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Force opérationnelle interarmées (Nord)
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5591-1 (PSP Manager)

19 Apr 24

Distribution List

GYM PASS REIMBURSEMENT FY 2024-2025

Refs: A.CDS Guidance to Commanding Officers and Their Leadership Teams pg 64-74
B. A-PS-100-001/AG-002 Morale and Welfare Program in the Canadian Forces, dated 23 March 07 Ch 5 Sect para 15-17

1. On 01 Apr 24, Regular Force and Reserve Class A and Class B members will be able to purchase a gym membership to the approved facilities indicated in para 3 for FY 24/25. This letter provides information for members to receive reimbursement on approved facilities while posted to the Yellowknife area.
2. The JTFN HQ Base Commander will provide funding to offset the cost of gym/fitness centre access to Regular Force and Reserve Class A and Class B members in the Yellowknife area who wish to purchase a pass to their local gym/fitness facility. This will include JTFN and lodger units, 1CRPG, 440(T) SQN and LER C COY units within the Yellowknife area who do not have access to base/wing fitness facilities and who are not already receiving assistance from support base/wings.
3. Notwithstanding the circumstances or location of their employment, it remains a military requirement for all members to maintain their personal physical fitness. The Base Commander has the authority within his delegations to support access to gym/fitness centres where applicable. This supports the provision of gym/fitness centre access to those CAF personnel noted in Para 1 and further defined below:
 - a. Reimbursement. Eligible member may claim the total amount annually, inclusive of taxes and administrative fees toward a civilian gym/fitness centre. This may be claimed with a valid receipt paid in full at any time during this current FY. All claims must be finalized before the end of the FY, 31 Mar 25. Memberships purchased within the FY will be valid for the length of the membership. Example: membership purchased on 01 Apr 24 and valid until 01 Apr 25 will be reimbursement within FY24/25 for the full amount.

b. Eligibility. Those CAF members Regular Force, Reserve Class A and Class B members, who the following applies:

- (1) There is no CAF military gym/fitness centre in their geographical area;
- (2) Gym/fitness centre fees are not being provided under another program;
- (3) This funding is only to be used for a multi-function gym (weight room, cardio, etc). There will be no reimbursement for personal trainers. The following are Yellowknife local fitness facilities that qualify for reimbursement:

(a) Yellowknife Racquet Club located at 4002 49th Avenue;
[Welcome! | Yellowknife Racquet Club
\(ykracquetclub.com\)](http://www.ykracquetclub.com)

(b) Yellowknife Anytime Fitness located at 480 Range Lake Road; [Anytime Fitness - Gym in Yellowknife, NT X1A 3G5](https://www.anytimefitness.com/locations/yellowknife-nt)

(c) Yellowknife Break Away Fitness located at 5003 48th Street; [Break Away Fitness](https://www.breakawayfitness.com/)

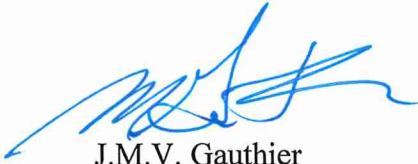
- (4) Family or group memberships will be pro-rated to an individual membership rate to the maximum amount. PSP section will verify individual memberships rates and attach to the claim process;
- (5) Members posted during APS 2024 must contact the PSP Manager at Schauerte.tina2@cfmws.com to determine their eligibility based on their COS date; and
- (6) Personnel who are on retirement leave or in the process of release are not eligible to claim this benefit.

c. Claim Procedures.

- (1) Eligible member may submit their claim up front at any time in the FY, but not later than the last working day of the FY, 31 Mar 25. Member must complete entitlement form with receipts and scan to the PSP Manager for verification. Once verified with PSP, documents will be sent to Fin Cell for claim initiation;

- (2) JTFN Fin Cell will process CF 52 claim for member signature and submit to the cashier for reimbursement;
 - (3) An eligible member may request to receive an advance from the Fin Cell for this reimbursement. Eligible members are to see their Supervisor when seeking an advance. Advances can be issued at an amount of up to 80% of total reimbursement and must be finalized no more than 30 days after purchase;
 - (4) Claims must include the following:
 - (a) Gym Reimbursement Entitled Form. Completed by member and PSP section; and
 - (b) Original receipts. Note that only receipts showing membership (semi-annually/annually) will be accepted. "Punch card" daily use type tickets or monthly receipts will not be reimbursed.
 - (5) Fin Codes. The GL to be used for Gym passes is GL 4618 – Membership Fees. The Fin code to use is:
1568AT L101 – Line 1
Commitment: H1568AT000
4. The PSP section will keep copies of all gym reimbursement entitlement forms and have a tracking mechanism in place to ensure personnel only receive one claim per FY.

5. This reimbursement is for the FY 24/25. Direction regarding reimbursement for FY 24/25 will be promulgated during that period. Questions on this may be directed to PSP Manager Tina Schauerte at 867-873-0700 6868 or Schauerte.tina2@cfmws.com



J.M.V. Gauthier
Lieutenant-Colonel
Commanding Officer
Joint Task Force (North) HQ

Encl: Gym Reimbursement Entitlement Form

Distribution List

Action

JTFN Yellowknife
1CRPG
440 (T) SQN
1MP Regt
3CDSG
77 Line
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