

CWOA Allotment Job Aid

Starting an Allotment:

1. Select the **Allotments** link in the “Tasks” section.



Figure 1

2. Select the **Add Deduction** link.

The screenshot shows a table titled 'Voluntary Deductions'. The table has six columns: Element, Amount, Begin Date, End Date, Recipient, and Edit. The 'Add Deduction' link is highlighted with a red rectangular box below the table.

Element	Amount	Begin Date	End Date	Recipient	Edit
Association Dues	\$7.000000	01/01/2017		Warrant Officer Association	
Mutual Assistance Donation	\$1.000000	03/01/2001		Cg Mutual Assistance Campaign	
Savings	\$200.000000	12/01/2017		Retirement	
Savings	\$1590.000000	04/01/2018		Alaska USA	
Tricare Dependent Dental	\$29.620000	04/01/2018		UCC	

Figure 2

3. At the Allotment page, enter the information for the new allotment.

1. Deduction:	Select Association Dues from the drop box.
2. Amount:	Enter “7” in the box. (Do not add the “\$” symbol)
3. Begin Date:	Select the first day of the upcoming month in the calendar
4. End Date:	This can be left blank
5. Type:	Select CG Warrant Officer Association from the drop box. <i>(The remaining fields will be completed automatically)</i>

Figure 3

Deduction: Association Dues

Amount: 7.000000

Begin Date: 07/01/2019

End Date:

Type: CG Warrant Officer Association

Policy #:

Who receives this deduction

Recipient: 00015 Warrant Officer Association

Account Name: Warrant Officer Association

- Ancient Order of PTERODACTYL
- CG Academy Alumni Association
- CG Chief Petty Officer Assoc
- CG ENL Memorial Foundation
- CG Tactical Law Enforce Assn
- CG Warrant Officer Association**
- Local Chap CPOA Golden Gate
- Local Chap CPOA Kleckner
- Local Chap CPOA NE Florida
- Local Chap CWOA Golden Gate
- Local Chap CWOA LI Sound
- Local Chap CWOA So Calif
- Local Chap CWOA Wash DC
- Nat Cap Region CG Officer Assn
- National CG Museum Association
- New York Officers Association

4. When completed, ensure information is entered correctly, and select **Save Deduction**.