

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**CIVILIAN CLOTHING ALLOWANCE WORKSHEET**

Purpose: Request to COMDT (CG-1222) for authorization to receive a Civilian Clothing Allowance

Reference: CG Pay Manual, COMDTINST M7220.29B, Chap. 3-I-4 (Officer), and 3-J-5 (Enlisted)

1. EMPLID	2. Rate/Rank/ Name ( <i>last, first, MI</i> )	3. Current Permanent Duty Station
4. PCS order to		TDY order to

**Notes:**

A. **Officers.** By law, an officer is authorized a civilian clothing allowance only if the officer's permanent duty station is outside the United States.

B. **Coast Guard Investigative Service (CGIS).** For CGIS Program manager review and signature submit the CG-5150 to Director, Coast Guard Investigative Service, Stop 7140, 4200 Wilson Blvd., Suite 740, Arlington, VA 20598-7140. CGIS will forward the CG-5150 to COMDT (CG-1222).

C. **Commanding Officer, Coast Guard Activities Europe and Coast Guard Activities Far East.** Authorized to approve the civilian clothing allowance for personnel serving under their command.

**5. A Civilian Clothing Allowance is requested for the:**

	<b>Initial Civilian Clothing Allowance (ICCA)</b> - Ordered to a permanent duty station that requires the wearing of civilian clothing on duty. The initial tour assignment is ( <i>choose only one</i> ):		
	over 30 months	18 to 30 months	less than 18 months
	<b>Partial Civilian Clothing Allowance (PCCA)</b> - Ordered to either ( <i>choose one</i> ):		
	A new consecutive tour ( <i>not an extension</i> ) at the current PDS.		
	A new PDS that requires the continued wearing of civilian clothes and a ICCA or CCCA was received at the previous PDS.		
	<b>Continuing Civilian Clothing Allowance (CCCA)</b> - At tours end and received an extension for 12 months or more.		
	<b>Temporary Duty Civilian Clothing Allowance (TDYCCA)</b> - Ordered TDY and required to wear civilian clothing on duty. The TDY period is ( <i>choose one</i> ):		
	at least 15 to 30 consecutive days	30 or more consecutive days	
	Note: A TDYCCA is not authorized if a member is serving on active duty and is required to wear civilian clothes in the performance of their duties at their PDS, and has received the applicable tour length civilian clothing allowance amount.		

**Privacy Act Statement**

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard – 10 USC Section 2771, **Principal Purpose(s)** – Used to request a civilian clothing allowance. **Routine Uses** – Same. **Disclosure** – Disclosure of this information if voluntary, but without disclosure the member's request may not be approved.

Member's Signature	Date	Submission: 1. Scan/e-mail to: <a href="mailto:COMPENSATION@USCG.MIL">COMPENSATION@USCG.MIL</a> 2. Mail : Commandant (CG-1222) 2100 Second St. SW Stop 7801 Washington, DC 20593-7801 3. Fax to: (202) 475-5927 For questions submit an e-mail to: <a href="mailto:COMPENSATION@USCG.MIL">COMPENSATION@USCG.MIL</a>	
Command Signature	Date		
Program Manager Signature ( <i>if necessary, see notes</i> )	Date		
Print rank/name for command/program manager			
SPO Data Entry Technician Signature ( <i>Transaction Entered</i> )	Date	SPO Auditor Signature ( <i>Transaction Approved</i> )	Date
SPO Data Entry Technician Signature			Date
Entitlement Receipt Verified on Leave and Earnings Statement for _____ (Month), _____ (Year).			
Completed worksheet filed in Section 3 of the SPO PDR			