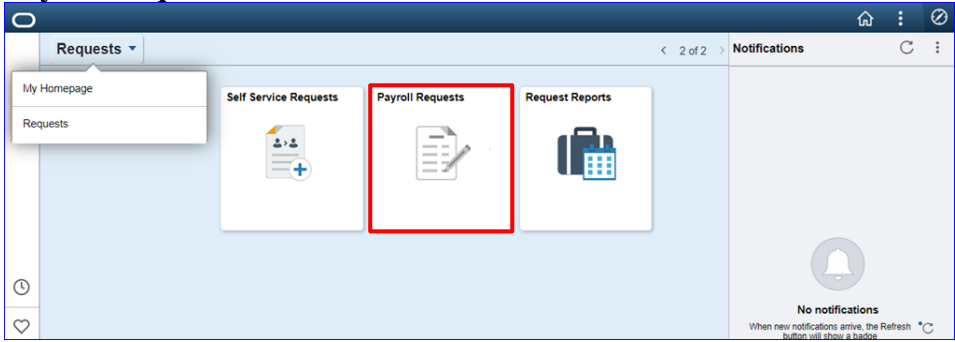
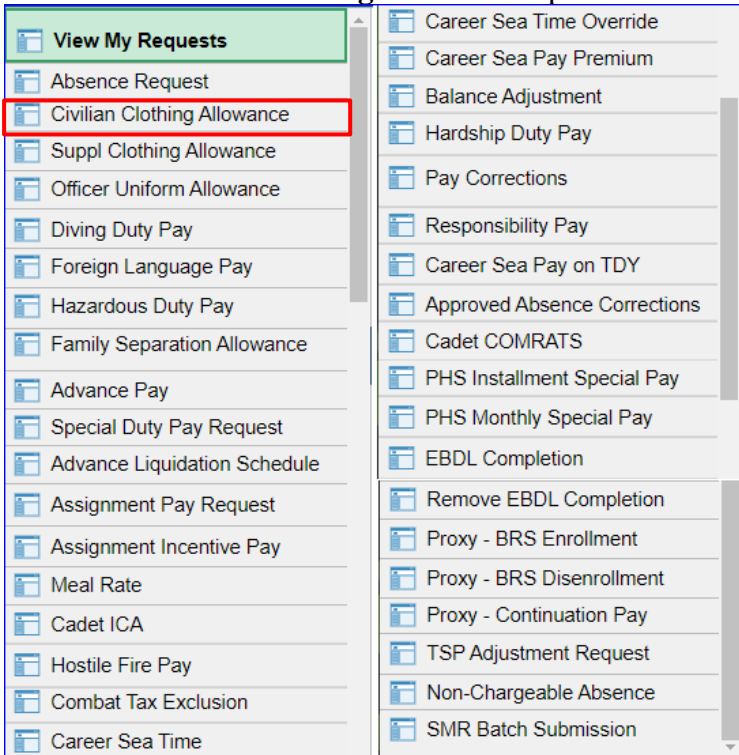


Civilian Clothing Allowance

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 \(uscg.mil\)](#)

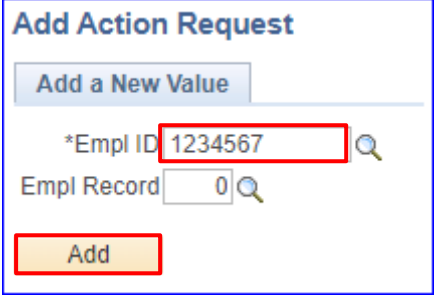
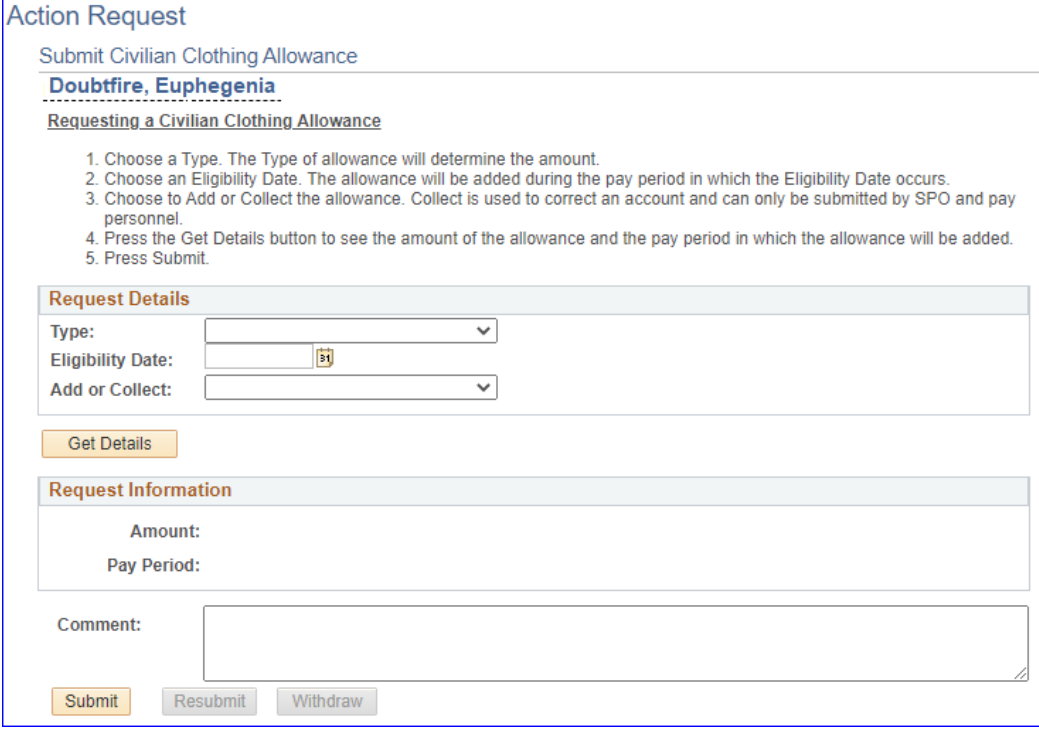
Procedures See below.

