



CANADIAN ELEMENT NORAD
WELCOME TO THE UNITED STATES
APS 2026



LAST UPDATED NOVEMBER 2025



OVERVIEW

This Welcome Book is designed to prepare you for the environment you will face during your posting to the United States and to guide you step-by-step through each stage of your transition. The information is organized in the order you are likely to experience events — from preparation and travel to arrival and settlement — allowing you to follow it much like a checklist. Checklists are provided to assist you with keeping track of your progress.

The book consists of ten main sections:

- 1. Screening Message Received
- 2. Posting Message Received
- 3. Before your House Hunting Trip
- 4. During your House Hunting Trip
- 5. Before you Move
- 6. At the Border
- 7. Upon Arrival
- 8. Foreign Service Instructions
- 9. Medical/Dental Care
- 10. Other Important Information

You will also see a colour legend throughout the document to show who each section is applicable to:

	CAF Members
	Dependents

By following the Welcome Book in sequence, you can approach your move in a logical, organized manner; ensuring nothing is missed and your transition is as smooth as possible.

Note:
The Welcome Book does not delve into specifics for every location to which CAF may be posted, as to address this would be cumbersome and information would not be applicable to all. However, in general terms, the information contained will help with most admin issues inside the U.S. Any specific cases or issues can be addressed to the [Canadian Forces Support Unit \(Colorado Springs \(CFSU \(CS\)\)\)](#).

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INTRODUCTION

1. THE ROLE OF CFSU (CS)

CFSU (CS) is the parent Unit Records Support (URS) and official record-keeping agency for all Canadian Element North American Aerospace Defense Command (CANELEMNORAD) Canadian Armed Forces (CAF) personnel posted to the United States. CFSU (CS) maintains personnel files and facilitates administrative requests for all CAF members who are posted to CANELEMNORAD. Administrative responsibilities include, but are not limited to:

- A. Pay;
- B. Allowances;
- C. Claims;
- D. Leave;
- E. Children's education;
- F. Personnel support;
- G. Guardian transactions;
- H. Work authorizations for dependents;
- I. Passport and visa renewal;
- J. Accounting for personnel movements in the event of a natural disaster; and
- K. Information technology (IT) support.

Note:

While your immediate CoC is responsible for your job description, leave approval and PAR, the CO of CFSU (CS) is the authority for all CBI 10 – Foreign Service Instruction benefits, and their pre-approval is required for most benefits.

CFSU (CS) will provide administrative and financial assistance during your entire posting to the United States (U.S.) – from departing Canada, to staying in the U.S., and after returning to Canada at the end of your tour. CFSU (CS) is composed of a number of Logistics Officers, Human Resource Administrators (HRA), Financial Services Administrators (FSA), Information Technology (IT) Technicians and civilians for the sole purpose of supporting approximately 350 CAF members and 5 civilians throughout the U.S.

2. HEALTH CARE IN THE UNITED STATES

The Canadian Forces Medical Liaison Office at Canadian Defence Liaison Staff (Washington) (CDLS (W)) is responsible for all medical matters while posted to the U.S. Please review their [Health Care in the U.S. website](#) for all relevant medical care information. All medical matters should be directed to the [Health Services Team](#).

3. MILITAR FAMILY SERVICES (MFS)

Canadian Forces Morale & Welfare Services in the United States (CFMWS US) is dedicated to ensuring you feel supported during your OUTCAN posting and have the knowledge needed for a rewarding and positive experience. Our programs and services are developed and designed to supplement available local resources and address the needs of CAF families in coordination with the chain of command.

These resources include:

- A. Information and referral services;
- B. Opportunities for community integration and connection with local U.S. communities;
- C. Family program opportunities (children, youth and adult programming);
- D. Support during deployments and temporary duty (work-related absences);
- E. Referral and support for short term, mental health, well-being and crisis counselling;
- F. Volunteer and personal development opportunities;
- G. Resources for dependants navigating health care, education and employment; and
- H. Easy access to information provided via our website, social channels, and newsletters.

The MFS team is there to help with all of your family needs. They are a great resource to use throughout your posting. Please visit their [website](#) or contact them at mys.coloradosprings@cfmws.com or 719-556-6551.

4. PADRE

Though located in Colorado Springs a Padre's mandate is to provide chaplain support to all CANELEMNORAD personnel across the U.S. They are available to support you and your family in this U.S. OUTCAN adventure.

CAF chaplains are responsible for fostering the spiritual, religious, and pastoral care of CAF members and their families, regardless of religious affiliation, practice, and/or belief.

They can assist you in various ways, including:

- A. Relationship support and counseling;
- B. A confidential place to express struggles and frustrations;
- C. Crisis intervention;
- D. Overseeing the Sentinel peer-to-peer support program;
- E. Deployment-related issues and challenges;
- F. Addressing moral and ethical conflicts, challenges, and dilemmas;

- G. Alleviating feelings of loneliness, isolation, distress;
- H. Suicide prevention;
- I. Assisting supervisors in providing support to subordinates; and
- J. Referrals to other helping professionals such as social workers, psychologists or medical personnel, as needed.

The Padre is available by email, phone or video chat to support CANELEMNORAD members and their families.

How to reach the Padre:

- A. Cell phone: 1-343-576-5626;
- B. Office phone: 1-719-554-7234;
- C. Email: gerson.flor@forces.gc.ca; and
- D. Teams: [gerson.flor@ecf.forces.gc.ca](https://teams.microsoft.com/join/gerson.flor@ecf.forces.gc.ca).

CHECKLISTS

The following checklists can be used throughout the process of being posted OUTCAN to ensure you haven't missed any steps.

LIST OF ABBREVIATIONS

APRV	Annual Personnel Readiness Verification
BGRS	Brookfield Global Relocation Services
CAC	Common Access Card
CAFRD	Canadian Armed Forces Relocation Directive
CAI	CANELEMNORAD Administrative Instructions
CANELEMNORAD	Canadian Element NORAD
CBI	Compensation and Benefits Instructions
CBP	Customs and Border Protection
CBSA	Canada Border Services Agency
CDLS (W)	Canadian Defence Liaison Staff (Washington)
CFMWS	Canadian Forces Morale & Welfare Services
CFPO	Canadian Forces Post Office
CFSU (CS)	Canadian Forces Support Unit (Colorado Springs)
CIC	Citizenship and Immigration Canada
COMCO	Compartmented Information Control Officer
COS	Change of Strength
CRA	Canada Revenue Agency
CTA	Compassionate Travel Assistance
DAOD	Defence Administrative Orders and Directives
DCBA	Director Compensation and Benefits Administration
DEERS	Defense Enrollment Eligibility Reporting System
OR	Orderly Room
DIT	Destination Inspection Trip
D Med Pol	Director Medical Policy
D MIL C	Director Military Careers
DMV	Department of Motor Vehicles
DoD	Department of Defense
DoS	Department of State
EAD	Employment Authorization Document
EVA	Extended Visits Authorization
F&E	Furniture and Effects
FIN	Foreign Identification Number
FRT	Family Reunion Travel
FSA	Financial Services Administrator
FSD	Foreign Service Directives

FSP	Foreign Service Premium
FSS	Financial Support Services
GAC	Global Affairs Canada
HG&E	Household Goods and Effects
HHT	House Hunting Trip
HRA	Human Resource Administrator
IAW	In Accordance With
IDTC	Individual Departmental Travel Card
ILM&M	Interim Lodgings, Meals and Miscellaneous
IOT	In Order To
IRS	Internal Revenue Service
LWOP	Leave Without Pay
MFS	Military Family Services
MHS	Military Health System
MPF	Military Personnel Flight
MTF	Military Treatment Facility
NATO	North Atlantic Treaty Organization
NCR	National Capital Region
NDHQ	National Defence Headquarters
NORAD	North American Aerospace Defense Command
OUTCAN	Outside Canada
PLA	Post Living Allowance
POC	Point of Contact
PRC	Permanent Resident Card
PSHCP	Public Service Health Care Plan
PSA	Post Specific Allowance
PSS	Personnel Support Services
RCI	Rent Ceiling Increase
RFD	Report for Duty
RHU	Residential Housing Unit
SA	Special Access
SCI	Sensitive Compartmented Information
SSEP	Service Spouse Employment Program
SSN	SSN – Social Security Number
TED	Tour Expiry Date
TISS	Telecommunications and Information Systems Section
URS	Unit Records Support
USCIS	U.S. Citizenship and Immigration Services

USSO	Unit System Security Officer
VCR	Visitor Clearance Request

SCREENING MESSAGE RECEIVED

5. SCREENING MESSAGE VERIFICATION ●

Upon receipt of your screening message, immediately verify that all the information is correct, including dependant information. Of the utmost importance is the accuracy of your posting instructions, which play a vital role in the acquisition of passports and visas, at border crossings, and during the determination of potential entitlements. If your screening message is accurate this should reflect and accurate posting message. You will not receive a posting message until your screening process is complete.

This screening message will be sent directly to you and will include the [CFSU \(CS\) Orderly Room](#) (OR), [CDAO Special Passport](#), D Med Pol, Security Clearance Teams, and MFS Team.

6. VCDS SCREENING APPLICATION ●

Shortly after you receive your screening message you will receive an email from CFSU (CS) OR identifying next steps in the screening process. Please ensure you have access to your ECN emails and Teams to ensure timely access VCDS Screening Application. Once a profile is created you will receive a notification through your ECN email and will have 60 days to complete the screening process. There are thorough screening instructions within the Screening App.

Key items that need to be completed during the screening process are as follows:

- A. Complete an Annual Personnel Readiness Verification (APRV);
- B. Update [security clearance](#) with your local USS;
- C. Ensure your CAF ID Card (NDI 20) does not expire before the end of your potential posting, if it does initiate the process to get a new one;
- D. If your personal documents (marriage/birth certificates) are not in English please contact [CFSU \(CS\) OR](#) for more information. They may need to be translated.
- E. Complete your [green passport application\(s\)](#) for you and your family as applicable;
- F. You will be interviewed by your potential new CoC as part of the screening process. Your spouse may attend if you wish; and

SCREENING MESSAGE RECEIVED

- G. Complete all phases of screening profile. Medical/dental/social worker for you and your family is the most important to complete as soon as possible. Most delays in screening completion occurs at D Med Pol.

