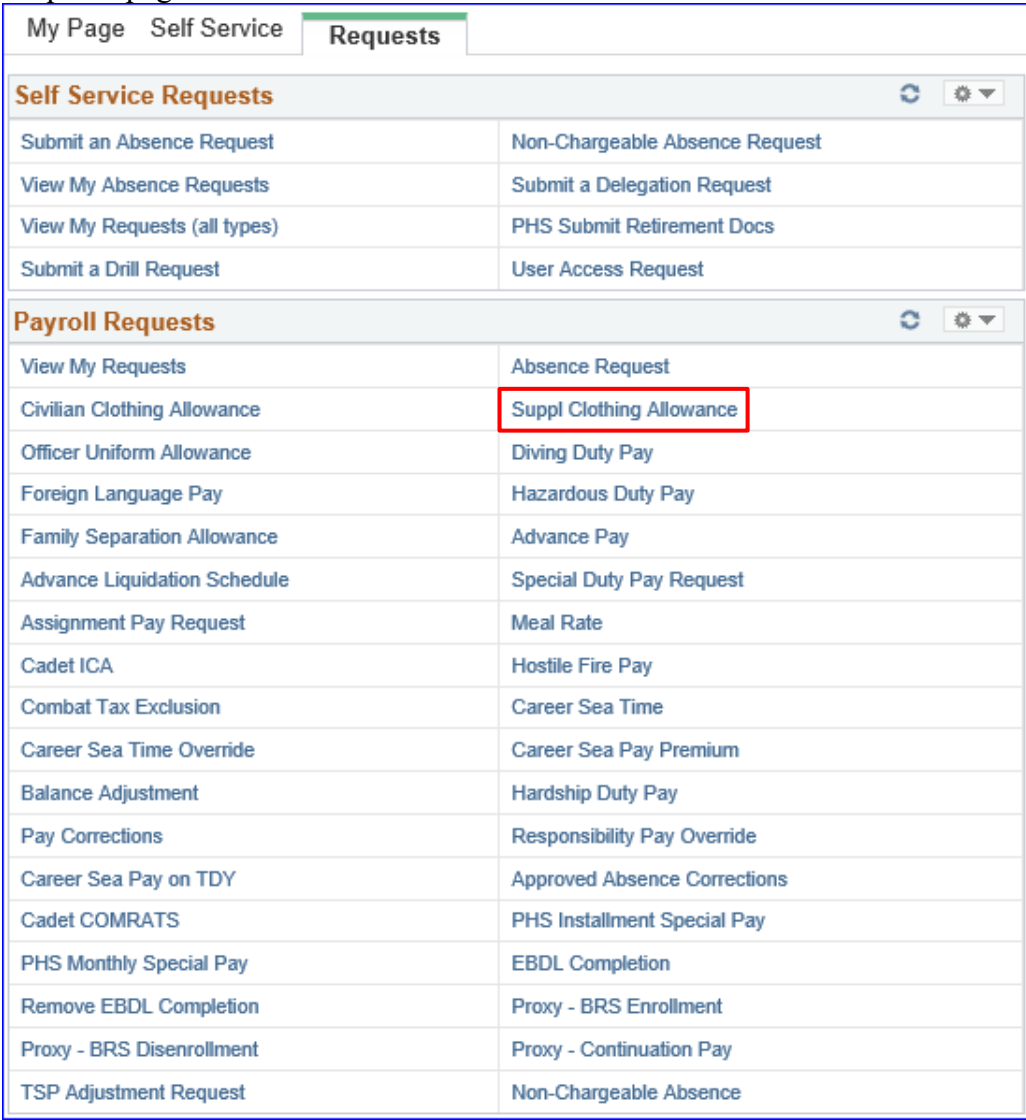


Enlisted Supplemental Clothing Allowance (SUPP CMA)

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 \(series\)](#)

