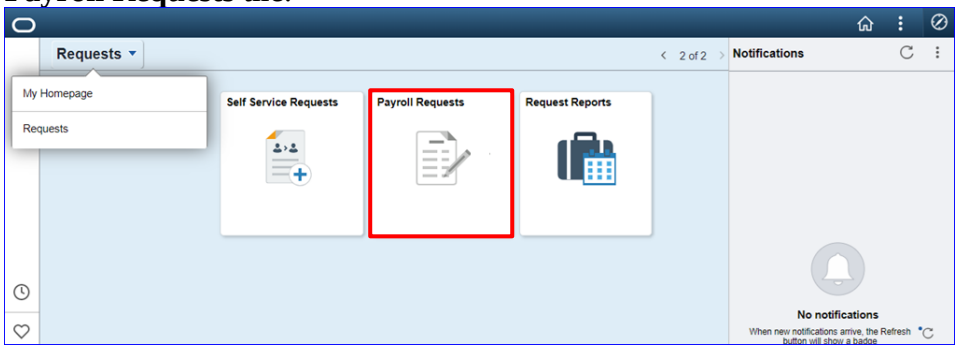
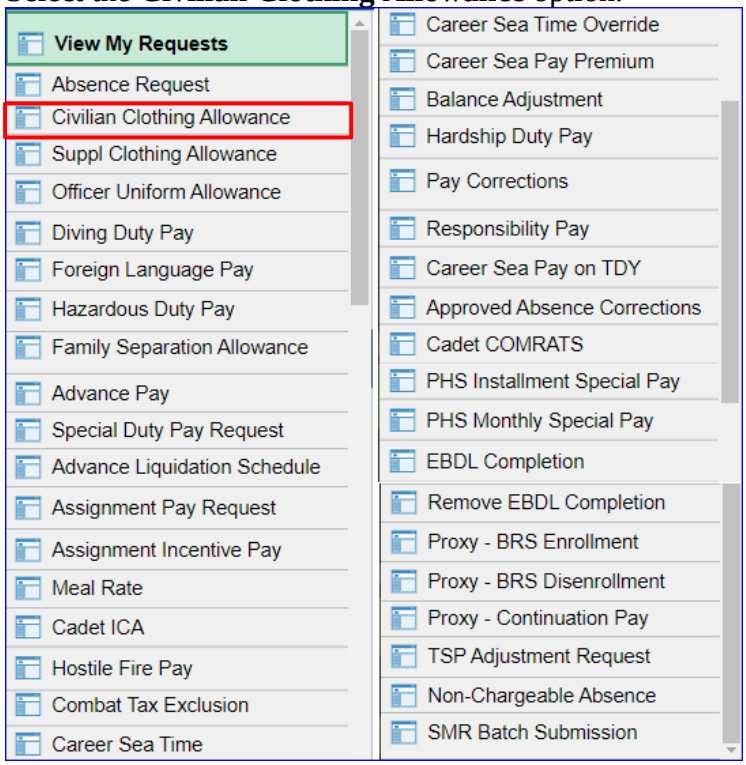
Civilian Clothing Allowance

Introduction This guide provides the procedures for entering a Civilian Clothing Allowance in Direct Access (DA).

References Coast Guard Pay Manual, COMDTINST M7220.29 (series)
Civilian Clothing Allowance Authorizations (uscg.mil)

Procedures See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Requests** tile. 
2	Select the **Civilian Clothing Allowance** option. 