If you have any questions throughout your screening process, please contact [CFSU \(CS\) OR](#).

Once all phases of screening are complete a posting message will be cut.

7. SERVICE SPOUSE EMPLOYMENT PROGRAM ●

The Service Spouse Employment Program (SSEP) is designed to allow military spouses to be gainfully employed when they would otherwise be placed on Leave Without Pay (LWOP). This program affects military service spouses who are accompanying their spouse on OUTCAN but do not have a position available at post. All information and application forms can be found on the [Foreign Service Support SharePoint](#). If this applies to you, ideally the SSEP application should be submitted prior to posting, but can be submitted at any time after a screening message has been sent. SSEP can be an INCAN Remote Work Arrangement but the member will not receive CBI 10 benefits.

8. SECOND LANGUAGE PROFILE ●

CAF personnel posted to the U.S. must make every effort to ensure they have a valid profile prior to arriving and for the duration of their posting. Options for language training are available but limited while OUTCAN. Any second language queries should be directed to the [CANELEMNORAD Official Language Co-ordinator](#).

9. WHAT TO REVIEW WHILE AWAITING POSTING MESSAGE ● ●

OUTCAN postings can be overwhelming but familiarizing yourself with information, benefits and allowances available to you can assist you in asking the right questions and finding out what is applicable to you.

- A. [Compensation and Benefits Instruction \(CBI\) Chapter 10 – Foreign Service Instructions](#) – please note that CBI 10 takes precedence over the FSDs unless otherwise stated;
- B. [Foreign Service Directives \(FSDs\)](#) as applicable throughout CBI 10 (please note CBI 10 takes precedence over FSDs);
- C. [VCDS OUTCAN Foreign Service Support SharePoint](#);

- D. [CANELEMNORAD SharePoint](#);
- E. [Children Education Management SharePoint](#);
- F. [Special Dependents – CBI 10.9](#); and
- G. [CAF Relocation Directive \(CAFRD\)](#).

POSTING MESSAGE RECEIVED

10. POSTING MESSAGE VERIFICATION

Upon receipt of your posting message (known by the U.S. Military as ‘Orders’), immediately verify that all the information is correct, including dependant information. Of the utmost importance is the accuracy of your posting message, which plays a vital role in the acquisition of passports and visas, at border crossings, and during the determination of potential entitlements. Posting message must show a Tour Expiry Date (TED). NDHQ/D Mil C should assign a TED of 31 August for all CANELEMNORAD postings. An expiry date of 31 August will allow CAF members to repatriate to Canada in July and provide sufficient time to acquire a new provincial driver’s licence before the state-issued licence expires. Similarly, visas and U.S. Common Access Cards (CACs) (similar to the NDI 20s) are usually issued with the same expiry date as the TED. The 31 August TED will alleviate many problems upon repatriation. CAF members are advised that the 31 August TED should not be construed as an indication that they will be repatriated in August; on the contrary, most CANELEMNORAD members are assigned a July COS date upon return to Canada.

Shortly after you receive your posting message you will receive an email from [CFSU \(CS\) OR](#) with relevant points of contact as well as requesting access for ALT PON access in pay. Access to pay is required in order to build your House Hunting Trip (HHT) package.

Individual UICs within CANELEMNORAD have a sponsor program. As a new arrival to the U.S., you should be assigned a sponsor whose role is to assist you with the myriad of tasks associated with your move. Normally, this sponsor is the person that you will be replacing. Sponsors normally assist with hotel selection during the incoming member’s HHT and posting, the selection of new accommodations and, upon request, will escort the new member to their place of duty the first day. If accreditation is required, the sponsor is able to initiate the process at the U.S. military establishment. Circumstances may prevent a sponsor from being available to assist you. In this case, other members of CANELEMNORAD or CFSU (CS) should provide whatever assistance you may require, if possible. If you never received a sponsor please reach out to [CFSU \(CS\) OR](#).

11. CHILDREN'S EDUCATION MANAGEMENT ●

If you have school aged children please reach out to CEM: CEM Ottawa or CEM CFSU (CS) to discuss benefits and school options for your location.

If you have children of school age, (3 years and 8 months as of Sep 1st of that school year) it is paramount that you begin the decision-making process with regard to your children's educational requirements immediately upon receipt of your posting instruction. You may contact CEM: CEM Ottawa or CEM CFSU (CS) for guidance on education entitlements within the U.S., including the option of sending your children to a Canadian school, university, college, CÉGEP, board and lodging, etc.

In conjunction with FSD 34, members with dependents in school or university should first thoroughly read the CBI 10.12 and all relevant FSDs (2, 30, 34, 25, 51, and 70) and then direct any questions to CEM: CEM Ottawa or CEM CFSU (CS). It is important that no financial commitments be made prior to contacting CEM.

FEE PAYING SCHOOLS ●

CEM has set up representative schools for select posts. For example, a practicing Roman Catholic may enroll in Roman Catholic school; however, proof of religious objective is necessary (e.g. baptismal certificate), as well as proof that previous school attended was Roman Catholic. A dependent may also enroll in a U.S. French program provided the child was enrolled at a French school in Canada. More information is available on the CEM website. French immersion is not considered a French school.

LOCAL SCHOOLS IN THE U.S ●

For a list of local schools and their demographics, go to <http://www.schooldigger.com/>. Unless the primary member has been approved for a representative school, enrollment at a public (non-fee paying) school is expected.

FAMILY REUNION TRAVEL (FRT) ALLOWANCE ●●

To minimize the separation in families, where such separation is directly caused by the employee being assigned to a post, the employer provides for the reunion of the families at public expense at least once a twelve-month period commencing on September of each year. Forms can be found at the CEM Ottawa Website. Please contact the CFSU (CS) CEM for further information

about education entitlements and family reunion travel.

SHELTER ASSISTANCE ● ●

Post-secondary shelter assistance may be provided up to and including the school year of the 23rd birthday for a student in full-time attendance at a post-secondary education institution in Canada that is in the last place of duty in Canada. The forms can be found at the [CEM Ottawa Website](#). Please contact the [CFSU \(CS\) CEM](#) for further information.

SECONDARY EDUCATION IN CANADA ●

An education allowance called Secondary Education in Canada, “Board and Lodging” may be provided for a dependent student where a member chooses to have a dependent student receive secondary education in Canada. Please contact the [CFSU \(CS\) CEM](#) for further information about education and FRT entitlements.

12. POSTING LOAN ●

A posting loan must be used to purchase items that are a direct result of the posting outside Canada (see [CBI 10.20.01\(1\)](#)). CAF members posted to the USA may be authorized an interest-bearing posting loan in an amount not exceeding 50 percent of their gross annual salary in effect at the time the loan is approved, up to the maximum amount promulgated annually by DCBA, whichever is less. Posting loans should be acquired up to 90 days prior to your COS date. Members who require a posting loan to facilitate their transition to the U.S., should contact their losing unit OR. Posting loans requested after the first twelve (12) months or during the last half of your tour, whichever is less, will not normally be approved, but may be staffed to DCBA through CFSU (CS) for review in extenuating circumstances. It is recommended to use the posting loan to pay off any vehicle loans you may have to avoid issues importing your vehicle.

BEFORE YOUR HHT

13. PASSPORTS/VISAS ● ●

All CAF members and their dependents authorized to move must obtain a special (“green”) passport and a NATO-2 class Visa (U.S. DS-160 Non-Immigrant Visa Application). The passport application should be forwarded to Official Travel from yourself or the losing unit OR for processing. As mentioned above the process to get your green passport can and should be

done immediately after receiving your screening message. Passport application forms are available [here](#). The following are important points to consider when obtaining a passport:

- A. You should expect to undertake your HHT on a blue passport as it is unlikely your official passport will be ready in time. If you or your family member's need a blue passport for the HHT see instructions [below](#). Please note that the cost of blue passports is at your own expense;
- B. Do not leave Canada for the commencement of your posting without a valid passport and multi-entry visa (NATO-2) as you will not be able to move your Furniture and Effects (F&E) across the border without a visa;
- C. If you already have an official passport and it will expire before your tour ends, reapply for a new passport prior to applying for your visa to cover the entire tour period;
- D. If you already have a special passport, it must be surrendered before Official Travel will release a new passport to you;
- E. The process of obtaining a passport and visa may take up to ten weeks or longer. CFSU (CS) has no control over this timeline. The U.S. State Department is responsible for visas; and
- F. Everyone on the posting message needs to complete a passport application (if they are a Canadian citizen) and a visa application;
- G. Applicable only to members who have dependents who are not Canadian citizens and who are permanent residents. Citizenship and Immigration Canada (CIC) requires permanent residents living outside Canada to be in possession of a Permanent Resident Card (PRC) before returning to Canada. Ensure your PRC does not expire while on post; an applicant will have to return to Canada in order to apply for a PRC renewal. Expenses related to a PRC application are not reimbursable. Information regarding the PRC can be found on the [CIC website](#).

The process follows four broad steps:

- A. You or your losing unit processes your passport application through Official Travel;
- B. Official Travel will retain the physical passport and email you the passport particulars;
- C. Use the passport number and other details provided by Official Travel to apply online for your visa. If you have not obtained a U.S. residential address as yet, please use the following:

Canadian Forces Support Unit (Colorado Springs)
Peterson Space Force Base
135 East Ent Avenue, Building 365

BEFORE YOUR HHT

- D. Official Travel will send your physical passport to losing base unit once the visa label is issued at the U.S. Embassy in Ottawa.

PASSPORT AND VISA PHOTOS ● ●


Each applicant needs three photos:

- A. Two physical photos for the passport; and
- B. One electronic photo for the visa.

The photos for the passport will be sent with the passport application. The electronic photo will be uploaded as part of the online visa application completed by the member. These can be used for blue and green passport applications.

Pay close attention to each application's photo guidelines. Passport Canada's photo requirement is different than the photo guidelines for the U.S. visa application.

The number one reason passport and visa applications are delayed is due to poor quality and irregular photos.