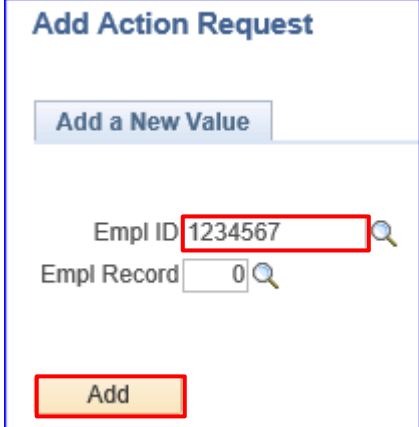
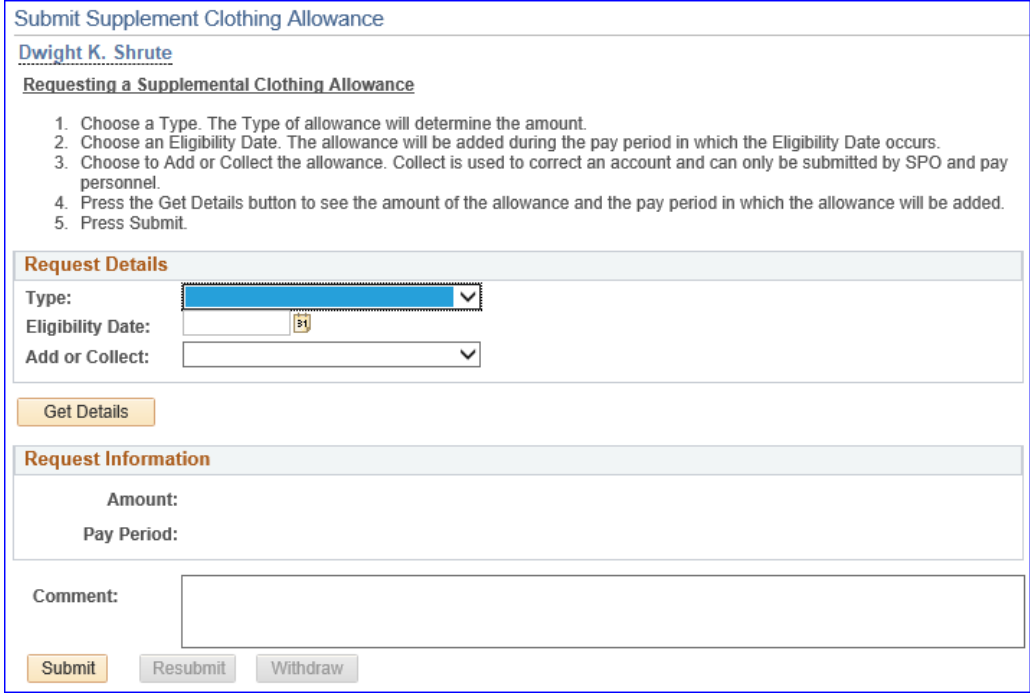
Procedures See below.

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 request types. 'Suppl Clothing Allowance' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="336 745 1366 1861"> <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="336 1043 1366 1861"> <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>Special Duty Pay Request</td> </tr> <tr> <td>Assignment Pay Request</td> <td>Meal Rate</td> </tr> <tr> <td>Cadet ICA</td> <td>Hostile Fire Pay</td> </tr> <tr> <td>Combat Tax Exclusion</td> <td>Career Sea Time</td> </tr> <tr> <td>Career Sea Time Override</td> <td>Career Sea Pay Premium</td> </tr> <tr> <td>Balance Adjustment</td> <td>Hardship Duty Pay</td> </tr> <tr> <td>Pay Corrections</td> <td>Responsibility Pay Override</td> </tr> <tr> <td>Career Sea Pay on TDY</td> <td>Approved Absence Corrections</td> </tr> <tr> <td>Cadet COMRATS</td> <td>PHS Installment Special Pay</td> </tr> <tr> <td>PHS Monthly Special Pay</td> <td>EBDL Completion</td> </tr> <tr> <td>Remove EBDL Completion</td> <td>Proxy - BRS Enrollment</td> </tr> <tr> <td>Proxy - BRS Disenrollment</td> <td>Proxy - Continuation Pay</td> </tr> <tr> <td>TSP Adjustment Request</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	Special Duty Pay Request	Assignment Pay Request	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	TSP Adjustment Request	Non-Chargeable Absence
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	Special Duty Pay Request																																																
Assignment Pay Request	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																																																
TSP Adjustment Request	Non-Chargeable Absence																																																

