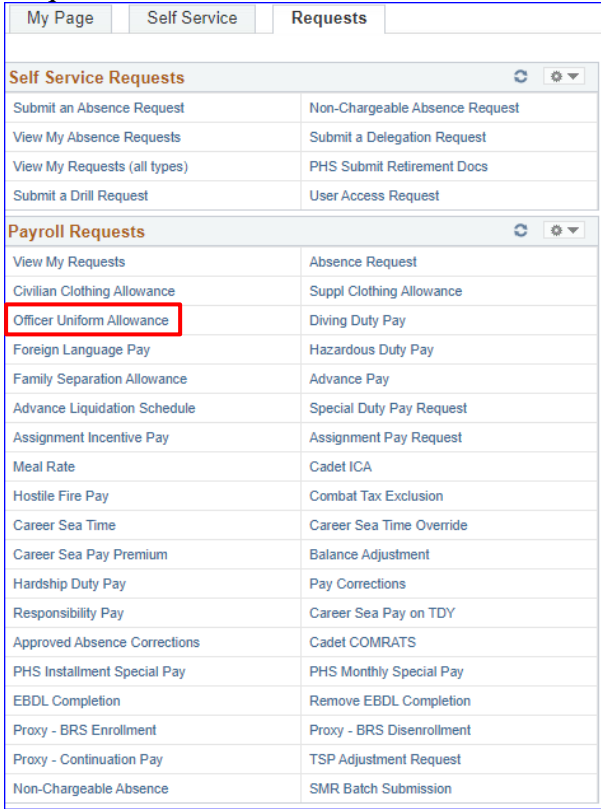
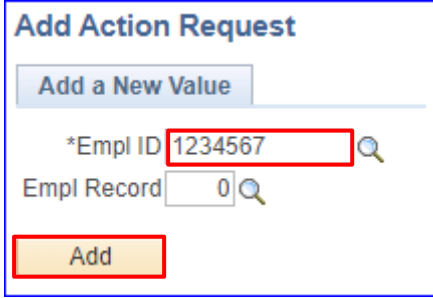


Officer Uniform Allowance

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

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

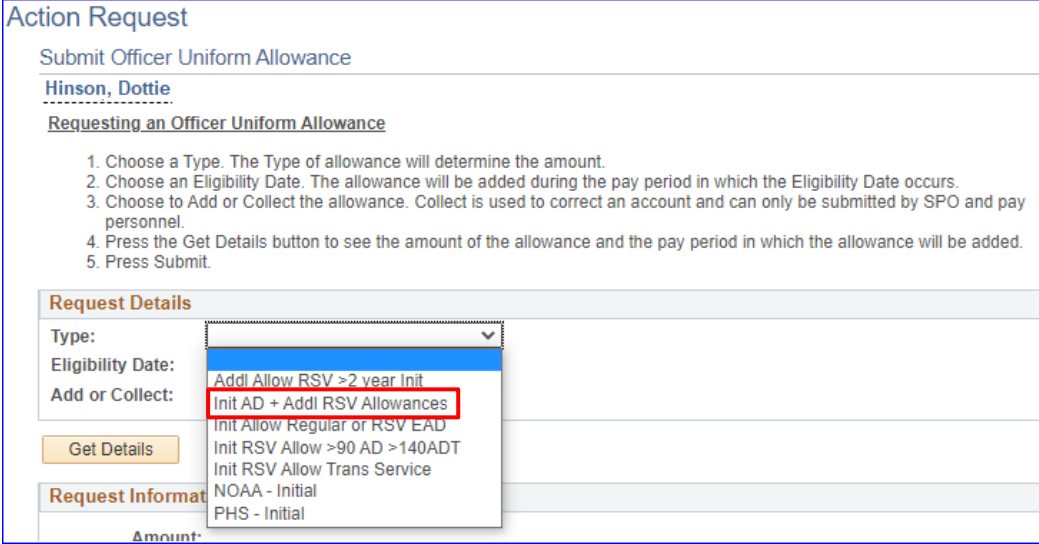
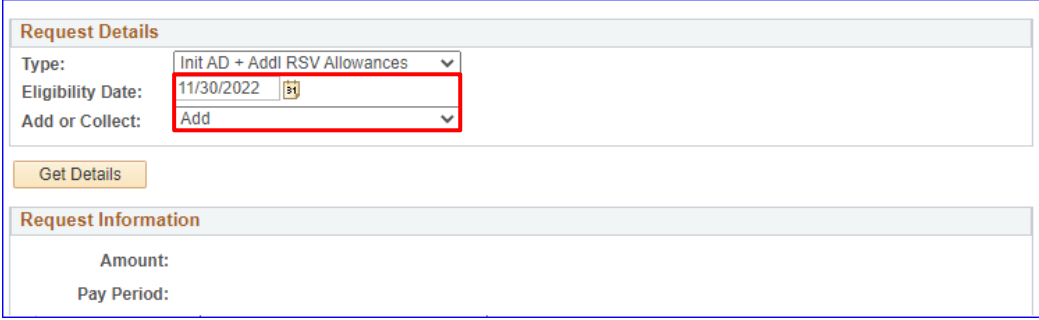
Procedures See below.

Step	Action
1	<p>Select Officer Uniform Allowance from the Payroll Requests pagelet in the Request tab.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. Under 'Payroll Requests', there is a list of options including 'Officer Uniform Allowance', which is highlighted with a red box. Other options include 'Civilian Clothing Allowance', 'Foreign Language Pay', 'Family Separation Allowance', etc.</p>
2	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a button 'Add a New Value'. Below it, there is a field for '*Empl ID' with the value '1234567' and a search icon. There is also a field for 'Empl Record' with the value '0' and a search icon. At the bottom, there is a highlighted 'Add' button.</p>

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Officer Uniform Allowance, Continued

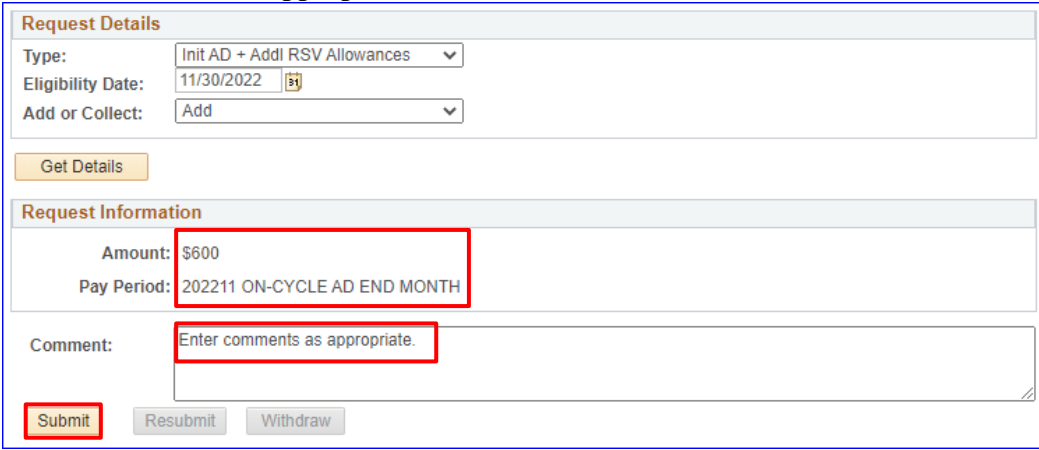
Procedures,
continued

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

Continued on next page

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> 