 **PASSPORT CANADA'S PHOTO GUIDELINE:**
<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/photos>

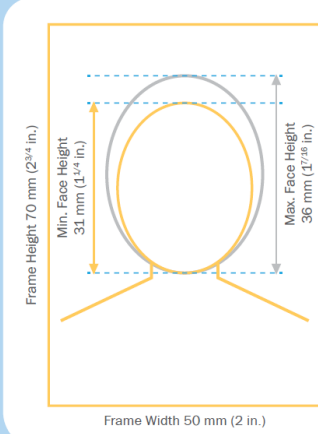

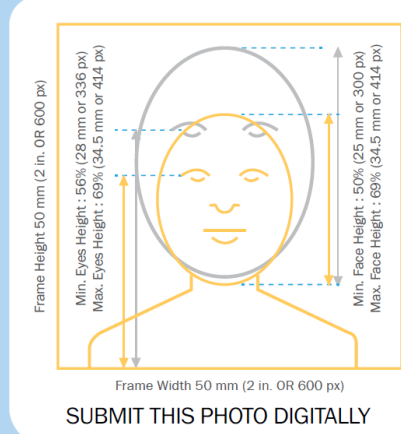


Photo Co. Ltd.
111, Any Street
Any Town, COUNTRY
Postal Code
Photo taken _____ Date _____

I certify to be a true likeness of (name of applicant or child)

Guarantor's Signature

 **U.S. VISAS PHOTO GUIDELINE:**
<https://travel.state.gov/content/travel/en/us-visas.html>



SUBMIT THIS PHOTO DIGITALLY

NOT ACTUAL SIZE; REFER TO MEASUREMENTS ABOVE.

BEFORE YOUR HHT

Note:

You are entitled to hold a blue and official passport at the same time. However, you are not entitled to possess two valid official passports at the same time – Official Travel will not release a new Official passport until the previous (Red or Green) passport has been returned to Official Travel or cancelled.

You will need a valid passport for your HHT. CFSU (CS) does not fund blue passports. If a member does not have a blue passport and requires one for their HHT, they must either purchase one themselves.

GREEN (OFFICIAL) PASSPORT APPLICATION ● ●

You need to complete a Requisition Form for Official Passports (PPTC 455). Your losing unit OR can assist you with completion. Official Travel will return the passport to the POC listed on the Passport Application (PPTC 455) form. It is recommended that you use a member from your losing unit OR as your POC.

Losing unit Orderly Room to forward the passport application along with screening/posting message to Official Travel:

DND PASSPORTS - OFFICIAL TRAVEL SECTION NDHQ
101 Colonel By Drive; Ottawa, ON; K1A 0K2
Email: [Official Travel](#)

Request Official Travel retain passport for visa issuance. Once the passport(s) have been created, the visa application(s) can be initiated. There is no fee involved with your passport application – do not provide financial information to Official Travel. Form PPTC 467 (Passport Information Billing Form) is not required for posted military members and their dependents.

Upon receipt of the passport, check all your particulars carefully. If there are any errors, contact [Official Travel](#) immediately. Owner is to sign their passport, in ink, on page three (3). For specific information pertaining to signing a minor's passport, see reference in Passport Canada's [website](#).

Note:

Official Travel no longer sends anything within the National Capital Region (NCR), except to NDHQ. If you are outside the NCR, whatever name and address is on the PPTC 455 form is where the passport will go to. If your losing unit OR Administrator's name is on the PPTC 455, it will go via DND internal mail. If your OR is not co-located with yourself, it is best to put your own name and mailing address on the PPTC 455.

BEFORE YOUR HHT

BLUE PASSPORT APPLICATION ● ●

You will conduct your HHT on a blue passport; all those accompanying you will also require blue passports. As per the [Canadian Passprot website](#) the following applications are available:

- A. [PPTC 636](#) (for adults age 16 and more); or
- B. [PPTC 637](#) (for children under 16 years of age); or
- C. [PPTC 638](#) (Adult Simplified Form can be used for eligible applicants).

You are eligible for a simplified renewal if:

- A. You were at least 16 years of age at the time of your previous application;
- B. Your name on the application form is exactly as it appears on page 2 of the submitted passport;
- C. Your current Canadian passport:
 - i. Was/is valid for 5 or 10 years;
 - ii. Is not damaged;
 - iii. Was never reported lost or stolen; and
 - iv. Is still valid or expired for no more than one year.

You will be required to provide proof of Canadian citizenship. If you were born in Canada you will need to submit the following:

- A. Original birth certificate; or
- B. Citizenship certificate/card; and/or
- C. Previously issued passport copies if using the Simplified Form.

If you were not born in Canada please visit the [Canada Passport website](#) for more information.

Please do not send originals of your identity documents; have your guarantor sign and date the copies to indicate the originals were seen.

It is recommended that you renew your passport prior to your arrival in the U.S. if possible. If you need to renew while you are in the U.S. it will cost \$260 versus \$160 if you are still in Canada.

NATO-2 VISA APPLICATION ● ●

The U.S. visa application is completed online using Form DS-160. U.S. visa application

BEFORE YOUR HHT

information can be found [here](#).

- A. [Form DS-160](#). A step-by-step guide can be found [here](#);
- B. As indicated above; one electronic photo is required for the visa application. Please consult the [U.S. Department of State's online photo tool](#) prior to commencing with the application process;
- C. Add [Official Travel](#) as well as yourself as email recipients on the DS-160 confirmation page. Once the online visa application has been completed, Official Travel will be notified and will forward the passport to the U.S. Embassy for visa issuance; and
- D. The new passport will be released to the OR or be held at Official Travel for pick up by the applicant. If your administrator is picking up the passport, please ensure that they have copies of the visa confirmation pages.
- E. Once posted, if an extension is granted, then an extension for Visa will also be required which can be done through [CFSU \(CS\) Administrative Assistant](#).

Do not use your blue personal passport particulars for the U.S. visa application (DS-160). Wait until you have received the details of your official passport. If there are any errors with your official passport, contact Official Travel immediately.

[NATO-2 VISA IMPLICATIONS](#) ● ●

CAF members issued NATO visas are not permitted to work in the U.S. outside of their assigned duties. Members are advised that while posted in the U.S., it is against federal regulations to engage in part-time work, private or commercial business operation and/or service organization volunteer work:

- A. Volunteering is only permissible if the individual donates their time without the contemplation of pay or professional advancement;
- B. General criteria for determining whether a volunteer activity is considered acceptable while on NATO visas in the U.S:
 - i. There is some family link or connection to a group or organization (e.g., son or daughter's school – reading group, coaching a sport's team, etc.);
 - ii. No remuneration or payment in kind;
 - iii. Not performing a job normally performed by an employee;
 - iv. No promise of a job in the future;
 - v. Not accruing "work experience";
 - vi. No direct personal benefit;

- vii. Not refusing compensation to avoid classification as an employee; and
- viii. No conflict of interest – potential or actual – with the official duties required of the staff member.

Note:

Dependents who have an NATO visa must have an [Employment Authorization Document \(EAD\)](#) in order to work or volunteer in the U.S.. For dependents who may be considering volunteering, while waiting for an EAD, if the activity fits the criteria above, it can be done without an EAD.

DEPENDENT VISA IMPORTANT INFORMATION

Domestic Partnership (also known as common-law marriage) is a relationship between two individuals who live together and share a common domestic life but are neither joined by marriage nor a civil union. U.S. Federal regulations do not recognize Canadian domestic partnerships. If you are in a common-law relationship, your partner will only be eligible for a visitor visa which will limit their abilities in the U.S. Department of State (DoS) Domestic Partnership Policy states that only legally married spouses will be afforded NATO-2 derivative visas; common-law partners are not eligible. Non-married partners will be eligible for a [B2 visa](#). The domestic partnership policy applies equally for same and opposite sex partnerships for the purposes of NATO-2 visas. Domestic partnerships are not recognized as a legitimate union by the Department of Defense (DoD). Official U.S. DoD policy is that all domestic partners will not be afforded any military benefits.

Marriage is the state of being united to a person, regardless of gender, in a consensual and contractual relationship recognized by law. A spouse is the person legally married to the posted member.

Derivative Visa is a visa issued to a spouse or dependent; a derivative visa will have the same visa status as the primary applicant.

DoS Marriage Policy validates all marriages, including same-sex marriages, as long as the marriage is recognized in a “place of celebration.” Spouses and their children are recognized for derivative visas; step-children of the primary visa applicant must be under the age 18 when the marriage takes place. The DoD upholds the legitimacy of “spouse” and “marriage” without regard to sexual orientation. Married couples, irrespective of sexual orientation, and their dependents, will be granted full military benefits. Official policy of the U.S. DoD is proof of a marriage certificate in order to obtain a Common Access Card (CAC) (U.S. Military ID Card)

for family members. Thus, domestic partners may be refused an Access Card. Inability to provide proof of marriage in the form of a marriage certificate may also impact the partner's ability to obtain U.S. SSN or state documents (e.g. driver's license). Unfortunately, CFSU (CS) is unable to assist in these situations.

Child dependents over the age of 21 may be eligible for derivative visas if they meet certain requirements. To be eligible for a derivative visa as a dependent, the following qualifications must be met:

- A. Dependent must be single, not married;
- B. Must be between the ages of 21 and 24 (eligibility ceases the day before the dependent's 25th birthday);
- C. Dependent must be enrolled full-time in post-secondary education in Canada. A letter of acceptance from the school's registrar office must be provided; and
- D. An adult "child" is considered to be an eligible dependent only if they are attending full-time post-secondary education in Canada and is between the ages of 21-24 (unless recognized as a "special dependent"). Once the dependent's eligibility is negated, the child must return to Canada and relinquish their green passport and visa. The passport may be returned via courier to your OR or to Official Travel (address below). Students over the age of 24 may still hold a blue passport and visit family on post for up to six months at a time. However, they will not be recognized as a dependent.

OFFICIAL TRAVEL - PPTC - VOYAGES OFFICIELS
101 Colonel By Drive; Ottawa, ON; K1A 0K2
Email: [Official Travel](mailto:OfficialTravel)

B-2 VISA IMPLICATIONS ●

It is strongly recommended that all implications of B-2 visa classification be examined prior to accepting posting to the U.S. A common-law partner may stay in the U.S. on a B-2 visa for up to one year as long as the intended stay has a time limitation and is not indefinite in nature. Any costs incurred by the member on behalf of the domestic partner for an initial B-2 visa and its extension are the responsibility of the member. Travel to Canada for issuance of a new visa or I-94 will be the sole responsibility of the member as well.

Individuals of the B-2 visa classification are not eligible for work authorization, and thus, not eligible for Canadian EI benefits. Individuals issued B-2 visas are not permitted to engage in a program of study.

