


Enlisted Supplemental Clothing Allowance (SUPP CMA)

Introduction This guide provides the procedures for SPOs to process an Enlisted Supplemental Clothing Allowance (SUPP CMA) in Direct Access (DA).

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

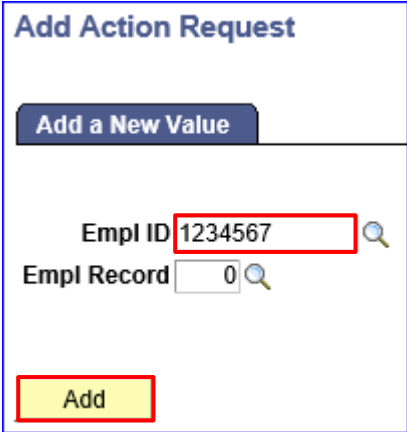
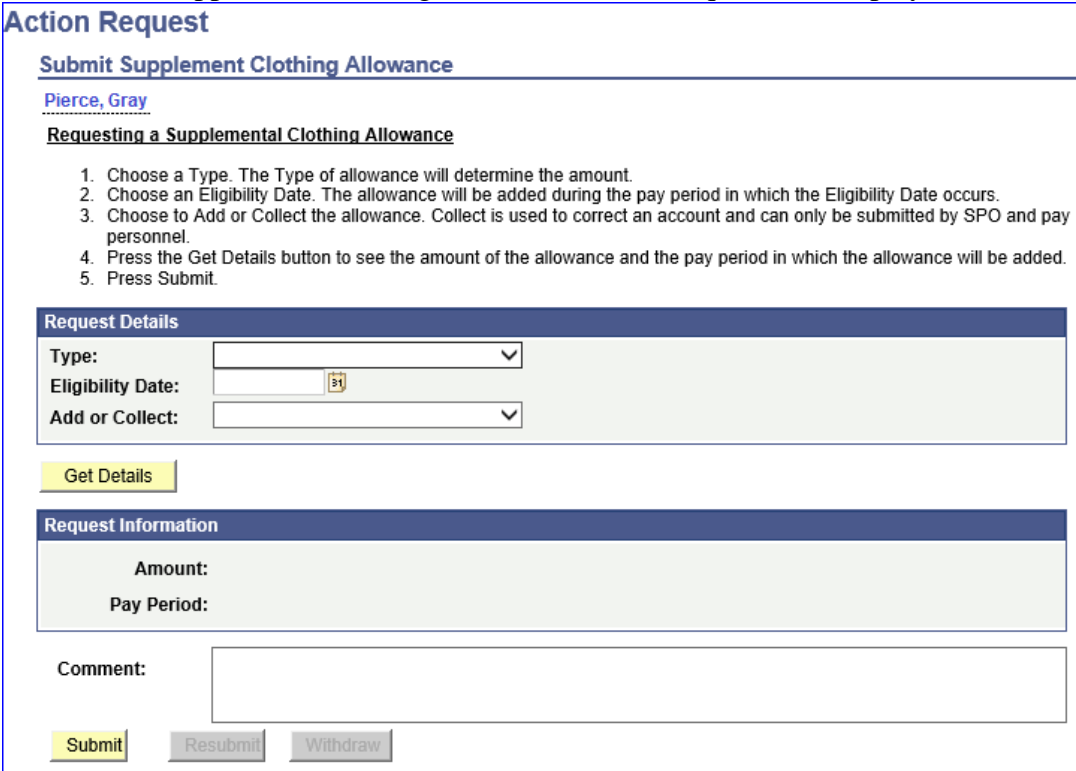
Procedures See below.

Step	Action																																														
1	<p>From the Requests tab, select Suppl Clothing Allowance from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'Suppl Clothing Allowance' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="316 757 1203 1890"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </tbody> </table> <table border="1" data-bbox="316 1077 1203 1890"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr> <td>View My Requests</td> <td>Absence Request</td> </tr> <tr> <td>Civilian Clothing Allowance</td> <td>Suppl Clothing Allowance</td> </tr> <tr> <td>Officer Uniform Allowance</td> <td>Diving Duty Pay</td> </tr> <tr> <td>Foreign Language Pay</td> <td>Hazardous Duty Pay</td> </tr> <tr> <td>Family Separation Allowance</td> <td>Advance Pay</td> </tr> <tr> <td>Advance Liquidation Schedule</td> <td>SDAP</td> </tr> <tr> <td>Meal Rate</td> <td>Cadet ICA</td> </tr> <tr> <td>Hostile Fire Pay</td> <td>Combat Tax Exclusion</td> </tr> <tr> <td>Career Sea Time</td> <td>Career Sea Time Override</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Balance Adjustment</td> </tr> <tr> <td>Hardship Duty Pay</td> <td>Pay Corrections</td> </tr> <tr> <td>Responsibility Pay Override</td> <td>Career Sea Pay on TDY</td> </tr> <tr> <td>Approved Absence Corrections</td> <td>Cadet COMRATS</td> </tr> <tr> <td>PHS Installment Special Pay</td> <td>PHS Monthly Special Pay</td> </tr> <tr> <td>EBDL Completion</td> <td>Remove EBDL Completion</td> </tr> <tr> <td>Proxy - BRS Enrollment</td> <td>Proxy - BRS Disenrollment</td> </tr> <tr> <td>Proxy - Continuation Pay</td> <td>Non-Chargeable Absence</td> </tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	SDAP	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time	Career Sea Time Override	Career Sea Pay Premium	Balance Adjustment	Hardship Duty Pay	Pay Corrections	Responsibility Pay Override	Career Sea Pay on TDY	Approved Absence Corrections	Cadet COMRATS	PHS Installment Special Pay	PHS Monthly Special Pay	EBDL Completion	Remove EBDL Completion	Proxy - BRS Enrollment	Proxy - BRS Disenrollment	Proxy - Continuation Pay	Non-Chargeable Absence
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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

