Civilian Clothing Allowance

Introduction
This guide provides the procedures for SPOs to enter a Civilian Clothing Allowance for Regular Officers in Direct Access (DA).

Reference
Coast Guard Pay Manual, COMDTINST M7220.29 (series)

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>Civilian Clothing Allowance</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>

Continued on next page
Civilian Clothing Allowance, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong>. Click <strong>Add</strong>.</td>
</tr>
</tbody>
</table>

**Add Action Request**

- **Empl ID**: 1234567
- **Empl Record**: 0

3. The Submit Civilian Clothing Allowance action request will display.

**Action Request**

**Submit Civilian Clothing Allowance**

**Requesting a Civilian Clothing Allowance**

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.

**Request Details**

- **Type**: [Dropdown]
- **Eligibility Date**: [Input]
- **Add or Collect**: [Dropdown]

**Get Details**

**Request Information**

- **Amount**: [Input]
- **Pay Period**: [Input]

**Comment**: [Input]

[Submit] [Resubmit] [Withdraw]

*Continued on next page*
Civilian Clothing Allowance, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Using the drop-down, select the appropriate Type.</td>
</tr>
</tbody>
</table>

Submit Civilian Clothing Allowance

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5. Press Submit.

**Request Details**

<table>
<thead>
<tr>
<th>Type:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Date:</td>
<td>Continuing (CCCA)</td>
</tr>
<tr>
<td>Add or Collect:</td>
<td>Continuing (PCCA) - Partial</td>
</tr>
<tr>
<td></td>
<td>Initial - ICCA (1+17 months)</td>
</tr>
<tr>
<td></td>
<td>Initial - ICCA (18-29 months)</td>
</tr>
<tr>
<td></td>
<td>Initial - ICCA (30+ months)</td>
</tr>
<tr>
<td></td>
<td>TDY - TDYCCA (15-25 days)</td>
</tr>
<tr>
<td></td>
<td>TDY - TDYCCA (30+ days)</td>
</tr>
</tbody>
</table>

**Request Information**

| Amount: |          |
| Pay Period: |          |

Comment: [Input field]

[Submit] [Resubmit] [Withdraw]

Continued on next page
**Civilian Clothing Allowance, Continued**

**Procedures, continued**

<table>
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<th>Step</th>
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</tr>
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<tbody>
<tr>
<td>5</td>
<td>Enter the <strong>Eligibility Date</strong>. Using the drop-down, select <strong>Add</strong> or <strong>Collect</strong>.</td>
</tr>
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</table>

**Action Request**

Submit Civilian Clothing Allowance

**Requesting a Civilian Clothing Allowance**

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5. Press Submit.

**Request Details**

<table>
<thead>
<tr>
<th>Type:</th>
<th>Initial - ICCA (1-17 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Date:</td>
<td>10/01/2018</td>
</tr>
<tr>
<td>Add or Collect:</td>
<td>Add</td>
</tr>
</tbody>
</table>

**Request Information**

<table>
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<tr>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period:</td>
</tr>
</tbody>
</table>

**Comment:**

| Submit | Resubmit | Withdraw |
Civilian Clothing Allowance, Continued

Procedures, continued

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Click <strong>Get Details</strong>. The Request Information section will populate with:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Amount:</strong> Total amount to be paid to the member</td>
</tr>
<tr>
<td></td>
<td>• <strong>Pay Period:</strong> Pay calendar the payment will be processed in</td>
</tr>
</tbody>
</table>

### Action Request

**Submit Civilian Clothing Allowance**

**Requesting a Civilian Clothing Allowance**

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<td>Add</td>
</tr>
</tbody>
</table>

**Request Information**

- **Amount:** $1052
- **Pay Period:** 2019Q1 Q1 Cycle A Mid Month

**Comment:**

Submit | Resubmit | Withdraw

**Continued on next page**
Civilian Clothing Allowance, Continued

Procedures, continued

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<tbody>
<tr>
<td>7</td>
<td>Enter <strong>Comments</strong> as appropriate. <strong>Click Submit.</strong></td>
</tr>
</tbody>
</table>

**Action Request**

**Submit Civilian Clothing Allowance**

**Crown Painter**

**Requesting a Civilian Clothing Allowance**

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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:** Initial - ICCA (1-17 months)
- **Eligibility Date:** 10/01/2018
- **Add or Collect:** Add

**Get Details**

**Request Information**

- **Amount:** $1052
- **Pay Period:** 2018/10 On-Cycle AD Mid Month
- **Comment:** Enter comments as appropriate.

**Submit**
Civilian Clothing Allowance, Continued

Procedures, continued

<table>
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<tbody>
<tr>
<td>8</td>
<td>The request status will update to <strong>Pending</strong> and will be routed to the SPO tree for approval.</td>
</tr>
</tbody>
</table>

**Action Request**

*Submit Civilian Clothing Allowance*

**Crowe, Painter**

**Requesting a Civilian Clothing Allowance**

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.
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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:** Initial - ICCA (1-17 months)
- **Eligibility Date:** 10/01/2018
- **Add or Collect:** Add

**Request Information**

- **Amount:** $1062
- **Pay Period:** 201810 On-Cycle AD Mid Month

**Comment:** Enter comments as appropriate.

**Request Status:** Pending

- **Pending**
  - Multiple Approvers
    - CGIPSUP for User’s SPO

**Comments**

Painter Crowe at 10/18/18 - 12:15 PM
Enter comments as appropriate.