Domestic partners who plan to stay in the U.S. for more than six months should ask the U.S. Citizenship & Immigration Service (USCIS) for a one-year stay on their initial application. If needed, requests can be made thereafter for extensions of stay, in increments of up to six months, for the duration of the principal alien's non-immigrant status in the U.S. USCIS regulations allow a maximum initial admission in B status of only one year, and most often USCIS grants B visitors an initial admission of six months. There is no absolute limit on the maximum length of stay available in B-2 status. Official Travel should be advised to request visa annotations to indicate the purpose and length of stay in such cases, as that will increase the likelihood that the inspector grants the maximum possible admission period on initial entry and will facilitate subsequent extensions.

If a common-law partner wants to accompany the principal member to post, a B-2 visa may be applied for at the same time that the principal member applies for a NATO-2 visa via the losing unit and Official Travel. No special permission needs to be obtained from USCIS before a B-2 visa is issued by the U.S. Embassy in Ottawa. Domestic partners should be prepared to provide evidence of the common-law relationship (joint bills, lease, etc.).

The I-94 "admit until" date issued to a B-2 visa holder upon arrival in the U.S. must be strictly adhered to. This is not the same as the expiration date on your visa label. Your I-94 "admit until" date is not automatically extended each time you leave and arrive in the U.S. If at any time you are unsure of your "admit until" date you can refer to the [I-94 website](#). Staying in the U.S. past an "admit until" date may result in denial of further visas to the U.S.

The expiration date on your visa is the period of time you are allowed to approach the border to ask for admission to the U.S.. It does not allow you to remain in the U.S. for the entire period of time. Once you leave the U.S each year prior to your "admit until" date, you are not guaranteed re-entry to the U.S. as B-2 visa holders are not supposed to be "living" in the U.S. As per U.S. Customs and Border Protection (CBP): "There is no set period of time that Canadians must wait to reenter the U.S. after the end of their state, but if it appears to the CBP officer that the person applying for entry is spending more time over-all in the U.S. than in Canada it will be up to the traveler to prove to the officer that they are not de-facto U.S. Residents."

USCIS recommends that applications for I-94 extensions take place no later than 60 days before the I-94 expires via [Form I-539, Application to Extend/Change Non-immigrant status](#). Extension of stay in the U.S. can only take place if:

- A. The individual was lawfully admitted into the U.S. as a non-immigrant;
- B. The individual has not committed any act that makes one ineligible to receive an

- immigration benefit;
- C. There is no other factor that requires the individual to depart the U.S. prior to extending status (for example, a USCIS officer may determine that a new visa must be obtained prior to extending status); and
 - D. An application must be submitted for an extension of stay before the expiration date on the I-94.

There are certain very limited circumstances under which USCIS will excuse a late submission. Please note that the Official Passport must be valid for the entire requested period of stay in the U.S.

Note:

All domestic partnerships must be identified during the screening process. Selection of “common-law” on your screening will prompt further questions during your interview. Due to the constraints on the member and the spouse with respect to the type of visa eligible (and the subsequent flow of entitlements from said visa), CANELEMNORAD may screen those CAF members who identify as being in common law partnerships as RED.

14. INITIATE YOUR MOVE IN BGRS ●

Register with Brookfield Global Relocation Service (BGRS) using [BGRS Guide website](#) using the details from your posting message. You will be given the option to have a initial consultation with the BGRS Agent to go over the [CAFRD](#).

15. SECURITY CLEARANCE ●

Contingent upon your new position, you may require an upgraded security clearance, your screening message will dictate what level. Please note that IAW [NDSOD S 4B.160](#) your security clearance must be good for one year past your expected return date to Canada. The security clearance is included in your screening, and it is important to promptly initiate this process with your losing unit as it may take up to 10 weeks for your security clearance to be completed. Upon attainment of Level III security clearance upgrade, initiate Special Access (SA) indoctrination through the losing unit USSO. You will also likely be contacted by [CANELEMNORAD COMCO](#) or [USSO](#). Please note that your clearances once you arrive to your unit will be greatly expedited if you can complete your Level III/SCI security clearance upgrades while you are still in Canada. If you have questions or concerns about your security clearance, please reach out to the [CANELEMNORAD Provost Marshall](#).

16. HHT PLANNING ● ●

The [CAFRD](#) governs all cost move benefits and as such, you must contact BGRS for HHT entitlements upon receiving your posting instructions. After receiving your consultation, you can then start planning your HHT. The HHT application form is available in your BGRS account. You must first have your CO recommend the HHT, and then email the form to [CFSU \(CS\) OR](#) to obtain the gaining unit CO's authority to proceed on your HHT in the U.S. Failure to do so will result in a delay of your HHT. Please note that FSD regarding HHTs and moves apply only to DND civilians and not CAF members.

Members are reminded that the aim of the HHT is to secure suitable accommodations and facilitate a door-to-door move. CAF members are reminded that there is no BGRS office in the U.S. Therefore, your move will be handled completely by BGRS through your BGRS account. Nonetheless, the [CANELEMNORAD Relocation Coordinator](#) can assist in any issues you may encounter.

Once you have gotten your HHT approved you will receive a HHT package from CFSU (CS) OR with pertinent information for your move. The HHT Rent Ceiling Form is the most important at this stage. This will give you a break down of what your Foreign Service Premium (FSP), Post Living Allowance (PLA) and Post Specific Allowance (PSA) will be. Additionally, it will give you your rent ceiling and square footage entitlements along with your rent/utility share amounts. The rent ceiling and square footage entitlements are to be used to assist in finding your accommodations.

Things to keep in mind in the planning stage:

- A. [Geographical boundaries](#);
- B. Out of bounds areas;
- C. [Banking](#);
- D. Purchasing versus renting a home;
- E. Realtor selection;
- F. Pet relocation;
- G. Children education;
- H. Insurance (home and vehicle);
- I. Medical coverage; and
- J. Vehicle importation.

[REAL ESTATE/RENTAL AGENT](#) ● ●

BEFORE YOUR HHT

CAF members shall be reimbursed expenses not to exceed one month's rent for rental finding services/rental or real estate agent fees (these terms are used interchangeably in the U.S.) required by the landlord and provided by a professional firm. Real Estate Agent fees shall be reimbursed to you through the CAFRD. CFSU (CS) does not reimburse agent fees and BGRS cannot pay them directly. Should you desire the services of a rental/real estate agent, contact your sponsor or [MFS](#) for a recommendation. It is recommended to liaise with the rental/real estate agent prior to your HHT. It is advisable you use one of the recommended real estate agents as they will be familiar with the area and ensure landlords are open to the required military rental contract clauses.

17. EXTENDED VISIT AUTHORIZATION (EVA) ●

For members posted to any U.S. DoD facilities (i.e. military installations) contact [CDLS\(W\) Visits](#) for the Extended Visit Authorization (EVA) for your HHT and posting.

It must be submitted to CDLS(W) Visits as soon as the HHT dates have been confirmed. Please ensure that you have an approved EVA before proceeding on your HHT. Your sponsor should provide you with the forms required and processing timelines (45 days prior to your HHT is the minimum timeline). Every CAF member posted to the U.S. requires an EVA. This is a requirement of the U.S. DoD. The EVA is proof of your security clearances, gives you access to your place of work, and facilitates getting you and your family members CACs. Should you wish to do a handover during your HHT, please confirm with your sponsor what access is required a Visitor Clearance Request (VCR) may be required.

Ensure your EVA starts the first day of your HHT and ends on your TED. You must ensure that your EVA name entry matches the name from your passport exactly.

Once you receive confirmation of your EVA, you will be certified on your posting message only. Access to other U.S. DoD establishments, while posted in the U.S., will require separate VCR. Please contact the [CANELEMNORAD Provost Marshall](#) for complete Visits information. Should an early Report for Duty (RFD) date at your new place of duty be desired/requested the RFD date cannot be any earlier than 30 days prior Change of Strength (COS) date listed on the posting message.

18. MEDICAL COVERAGE CONSIDERATIONS ● ●

CAF members should be in possession of their CAF Blue Cross Card. If you have to seek medical care during their HHT, the information on how the medical provider can confirm insurance is on the card. If you have to pay out of pocket for anything, reimbursement is

available through your base Health Services Centre.

For dependents, ensure they are enrolled in the Public Service Health Care Plan (PSHCP) supplementary coverage (in-Canada coverage), providing travel insurance as part of that coverage. Please contact [Canada Life](#) or visit www.pshcp.ca for exact details, but the idea is that the PSHCP supplementary coverage “tops-up” existing coverage they would have under a provincial healthcare plan. If dependents do not have any extra medical insurance (i.e. PSHCP), then they will only be covered during an HHT by their respective provincial healthcare plan (i.e. OHIP) – which could lead to out-of-pocket costs that are not covered by the CAF. Please be mindful when deciding who accompanies you on your HHT.

As the healthcare of dependents during an HHT is an individual responsibility (e.g. if you were vacationing in another country), it is the member’s responsibility to ensure they have reviewed their dependent coverage prior to departure on the HHT and are in possession of the CAF Blue Cross Card.

19. UNACCOMPANIED POSTING ●

There are many serious implications when a member chooses to go to post unaccompanied. For example, a member who receives an authorized OUTCAN posting and chooses to go unaccompanied, does not receive meal allowance ([CBI 10.4](#)) nor Separation Expense (SE). Should a member be required to arrive prior to their F&E and dependents, the dependents must arrive at post within 180 days of arrival of CAF member or else the member will have to pay for their travel to new location. Furthermore, if member moves their dependents to the post at their own expense, the benefits received as an unaccompanied member will continue for the duration of the posting, as specified in [CBI 10.2.04](#) and there would be no government funded move of dependent F&E back to Canada at TED. A member posted unaccompanied may be entitled to waivers of rent share and utility share IAW [CBI 10.5.11](#) and [CBI 10.5.13\(6\)](#). Imposed restriction is not an option while OUTCAN.

The request for an unaccompanied posting must be made through the member’s current CoC to D Mil C for approval. Additionally, once a member moves unaccompanied, they must understand that they will remain unaccompanied for the duration of their posting.

