

## MILPERSMAN 7220-230

### CIVILIAN CLOTHING ALLOWANCE (CCA) FOR OFFICERS AND ENLISTED PERSONNEL

<b>Responsible Office</b>	OPNAV (N131U)	Phone:	DSN	664-4713/4955
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC
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<b>References</b>	(a) Public Law 100-180, DoD Authorization Act 1988-89, 101 Stat. 1093, §611 (b) 37 U.S.C. §419 (c) DoDI 1338.18 of 7 Jan 1998 (d) DoDD 7000.14-R, DoD Financial Management Regulation (FMRS), Volume 7A, Chapter 29 and 30
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#### 1. General Description

a. This article, along with references (a) through (d), provide policy guidance, eligibility criteria, and civilian clothing allowance (**CCA**) rates for Navy Service Members required to wear civilian clothing in the actual performance of their official military duties.

b. **Officers** are precluded by law from receiving a CCA while assigned to a permanent duty station within the United States (including Hawaii and Alaska).

c. **Enlisted** personnel may be eligible to receive a CCA while permanently assigned to a duty station within, or outside, the United States; however, there are very few duties within the United States that would require enlisted Service Members to wear civilian clothing in the actual performance of their official military duties, thereby justifying the payment of CCA.

d. **There are two types of CCA as follows:**

(1) **Permanent duty CCA**

(a) Initial CCA

(b) Replacement CCA

(2) **Temporary duty CCA**

(a) Temporary duty of at least 15 days

(b) Temporary duty of at least 30 days

e. **Office of the Chief of Naval Operations (OPNAV) (N131U) is the final approving authority** for these allowances when area commanders have required personnel under their jurisdiction to wear civilian clothing in the performance of their official duties. The determination will be based on detailed information or justification submitted by the command requesting the authorization.

f. **Requests for CCA** that are not submitted per this article will be returned to the originating command without OPNAV (N131U) approval.

g. **Payment of CCA** must not exceed the maximum authorized rates per qualifying criteria.

(1) A command may request a lesser amount than the qualifying rates listed.

(2) OPNAV (N131U) may authorize all or part of the amount requested on the basis of the circumstances surrounding the request.

(3) Concurrent payment of different types of CCA is not authorized.

h. Submit request to:

<p><b>Office of the Chief of Naval Operations (N131U)</b> <b>701 S. Courthouse Road</b> <b>Arlington, VA 22204-2164</b></p>
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2. **Specifying the Requirement**

a. All Navy personnel on duty in the United States and overseas are required to wear the prescribed uniform; however, when wearing a Navy uniform would preclude members from

effectively performing duties in support of their command's assigned mission, civilian clothing may be authorized.

b. Examples of a mandatory requirement to wear civilian clothing include:

(1) Certain overseas locations where the political climate precludes the wearing of uniforms.

(2) Assignment to duties for which the wearing of uniforms would compromise lives or security.

(3) Duties for which the military identity of the Service Member must be protected.

(4) The physical safety of others in close contact with such members might, or would be, compromised (e.g., Secret Service).

c. The Service Member must be required to wear civilian clothing a substantial portion of the time (in excess of 50 percent of their time on duty), not merely during isolated instances. The necessity to wear civilian clothing while commuting to and from work, command desirability, or personal preference do not constitute eligibility for entitlement to CCA.

d. CCA will not be authorized for casual clothing. The circumstances must require the Service Member to wear civilian "coat and tie" or female equivalent apparel, or the accepted cultural equivalent in the actual performance of official military duties.

e. CCA is not intended to defray the cost of purchasing organizational or unique non-military clothing.

(1) Special-purpose individual clothing required for support of personnel to accomplish their assigned duties must be carried as organizational issue by the cognizant command, and be issued to Service Members on an "as needed" basis.

(2) Organizational clothing includes special or distinctive non-military apparel, such as that required to be worn by Navy band members, flag mess members, and aircraft maintenance crews performing duties at foreign airports.

(3) No monetary credits or payments are provided to Service Members for obtaining or replacing organizational clothing.

3. **Request Content.** Requests for CCA must be signed by the cognizant commander or commanding officer. Please refer to the request content table below for information required:

a.	<b>Member's</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Rate/pay grade</li> <li>• Social security number</li> <li>• Permanent duty station</li> <li>• Unit identification code</li> <li>• Projected rotation date</li> <li>• Expiration of active obligated service</li> </ul>
b.	<b>Type of CCA required:</b> <ul style="list-style-type: none"> <li>• Permanent duty CCA</li> <li>• Temporary duty CCA</li> </ul>
c.	<b>Date, type, and amount of any previous CCA payment (if available)</b>
d.	<b>If requesting permanent duty CCA, identify the percentage of the time during the work week:</b> <ul style="list-style-type: none"> <li>• Uniform is worn in the performance of official duties</li> <li>• Civilian clothing is worn in the performance of official duties</li> </ul>
e.	<b>If requesting temporary duty CCA, identify:</b> <ul style="list-style-type: none"> <li>• Temporary duty station</li> <li>• Expected duration of assignment</li> <li>• Include a copy of the temporary additional duty/temporary duty orders with the request</li> </ul>
f.	<b>Justification as to why the member's duties cannot be performed in uniform</b>
g.	<b>Clothing prescribed for duty:</b> <ul style="list-style-type: none"> <li>• Type of uniforms</li> <li>• Type of civilian clothing</li> </ul>
h.	<b>Point of contact, telephone number, and e-mail address</b>