

Profile Update

1- Click the Profile button located near the top right of the screen



2- Enter data in the following fields

- DoD Number – Enter DoDID Number
- Rank - Select rank from list
- Duty Email – this information is auto-populated - ****Must be your us.af.mil email...cannot be mail.mil**
 - If your email display name is incorrect, please contact your Cyber Security Liaison to get it updated
- Duty Phone – Enter duty phone number

U.S. AIR FORCE
COMPTROLLER SERVICES PORTAL

CREATE INQUIRY

Submitter **PROFILE** MY DOCUMENTS

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Profile

INSTRUCTIONS

- All fields marked '*' must be completed.
- Use 'Update' button to Update your Profile.

Personal Details

DoD ID Number * 1234567890 Rank * CTR Duty Email * SMITH, NYLE F III CTR USAF HAF 436 CPTS/SAF/FMF Duty Phone * (123) 456-7890

Organization Details

PAS Code * OP0RFC1L Organization * 51 SECURITY FORCES SQ Installation/Assigned Location * OSAN AB ABS SKORE

Servicing CPTS * 51 CPTS

UPDATE

3- Enter your PAS Code

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PAS Code * OP0RFC1L Organization * 51 SECURITY FORCES SQ Installation/Assigned Location * OSAN AB ABS SKORE

Servicing CPTS * 51 CPTS

UPDATE

*Note - If you know your PASCODE simply type it in the box and the click on the PASCODE that is found

Organization Details

PAS Code * OP0RFC1L Organization PASCODE Search

op0rfc1l

OP0RFC1L

Servicing CPTS *

a. To lookup your PAS Code click on the Organization PASCODE Search Link

The screenshot shows the 'Profile' page of the U.S. Air Force Comptroller Services Portal. The page includes a header with the logo, 'U.S. AIR FORCE COMPTROLLER SERVICES PORTAL', and a 'CREATE INQUIRY' button. Navigation links for 'HOME', 'INQUIRIES', 'PII', 'HELP DESK', and 'SETTINGS' are present. The main content area is titled 'Profile' and contains instructions, personal details, and organization details. In the 'Organization Details' section, the 'Organization PASCODE Search' link is highlighted with a red box. Other fields include DoD ID Number (1234567890), Rank (CTR), Duty Email (SMITH, NYLE F III CTR USAF HAF 436 CPTS/SAF/FME), Duty Phone ((123) 456-7890), PAS Code (OPORFC1L), Organization (51 SECURITY FORCES SQ), and Installation/Assigned Location (OSAN AB ABS SKORE). There is also a 'Servicing CPTS' field with '51 CPTS' selected. An 'UPDATE' button is located at the bottom right of the profile section.

b. Organization PASCODE Search box will open

This screenshot shows the same profile page as above, but with the 'Organization PASCODE Search' modal box open. The modal box is highlighted with a red border and contains a search interface. It has a title bar with 'Organization PASCODE Search' and a close button. Below the title bar, there is a 'Servicing CPTS' dropdown menu currently set to 'ALL', a text input field labeled 'Search for Organization', and a 'Search' button. An 'Advanced Search' link is also visible at the bottom of the modal. The background profile page is partially obscured by the modal.

c. If you know your servicing Comptroller Squadron (CPTS) you can select it in the dropdown list

This screenshot shows the profile page with the 'Organization PASCODE Search' modal box open. In this view, the 'Servicing CPTS' dropdown menu in the modal is highlighted with a red box and has '51 CPTS' selected. The rest of the modal and the background profile page are the same as in the previous screenshot.

i. If you do not know your servicing CPTS you can simply search for your organization using the **full organization name**.

i. Examples – 51 Maintenance Sq or 51 Security Forces Sq

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Organization Details

PAS Code * OP0RFC1L Organization PASCODE Search Organization * Installation/Assigned Location * OSAN AB ABS SKORE

Servicing CPTS * 51 CPTS

Organization PASCODE Search

Servicing CPTS ALL Organization 51 maintenance sq Search

Advanced Search

Organization	PAS Code	Installation/Assigned Location	Servicing CPTS	
51 MAINTENANCE SQ	OP0RFWNM	OSAN AB ABS SKORE	51 CPTS	Select

UPDATE

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Personal Details

DoD ID Number * 1234567890 Rank * CTR Duty Email * SMITH, NYLE F.III CTR USAF HAF 436 CPTS/SAF/FMF Duty Phone * (123) 456-7890

Organization Details

PAS Code * OP0RFC1L Organization PASCODE Search Organization * Installation/Assigned Location * OSAN AB ABS SKORE

Servicing CPTS * 51 CPTS

Organization PASCODE Search

Servicing CPTS ALL Organization 51 security forces sq Search

Advanced Search

Organization	PAS Code	Installation/Assigned Location	Servicing CPTS	
51 SECURITY FORCES SQ	OP0RFC1L	OSAN AB ABS SKORE	51 CPTS	Select

UPDATE

ii. If your search doesn't return any results – shorten your search – example search on 51 and the search will return all units containing 51

Organization PASCODE Search Organization *

Servicing CPTS ALL Organization* 51 Search

Advanced Search

51 AIRCRAFT MAINT SQ	OP0RFJ0G	OSAN AB ABS SKORE	51 CPTS	Select
51 CIVIL ENGINEER SQ	OP0RFC12	OSAN AB ABS SKORE	51 CPTS	Select
51 COMBAT COMM SQ	RX1CFBP1	ROBINS AFB GA	78 CPTS	Select
51 COMMUNICATIONS SQ	OP0RFFJ7	OSAN AB ABS SKORE	51 CPTS	Select
51 COMPTROLLER SQ	OP0RFPC1	OSAN AB ABS SKORE	51 CPTS	Select

- iii. The search window can be expanded using the arrow button in the top right
 - i. After you find the PASCODE for your unit click the select link and this will copy the information into your profile

Organization PASCODE Search Organization * ⓘ

Organization PASCODE Search  

Servicing CPTS Organization*

ALL

[Advanced Search](#)

51 AIRCRAFT MAINT SQ	OP0RFJ0G	OSAN AB ABS SKORE	51 CPTS	Select
51 CIVIL ENGINEER SQ	OP0RFC12	OSAN AB ABS SKORE	51 CPTS	Select
51 COMBAT COMM SQ	RX1CFBP1	ROBINS AFB GA	78 CPTS	Select
51 COMMUNICATIONS SQ	OP0RFFJ7	OSAN AB ABS SKORE	51 CPTS	Select
51 COMPTROLLER SQ	OP0RFPC1	OSAN AB ABS SKORE	51 CPTS	Select

4- After all user information has been updated click one of the update buttons – you will see a message stating your profile has been update.

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DoD ID Number * ⓘ Rank * ⓘ Duty Email * ⓘ Duty Phone * ⓘ

Organization Details

PAS Code * ⓘ [Organization PASCODE Search](#) Organization * ⓘ Installation/Assigned Location * ⓘ

Servicing CPTS * ⓘ