

Officer Uniform Allowance

Introduction This guide provides the procedures for entering Officer Uniform Allowance entitlement into Direct Access.

Reference

1. Coast Guard Pay Manual, COMDTINST M7220.29 (series)
2. Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

Before you Begin Review References (a) and (b) for eligibility and type of allowance before entering entitlement into Direct Access.

Procedures See below.

Step	Action
1	<p>Select the Officer Uniform Allowance link from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests'. Below this is a 'Self Service Requests' header, followed by a 'Payroll Requests' section. A grid of links is displayed, with 'Officer Uniform Allowance' highlighted by a red rectangular box. Other links include 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Foreign Language Pay', 'Diving Duty Pay', 'Family Separation Allowance', 'Hazardous Duty Pay', 'Advance Liquidation Schedule', 'Advance Pay', 'Meal Rate', 'Cadet ICA', 'Hostile Fire Pay', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Pay Corrections', 'Responsibility Pay Override', 'Career Sea Pay on TDY', 'Approved Absence Corrections', 'Cadet COMRATS', 'PHS Installment Special Pay', 'PHS Monthly Special Pay', 'EBDL Completion', and 'Remove EBDL Completion'.</p>
2	<p>Enter the member Empl ID, then click the Add button.</p>  <p>The screenshot shows a form titled 'Add Action Request' with a sub-header 'Add a New Value'. It contains two input fields: 'Empl ID:' with the value '1234567' and 'Empl Record:' with the value '0'. Both fields have search icons to their right. Below the fields is an 'Add' button, which is highlighted with a red rectangular box.</p>

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Officer Uniform Allowance, Continued

Procedures,
continued

Step	Action
3	<p>The Submit Officer Uniform Allowance page will display.</p> <div data-bbox="363 524 1369 1167" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Submit Officer Uniform Allowance</p> <p>Clown, Bozo</p> <p><u>Requesting an Officer Uniform 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: Init Allow Regular or RSV EAD ▼</p> <p>Eligibility Date: 06/01/2016 <input type="text" value="31"/></p> <p>Add or Collect: Add ▼</p> <p>Get Details</p> <p>Request Information</p> <p>Amount: \$400</p> <p>Pay Period: 201606 On-Cycle AD Mid Month</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Type: Click the Type drop-down and make a selection.</p> <div data-bbox="459 1238 874 1464" style="border: 1px solid blue; padding: 5px; margin: 5px 0;"> <p>Addl Allow RSV >2 year Init Init AD + Addl RSV Allowances Init Allow Regular or RSV EAD Init RSV Allow >90 AD >140ADT Init RSV Allow Trans Service NOAA - Initial PHS - Initial</p> </div> <p>Eligibility Date: Enter the effective date of eligibility.</p> <p>Add or Collect: Select Add option. Collect option is only used to correct an erroneous payment.</p> <div data-bbox="459 1615 810 1688" style="border: 1px solid blue; padding: 5px; margin: 5px 0;"> <p>Add</p> <p>Collect</p> </div> <p>When finished click the Get Details button.</p>

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Officer Uniform Allowance, Continued

Procedures,
continued

Step	Action
<p>4</p>	<p>The Request Information section will populate.</p> <div data-bbox="363 524 1370 992" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="Init Allow Regular or RSV EAD"/> ▼</p> <p>Eligibility Date: <input type="text" value="06/01/2016"/> <input type="text" value="31"/></p> <p>Add or Collect: <input type="text" value="Add"/> ▼</p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Amount: <input type="text" value="\$400"/></p> <p>Pay Period: <input type="text" value="201606 On-Cycle AD Mid Month"/></p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Amount: The Amount to be paid is dependent on which Type allowance selected.</p> <p>Pay Period: Will identify which pay cycle payment will be made.</p> <p>Comment: Enter the reason for the entitlement.</p> <p>When finished, click the Submit button.</p>
<p>5</p>	<p>Once submitted, the request will be forwarded to the SPO Auditor and the status will display as Pending.</p> <div data-bbox="363 1361 1070 1525" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending</p> <p>1</p> <p>Pending</p> <p> Kid, Silly CGHRSUP for User's SPO</p> </div>