

Welcome to the National Capital Region... Next Stop: 11th CPTS



March 2023

Welcome to the 11th Comptroller Squadron! Whether this is your first PCS or your last, we are here to help. In-processing seem complex, but our team is ready to assist with any questions or concerns.

1 **I just arrived, now what?**
We encourage members to visit eFinance and begin filling out their PCS voucher within 3-5 days of arriving on station. This will begin the process of paying your per diem, mileage, and stop any overseas entitlements.

2 **I never filled out an eFinance voucher, now what?**
Our team understands filling out an eFinance voucher can feel overwhelming which is why we have created a follow along PDF. You can find the guide under the Briefings tab in eFinance, after creating your voucher, or on our website.

3 **My voucher has been submitted, now what?**
Once your voucher has been submitted our team will review it and provide any feedback. If corrections are required, you will receive an email with the requested updates. Please check your email and eFinance submission daily for any changes/updates on your voucher.

4 **My voucher says completed, now what?**
Once your voucher is approved by finance your local entitlements should update within 1-3 pay periods, your voucher should also pay out within this timeframe.

5 **I completed a PPM/DITY move, now what?**
PPMs/DITYs are started with TMO, once the voucher and all needed documents are submitted you will submit the voucher through CSP or via email, if you do not have a us.af.mil account.

CONTACT INFORMATION

Helpful Links

eFinance: <https://efinance.sso.cce.af.mil/home> ([in-processing](#))

Appointments: <https://11cpts.setmore.com> ([complex situations](#))

CSP: <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx> ([inquiries](#))

Hours of operation

Monday - Thursday:
0830 - 1130 a.m. (walk-ins)
1230 - 1500 (appointments)
Phone: 202-284-3328

Closed Fridays for training

EMAIL/ORG BOX

JBAB: afdwm.bolling.customer.service.mil.pay@us.af.mil

Pentagon: afdwm.pentagon.customer.service@us.af.mil
Room: 5C1049