The entitlements for furnished lodgings for unaccompanied moves are established in [CBI 10.5.15](#) which states that a member living in furnished accommodation is entitled to an allowance not to exceed 25% of the member’s rent ceiling. For members living in unfurnished accommodation because furnished accommodation is not available, the member is entitled to an allowance not to exceed the amount established by the CDS. It is determined on a case-by-case basis. Please

contact [CFSU \(CS\) OR](#) to determine eligibility. It is recommended that you receive approval to proceed to post unaccompanied before you move IOT ensure you don't mistakenly disentitle yourself from allowances/benefits.

Note:

Members must move their dependents and F&E across the U.S. border. If you must proceed ahead of your dependents and F&E, then you must seek approval through your CoC. If you intend on being unaccompanied or temporarily unaccompanied, you must inform your OR to confirm your entitlements.

DURING YOUR HHT

20. BANK ACCOUNTS ● ●

Your first task on HHT should be to open a U.S. bank account. Please note that there is a big difference between a U.S. funds account and an actual U.S. bank account. A U.S. funds account will not work to deposit of your pay and rent. Most Canadian banking institutions have U.S. based counter-parts. As long as it is a U.S. based account it will work. When securing your accommodations, you will need to devise a way between you and your new landlord to pay your first month's rent and security deposit. This will most likely require a U.S. chequing account or a U.S. bank account that you can draw a cashier's cheque from. Most U.S. banks provide a VISA debit card which works much like a regular credit card for most transactions in the U.S. Third party platforms are also commonly used in the U.S. (Venmo, PayPal, Zelle, etc.) to conduct electronic transfers.

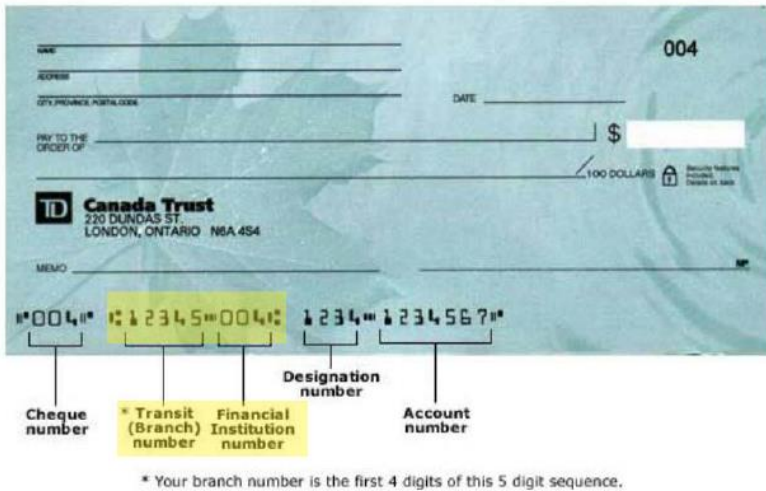
You should have copies of your posting message available and if a letter of employment is required, please contact your HRA before you commence your HHT. Indicate to the bank if necessary that you can provide copies of your visa and I-94 to them upon the commencement of your posting.

The majority of OUTCAN U.S. members use BMO Harris, TD Bank, RBC or CIBC. CFSU (CS) does not endorse any institution over another. Whatever banking institution you choose, it must have a physical location in the U.S.; it must be an account that is cross-border and in U.S. dollars, not simply a U.S. dollar account. Not sending in the correct account information will delay your pay, claims, and advances.

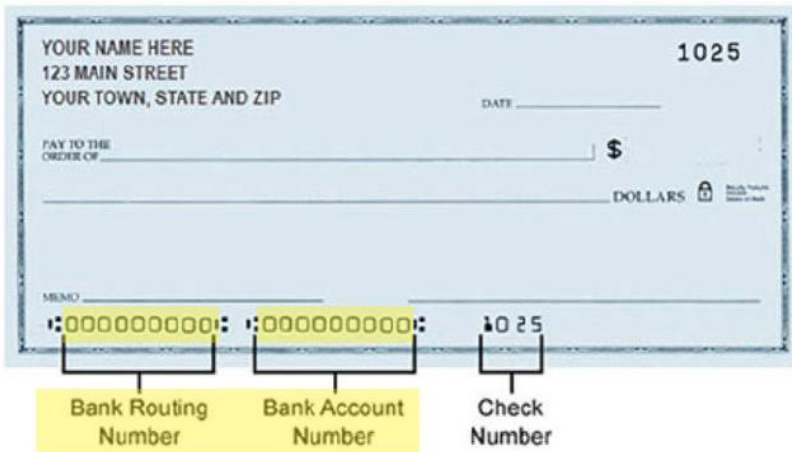
Helpful Hints:

- A. Try to open a bank account in Canada before entering the U.S. If they require an address in the U.S., you can briefly use your new unit’s address before you secure a house. You must enroll in paperless billing and ensure you change your address once you have accommodations;
- B. In the U.S., e-transfer is not a common practice. You will be better served if you secure cheques during your HHT. Depending on your landlord, they may require a specific method of payment for the security deposit and the rent payments; and
- C. The U.S. banking information that you provide to your OR will be the account we use to deposit your pay, rent, utilities, claims and advances requested in U.S. funds.

Please note the graphics below, showing the difference in routing and transit and institution numbers for U.S. banking and Canadian banking cheques. Cross-border U.S. accounts always have a 9 digit BTN versus a Canadian based account which has 8 digits.



Canadian Banking Information from Cheque



U.S. Banking Information from Cheque

It is important to complete an [Internal Revenue Service \(IRS\) Form W-8BEN \(Certificate of](#)

Foreign Status of Beneficial Owner for United States Tax Withholding) and submit it to your U.S. bank. This may be called a Declaration of Tax Residency at some institutions. Due to your visa status, the interest accrued in your bank account is exempt from any federal taxes. However, unless you file a W-8BEN, this exemption is not reported and the IRS may freeze your account in order to collect the “owed” money. Please note that there is no requirement for CAF members to have a U.S. Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or a foreign Tax Identification Number (foreign TIN), but can be beneficial depending on your situation. It is recommended that you include a covering letter with the W-8BEN form stating that you a member of the CAF and assigned a NATO-2 visa, and are not obligated to obtain a SSN, ITIN or TIN; also, include a copy of your visa with the submission.

Unlike typical tax documents, the W-8BEN is not sent to the IRS. It is kept at the bank and remains in effect for the purposes of establishing foreign status for a period starting on the date the form is signed and ending on the last day of the third succeeding calendar year, unless a change in circumstances makes any information on the form incorrect.

Use the below listed information when completing a W-8BEN:

A. Part 1 - Identification Of Beneficial Owner

- i. Permanent Address: Provide your full non-U.S. permanent residence address at the top of the form. P.O. box numbers are not acceptable as residence addresses. This will be your provincial address in Canada (i.e., a family member in Canada). Do not use the c/o Belleville address. Without a Canadian address, your W-8BEN will not be considered valid certification of your foreign status;
- ii. Mailing Address: Enter your mailing address only if it is different from the address you show on line 3; and
- iii. Leave lines 5 through 7 blank. Do NOT provide your Social Insurance Number.

B. Part II —Claim of Tax Treaty Benefits

- i. I certify that the beneficial owner is a resident of CANADA within the meaning of the income tax treaty between the United States and that country.

C. Part III—Certification

- i. Sign and date for each beneficial owner (if joint account, you should fill out

two separate forms). If the joint owner is a U.S. citizen or resident alien, the individual must complete Form W-9 and provide a SSN, ITIN or TIN to prevent withholding from occurring on the account.

For more information, refer to your local banking institution or the [IRS Website](#).

As mentioned above you are required to open a U.S. bank account to ensure the expeditious transfer of funds for pay, rent and utilities. However, it is recommended that you maintain an account in a Canadian financial institution during your tour of duty in the U.S. Ensure your Canadian bank offers telephone or on-line (internet) banking services. Confirm that both banks accept banking transactions. When informing your Canadian bank of a change in address, you may use the CFPO Belleville address in order to maintain a Canadian address for financial reasons. Not all banking establishments will allow a PO Box address.

SN, Rank, Name, Initials		CFB Trenton Bldg 348
Unit or Canadian Component (specify location)		(Colorado Springs)
CFSU (CS)		15 Westwin Ave
PO Box 5233 STN Forces	OR	Astra ON K0K 3W0
Belleville ON K8N 5W6		Canada
Canada		

Note:

If your spouse/partner has a different last name, please include the member's SN and name in the address for their mail.

21. PAY ACCOUNT ●

Your pay will be directly deposited into either a CAD or USD funds account of your choice. If you choose a USD account, you may have a portion of your pay go as an allotment to your CAD account. To initiate this process, submit all required documentation as soon as possible to your OR. To complete an application, include the following:

- A. A completed direct deposit form, scanned and emailed; or
- B. A scanned void cheque (emailed), from the financial institution.

Without these supporting documents, commencement of your direct deposit will be delayed. Please do not type out your account information as there is a significant chance you may have made an error. Please note that U.S. currency may be required when travelling in the U.S..

Exchanging Canadian funds in many locations is nearly impossible. However, most U.S. ATMs allow money to be withdrawn using a Canadian credit or debit card. ATMs are readily accessible throughout the U.S., but those ATMs usually charge a fee and it should be noted that fees related to this expense are not reimbursable.

22. CREDIT CARDS

Obtaining major credit cards, such as Master Card or VISA, in the U.S. may be a challenge. Most credit card companies do not accept credit ratings from Canada and many request that the applicant provide a U.S. SSN. It is not uncommon for personnel to have to wait up to six months before obtaining U.S. credit cards. In addition, local banks may require sizeable deposits in savings accounts before accepting your application. If you are a member of the Canadian Automobile Association (CAA), it is recommended that you arrange to have your membership transferred to the American Automobile Association (AAA) and, upon acceptance, you may then apply for an AAA VISA or Master Card. Likewise, if you have an American Express credit card, you can apply to have your account transferred to the U.S. Many Canadian banks also have branches in both Canada and the U.S., which you may wish to consider. U.S. bank cards have either a Master Card or VISA logo on them, making them dual-purpose, allowing them to serve as a credit card. It is advisable to keep Canadian credit cards valid until you are certain of American replacements. Even then, Canadian credit cards are useful while travelling in Canada and for maintaining your Canadian credit rating. A major credit card will be required in securing a rental car or hotel accommodations on your HHT.

