

**Effective 1 August 2023, Customer Service at the 6<sup>th</sup> Comptroller Squadron is transitioning to The Comptroller Services Portal (CSP)**

**CSP Customer Service Hours: 0900 - 1600**

Please submit inquiries through *The Comptroller Services Portal (CSP)* at <https://usaf.dps.mil/teams/saffmCSP/portal/>

**Having Trouble with CSP???**

For customers that currently **DO NOT** have a us.af.mil or spaceforce.mil account but previously did, you can now send an email to the CSP Help Desk at: [saf.cspsystem.helpdesk@us.af.mil](mailto:saf.cspsystem.helpdesk@us.af.mil) and they can relink your account to your new email address. **Please encrypt the email and include your DODID in the message.** If you established a new profile with a different email, please email the CSP Help Desk and they can relink your old inquiries to your new account. To clarify, yes, this process also applies to MDG/DHA personnel as well.

**If you are unable to utilize CSP, you may contact us via the following:**

- **Military Pay and Non-DTS Travel Pay:** [finance.services@us.af.mil](mailto:finance.services@us.af.mil)
  1. **Separation** (Appointment/Final Pay/Leave)
  2. **Retirement** (Appointment/Final Pay/PTDY/Leave)
  3. **Military Pay** (BAH/BAS/SDAP/LES)
  4. **Non DTS Travel Pay** (PCS/Separation/Retirements/PPM)
  5. **Reenlistments** (Bonus/Leave Sell Back)
  6. **PCS Out-Processing**
  7. **DTS Travel Pay** (HFP/IDP/FSA/CZTE)

- **DTS Help Desk:** [dts.helpdesk.macdill@us.af.mil](mailto:dts.helpdesk.macdill@us.af.mil)

If you need DTS assistance, please work with your ODTA (Organizational Defense Travel Administrator). This is your unit's designated DTS program administrator.

If you do not know who your ODTA, please work with your CSS to identify who they are.

**Please Note:** If your email is to follow up on the status of a CSP case we will not acknowledge your email as CSP is intended to be the main source of communication.

**Customer Service Lobby and Phone Lines:**

**Walk-ins 0900-1200, Monday thru Friday**, closed on all Federal Holidays, Wingman Days and Wing Training Days.

**Voicemail capabilities are unavailable.**

If your call is not answered; all technicians are on the line with another customer, please submit an inquiry via CSP or email the helpdesk.

**Additional Information:**

**Separation/Retirement briefs:** Please request an appointment via CSP or email.

**In-Person PCS in-processing briefs:** Mondays at 0900 and Wednesdays at 1300

**Cashier's Cage Hours:** Tue from 0900-1200