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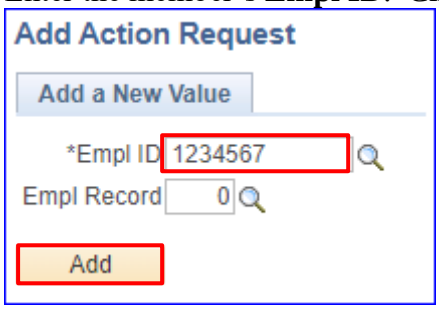
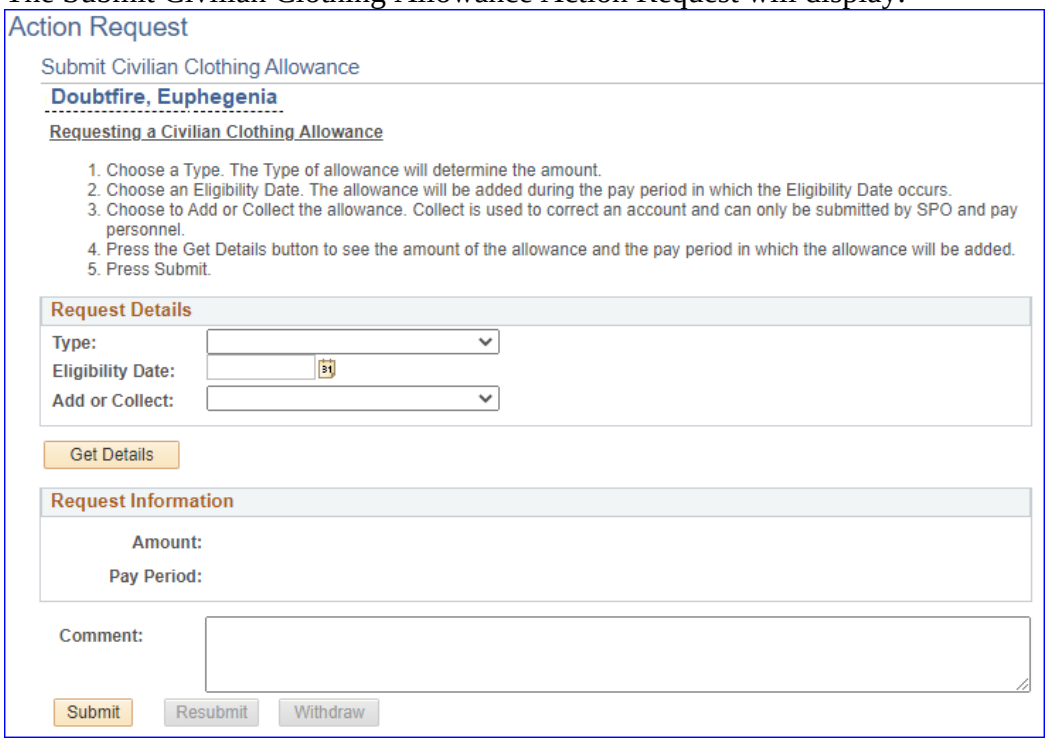
Civilian Clothing Allowance, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID**. Click **Add**. 
3	The Submit Civilian Clothing Allowance Action Request will display. 

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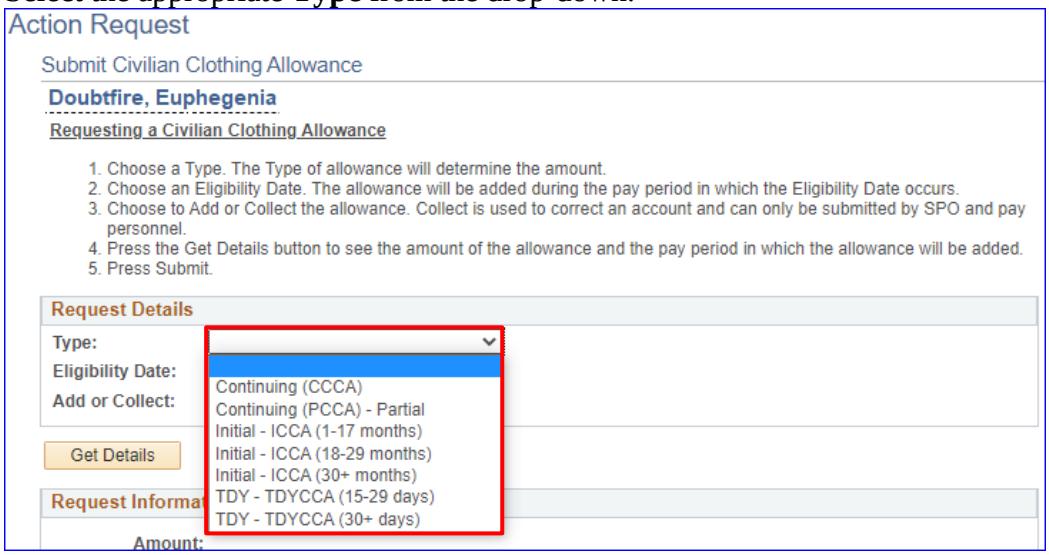
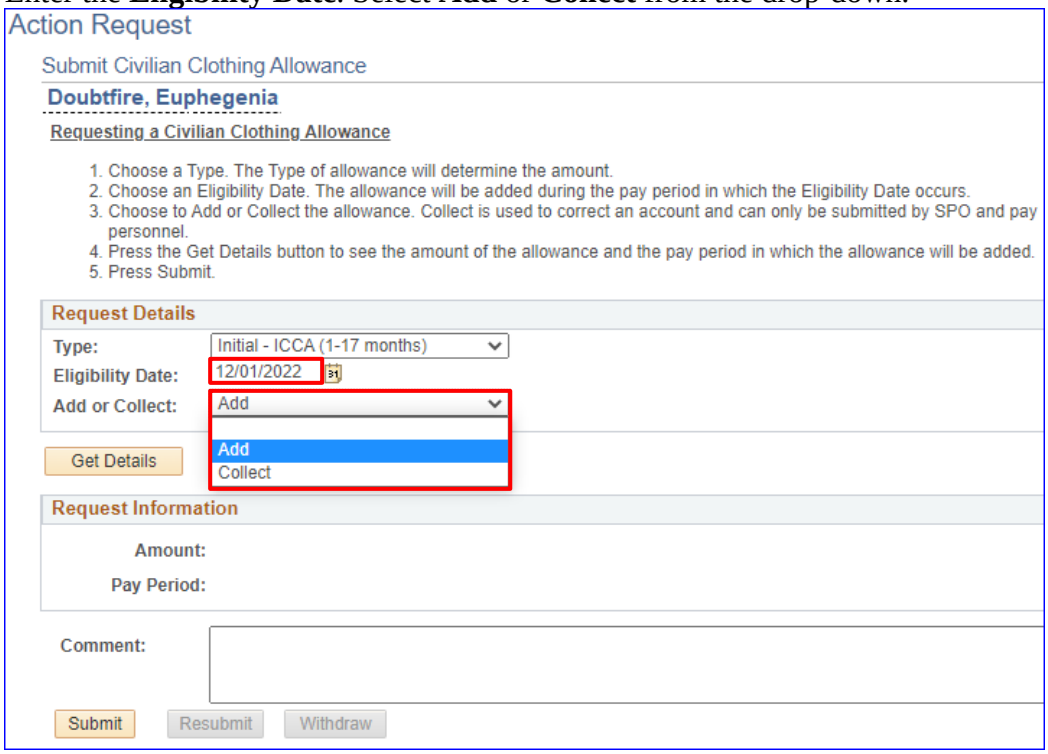
Civilian Clothing Allowance, Continued

