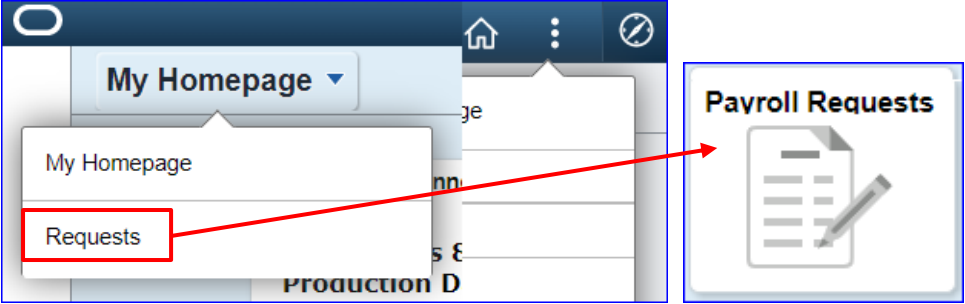
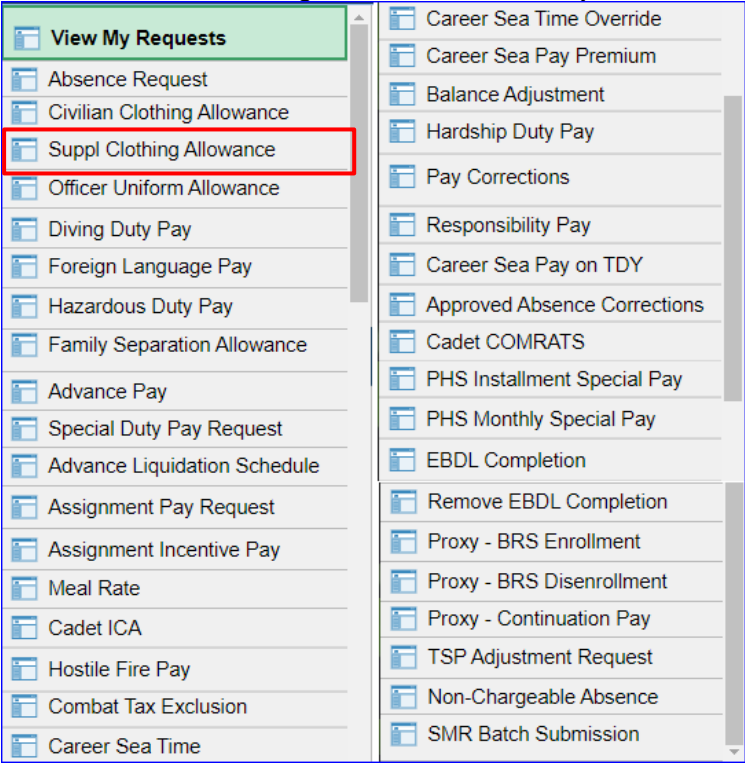


Enlisted Supplemental Clothing Allowance (SUPP CMA)

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

References [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
[Enlisted Supplementary Clothing Allowances \(uscg.mil\)](#)

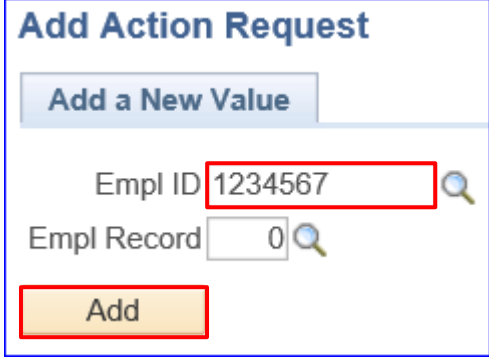
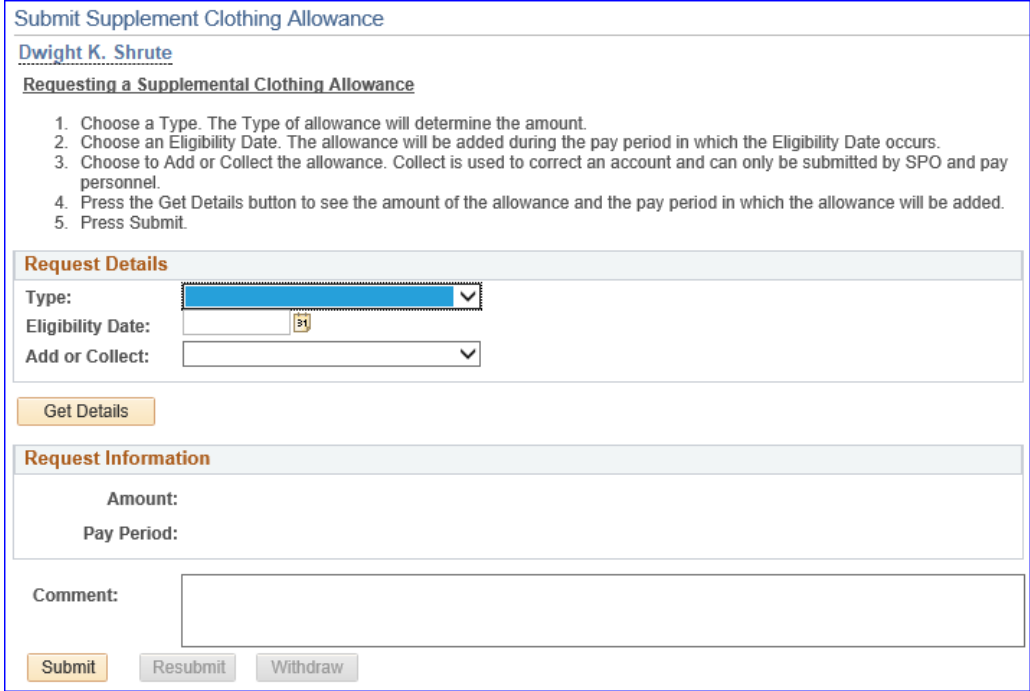
Procedures See below.