23. FINDING ACCOMMODATIONS

The intent of [CBI 10.5](#) is to allow you some choice of accommodation comparable to your lifestyle in Canada. While you may purchase a home during your posting to the U.S., the CAFRD stipulates that charges associated with its purchase and subsequent sale are not reimbursable (i.e. legal fees, real estate sales fees, etc.). Therefore, it is highly recommended that CAF members rent and NOT purchase accommodation. As stipulated in CBI 10.5, members will not receive any Shelter Allowances should you choose to purchase a home vice renting accommodation.

In some situations, the incumbent in your position will assist you in locating suitable accommodation or put you in contact with a local real estate agent. The following links may assist you in your search for accommodations near U.S. military bases:

- A. Automated Housing Referral Network is a U.S. military-based source that is designed to improve the process of securing available housing for relocating military members

and their families. Simply click on the links to register and get started: <http://www.ahrn.com/>, www.rentals.com, and [Military By Owner](#); and B. [Trulia.com](http://www.Trulia.com) and [Zillow.com](http://www.Zillow.com) are both excellent resources for locating homes and are able to be searched by school zones/districts.

GEOGRAPHICAL BOUNDARIES

Members must obtain accommodation within the geographical boundaries of the post. This is determined to be “a radius of 100 km from the member’s post.” Though some local restrictions may apply depending on employing units. If you are unable to secure suitable accommodations within this 100 km radius, members may request to live outside the geographical boundary. This request is to be submitted to their applicable CO through your sponsor during your HHT. The request must clearly substantiate why suitable accommodation cannot be found within your geographical boundary. No entitlement to Commuting Assistance Allowance (CAA) will be provided in these cases.

RENT/UTILITY ALLOWANCE AND SHARES

While in the U.S., you are expected to rent accommodations in lieu of purchasing. To offset the costs of rent and utilities during your stay, you will receive both Rent and Utility Allowances. Both of these allowances are in U.S. dollars. The rent allowance will be for the exact amount of your monthly rent IAW your rental agreement to a maximum of your rent ceiling, and paid the month prior, on or around the 24th of each month to your U.S. bank account (i.e. deposited on or about the 24th of July in time to pay rent for 1 Aug). The utility allowance is pre-determined by you based on average utility costs and is deposited into your U.S. bank account once a month. Your utility allowance will need to be reconciled annually based on the local schedule. You can request to change your utility allowance should your forecast be too low or too high.

Rent and Utility Shares are payments deducted from your pay. These payments emulate what a family similar in size with similar income would pay for a Residential Housing Unit (RHU) in Canada and represent your contribution/share of home expenses. Deductions begin either date of arrival to post or commencement of rent allowance being paid (whichever is later), and cease the date of departure from post or cease of rent allowance (pro-rated as required, whichever date is sooner) at the end of your tour. Utility Share is a deduction in order to standardize utility costs across OUTCAN posts; the Utility Share goes towards a reconciliation of actual utility costs IAW [CBI 10.5.14\(4\)](#) which will be reimbursed to the member annually.

If you elect to receive the rent share you are also required to pay the utility share even if utility is included in your rental contract; you cannot opt out of Utility Shares.

In the event that you are still financially responsible for accommodations at your previous place of duty, a [Waiver of Rent Share](#) could potentially be granted. Contact [CFSU\(CS\) OR](#) to inquire about eligibility and/or approval. This benefit is not payable if you are in receipt of any financial assistance in relation to accommodation at the previous location through BGRS (i.e. Temporary Dual Residence Assistance or Real Estate Incentive).

[SWIMMING POOLS](#) ● ●

If you find a suitable home with a swimming pool, you must advise the OR, as you are responsible for any costs associated with the pool and it will affect your Utility Reconciliation. You must identify the specific costs associated with the pool (i.e. water, pump, and heating) using the DCBA Pool Calculator. Please contact the OR for required documentation concerning the calculation of costs associated with a pool. Members can rent a condominium or apartment in a building with a swimming pool, or a house in a subdivision with a communal pool. However, if there are any charges levied by the condominium or apartment or subdivision for the use of the pool, they will be borne wholly by the member and are not to be claimed on the Utility Reconciliation.

[RENT CEILING, HOUSEHOLD SIZE \(HHS\), AND SQUARE FOOTAGE](#) ●

Your rent ceiling is the maximum authorized rent the CAF will subsidize and will be provided to you by OR. It is based on your family size, yearly rate of pay, and the geographic location of your work at the affixed rate set by Treasury Board. It is fixed for the duration of your tour. CAF members are required to secure accommodation at or below their individual rent ceiling. You are expected to find accommodation that meets your family's needs, but not necessarily their desires. The allowances are generous, and you will not be disadvantaged by them.

Your household size (HHS) is the number of people that will occupy your residence. In order to have dependents included in your HHS, they must have moved with you, and they must reside with you at the post for at least eight months in the year. Your square footage entitlement varies based on your household size and will be communicated to you in your HHT package.

If you are unable to find accommodations at your rent ceiling, you have two options: you may apply for a Rent Ceiling Increase (RCI) (see [CBI 10.5.08\(4\)](#) for more details) or elect a larger household size or elect a larger household size that is 1 number of occupants higher than the member's actual number of occupants (see [CBI 10.5.05\(2-4\)](#) for more details). If an election is made for a higher HHS, the rent MUST be less than or equal to the rent ceiling for the elected HHS; you are not able to pay out of pocket if you have Opted-Up. Note that this also increases

your rent and utility share accordingly. The election shall remain in effect for the time that you occupy the accommodation. You shall not exceed your square footage entitlement even if an election has been made. If you increase your HHS, you will no longer have the possibility to request a higher rent ceiling. Applications for RCIs that are well justified and supported by the CO CFSU (CS) will be processed as quickly as possible. The Director of Compensation and Benefits Administration (DCBA) is the final authority for RCIs. Requests for a RCI are not automatic and CFSU (CS) will closely review such applications prior to furtherance to DCBA. You are reminded that rent ceilings should be regarded as sensitive information. If divulged to potential landlords, real estate/rental agents, you may lose your ability to negotiate your rent.

Your rent ceiling does not change during your posting. As such, members are to carefully consider any annual escalation clauses in their lease negotiations and avoid them, as they may increase the rent above the rent ceiling and for which the member will be personally responsible. In addition, in certain locations, landlords may only offer year-to-year leases; in such cases, members are to consider this carefully when negotiating their monthly rent. For example, negotiating a monthly rent (for a one-year lease) that is equal to the rent ceiling may not provide required flexibility when it comes time to re-negotiate a subsequent one-year lease or having to find alternative accommodations – all while remaining within your rent ceiling.

LEASE NEGOTIATIONS

It is essential that you fully understand the terms of your lease. The employment of a qualified Real Estate Agent is advantageous in lease negotiations as they are familiar with the local laws, many of which are different from Canada. You should now have your Rent Ceiling based on your family situation and a copy of the Accommodation Specification Form that your realtor will assist you to fill out. Your sponsor or OR will be available during your HHT (during working hours) to provide you with as much assistance as necessary to ensure your HHT and lease negotiation are successful. You will be required to submit a copy of your unsigned lease (prior to signing) for review along with Accommodation Specification Form, and Statement of Understanding. We will not review your lease unless it is accompanied by both documents.

CAF members shall make every effort to sign a lease that:

- A. Covers the expected duration of their tour;
- B. Stays within their rent ceiling and square footage entitlement;
- C. Reasonably meets their residential needs, not necessarily desires; and contains the following clauses:
 - i. **Military Clause** – “It is expressly agreed that if the Tenant herein should receive official military orders relieving him/her from station in the insert

place of duty area, or ordering him/her into base accommodation retiring or relieving him from active duty in the Military Service, or death, he/she may terminate this lease upon written notice of intention to do so and termination shall become effective THIRTY (30) DAYS after the date of the service of the notice upon the Landlord, and if the date of such termination shall fall between days on which rent becomes due, there shall accrue on the first day of the rental period in which such termination shall take effect a proportionate part only of the rent which would be due but for such termination.”

- ii. **Death Clause** – “If the tenant should die, the surviving spouse or executor may terminate the terms of this lease by giving at least 30 days written notice”
- iii. **Insolvency Clause** – “Where the Landlord becomes insolvent, bankrupt or proceedings to foreclose the Landlord's interest in the Premises commence, the Landlord shall immediately notify the Tenants in writing. The Landlord shall also immediately return the Tenants' security deposit to the Tenants; failing which the Tenants may immediately withhold the amount of the security deposit from any monies due from the Tenants to the Landlord.”

It is not permitted to negotiate additional amenities such as air conditioners, hot tubs, home entertainment systems and/or other luxury items in exchange for higher rent – regardless if you remain within your rent ceiling/square footage entitlement. Be aware that the services listed below, while not all encompassing, are not reimbursable by the Crown and are not to be included in your lease:

- A. Professional lawn services;
- B. Minimum cover charges for appliance repairs;
- C. Yearly pest control or inspections (some reimbursement may be available, refer to [Utility Allowance Section](#))
- D. Professional drapery cleaning;
- E. Pool maintenance;
- F. Hot tub maintenance;
- G. Games/recreational rooms; and
- H. Security deposits associated with pets. When, as terms of a lease, a landlord demands a pet deposit, these funds are not to be construed as part of your security deposit. A pet deposit is YOUR cost. It is a personal choice to have pets, and you are solely responsible for damages that they may cause, including those which are in excess of the pet deposit and which the landlord may then withhold against the Security Deposit. DND will not be responsible for any claim against your Security Deposit due to damages caused by your pets. Members are to note that pet deposits may range from \$200.00 to one month’s rent, and in some areas, it may be difficult to rent

accommodations if you have pets.

Your lease is a legal agreement solely between you and your landlord. The Crown assumes no responsibility in regard to the contents/terms of your lease. While a copy of your finalized lease must be forwarded to CFSU (CS) for retention on your file, this cannot be construed as CFSU (CS) approving your lease. Upon review, the reviewer is solely ensuring that the required clauses outlined above exist and therefore, it cannot be assumed that they have approved the lease. They will advise you on items in the lease that should be added, amended or removed, however, YOU are the final signing authority on the lease, not the CAF. Once the OR gives you the go ahead to sign, you can sign.