Procedures,
continued

Step	Action
4	Select the appropriate **Type** from the drop-down. 
5	Enter the **Eligibility Date**. Select **Add** or **Collect** from the drop-down. 

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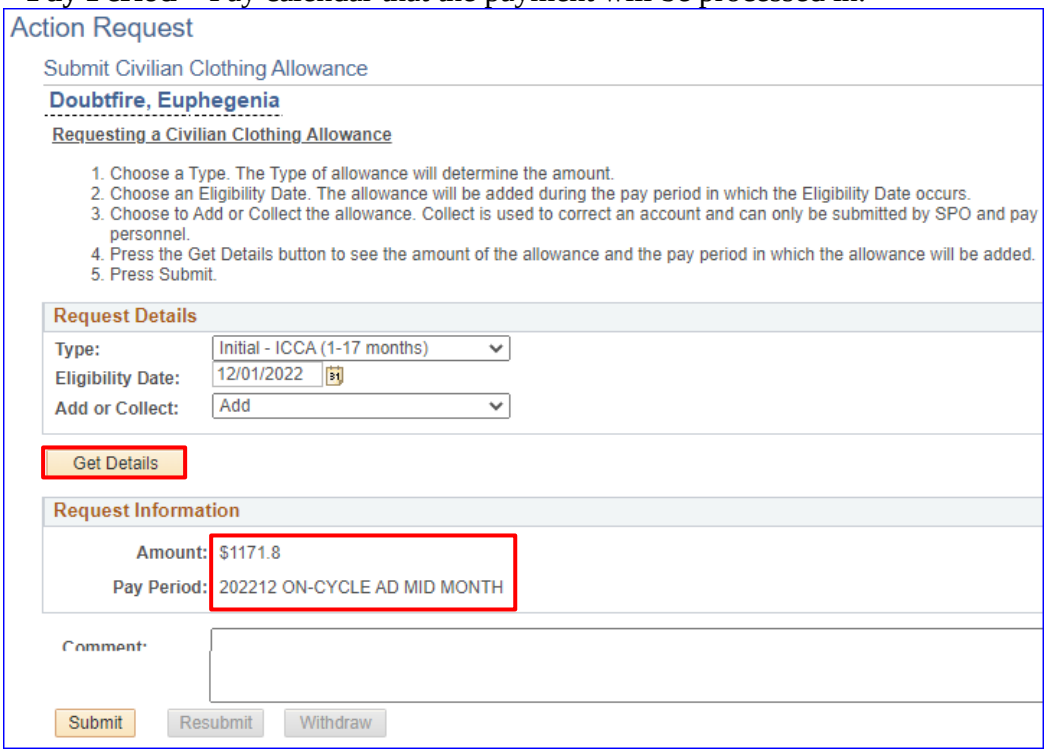
Civilian Clothing Allowance, Continued

Procedures, continued

Step	Action
6	Click **Get Details**. The Request Information section will populate with: • **Amount –** Total amount to be paid to the member. • **Pay Period –** Pay calendar that the payment will be processed in. 