Continued on next page

Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

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

Continued on next page

Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
4	<p data-bbox="336 528 986 562">Using the drop-down, select the appropriate Type.</p> <div data-bbox="336 562 1369 1301" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="347 568 719 595">Submit Supplement Clothing Allowance</p> <p data-bbox="347 602 507 629"><u>Dwight K. Shrute</u></p> <p data-bbox="347 636 751 663">Requesting a Supplemental Clothing Allowance</p> <ol data-bbox="384 674 1345 797" 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 data-bbox="347 808 1358 1301" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="352 815 504 842">Request Details</p> <p data-bbox="352 853 408 880">Type:</p> <p data-bbox="352 887 488 913">Eligibility Date:</p> <p data-bbox="352 920 488 947">Add or Collect:</p> <p data-bbox="368 954 488 981">Get Details</p> <p data-bbox="352 987 520 1014">Request Informat</p> <p data-bbox="432 1021 520 1048">Amount:</p> <p data-bbox="408 1055 520 1081">Pay Period:</p> <p data-bbox="352 1088 456 1115">Comment:</p> <p data-bbox="368 1122 440 1149">Submit</p> <p data-bbox="472 1155 520 1182">Res</p> <div data-bbox="520 842 847 1290" style="border: 2px solid red; padding: 2px;"> <ul style="list-style-type: none"> AREA Training Team Academy Band Asst Recruit Company CDR Buoy Tender Duty CG ACT NY Police CG Elizabeth City Police Cape May Cerem Section Designated CMC District or Section Training Honor Guard LANTAREA, PACAREA, RSV CMC MCPOCG Maternity Recruit Company CDR Recruit Drill Instructor Recruiter/MEPS Reduced Initial Sea Bag Regional Inspector Ship Training Detachment Subsistence Advisory Team </div> </div> </div>

Continued on next page

Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
5	<p>Enter the Eligibility Date (see Note 1 & 2 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 (the allowance is a one-time payment during an assignment, therefore, 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 to PPC with the appropriate documentation for a manual adjustment.</p> <div data-bbox="336 925 1369 1621" style="border: 1px solid black; padding: 5px;"> <p>Submit Supplement Clothing Allowance</p> <p>Dwight K. Shrute</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 #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Type: Recruit Drill Instructor ▼</p> <p>Eligibility Date: 06/03/2020 21</p> <p>Add or Collect: Add Collect</p> <p>Get Details</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>Amount:</p> <p>Pay Period:</p> <p>Comment: </p> <p>Submit Resubmit Withdraw</p> </div> </div>

Continued on next page

Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
6	<p>Click Get Details. The Request Information field will populate:</p> <ul style="list-style-type: none"> • Amount – This is the total amount to be paid to the member. • Pay Period – This is the pay calendar the payment will be processed in. <div style="border: 1px solid blue; padding: 5px;"> <p>Submit Supplement Clothing Allowance</p> <p>Dwight K. Shrute</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 #ccc; padding: 5px; margin: 5px 0;"> <p>Request Details</p> <p>Type: <input type="text" value="Recruit Drill Instructor"/> ▼</p> <p>Eligibility Date: <input type="text" value="06/03/2020"/> <input type="button" value="B"/></p> <p>Add or Collect: <input type="text" value="Add"/> ▼</p> </div> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Request Information</p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p>Amount: \$1057.17</p> <p>Pay Period: 202006 On-Cycle AD Mid Month</p> </div> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