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

Continued on next page

Civilian Clothing Allowance, Continued

Procedures,
continued

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

Continued on next page

Civilian Clothing Allowance, Continued

Procedures,
continued

Step	Action
4	<p>Select the appropriate Type from the drop-down.</p> <div data-bbox="327 524 1369 1066"> <p>Action Request</p> <p>Submit Civilian Clothing Allowance</p> <p><u>Doubtfire, Euphegenia</u></p> <p><u>Requesting a Civilian Clothing Allowance</u></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. <p>Request Details</p> <p>Type: ▼</p> <p>Eligibility Date: <input type="text"/></p> <p>Add or Collect: Continuing (CCCA) Continuing (PCCA) - Partial Initial - ICCA (1-17 months) Initial - ICCA (18-29 months) Initial - ICCA (30+ months) TDY - TDYCCA (15-29 days) TDY - TDYCCA (30+ days)</p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Amount: <input type="text"/></p> </div>
5	<p>Enter the Eligibility Date. Select Add or Collect from the drop-down.</p> <div data-bbox="327 1135 1369 1879"> <p>Action Request</p> <p>Submit Civilian Clothing Allowance</p> <p><u>Doubtfire, Euphegenia</u></p> <p><u>Requesting a Civilian Clothing Allowance</u></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. <p>Request Details</p> <p>Type: Initial - ICCA (1-17 months) ▼</p> <p>Eligibility Date: 12/01/2022 <input type="text"/></p> <p>Add or Collect: Add ▼</p> <p><input type="button" value="Get Details"/></p> <p>Add Collect</p> <p>Request Information</p> <p>Amount: <input type="text"/></p> <p>Pay Period: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

Continued on next page

Civilian Clothing Allowance, Continued

Procedures,
continued

Step	Action
6	<p>Click Get Details. 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 that the payment will be processed in. <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Civilian Clothing Allowance</p> <p>Doubtfire, Euphegenia</p> <p><u>Requesting a Civilian Clothing Allowance</u></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="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Type: <input type="text" value="Initial - ICCA (1-17 months)"/> ▼</p> <p>Eligibility Date: <input type="text" value="12/01/2022"/> <input type="button" value="B1"/></p> <p>Add or Collect: <input type="text" value="Add"/> ▼</p> </div> <div style="margin-top: 10px;"> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Amount: <input type="text" value="\$1171.8"/></p> <p>Pay Period: <input type="text" value="202212 ON-CYCLE AD MID MONTH"/></p> </div> <p>Comment: <input type="text"/></p> <div style="margin-top: 10px;"> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>

Continued on next page

Civilian Clothing Allowance, Continued

Procedures,
continued

Step	Action
7	<p>Enter Comments as appropriate. Click Submit.</p> <div data-bbox="327 521 1374 1261" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Civilian Clothing Allowance</p> <p>Doubtfire, Euphegenia</p> <p><u>Requesting a Civilian Clothing Allowance</u></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. <p>Request Details</p> <p>Type: Initial - ICCA (1-17 months) ▼</p> <p>Eligibility Date: 12/01/2022 <input type="text" value="31"/></p> <p>Add or Collect: Add ▼</p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Amount: \$1171.8</p> <p>Pay Period: 202212 ON-CYCLE AD MID MONTH</p> <p>Comment: Enter appropriate notes or comments for the additional allowance.</p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
8	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</p> <div data-bbox="327 1373 1326 1832" style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> <p>1</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p><input type="button" value="Clock"/> CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Euphegenia Doubtfire at 11/16/22 - 12:31 PM</p> <p>Enter appropriate notes or comments for the additional allowance.</p> </div>