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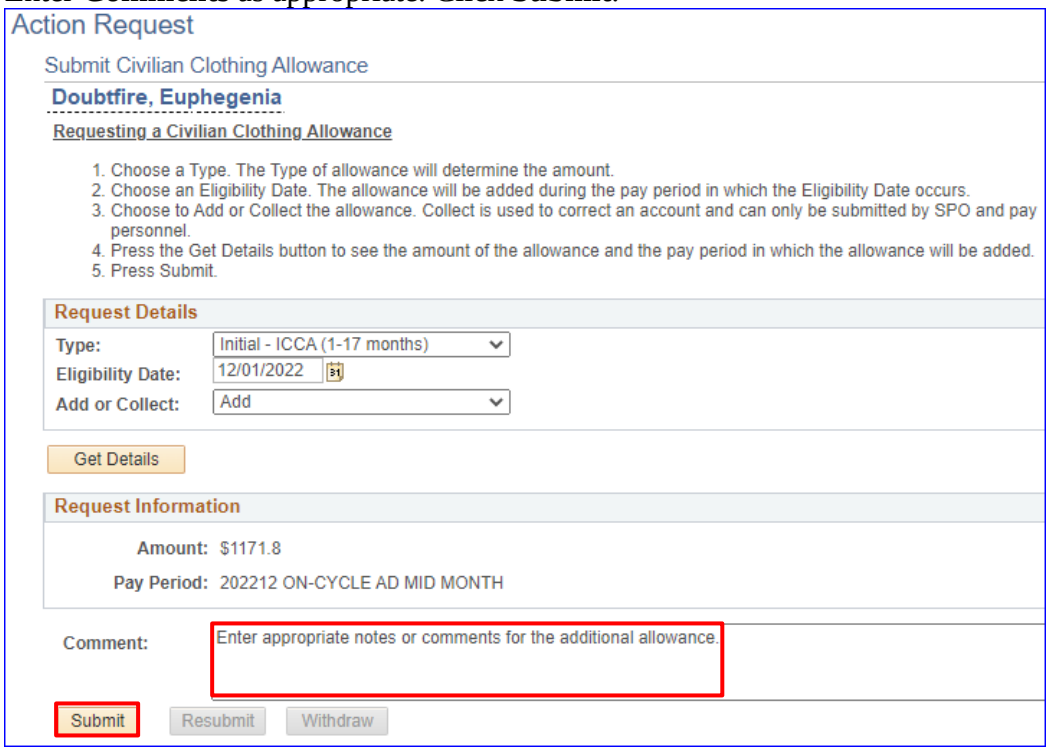
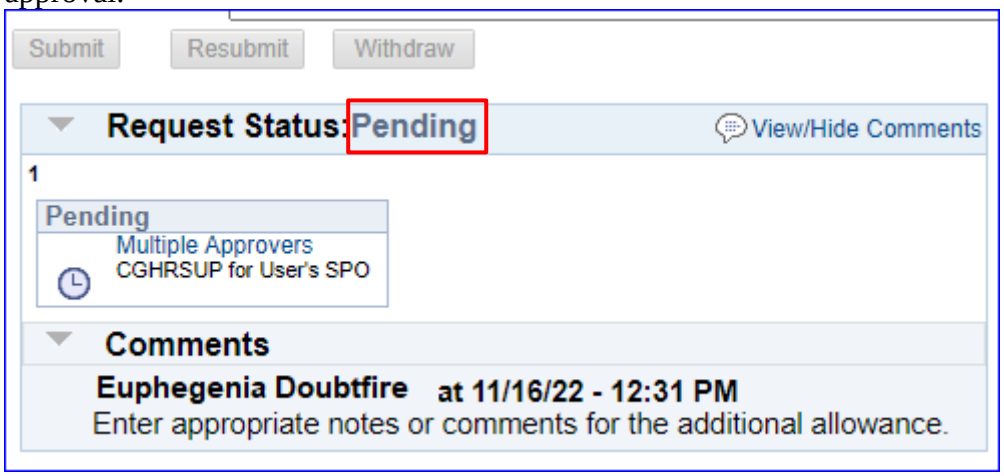
Civilian Clothing Allowance, Continued

Procedures, continued

Step	Action
7	Enter **Comments** as appropriate. Click **Submit**. 
8	The request status will update to **Pending** and will be routed to the SPO tree for approval.