Continued on next page

Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action
7	<p data-bbox="336 528 963 562">Enter Comments as appropriate. Click Submit.</p> <div data-bbox="336 562 1369 1256" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="347 568 722 595">Submit Supplement Clothing Allowance</p> <p data-bbox="347 607 512 631"><u>Dwight K. Shrute</u></p> <p data-bbox="347 636 754 660"><u>Requesting a Supplemental Clothing Allowance</u></p> <ol data-bbox="384 674 1353 797" 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 data-bbox="347 813 1361 947" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="352 819 504 844">Request Details</p> <p data-bbox="352 853 818 878">Type: Recruit Drill Instructor ▼</p> <p data-bbox="352 882 647 907">Eligibility Date: 06/03/2020 <input type="text"/></p> <p data-bbox="352 911 818 936">Add or Collect: Add ▼</p> </div> <p data-bbox="373 965 464 990" style="text-align: center;">Get Details</p> <div data-bbox="347 1008 1361 1120" style="border: 1px solid gray; padding: 5px;"> <p data-bbox="352 1014 547 1039">Request Information</p> <p data-bbox="437 1055 600 1079" style="text-align: center;">Amount: \$1057.17</p> <p data-bbox="416 1088 778 1113" style="text-align: center;">Pay Period: 202006 On-Cycle AD Mid Month</p> </div> <p data-bbox="363 1149 770 1173">Comment: Enter comments as appropriate.</p> <p data-bbox="363 1218 695 1243"> <input data-bbox="363 1218 440 1243" type="button" value="Submit"/> <input data-bbox="475 1218 568 1243" type="button" value="Resubmit"/> <input data-bbox="592 1218 695 1243" type="button" value="Withdraw"/> </p> </div>

Continued on next page

Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

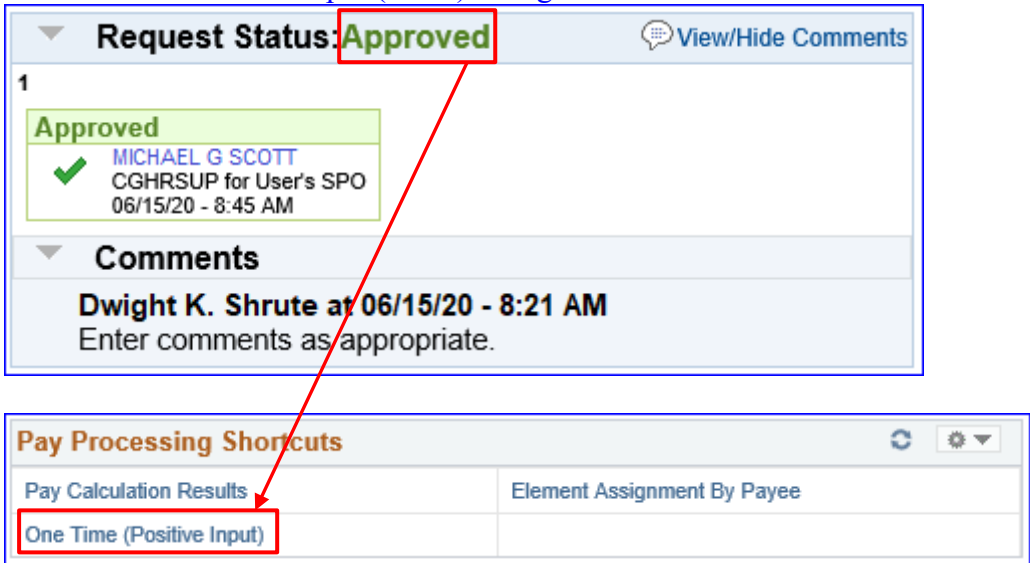
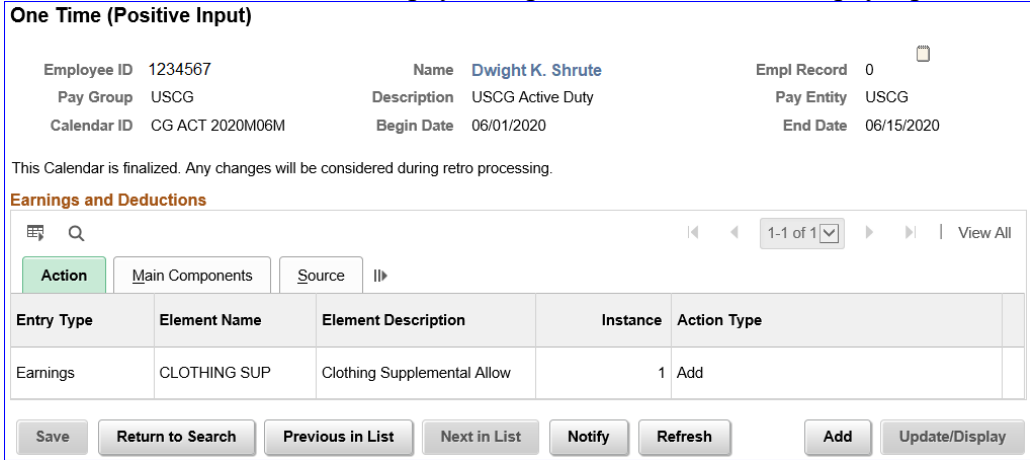
Procedures,
continued