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

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
4	<p>Using the drop-down, select the appropriate Type.</p> <div data-bbox="316 562 1396 1328" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Supplement Clothing Allowance</u></p> <p><u>Pierce, Gray</u></p> <p>Requesting a Supplemental Clothing Allowance</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 #4F81BD; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Type: AREA Training Team ▼</p> <p>Eligibility Date: Academy Band</p> <p>Add or Collect: Asst Recruit Company CDR ▼</p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Amount: LANTAREA, PACAREA, RSV CMC</p> <p>Pay Period: MCPOCG</p> <p>Comment: Maternity</p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
5	<p>Enter the Eligibility Date (see Note 1 below). Using the drop-down, select Add or Collect.</p> <p>Note 1: To prevent potential out of range transactions, it is recommended the approval date (block 7 of the CG-5155A form) be entered as the eligibility date (because this allowance is a one-time payment during an assignment, the eligibility date does not need to be the first date the member became eligible for Supp CMA).</p> <p>Note 2: If the approval date is out of range, submit a Customer Care ticket with appropriate documentation to PPC for a manual adjustment.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Supplement Clothing Allowance</u></p> <p><u>Pierce, Gray</u></p> <p>Requesting a Supplemental Clothing Allowance</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 #333; padding: 5px; margin-top: 5px;"> <p>Request Details</p> <p>Type: AREA Training Team ▼</p> <p>Eligibility Date: 10/01/2018 <small>ⓧ</small></p> <p>Add or Collect: Add ▼ Collect</p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #333; padding: 5px; margin-top: 5px;"> <p>Request Information</p> <p>Amount:</p> <p>Pay Period:</p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>

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Enlisted Supplemental Clothing Allowance (SUPP CMA), 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 the payment will be processed in <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Supplement Clothing Allowance</u></p> <p><u>Pierce, Gray</u></p> <p>Requesting a Supplemental Clothing Allowance</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 gray; padding: 5px; margin-bottom: 5px;"> <p>Request Details</p> <p>Type: AREA Training Team ▼</p> <p>Eligibility Date: 10/01/2018 [B]</p> <p>Add or Collect: Add ▼</p> </div> <p style="text-align: center; border: 1px solid red; display: inline-block; padding: 2px 5px;">Get Details</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Request Information</p> <p style="text-align: center;">Amount: \$290.56</p> <p style="text-align: center;">Pay Period: 201810 On-Cycle AD Mid Month</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> Submit Resubmit Withdraw </p> </div>

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
7	<p>Enter Comments as appropriate. Click Submit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Supplement Clothing Allowance</u></p> <p><u>Pierce, Gray</u></p> <p>Requesting a Supplemental Clothing Allowance</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 gray; padding: 5px; margin: 5px 0;"> <p>Request Details</p> <p>Type: AREA Training Team ▼</p> <p>Eligibility Date: 10/01/2018 [st]</p> <p>Add or Collect: Add ▼</p> </div> <p style="text-align: center;">Get Details</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Request Information</p> <p style="text-align: center;">Amount: \$290.56</p> <p style="text-align: center;">Pay Period: 201810 On-Cycle AD Mid Month</p> </div> <p>Comment: Enter comments as appropriate.</p> <p style="margin-top: 5px;"> Submit Resubmit Withdraw </p> </div>

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
8	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</p> <div data-bbox="320 600 1396 1646" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Supplement Clothing Allowance</u></p> <p><u>Pierce, Gray</u></p> <p><u>Requesting a Supplemental 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 gray; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>Request Details</p> <p>Type: AREA Training Team</p> <p>Eligibility Date: 10/01/2018</p> <p>Add or Collect: Add</p> </div> <p style="text-align: center; margin-bottom: 5px;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>Request Information</p> <p>Amount: \$290.56</p> <p>Pay Period: 201810 On-Cycle AD Mid Month</p> </div> <p>Comment: <input style="width: 100%;" type="text" value="Enter comments as appropriate."/></p> <p style="text-align: center; margin-bottom: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> <div style="border: 1px solid gray; background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Gray Pierce at 10/15/18 - 12:23 PM Enter comments as appropriate.</p> </div> </div>