

Pay Inquiry

Request assistance with pay issue process:

- 1) Navigate to <https://gogoodfellow.com/civilian-personnel-office/> and select the "Submit Service Ticket" link.
- 2) Complete the Service Ticket form and ensure that in the "Reason for Request" drop down menu you select "Pay Inquiry".
- 3) In the "Request Description" area, provide details about the issue you are experiencing and any other information that will assist your CPO Rep in identifying the pay issue.
- 4) The CPO rep servicing your ticket will review your issue and provide further instruction. Your ticket status will be marked "In-progress" until the pay issue is identified.
- 5) When the pay issue is resolved, the ticket will be marked "Complete".