

Officer Uniform Allowance

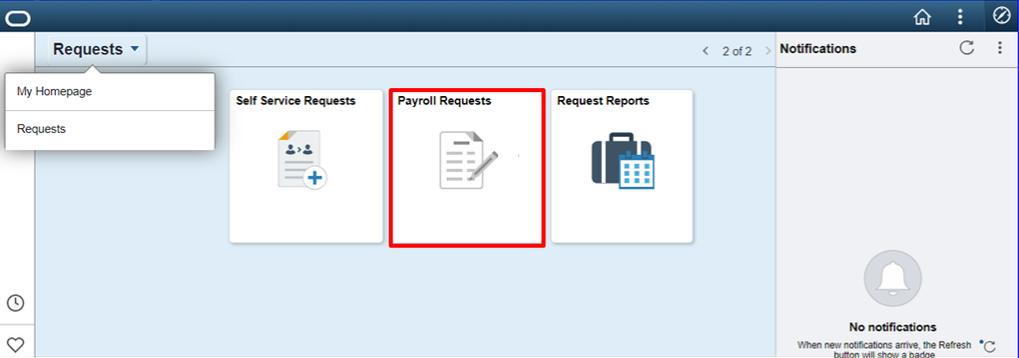
Introduction This guide provides the procedures for entering an Officer Uniform Allowance in Direct Access (DA).

References [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
[Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\), Chap 8-E](#)

Information

- The amount of the Officer Initial Uniform Allowance is \$400.00.
- Form CG-5102 is available on-line at: [Officer Uniform Allowance Claim Worksheet](#)

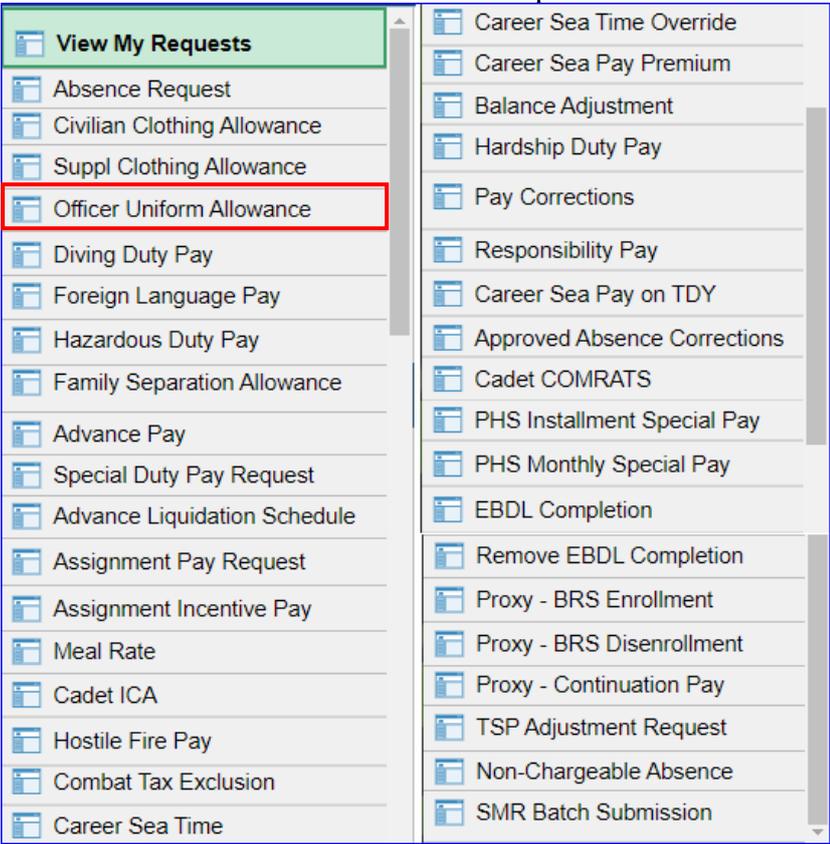
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p>  <p>The screenshot shows a web interface with a top navigation bar. A dropdown menu labeled 'Requests' is open, showing 'My Homepage' and 'Requests'. Below the dropdown are three main tiles: 'Self Service Requests', 'Payroll Requests' (highlighted with a red border), and 'Request Reports'. On the right side, there is a 'Notifications' section with a bell icon and the text 'No notifications'.</p>

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Officer Uniform Allowance, Continued

