



60 CPTS Financial Services Fact Sheet (Current as of 23 February 2024)

1. **Comptroller Services Portal (CSP)** is our primary method of customer service. Active Duty, Guard, Reserve, & Civilians members may submit finance related questions, documents, and track their submissions using this portal. Processing times may vary but members may expect a response to their inquiry within three business days in most circumstances. To avoid delays in processing your request, members are encouraged to review their Leave and Earnings Statement (LES) prior to submission.
2. **Personnel Actions May Affect Pay.** Common Military Personnel Flight (MPF) transactions that affect pay include updates to rank, marriage, divorce, separations, retirements, reenlistments, extensions, bonuses, leave sell back, & special duty assignment pay. When these transactions are processed, pay updates are typically automatic. Note, MPF is your point of contact for all questions regarding leave/SLA. Finance is an administrator of LeaveWeb to ensure leave transactions process again the LES.
 - a. **For dependent status updates**, please see your both your local MPF and Finance office. Failure to do so could result in an over or under payment. Supporting documents are required i.e., birth certificate, marriage certificate, & divorce certificate.
 - b. **Reenlist or extend as early as possible!** After MPF confirms your reenlistment/extension has been processed, you may submit an inquiry through CSP to confirm your pay account reflects these changes. The 60th CPTS closely monitors reenlistments and extensions that partially process to provide guidance to MPF. In some cases, AFPC's assistance may be required.
3. **Please Check Your LES Periodically.** Changes in housing allowance and debt accruals are viewable in the remarks section in MyPay. Advance debts under the entitlements section have not yet been deducted from your pay but serve as your initial notification regarding a debt. Federal & state tax exemptions may be updated through MyPay. Changes to your state of legal residency may be submitted through CSP.
4. **Pay Advances** related to a permanent change of station (PCS), home purchase, or rental agreement may be submitted through CSP, provided all prior advances have been cleared.
 - a. **BAH or Deposit Advances** may be requested anytime you move, as long as the previous advance has been cleared. By regulation, requests must be completed prior to moving in.
5. **Terminal Leave Numbers** for Separations & Retirements will be processed after the required brief has been attended & a separation work file has been complete. **Attend as far out as possible.** If your leave is serviced by another installation, please make sure that it is authorized and that it has been provided to the 60th CPTS. Your final paycheck should be released within 30 calendar days of your Date of Separation (DOS).
6. **Dorm Terminations & Partial Dislocation Allowances** may take up to two pay periods to process. Please contact us through CSP if your housing allowance has exceeded this timeframe.
7. **To Stop Meal Deductions**, please contact your command support staff and first sergeant. A DAF 220 is required to initiate this request. Once complete, please have your CSS submit the DAF 220 through CMS to Base AD FSO or through CSP.



8. **To Start or Stop Allotments for Privatized Housing**, members must contact Balfour Beatty. The 60th CPTS cannot make changes to this allotment. Any refunds due to over drafting of this allotment must be addressed with Balfour Beatty.
9. **The Deployed Servicing Finance Office** updates deployed entitlements except for Family Separation Allowance (FSA). FSA must be initiated with the home duty station by submitting a completed DD Form 1561 and orders prior to departure. FSA may be claimed as a lump sum payment upon return to the home station. If, however, deployed entitlements other than FSA are not initiated, they will be reported through the home duty station subject to the approval of an associated travel voucher in the Defense Travel System (DTS) that shows a qualifying location. For entitlements that have not been reported after two LES cycles, please submit a ticket through CSP.
10. **Dual Lodging Requests** of eight days or more **consecutively** are required to be pre-approved through the Joint Travel Regulation's Secretarial Approval Process. Post approval is possible, but not guaranteed. Please review the Joint Travel Regulation (JTR) for more information. A member may have any amount of dual lodging without pre-approval if it is not eight days or more **consecutively**. Please review the Joint Travel Regulation (JTR) for more information.
11. **Actual Expense Allowance (AEA)** greater than 300% within CONUS limits are not allowed. Pre-approval is required for OCONUS requests exceeding 300% AEA through the JTR's Secretarial Approval Process. **Post approval will not be granted.** Prior to the member's travel, the approving official will send supporting documents via email to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil and include "AEA REQUEST" in the subject line.
12. **For GTC & DTS assistance**, each unit has a GTC Agency Program Coordinator (APC) & Organizational DTS Administrator (ODTA). Typical requests should be resolved at the unit level. Please have your APC or ODTA submit a CSP request on your behalf if this is not the case.
13. ****NEW** Pet Reimbursements!** On 1 Jan 2024, JTR updates include language from the FY23 NDAA allowing service members reimbursement for the transportation costs of one pet during their PCS move.
 - a. Pet transportation expenses up to \$550 within CONUS and \$2000 OCONUS are now reimbursable.
 - b. This reimbursable expense covers one pet only and may include microchipping, quarantine and boarding fees, hotel service charges, licensing fees at the new permanent duty station, testing titer level (antibodies) for entry, and pet shipping fees.

Common Finance Links

60th CPTS Website: <https://www.travis.af.mil/Units/60th-Comptroller-Squadron/>

Comptroller Services Portal (CSP): csp.cce.af.mil

Leave/Earnings Statements & Advice of Payments: <https://mypay.dfas.mil/>

Travel Regulations, Per Diem, & Housing Rates: <https://www.travel.dod.mil/>

DoD Pay Regulations: <https://comptroller.defense.gov/FMR/fmrvolumes.aspx>