Step	Action
8	<p>The request status will update to Pending and the action request will be forwarded to the SPO tree for approval.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Submit Supplement Clothing Allowance</p> <p><u>Dwight K. Shrute</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. <p>Request Details</p> <p>Type: Recruit Drill Instructor Eligibility Date: 06/03/2020 Add or Collect: Add</p> <p>Get Details</p> <p>Request Information</p> <p>Amount: \$1057.17 Pay Period: 202006 On-Cycle AD Mid Month</p> <p>Comment: <input type="text" value="Enter comments as appropriate."/></p> <p>Submit Resubmit Withdraw</p> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> <p>Comments</p> <p>Dwight K. Shrute at 06/15/20 - 8:21 AM Enter comments as appropriate.</p> </div>

Continued on next page

Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,
continued

Step	Action										
<p>9</p>	<p>Once the action request has been approved, navigate to One Time (Positive Unit) in the Pay Processing Shortcuts pagelet and open the appropriate Calendar ID.</p> <p>NOTE: For more information on navigating to and understanding OTPIs, see the One Time Positive Input (OTPI) user guide.</p>  <p>The screenshot shows a notification for 'Request Status: Approved' by Michael G. Scott for CGHRSUP for User's SPO on 06/15/20 from 8:45 AM. Below it is a 'Comments' section with a comment from Dwight K. Shrute at 8:21 AM. The 'Pay Processing Shortcuts' pagelet is shown below, with 'One Time (Positive Input)' highlighted in a red box. A red arrow points from the 'Approved' status to the 'One Time (Positive Input)' link.</p>										
<p>10</p>	<p>Review the OTPI.</p> <p>NOTE: The member's Pay Calculation Results should also be reviewed after Finalize to ensure the one-time payment posted to the member's payslip.</p>  <p>The screenshot shows the 'One Time (Positive Input)' review page for Dwight K. Shrute. It includes employee details: Employee ID 1234567, Name Dwight K. Shrute, Empl Record 0, Pay Group USCG, Description USCG Active Duty, Pay Entity USCG, Calendar ID CG ACT 2020M06M, Begin Date 06/01/2020, and End Date 06/15/2020. A note states: 'This Calendar is finalized. Any changes will be considered during retro processing.' Below is the 'Earnings and Deductions' section with a table:</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>CLOTHING SUP</td> <td>Clothing Supplemental Allow</td> <td>1</td> <td>Add</td> </tr> </tbody> </table> <p>Buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	CLOTHING SUP	Clothing Supplemental Allow	1	Add
Entry Type	Element Name	Element Description	Instance	Action Type							
Earnings	CLOTHING SUP	Clothing Supplemental Allow	1	Add							