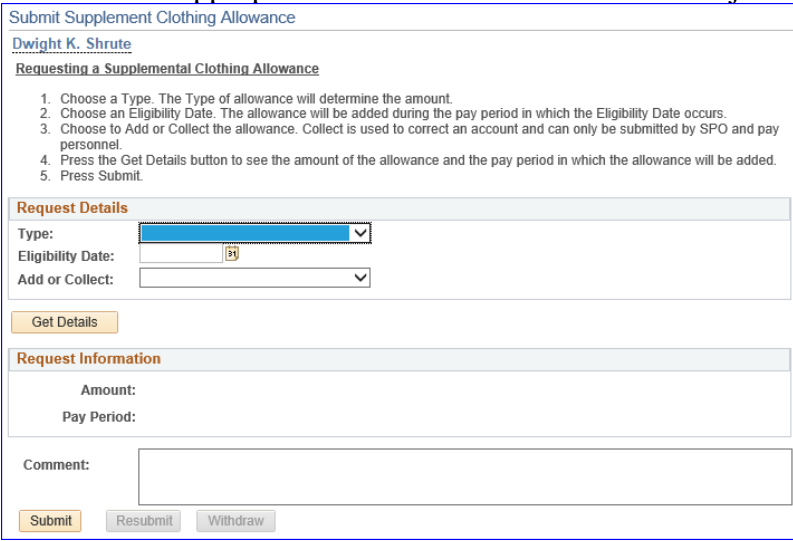
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Suppl Clothing Allowance option.</p> 

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Add.</p> 
4	<p>The Submit Supplement Clothing Allowance action request will display.</p> <p>NOTE 1: To prevent potential out of range transactions, it is recommended the approval date (block 7 of the CG-5155A form) be entered as the eligibility date (the allowance is a one-time payment during an assignment, therefore, the eligibility date does not need to be the first date the member became eligible for Supp CMA).</p> <p>NOTE 2: If the approval date is out of range, submit a Customer Care ticket to PPC with the appropriate documentation for a manual adjustment.</p> 

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
5	Follow the 5 step instructions on the page.
6	<p>Enter Comments as appropriate. Click Submit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Submit Supplement Clothing Allowance</p> <p><u>Dwight K. Shrute</u></p> <p>Requesting a Supplemental Clothing Allowance</p> <ol style="list-style-type: none"> 1. Choose a Type. The Type of allowance will determine the amount. 2. Choose an Eligibility Date. The allowance will be added during the pay period in which the Eligibility Date occurs. 3. Choose to Add or Collect the allowance. Collect is used to correct an account and can only be submitted by SPO and pay personnel. 4. Press the Get Details button to see the amount of the allowance and the pay period in which the allowance will be added. 5. Press Submit. <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="Recruit Drill Instructor"/> ▼</p> <p>Eligibility Date: <input type="text" value="06/03/2020"/> <input type="button" value="BY"/></p> <p>Add or Collect: <input type="text" value="Add"/> ▼</p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Request Information</p> <p style="text-align: center;">Amount: \$1057.17</p> <p style="text-align: center;">Pay Period: 202006 On-Cycle AD Mid Month</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p style="margin-top: 5px;"> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

