


Officer Uniform Allowance

Introduction This guide provides the procedures for a SPO to enter an Officer Uniform Allowance in Direct Access (DA).

Reference (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)


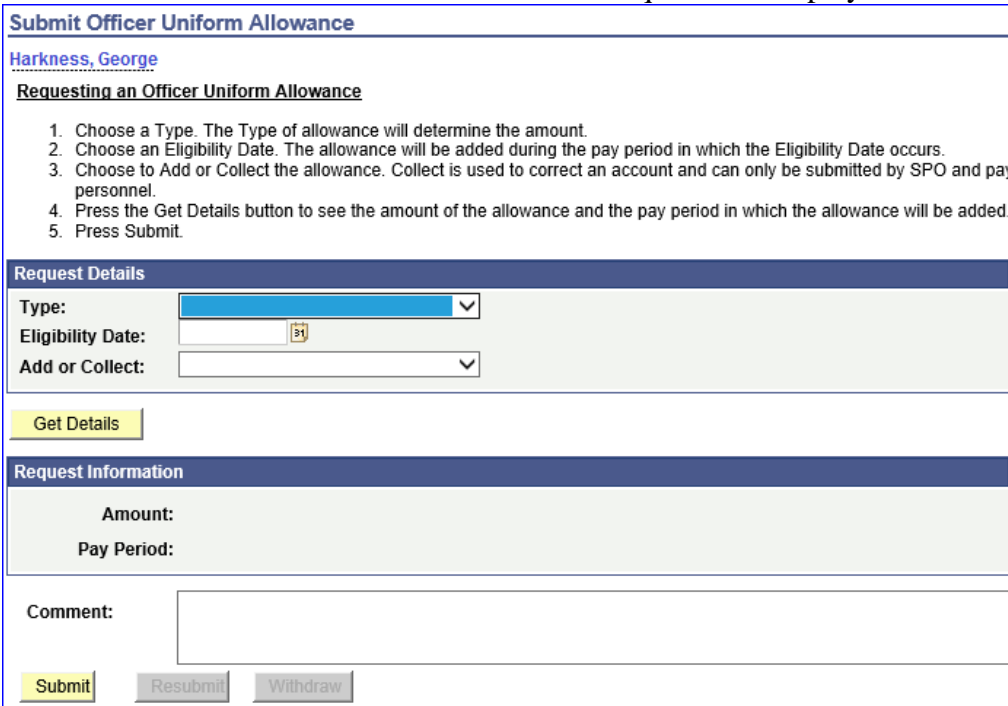
Procedures See below.

Step	Action																																														
1	<p>From the Requests tab, select Officer Uniform Allowance from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a list of links, with 'Officer Uniform Allowance' highlighted by a red rectangular box.</p> <table border="1" data-bbox="363 728 1244 1870"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </tbody> </table> <table border="1" data-bbox="363 1052 1244 1870"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr> <td>View My Requests</td> <td>Absence Request</td> </tr> <tr> <td>Civilian Clothing Allowance</td> <td>Suppl Clothing Allowance</td> </tr> <tr> <td>Officer Uniform Allowance</td> <td>Diving Duty Pay</td> </tr> <tr> <td>Foreign Language Pay</td> <td>Hazardous Duty Pay</td> </tr> <tr> <td>Family Separation Allowance</td> <td>Advance Pay</td> </tr> <tr> <td>Advance Liquidation Schedule</td> <td>SDAP</td> </tr> <tr> <td>Meal Rate</td> <td>Cadet ICA</td> </tr> <tr> <td>Hostile Fire Pay</td> <td>Combat Tax Exclusion</td> </tr> <tr> <td>Career Sea Time</td> <td>Career Sea Time Override</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Balance Adjustment</td> </tr> <tr> <td>Hardship Duty Pay</td> <td>Pay Corrections</td> </tr> <tr> <td>Responsibility Pay Override</td> <td>Career Sea Pay on TDY</td> </tr> <tr> <td>Approved Absence Corrections</td> <td>Cadet COMRATS</td> </tr> <tr> <td>PHS Installment Special Pay</td> <td>PHS Monthly Special Pay</td> </tr> <tr> <td>EBDL Completion</td> <td>Remove EBDL Completion</td> </tr> <tr> <td>Proxy - BRS Enrollment</td> <td>Proxy - BRS Disenrollment</td> </tr> <tr> <td>Proxy - Continuation Pay</td> <td>Non-Chargeable Absence</td> </tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	SDAP	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time	Career Sea Time Override	Career Sea Pay Premium	Balance Adjustment	Hardship Duty Pay	Pay Corrections	Responsibility Pay Override	Career Sea Pay on TDY	Approved Absence Corrections	Cadet COMRATS	PHS Installment Special Pay	PHS Monthly Special Pay	EBDL Completion	Remove EBDL Completion	Proxy - BRS Enrollment	Proxy - BRS Disenrollment	Proxy - Continuation Pay	Non-Chargeable Absence
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Officer Uniform Allowance, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID then click Add.</p> 
3	<p>The Submit Officer Uniform Allowance action request will display.</p> 