Step	Action
<p>1</p>	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 
<p>1.5</p>	<p>Select the Advance Liquidation Schedule option.</p> 

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"><input type="button" value="Get Details"/></p> <p data-bbox="352 1010 520 1037">Request Information</p> <p data-bbox="432 1043 520 1070">Amount:</p> <p data-bbox="408 1077 520 1104">Pay Period:</p> <p data-bbox="352 1133 456 1160">Comment:</p> <p data-bbox="368 1211 440 1238"><input type="button" value="Submit"/></p> <p data-bbox="472 1211 520 1238"><input type="button" value="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 data-bbox="347 1178 1358 1352" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Type: <input style="width: 100%;" type="text" value="Recruit Drill Instructor"/></p> <p>Eligibility Date: <input style="width: 100%;" type="text" value="06/03/2020"/></p> <p>Add or Collect: <input style="width: 100%;" type="text" value="Add"/></p> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="347 1373 1358 1621" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Amount: <input style="width: 100%;" type="text"/></p> <p>Pay Period: <input style="width: 100%;" type="text"/></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>

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-top: 5px;"> <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="📅"/></p> <p>Add or Collect: <input type="text" value="Add"/> ▼</p> </div> <p style="text-align: center; margin-top: 5px;"><input style="border: 2px solid red;" type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <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> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </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="347 604 512 629"><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 943" style="border: 1px solid #ccc; padding: 5px;"> <p data-bbox="352 819 504 844">Request Details</p> <p data-bbox="352 848 818 875">Type: <input type="text" value="Recruit Drill Instructor"/></p> <p data-bbox="352 880 651 907">Eligibility Date: <input type="text" value="06/03/2020"/></p> <p data-bbox="352 911 818 938">Add or Collect: <input type="text" value="Add"/></p> </div> <p data-bbox="373 965 464 990" style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="347 1008 1361 1122" style="border: 1px solid #ccc; 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 453 1173">Comment:</p> <div data-bbox="517 1137 1361 1211" style="border: 1px solid red; padding: 5px; min-height: 30px;"> <p data-bbox="517 1144 767 1169" style="text-align: center;">Enter comments as appropriate.</p> </div> <div data-bbox="363 1216 695 1249" style="margin-top: 10px;"> <input data-bbox="363 1216 440 1249" type="button" value="Submit"/> <input data-bbox="475 1216 568 1249" type="button" value="Resubmit"/> <input data-bbox="592 1216 695 1249" type="button" value="Withdraw"/> </div> </div>

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Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

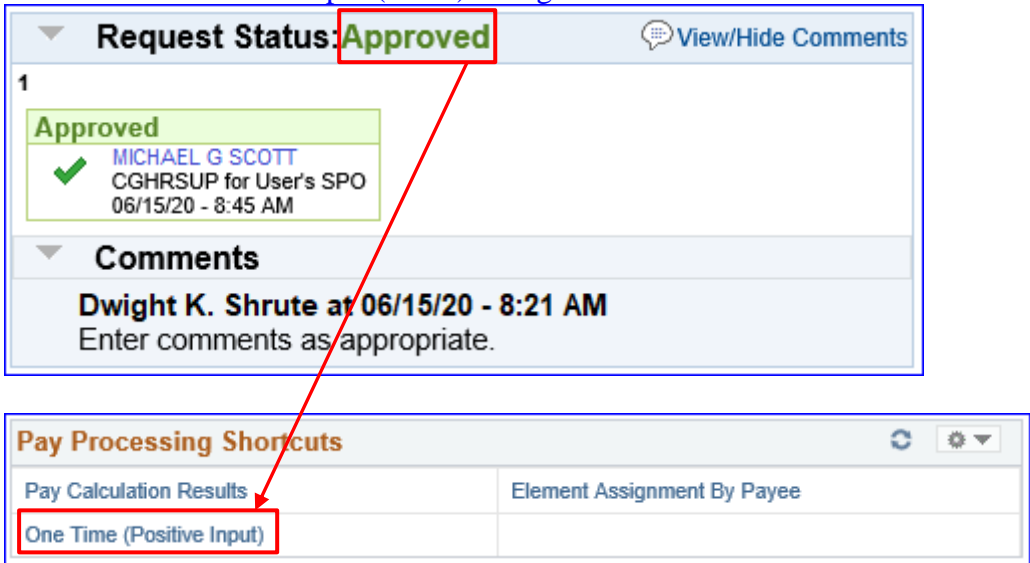
Procedures,
continued

Step	Action
8	<p>The request status will update to Pending and 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><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. <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>

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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>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> 