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: <u>Officer Uniform Allowance</u> <u>Claim Worksheet</u>

Procedures See below.

Step	Action						
1	After selecting Requests from the My Homepage drop-down, click on the						
	Payroll Request	s tile.	-		-		
	0					۵ :	\oslash
	Requests -				< 2 of 2 >	Notifications C	÷
	My Homepage	Self Service Requests	Payroll Requests	Request Reports			
	Requests	2>2 +					
	Q					No notifications When new rotifications arive, the Refresh *(c
	*					button will show a badoe	<u> </u>

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Officer Uniform Allowance, Continued

Procedures,

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Officer Uniform Allowance, Continued

Procedures,

continued

Step	Action		
2	Enter the member's Empl ID and click Add .		
	Add Action Request		
	Andre Marris Velice		
	Add a New Value		
	*Empl ID 1234567 Q		
	Empl Record 0 Q		
	Add		
3	The Submit Officer Uniform Allowance action request will display. Select the		
_	appropriate Type of allowance from the drop-down.		
	Action Request		
	Submit Officer Uniform Allowance		
	Hinson, Dottie		
	Requesting an Officer Uniform Allowance		
	 Choose a Type. The Type of allowance will determine the amount. Choose an Eligibility Date. The allowance will be added during the pay period in which the Eligibility Date occurs. 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.		
	Request Details		
	Type:		
	Add Allow RSV >2 year Init Add or Collect: Init AD + Add RSV Allowances		
	Init Allow Regular or RSV EAD		
	Get Details Init RSV Allow State Leader I		
	Request Informat PHS - Initial PHS - Initial		
	Amount [.]		
4	Enter the Eligibility Date Select Add or Collect from the drop-down Click Get		
-	Details		
	Perment Detaile		
	Type: Init AD + AddI RSV Allowances		
	Eligibility Date: 11/30/2022		
	Add or Collect: Add V		
	Get Details		
	Request Information		
	Amount:		
	Pay Period:		

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Officer Uniform Allowance, Continued

Procedures,

continued

Step	Action
5	The Request Information section will populate with:
	• Amount: Total amount to be paid to the member.
	• Pay Period: Pay calendar in which the payment will be processed.
	Enter Comments as appropriate and click Submit.
	Request Details
	Type: Init AD + AddI RSV Allowances ✓ Eligibility Date: 11/30/2022 前
	Add or Collect: Add V
	Get Details
	Request Information
	Amount: \$600
	Pay Period: 202211 ON-CYCLE AD END MONTH
	Comment: Enter comments as appropriate.
	Submit Resubmit Withdraw
6	The request status will update to Pending and will be routed to the SPO tree for approval.
	Submit Resubmit Withdraw
	Request Status Pending View/Hide Comments
	1
	Pending
	CGHRSUP for User's SPO
	Comments
	Dottie Hinson at 11/18/22 - 4:02 PM
	Enter comments as appropriate.