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Officer Uniform Allowance, Continued

Procedures,
continued

Step	Action
4	<p>Using the drop-down, select the appropriate Type of allowance.</p> <div data-bbox="363 528 1382 719" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value=""/></p> <p>Eligibility Date: <input type="text" value=""/> 31</p> <p>Add or Collect: <input type="text" value=""/></p> </div> <div data-bbox="363 745 719 943" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Add Allow RSV >2 year Init Init AD + Add RSV Allowances Init Allow Regular or RSV EAD Init RSV Allow >90 AD >140ADT Init RSV Allow Trans Service NOAA - Initial PHS - Initial</p> </div>
5	<p>Enter the Eligibility Date. Using the drop-down, select Add or Collect.</p> <div data-bbox="363 1005 1355 1267" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="Init RSV Allow >90 AD >140ADT"/> ▾</p> <p>Eligibility Date: <input type="text" value="11/15/2018"/> 31</p> <p>Add or Collect: <input type="text" value="Add"/> ▾</p> <p style="margin-left: 20px;">Collect</p> <p><input type="button" value="Get Details"/></p> </div>
6	<p>Click Get Details.</p> <div data-bbox="363 1330 1382 1592" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="Init RSV Allow >90 AD >140ADT"/> ▾</p> <p>Eligibility Date: <input type="text" value="11/15/2018"/> 31</p> <p>Add or Collect: <input type="text" value="Add"/> ▾</p> <p><input type="button" value="Get Details"/></p> </div>
7	<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 the payment will be processed in <div data-bbox="363 1733 1382 1906" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p style="text-align: center;">Amount: \$400</p> <p style="text-align: center;">Pay Period: 201811 On-Cycle AD Mid Month</p> </div>

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Officer Uniform Allowance, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>Enter comments as appropriate and click Submit.</p> <div data-bbox="363 524 1382 1227" style="border: 1px solid blue; padding: 5px;"> <p>Submit Officer Uniform Allowance</p> <p><u>Harkness, George</u></p> <p>Requesting an Officer Uniform 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="background-color: #2c4e64; color: white; padding: 2px;">Request Details</div> <p>Type: <input type="text" value="Init RSV Allow >90 AD >140ADT"/> ▾</p> <p>Eligibility Date: <input type="text" value="11/15/2018"/> <input type="button" value="B1"/></p> <p>Add or Collect: <input type="text" value="Add"/> ▾</p> <p><input type="button" value="Get Details"/></p> <div style="background-color: #2c4e64; color: white; padding: 2px;">Request Information</div> <p>Amount: \$400</p> <p>Pay Period: 201811 On-Cycle AD Mid Month</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
<p>9</p>	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</p> <div data-bbox="363 1339 1347 1702" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> <p>1</p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> <p>Pending</p> <p><input type="button" value="Multiple Approvers"/> CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> <p>George Harkness at 11/29/18 - 9:30 AM</p> <p>Enter comments as appropriate.</p> </div> </div>