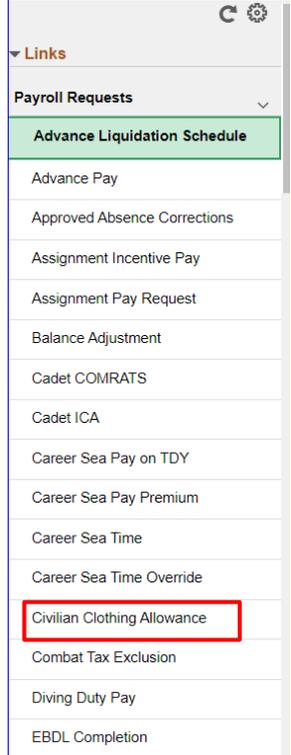


Civilian Clothing Allowance

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 \(uscg.mil\)](#)

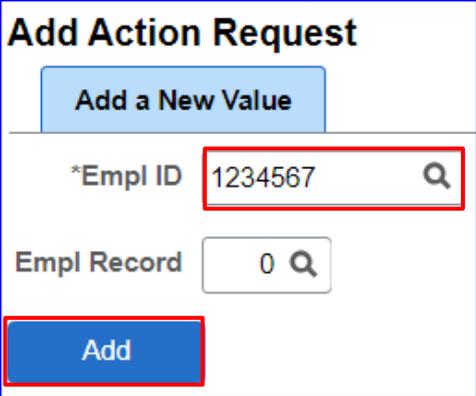
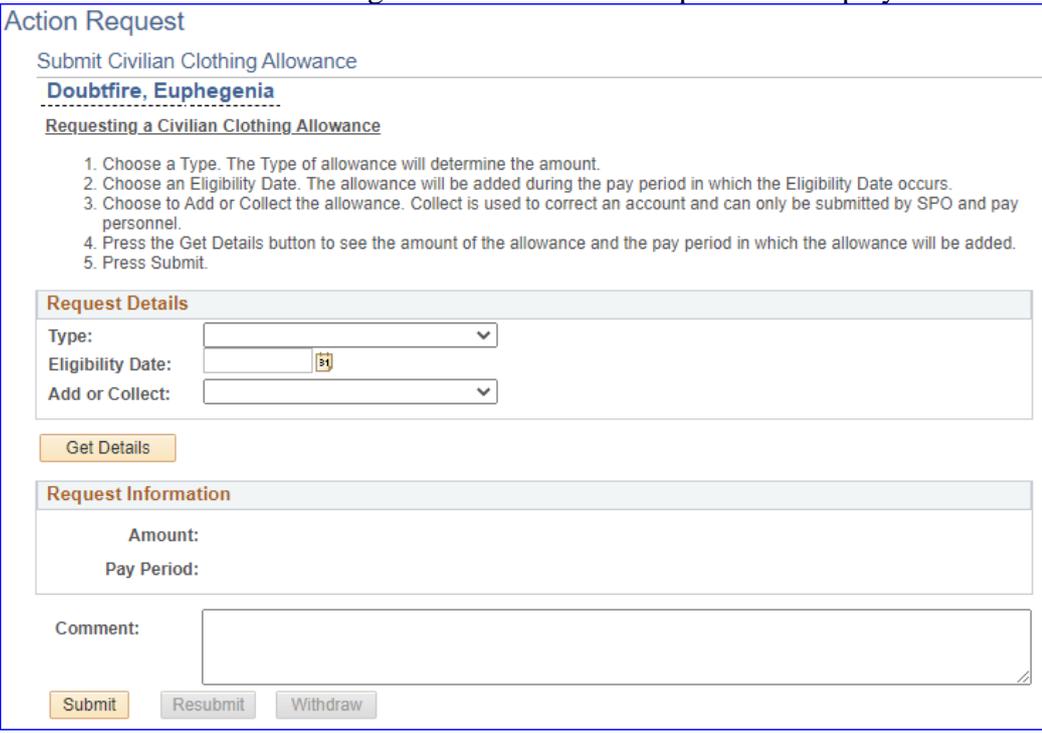
Procedures See below.

Step	Action
1	<p>Click on the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Civilian Clothing Allowance option.</p> 

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Civilian Clothing Allowance, Continued

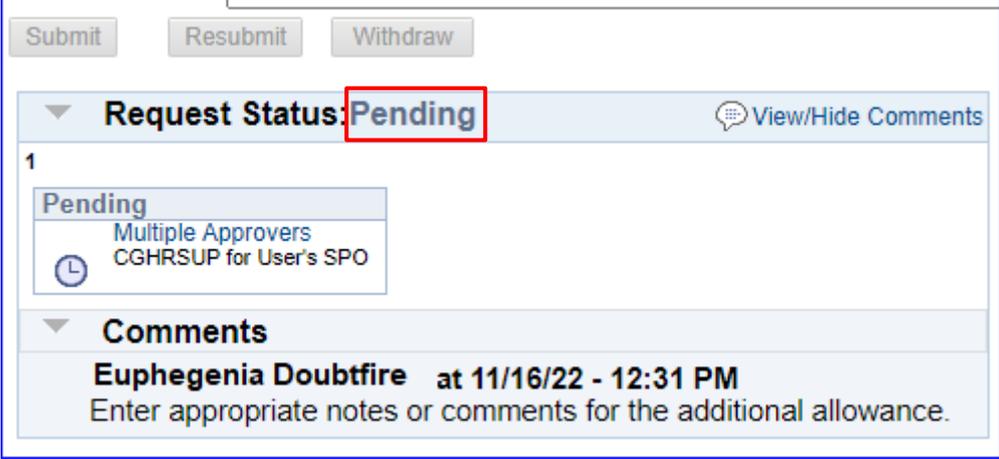
Procedures,
continued

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

Continued on next page

Civilian Clothing Allowance, Continued

Procedures,
continued

Step	Action
4	Follow the 5 step instructions on the screen.
5	<p>Enter Comments as appropriate. Click Submit.</p>  <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 [3]</p> <p>Add or Collect: Add ▼</p> <p>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>Submit Resubmit Withdraw</p>
6	<p>The request status will update to Pending and will be routed to the SPO tree for approval.</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>Euphegenia Doubtfire at 11/16/22 - 12:31 PM Enter appropriate notes or comments for the additional allowance.</p>