



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 11TH WING (AFDW)  
JOINT BASE ANDREWS, MARYLAND 20762**

## **Military**

If you are PCSing and need to out-process with **Andrews** finance: Please submit a copy of your orders, front and back, with your estimated date of departure written on the orders, **no more than 30 days prior to** your departure date by one of the following methods:

1. Email: [usaf.jbanafw.afdw-staff.mbx.11-cpts-customer-service@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-cpts-customer-service@mail.mil)
2. Walk-in: 1500 West perimeter Rd, Suite 2730; Hours 0800-1200 Mon-Fri
3. Schedule an appointment by calling 877-729-2339 (1200-1400)

If you are PCSing and need to out-process with **Pentagon** finance: Please submit a copy of your orders, front and back, with your estimated date of departure, **no more than 30 days prior to** your departure date by one of the following methods:

1. Email: [usaf.pentagon.afdw-staff.mbx.pentagon-fm-customer-service@mail.mil](mailto:usaf.pentagon.afdw-staff.mbx.pentagon-fm-customer-service@mail.mil)
2. Walk-in: Pentagon 5C1049 Hours (0800-1200 Mon-Fri)
3. Schedule an appointment by calling 703-695-1299 (1200-1400)

### **Advances:**

If you would like to request a DLA or DITY advance, please click the link below and complete the appropriate form to send to your servicing finance office. Ensure you also attach a copy of your orders.

[https://11wg.sharepoint.afncr.af.mil/11\\_CPTS/Military%20Pay%20Forms/Forms/AllItems.aspx](https://11wg.sharepoint.afncr.af.mil/11_CPTS/Military%20Pay%20Forms/Forms/AllItems.aspx)

## **Civilian**

If you are PCSing and you need to out-process: Please submit a copy of your checklist with a forwarding address and SSN in the body of the email:

1. Email: [usaf.jbanafw.afdw-staff.mbx.11-cpts-civilian-pay@mail.mil](mailto:usaf.jbanafw.afdw-staff.mbx.11-cpts-civilian-pay@mail.mil)
2. Walk-in: 1500 West Perimeter Rd, Suite 2730; Hours 0800-1200 Mon-Fri
3. Schedule an appointment by calling 877-729-2339 (1200-1400)