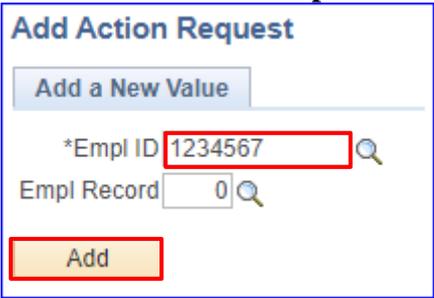
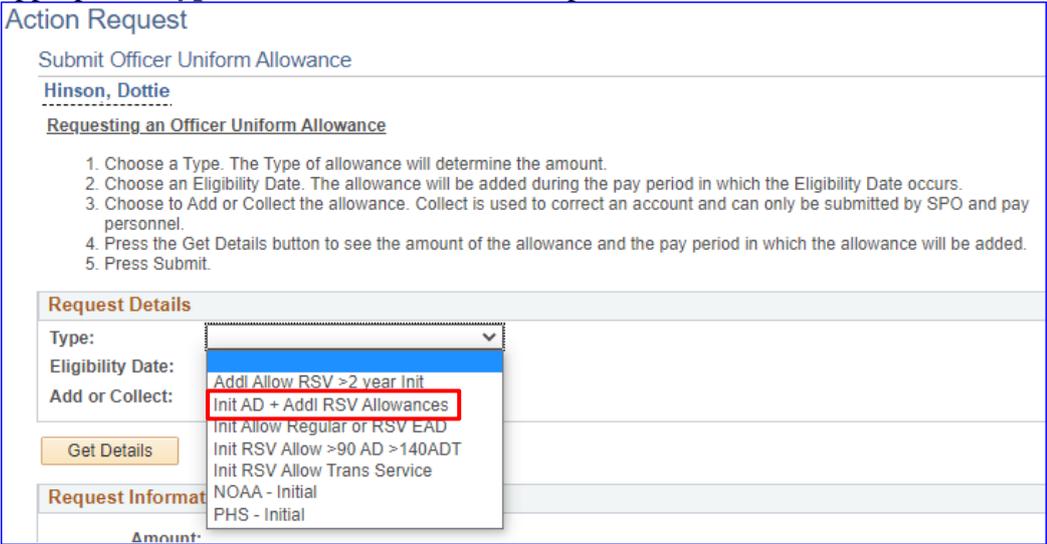
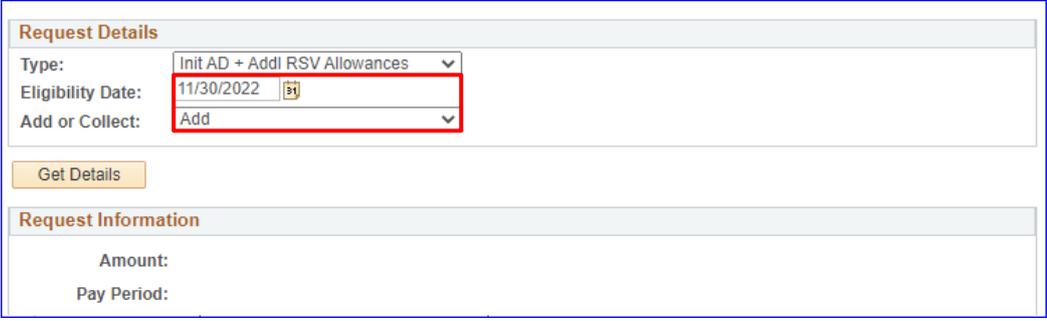
Procedures,
continued

Step	Action
1.5	<p>Select the Officer Uniform Allowance option.</p> 

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Officer Uniform Allowance, Continued

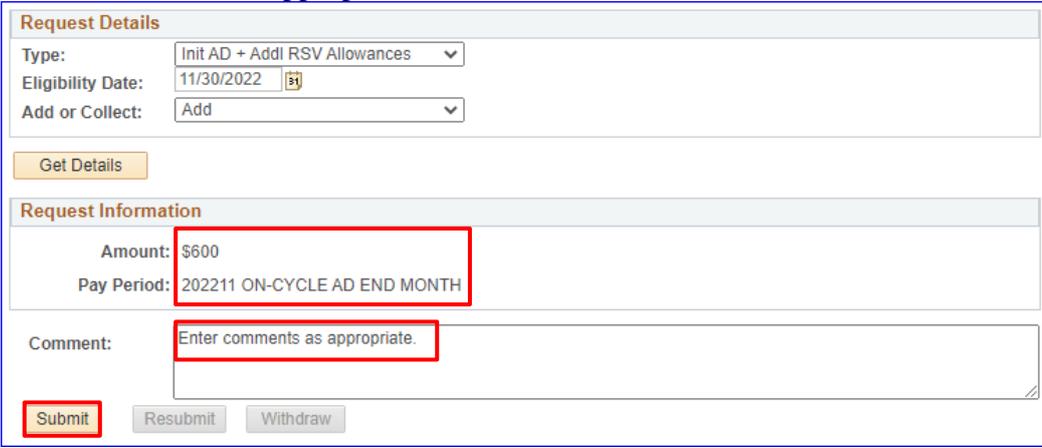
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 
3	<p>The Submit Officer Uniform Allowance action request will display. Select the appropriate Type of allowance from the drop-down.</p> 
4	<p>Enter the Eligibility Date. Select Add or Collect from the drop-down. Click Get Details.</p> 

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Officer Uniform Allowance, Continued

Procedures,
continued

Step	Action
5	<p>The Request Information section will populate with:</p> <ul style="list-style-type: none"> • Amount: Total amount to be paid to the member. • Pay Period: Pay calendar in which the payment will be processed. <p>Enter Comments as appropriate and click Submit.</p> 
6	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</p> 