24. YOUR LEASE HAS BEEN SIGNED ●

You may be required to pay the first month's rent and a Security Deposit when you sign the lease. Some landlords will insist you begin paying rent prior to occupying the accommodations. There are provisions to offset the costs see [CBI 10.5](#) for more details. Paying a Security Deposit is a standard requirement in the U.S. Security Deposits are often equivalent to one month's rent but can be higher in certain areas. You may require an advance for rent (normally in the amount of one month's rent) and will require an advance for a Security Deposit (also normally one month's rent but variable). Upon review of your proposed lease, these one or two advances will be signed for and will be deposited into your U.S. bank account within two banking days from the time the cashier processes your claims. Please take into account the time it takes for funds to be released on your HHT.

On repatriation to Canada or cross posting to another OUTCAN position: it is your responsibility to negotiate the return of your Security Deposit with your landlord. The CAF is not responsible for any damages the landlord may claim to be your responsibility upon vacating the residence.

The Security Deposit is a standing advance and must be reimbursed at the end of your posting. You are responsible for recovering your Security Deposit from your landlord and returning it to CFSU (CS) within 90 days of your departure from the U.S.

RENT IN ADVANCE OF MOVE ●

This is not to be confused with first month's rent. If you are required to pay the landlord a sum of money to hold rental accommodations other than as a security deposit, you must contact your OR for consideration. However, it is ultimately the responsibility of the member to negotiate a lease with an availability date as close as possible to their arrival date at post. Rent in Advance of a Move must be approved by the Approving Authority at CFSU (CS).

25. VEHICLE, HOME AND LIFE INSURANCE

It is recommended to address auto and property insurance procurement while on your HHT. Insurance policies like State Farm, Allstate and Progressive are transferable between Canada and the U.S. Automobile insurance policies vary greatly from Canada and can be significantly more expensive; please ensure to do your research. Higher insurance premiums are typical for about a year or until a suitable U.S. credit history is established. Upon securing accommodation, purchase insurance for your household effects (renter's insurance). The policy should be effective the day you take occupancy of your new accommodations in the U.S. This is your responsibility and is not a reimbursable expense.

As most Canadian insurance companies do not provide international insurance coverage, arrangements should be made to transfer Canadian coverage to U.S. coverage, or obtain a U.S. policy and then cancel the Canadian policy. Most Canadian insurance policies become ineffective once residency is established.

Each state maintains its own laws regarding automobile insurance. OUTCAN members must be cognizant of the differences between Canadian and U.S. policies to ensure adequate coverage. It is essential to secure the most relevant insurance coverage for you and your family.

If you wish to keep your Canadian registration current through the duration of your tour, arrangements should be made with your insurance provider prior to leaving Canada. In general, U.S. insurance companies do not insure vehicles with Canadian license plates/registration.

The minimum amount of insurance coverage required by most states, regardless of the type/value of your vehicle, in order to register a vehicle is:

- A. \$100,000.00 Bodily Injury per Person;
- B. \$300,000.00 Bodily Injury per Accident; and
- C. \$100,000.00 Property Damage.

Ensure that your life insurance companies are aware that you will be residing outside Canada for a fixed period.

Note:

It is strongly recommended that you obtain insurance for uninsured and/or underinsured drivers. It is a small price to pay to ensure that you are adequately protected from drivers who may not have any or inadequate insurance. Insurance coverage should be arranged while on your HHT so that the effective date is the first day you are driving in the U.S. you can overlap your Canadian and American insurance policy to ensure coverage.

DRIVER'S ABSTRACTS ● ●

It is important to bring a driver abstract for each family member, as applicable, because some insurance providers do not transfer driving records from Canada. A letter from your Canadian insurance company will be required to verify your driving record. Insurance may be denied and/or cancelled as a result of omitting or reporting false information.

26. INDIVIDUAL DEPARTMENTAL TRAVEL CARDS ●

The use of the Individual Departmental Travel Card (IDTC) is encouraged for CAF Senior Officers. Note that the card is for authorized official travel only. HHT and trips back home do not count as official travel. Processing card applications is completed via the [HRG/STS PORTAL](#). Personnel wishing to apply for an IDTC should contact [CFSU \(CS\) FSS](#) in order to receive the application instructions by email.

BEFORE YOU MOVE

27. CONTACT MOVING COMPANY ●

Once you have solidified your move dates you must contact the moving company to book your move. To book your move please contact [DND Ottawa F&E](#). Please keep in mind to facilitate a door-to-door move as best as possible. They will assist you through all the required steps of shipping your HG&E across the border.

Particular attention should be paid to the following documents that must be completed to ensure you are completely covered with respect to importing and exporting personal effects:

- A. DND 2332 – Movement of F&E to the U.S. This form is filled out by your local Base Transport F&E section. It is to be completed in two copies: the original is to be given to the transportation agent handling your move and the second copy is retained by you;

- B. **CUSTOMS FORM 3299** – Declaration of Free Entry of Unaccompanied Articles.
To be completed in two copies: the original is to be given to the transportation agent handling your move and the second copy is retained by you; and
- C. You are also required to provide the transportation agent with copies of your posting message, passport and visa as well as copies of your dependents' passports and visas (if applicable). Should the driver fail to have the proper forms when crossing the border, they may be required to unload the shipment at the border until proper clearance is obtained. This may result in a costly delivery delay and a surcharge by the carrier. In such cases, all associated expenses are not claimable.

Prior to your departure from Canada, ensure that you have a contact number for your transport driver and that your driver has your interim contact number in the U.S. (i.e. your hotel or cell number).

28. INVENTORY OF HG&E

An Inventory of Household Goods and Effects (HG&E) must be completed in two copies, ensuring the OR has received a copy for your personnel file. The original is to be placed on your personnel file, and the duplicate is to be kept with you while crossing the border. The moving company at origin will prepare a manifest (general inventory) of your household effects and provide you with a copy. This manifest should be kept in your possession in case of loss or damage to your F&E. However, you must prepare a detailed inventory of your HG&E. Keep a copy with you during your tour in the U.S. This inventory will be of great assistance when clearing through Canadian Customs upon your return to Canada at the end of your tour. You are advised that, on your return to Canada, you will be required to have proof of purchase of articles acquired during your tour of duty in the U.S. and which you are importing into Canada. Therefore, it is advisable that you keep all receipts of all large purchases made while in the U.S.

Although customs on either side of the border may not ask to see this inventory and although the driver may advise he does not need it, you are required to complete it.

Note:

It is important to ensure your inventory list is complete and true to replacement value, as incidents of loss have occurred during move of F&E to the United States. A complete list will assist with potential claims, due to loss or damage. Your inventory list may be used if incidences of Emergency Evaluation and Loss occur during your posting OUTCAN U.S.

29. MOVEMENT OF PETS

Domestic pets (other than dogs) can be moved to the U.S. with you without a period of quarantine. It is highly recommended that you obtain an International Vaccination Certificate (non-reimbursable) from your Canadian veterinarian prior to your departure from your losing unit. This will facilitate the movement of your pet(s) across the border. If you plan to ship your pet(s), ensure you check with the applicable airline for the necessary information.

As of August 1, 2024, the United States Centers for Disease Control and Prevention (US CDC) will require all Canadian dogs entering the U.S. to meet new import requirements. These requirements include:

- A. Dogs must be at least 6 months of age;
- B. Must have a microchip;
- C. Travelers accompanying the dog must submit a [CDC import form](#) 2-10 days in advance of travel (including uploading the picture of the dog);
- D. Travelers must obtain a certificate that documents the dog is at least 6 months of age, lists the dog's microchip number, veterinary records for last 6 months and these documents must be endorsed by an official Canadian Food Inspection Agency (CFIA) veterinarian; and
- E. Additional requirements applies if the dog has been to high-risk rabies countries in the last 6 months.

30. IMPORTATION OF VEHICLES

Canadian vehicles may be imported to the U.S. If you intend to register your vehicle in the U.S., you must file specific paperwork at the border when you enter the U.S. A U.S. CBP officer will assist with finalizing [CBP Form 7501](#) which initiates the vehicle importation process. Ensure your customs paperwork is stamped by the CBP officer. Without a stamped copy of the CBP entry form, you will not be able to register your vehicle in the U.S.

Members should get specific instructions from their moving company around the importation of vehicles – CFSU (CS) doesn't provide specific instructions for the completion of EPA Form 3520-1 and DOT Form HS-7 because every vehicle has different requirements. If you have questions or concerns, please visit the [CBP Website](#) / [National Highway Traffic Safety Administration](#), reach out to your moving company, or Michael J O'Neill Sr (CBP Officer) at 719-574-6607 or michael.j.oneill@cbp.dhs.gov.

DRIVING VEHICLES ● ●

Not all border crossings accommodate vehicle importation/exportation and hours of operation are generally between 8 AM – 4 PM, Monday through Friday, excluding holidays. Contact your chosen border crossing location for verification of their procedures and hours of operation.

Prior to filing your entry with U.S. CBP, ensure you have the following:

- A. Valid Proof of Ownership – This is an original certificate of title, or a certified copy of the original. Having the bill of sale, Canadian registration, and any other documents covering the vehicle ownership would be beneficial for a smooth vehicle importation to the U.S.;
- B. Vehicle Compliance Letter – To be imported free of restriction, you will need to contact the manufacturer of your vehicle to see if the vehicle complies with all applicable U.S. Federal Motor Vehicle Safety Standards (FMVSS). The letter from the manufacturer must identify your vehicle by the Vehicle Identification Number (VIN). If the vehicle has stickers on the engine (EPA) and inside the drivers-side door (DOT) stating that the car was manufactured to U.S. standards, you will not need a manufacturer’s letter. Some vehicles are listed by make, model and year on the DOT and EPA websites as conforming. If your vehicle is one of those, that would also negate the need for a manufacturer’s vehicle compliance letter;
- C. **EPA Form 3520-1** – Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations. Should you have questions in reference to EPA regulations of imported vehicles, you can call the EPA Import Hotline at (734) 214-4100, or send an email to imports@epa.gov. Please note that with regard to Code N, it should only be used if a vehicle is non-compliant to EPA standards. If compliant, the CAF member will need to obtain a letter stating such from the vehicle’s manufacturer. And to note, it is always better to import a vehicle that is compliant than non-compliant. As a result, the CAF member should not select Code N if their vehicle is compliant. Please note that not all DMVs require this form.
- D. **DOT Form HS-7** – Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards. Should you have any questions in reference to DOT regulations of imported vehicles, refer to Ref C; and
- E. Official (Green) Passports.

