



Comptroller Squadron Hours

Rushmore Building: 1000 Ellsworth St. Suite 1100



- **Walk-in Counter Hours (no inprocessing):**

- **Time/Day:** 0900-1300 Mon, Tues, Thurs, Fri
- **Type of Support:** Travel pay, Civilian pay, Deployment Entitlements (CZTE, IDP, HDP), Leave (RAP), Special Actions (Separations, Retirements, Debts), FSA, meal deductions, PPM/DITY Drop off etc.

**Note: Finance cannot make base pay or special duty pay changes. These actions require MPF intervention.*

- **PCS Inprocessing:**

- **Time/Day:** 0800-0930 Mon, Tues & Thurs
- **Location:** CPTS Training Room (max capacity of 20 per session)
- **What To Bring:** PCS Orders, Receipts & GTC Statement (if applicable), Travel Memo(s)
- **Booked via FA\$T QR Code**

- **Separations/Retirement Briefs:**

- **Time/Day:** 1400 - 1500 Tues
- **Booked via FA\$T QR Code**

- **Finance Appointments:**

- **Time/Day:** 1200-1400 daily (30 min increments)
- **Booked via FA\$T QR Code**

FA\$T QR Code

