

# Officer Uniform Allowance

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**Introduction** This guide provides the procedures for entering an Officer Uniform Allowance in Direct Access (DA).

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**References** [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)  
[Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\), Chap 8-E](#)

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**Information**

- The amount of the Officer Initial Uniform Allowance is \$400.00.
- Form CG-5102 is available on-line at: [Officer Uniform Allowance Claim Worksheet](#)

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**Procedures** See below.

Step	Action
1	<p>Click on the <b>AD/RSV Payroll Workcenter</b> tile.</p>  A screenshot of a software interface tile. The tile has a light blue background and contains the text "AD/RSV Payroll Workcenter" in blue. Below the text is a green icon of a document with a magnifying glass over it, indicating a search or lookup function. The entire tile is enclosed in a thin blue border.

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## Officer Uniform Allowance, Continued

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Procedures,  
continued

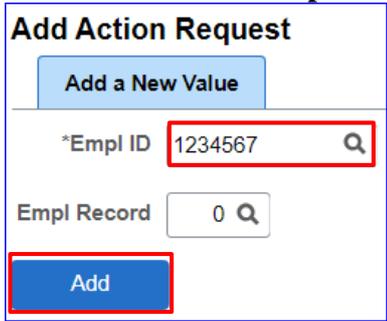
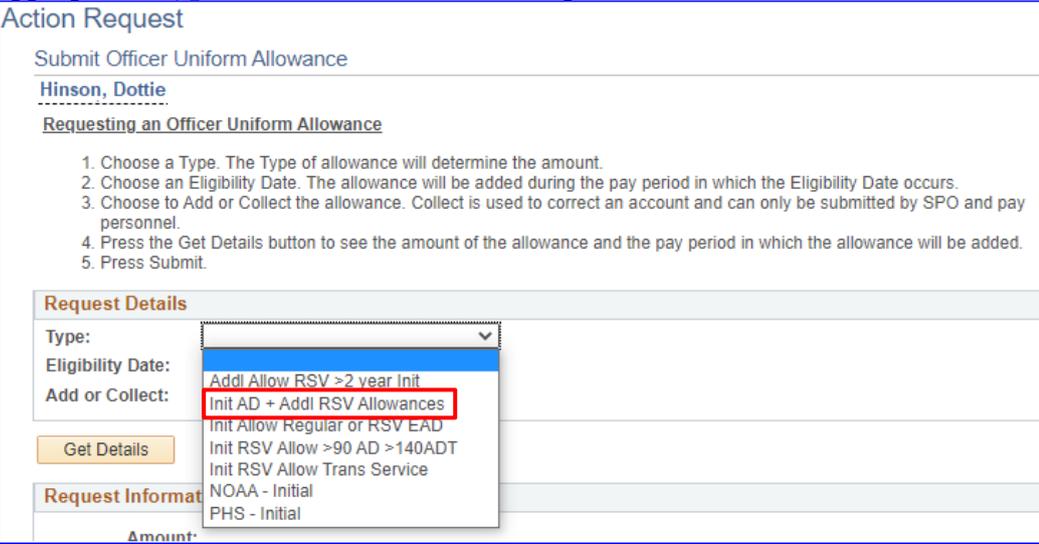
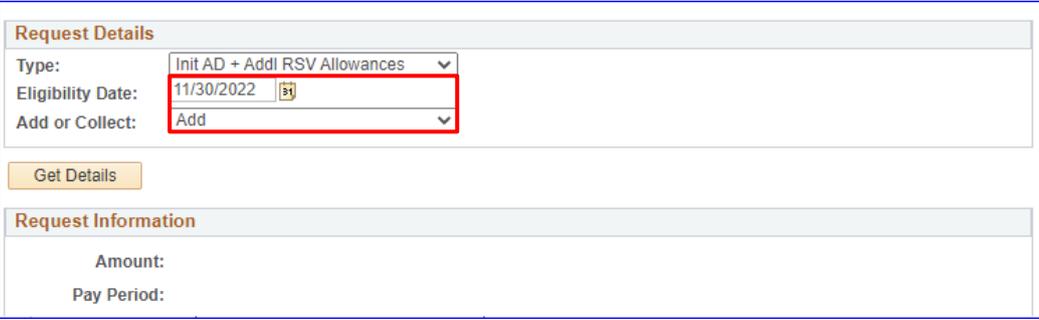
Step	Action
2	<p>Select the <b>Officer Uniform Allowance</b> option.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Family Separation Allowance</p> <p>Foreign Language Pay</p> <p>Hardship Duty Pay</p> <p>Hazardous Duty Pay</p> <p>Hostile Fire Pay</p> <p>Meal Rate</p> <p style="border: 2px solid red;">Officer Uniform Allowance</p> <p>Pay Corrections</p> <p>PHS Installment Pays</p> <p>PHS Monthly Pays</p> <p>Proxy - Submit Absence Request</p> <p>Proxy - Submit Non-Charge Abs</p> <p>Proxy - Remove EBDL Completion</p> <p>Proxy - Responsibility Pay</p> <p>Proxy - Promote One Member</p> <p>Special Duty Pay Request</p> <p>Suppl Clothing Allowance</p> <p>View My Requests (All Types)</p> </div>

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## Officer Uniform Allowance, Continued

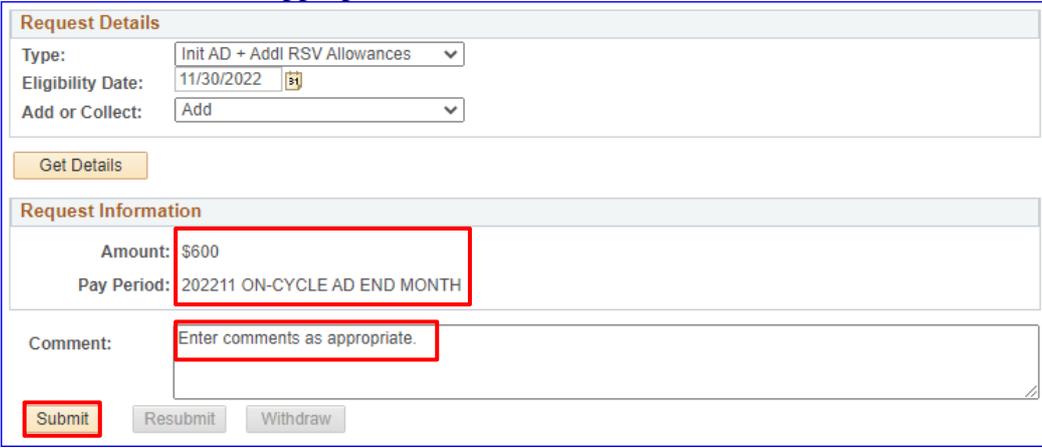
Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> 
4	<p>The Submit Officer Uniform Allowance action request will display. Select the appropriate <b>Type</b> of allowance from the drop-down.</p> 
5	<p>Enter the <b>Eligibility Date</b>. Select <b>Add</b> or <b>Collect</b> from the drop-down. Click <b>Get Details</b>.</p> 

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# Officer Uniform Allowance, Continued

Procedures,  
continued

Step	Action
6	<p>The Request Information section will populate with:</p> <ul style="list-style-type: none"> <li>• <b>Amount:</b> Total amount to be paid to the member.</li> <li>• <b>Pay Period:</b> Pay calendar in which the payment will be processed.</li> </ul> <p>Enter <b>Comments</b> as appropriate and click <b>Submit</b>.</p> 
7	<p>The request status will update to <b>Pending</b> and will be routed to the SPO tree for approval.</p> 