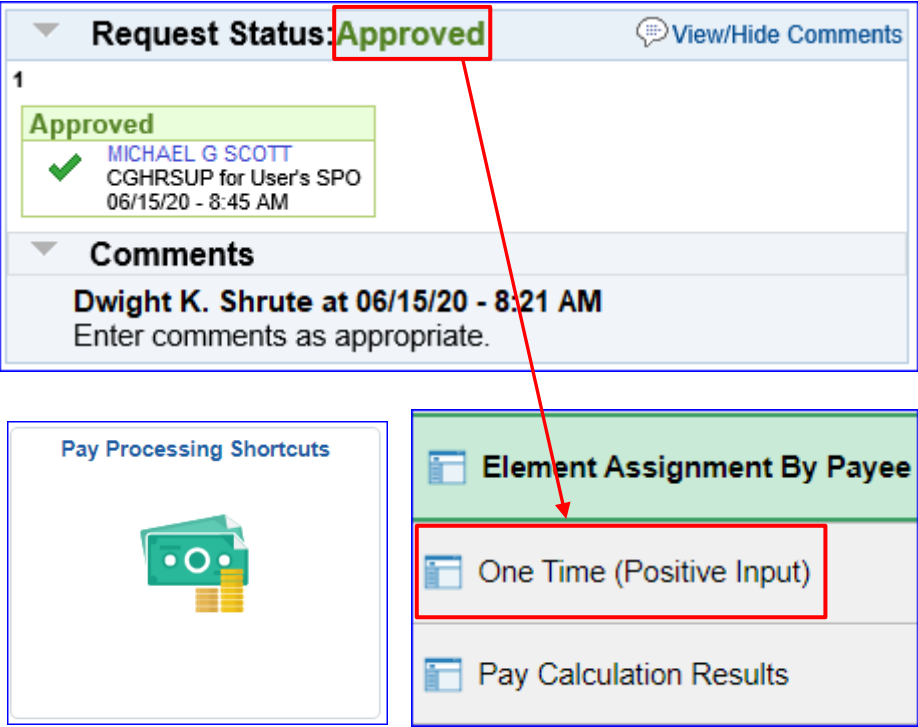
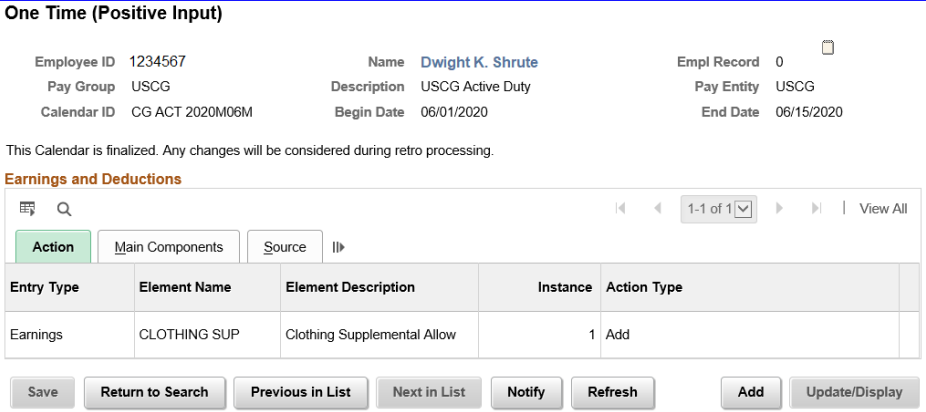
Step	Action
7	<p>The request status will update to Pending and the action request will be forwarded to the SPO tree for approval.</p> <div data-bbox="341 595 1369 1579" style="border: 1px solid blue; padding: 5px;"> <p>Submit Supplement Clothing Allowance</p> <p><u>Dwight K. Shrute</u></p> <p>Requesting a Supplemental Clothing Allowance</p> <ol style="list-style-type: none"> 1. Choose a Type. The Type of allowance will determine the amount. 2. Choose an Eligibility Date. The allowance will be added during the pay period in which the Eligibility Date occurs. 3. Choose to Add or Collect the allowance. Collect is used to correct an account and can only be submitted by SPO and pay personnel. 4. Press the Get Details button to see the amount of the allowance and the pay period in which the allowance will be added. 5. Press Submit. <p>Request Details</p> <p>Type: Recruit Drill Instructor Eligibility Date: 06/03/2020 Add or Collect: Add</p> <p>Get Details</p> <p>Request Information</p> <p>Amount: \$1057.17 Pay Period: 202006 On-Cycle AD Mid Month</p> <p>Comment: <input type="text" value="Enter comments as appropriate."/></p> <p>Submit Resubmit Withdraw</p> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> <p>Comments</p> <p>Dwight K. Shrute at 06/15/20 - 8:21 AM Enter comments as appropriate.</p> </div>

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action										
<p>8</p>	<p>Once the action request has been approved, navigate to One Time (Positive Unit) in the Pay Processing Shortcuts tile and open the appropriate Calendar ID.</p>  <p>The screenshot shows a 'Request Status: Approved' notification for Michael G Scott, CGHSUP for User's SPO, dated 06/15/20 - 8:45 AM. Below it is a 'Comments' section with a message from Dwight K. Shrute at 06/15/20 - 8:21 AM. In the 'Pay Processing Shortcuts' area, the 'Element Assignment By Payee' tile is expanded, and the 'One Time (Positive Input)' option is highlighted with a red box. A red arrow points from the 'Approved' status to this option.</p>										
<p>9</p>	<p>Review the OTPI.</p> <p>NOTE: The member's Pay Calculation Results should also be reviewed after Finalize to ensure the one-time payment posted to the member's payslip.</p>  <p>The screenshot displays the 'One Time (Positive Input)' record for Dwight K. Shrute. It includes fields for Employee ID (1234567), Name (Dwight K. Shrute), Empl Record (0), Pay Group (USCG), Description (USCG Active Duty), Pay Entity (USCG), Calendar ID (CG ACT 2020M06M), Begin Date (06/01/2020), and End Date (06/15/2020). A note states: 'This Calendar is finalized. Any changes will be considered during retro processing.' Below this is the 'Earnings and Deductions' section, which contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CLOTHING SUP</td> <td>Clothing Supplemental Allow</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>At the bottom of the screenshot are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	CLOTHING SUP	Clothing Supplemental Allow	1	Add
Entry Type	Element Name	Element Description	Instance	Action Type							
Earnings	CLOTHING SUP	Clothing Supplemental Allow	1	Add							