Civilian Clothing Allowance

| Introduction | This guide provides the procedures for entering a Civilian Clothing Allowance in Direct Access (DA). |
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| References | Coast Guard Pay Manual, COMDTINST M7220.29 (series) Civilian Clothing Allowance Authorizations (uscg.mil) |

Procedures See below.

| Step | | | |
|------|--|--|--|
| 1 | Click on the AD/RSV Payroll Workcenter tile. | | |
| | AD/RSV Payroll Workce | | |
| 2 | Select the Civilian Clot | | |
| | Paumell Demusede | | |
| | Advance Liquidation Schedule | | |
| | Advance Pay | | |
| | Approved Absence Corrections | | |
| | Assignment Incentive Pay | | |
| | Assignment Pay Request | | |
| | Balance Adjustment | | |
| | Cadet COMRATS | | |
| | Cadet ICA | | |
| | Career Sea Pay on TDY | | |
| | Career Sea Pay Premium | | |
| | Career Sea Time | | |
| | Career Sea Time Override | | |
| | Civilian Clothing Allowance | | |
| | Combat Tax Exclusion | | |
| | Diving Duty Pay | | |
| | EBDL Completion | | |
| | | | |

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Civilian Clothing Allowance, Continued

Procedures,

continued

| Step | Action | | |
|------|--|--|--|
| 3 | Enter the member's Empl ID. Click Add. | | |
| | Add Action Request | | |
| | Add a New Value | | |
| | *Empl ID 1234567 Q | | |
| | Empl Record 0 Q | | |
| | Add | | |
| 4 | The Submit Civilian Clothing Allowance Action Request will display. Action Request | | |
| | Submit Civilian Clothing Allowance | | |
| | Doubtfire, Euphegenia | | |
| | Requesting a Civilian Clothing Allowance | | |
| | Choose a Type. The Type of allowance will determine the amount. Choose an Eligibility Date. The allowance will be added during the pay period in which the Eligibility Date occurs. Choose to Add or Collect the allowance. Collect is used to correct an account and can only be submitted by SPO and pay personnel. Press the Get Details button to see the amount of the allowance and the pay period in which the allowance will be added. Press Submit. | | |
| | Request Details | | |
| | Type: | | |
| | Eligibility Date: | | |
| | Get Details | | |
| | Reguest Information | | |
| | Amount: | | |
| | Pay Period: | | |
| | Comment: | | |
| | Submit Resubmit Withdraw | | |
| | | | |

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Civilian Clothing Allowance, Continued

Procedures,

continued

| Step | Action |
|------|--|
| 4 | Follow the 5 step instructions on the screen. |
| 5 | Enter Comments as appropriate. Click Submit. Action Request Submit Civilian Clothing Allowance Doubtfire, Euphegenia |
| | <u>Requesting a Civilian Clothing Allowance</u> 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: Initial - ICCA (1-17 months) Eligibility Date: 12/01/2022 Add or Collect: Add |
| | Get Details |
| | Request Information |
| | Amount: \$1171.8 Pay Period: 202212 ON-CYCLE AD MID MONTH |
| | Comment: Enter appropriate notes or comments for the additional allowance. |
| | Submit Resubmit Withdraw |
| 6 | The request status will update to Pending and will be routed to the SPO tree for approval. Submit Resubmit Withdraw |
| | Request Status: Pending View/Hide Comments |
| | Pending Multiple Approvers CGHRSUP for User's SPO |
| | Comments |
| | Euphegenia Doubtfire at 11/16/22 - 12:31 PM Enter appropriate notes or comments for the additional allowance. |
| | |