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.

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

Continued on next page
Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures, continued

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

Add Action Request

| Empl ID | 1234567 |
| Empl Record | 0 |

| Add |

3 | The Submit Supplement Clothing Allowance action request will display. |

Action Request

Submit Supplement Clothing Allowance

Pierce, Gray

Requesting a Supplemental 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: | Add or Collect: |
| Eligibility Date: | |

| Get Details |

Request Information

| Amount: |
| Pay Period: |

Comment: 

Submit | Resubmit | Withdraw |

Continued on next page
4. Using the drop-down, select the appropriate Type.

### Action Request

**Submit Supplement Clothing Allowance**

**Requesting a Supplemental 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 SFO 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:**
  - AREA Training Team
  - Academy Band
  - Asst Recruit Company CDR
  - Busy Tender Duty
- **Eligibility Date:**
  - 17 May 2021
  - 15 April 2021
- **Add or Collect:**
  - Add
  - Collect
- **Get Details:**
  - Details available
- **Request Information**
  - **Amount:**
    - LANTAREA, PACAREA, RSV CMC
    - MCPDCC
  - **Pay Period:**
    - Maternity
    - Recruit Drill Instructor
    - Recruit Drill Instructor
  - **Comment:**
    - Subsistence Advisory Team

**Submit**

**Radiant**

**Handbook**

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Enlisted Supplemental Clothing Allowance (SUPP CMA),
Continued

Procedures, continued

<table>
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<tr>
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<tbody>
<tr>
<td>5</td>
<td>Enter the <strong>Eligibility Date</strong> (see Note 1 below). Using the drop-down, select <strong>Add</strong> or <strong>Collect</strong>.</td>
</tr>
</tbody>
</table>

**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).

**Note 2:** If the **approval date is out of range**, submit a Customer Care ticket with appropriate documentation to PPC for a manual adjustment.

### Action Request

**Submit Supplement Clothing Allowance**

**Requesting a Supplemental 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**: AREA Training Team
- **Eligibility Date**: 10/01/2018
- **Add or Collect**: Add or Collect

### Request Information

- **Amount**:
- **Pay Period**:  

**Comment**:  

Submit | Reset | Window

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Continued on next page
Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures, continued

<table>
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| 6    | Click **Get Details**. The Request Information section will populate with:  
  - **Amount**: Total amount to be paid to the member  
  - **Pay Period**: Pay calendar the payment will be processed in |

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**Requesting a Supplemental 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.

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<td>10/01/2018</td>
</tr>
<tr>
<td>Add or Collect:</td>
<td>Add</td>
</tr>
</tbody>
</table>

Get Details

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**Request Information**

| Amount: | $200.56 |
| Pay Period: | 2018/10 On-Cycle AD Mid Month |

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures, continued

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<tr>
<td>7</td>
<td>Enter Comments as appropriate. Click Submit.</td>
</tr>
</tbody>
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### Action Request

#### Submit Supplement Clothing Allowance

**Pierce, Gray**

**Requesting a Supplemental 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.
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#### Request Details

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<td>Add or Collect:</td>
<td>Add</td>
</tr>
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</table>

#### Request Information

- **Amount:** $290.55
- **Pay Period:** 201810 On-Cycle AD Mid Month

**Comment:** Enter comments as appropriate.
Procedures, continued

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<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>
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**Action Request**

*Submit Supplement Clothing Allowance*

**Pierce, Gray**

**Requesting a Supplemental Clothing Allowance**

1. Choose a Type. The type of allowance will determine the amount.
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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.

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**Request Details**

- **Type:** AREA Training Team
- **Eligibility Date:** 10/01/2018
- **Add or Collect:** Add

[Get Details]

**Request Information**

- **Amount:** $290.56
- **Pay Period:** 2018/10 On-Cycle AD Mid Month

**Comment:** Enter comments as appropriate.

[Submit] [Resubmit] [Withdraw]

**Request Status:** Pending

**Multiple Approvers**

- CS/ESOF for users SPO

**Comments**

*Gray Pierce at 10/15/18 - 12:23 PM*

Enter comments as appropriate.