SHIPPING VEHICLES ● ●

If you are shipping a vehicle via a carrier, ensure that your carrier has a copy of completed Form

HS-7, Form 3520-1, Customs Form 3299, as well as copies of your passports/visa/posting message. If the carrier cannot provide these documents to the CBP officer, your vehicle might not be permitted entry into the United States.

LEASED/FINANCED VEHICLES ● ●

If your vehicle is leased or financed, verify your eligibility to import the vehicle into the U.S. in accordance with your Canadian lease agreement and U.S. Customs regulations. Some manufacturers may not permit leased vehicles to be moved out of Canada. Request a letter of permission from your finance company/provider in order to verify your eligibility to import the vehicle into the U.S. Further complications can potentially arise in regards to state vehicle registration and vehicle insurance. It is recommended that you use the posting loan to purchase your vehicle in full prior to departing Canada.

VEHICLE WARRANTY ● ●

Some manufacturers allow the transfer of an automobile warranty between the U.S. and Canada, but some manufacturers do not. Some manufacturers may continue to honour only certain parts of a warranty, such as extended coverage, maintenance plans, roadside assistance, etc. It is recommended that members contact the manufacturer directly for written details of their warranty transfer policy.

VEHICLE REGISTRATION AND TITLING REQUIREMENTS ● ●

It is important to note that in the U.S. registration and titling are not the same thing. A vehicle title is equivalent to an ownership document, while registration is equivalent to the annual requirement to renew your license plate. Each state determines its own vehicle registration and titling requirements. Some U.S. states allow military members to keep their Canadian registration, but others strictly enforce registration of all vehicles within a 30-day period upon arrival. Please ensure you verify the requirements before departing Canada.

The standard required documentation to register and title a vehicle may include the following:

- A. Original bill of sale;
- B. Provincial registration;
- C. Vehicle title as proof of ownership (many states will not register a vehicle which is leased or when an out-of-state lien exists);
- D. Importation documentation; and

E. Valid insurance policy.

It is recommended that you contact the local [Department of Motor Vehicles \(DMV\)](#) to ensure that you will have the required documentation upon your border crossing and arrival at post.

31. IMPORTATION OF FIREARMS

In accordance with the U.S. DoS, the granting of permission to possess or carry a firearm in the U.S. falls within the jurisdiction of local authorities. Requests to possess or carry a firearm must be forwarded to the appropriate authority in the local jurisdiction in which the affected person resides or intends to reside. It should be noted that any permit, license, or authorization to possess, carry or transport a firearm, which is issued by a particular local jurisdiction, is valid only according to its terms, and only within the jurisdiction of issuance. The control which local authorities exert over the possession and carrying of firearms begins at the ports of entry into the U.S. U.S. Customs officials will normally seize and hold in safekeeping any firearms brought into the U.S. without requisite permits, licenses, or authorization, and will release them to their owners only upon presentation of the requisite permits, licenses, or authorization issued by the appropriate local authorities. Any questions concerning the importation of firearms and where to obtain the necessary application forms may be directed to the [Imports Branch of the Bureau of Alcohol, Tobacco and Firearms](#). Application for the importation of a firearm should be submitted a minimum of 60 days before the intended day of importation to facilitate timely completion of paperwork. Firearms purchased in the U.S. can be exported outside the U.S. upon your departure. You are advised to thoroughly review Canadian and U.S. policies prior to firearms purchase.

Note:

As per [CFR 478.115 \(eCFR\)](#) foreign military personnel are exempt importation under special conditions: exclusive use while on official duty.

32. FORCE TESTING

During the screening process, CAF members posted to the U.S. are advised to complete a FORCE evaluation before departing Canada to ensure its validity for one year past their COS date due to the limited availability of PSP staff in locations. FORCE testing occurs periodically throughout U.S. during the fiscal year, but is not a guarantee to always keep you current. Additionally, locations at high altitude may require acclimatization prior to taking part in intense physical activity.

33. MILITARY CLOTHING ●

There are no clothing stores facilities in the USA; however, 17 Wing MSS clothing stores will provide limited support during your tour in the U.S. (operational clothing only). Members should ensure that they arrive with sufficient items of operational kit in their possession for their entire tour of duty. The [Combats Online](#) and [Clothing Online](#) initiatives provide the direct delivery of operational and non-operational clothing to CAF members in Canada and the U.S. Due to on-going shipping challenges; it is recommended that you order all the items you might need before proceeding on your move.

34. OUT-CLEARANCE FROM LOSING UNIT ●

There are a couple of items below that are different from regular out-clearances.

MILITARY PAY ●

Personnel posted in the U.S. must ensure their pay account banking default is changed to “NO BANKING” during their losing unit out-clearance. This will ensure that members are not paid to their Canadian banks after departure from Canada. If your losing unit advises that they will not change your pay arrangements to “NO BANKING,” please have the losing unit administrator contact [CFSU \(CS\) PSS OR](#) who will explain this process to them.

Your pay in the U.S. will be issued twice monthly (on the usual pay days) in U.S. funds, and at the official monthly rate of exchange as notified by NDHQ/DMPAP. It is normal when posted to the U.S. for your pay statement to read \$0 in the current payment section. This happens if there is any type of pay note on your file. When there is a pay note on file, the pay is automatically zeroed until the OR manually changes the amount; see an example below.

TRANSACTION DETAILS - DÉTAILS SUPPLÉMENTAIRES

CURRENT PAY & ADJUSTMENTS

REG FORCE PAY

TOTAL

NON TAXABLE ALLOWANCES

POST LIVING ALLOWANCE
FOREIGN SERVICE PREMIUM
POST SPECIFIC ALLOWANCE

TOTAL

OTHER PAY ALLOTMENT

THE BANK OF NOVA SCOTIA

400.00

This will be any amount you send to a CAD account, It will be deposited at the end of the Month

TOTAL

400.00

OTHER DEDUCTIONS

UTILITY SHARE
RENT SHARE
CASH/DBA ACQUITTANCE ROLL 22-12-19 (NOTE 01
CASH/DBA ACQUITTANCE ROLL 23-01-03 (NOTE 02
POSTING LOAN MONTHLY DEBIT 23-01-01

2022.13

This will be the USD deposit, shown in CAD

TOTAL

PAY NOTES

(NOTE 01US DOLLAR 2022.13/ 1.356100= 1491.14

This will be the USD deposit, shown in both CAD, USD and with exchange rate

Note:

It is important to update your pay statement delivery in EMAA to a personal email account should you not have access to DWAN during your U.S. OUTCAN posting. CFSU (CS) does not have the capability to change your personal information in EMAA.

DWAN ACCOUNTS

When clearing out of your losing unit, ensure that the local Telecommunications and Information Systems Support (TISS) strips your DWAN and/or CSNI account(s) and enter each account into the “transfer OU”. Also, if you have information that you need to retain from your personal drives and/or your PST file, copy them on a CD/memory stick or your D365 OneDrive. Your local administrator can help you if you need assistance.

35. MEDICAL PRESCRIPTIONS

CAF members and their dependents proceeding on a posting to the U.S. should be in possession of a six month supply of any required prescription medications. An adequate supply will ensure that you will have time to secure an appointment at the U.S. medical facility to seek new

BEFORE YOU MOVE

prescriptions, as refills from a Canadian health care provider will likely not be honoured.

Prescription medications can be two to three times more expensive as compared to Canadian costs. Family members requiring chronic medications should anticipate an additional financial burden resulting from 20% co-pay for prescriptions. Members and their families should also be aware that some types of medications might not be available in the U.S., which may necessitate a prescription change upon the recommendation of the U.S. physician. Please note that if you have access to a Military Treatment Facility (MTF), the U.S. military will normally cover all prescriptions that are in their formulary, whether or not the prescription was written within a MTF or not.

It is recommended that dependants inquire about availability and costs of any medications they require within the U.S. Costs vary significantly and insurance cover a percentage only if only using PSHCP.

36. EMPLOYMENT INSURANCE (EI) ●

Spouses moving to the U.S. on posting with their CAF spouse may be eligible for EI benefits depending on their personal employment situation. It is strongly recommended that prospective EI applicants contact Service Canada prior to departing Canada to understand the EI application requirements and timelines. It is important to note that in order to claim employment benefits, eligible dependents must provide proof that they are legally authorized to seek employment in the U.S. (along with other requirements). Contact the [CFSU \(CS\) Administrative Assistant](#) upon arrival for more information. Note that EI applicants will be eligible to receive EI based on the validity date of their EAD, not the date they arrived in the U.S. on posting or the date they initiated their EAD application. Out of Country EI is processed through the Service Canada Interstate Office at 1-877-486-1650. You will be required to fill out an online EI application form and an Interstate USA Employment Authorization Questionnaire (INS5247). This form will be kept on your file and remain open until you receive your EAD and your benefits commence.

For more information regarding EI benefits please visit their [website](#).

EMPLOYMENT INSURANCE FOR MATA/PATA ●

Pregnant CAF spouses moving to the U.S. with their CAF member spouse may be eligible for EI maternity benefits depending on their personal employment situation. It is important to apply for benefits as soon as you stop working. You can apply for benefits even if you have not yet received your Record of Employment (ROE). If you delay filing your claim for benefits for more than four weeks after your last day of work, you may lose benefits. It is important to note that an

EAD is NOT required for EI maternity benefits.

AT THE BORDER

37. I-94

The I-94 is an Arrival/Departure record, issued either in paper or electronic format by a U.S. CBP Officer to foreign visitors entering the U.S. The purpose of an I-94 is to verify immigration across U.S. borders. Since April 2013, all Arrival/Departure records are also created electronically upon arrival; you will be provided with an annotated stamp in your passport. If provided with a paper document, the admitting CBP Officer generally attaches the I-94 to the visitor's passport and stamps the departure date on the form. Paper I-94 documents are usually issued at a land border crossing; they are not normally issued on an air entry. Even if you are provided with a paper document, an electronic record is still created.

At the border, ensure that you state clearly to the CBP officer that you are moving and show your visa. Prior to leaving the border, ensure that your I-94 does not have an end date, and instead has been stamped D/S (duration of status). It is recommended that you check your [I-94 status](#) shortly after your arrival in the U.S. to ensure that your movement has been properly recorded. If it is incorrect, it will need to be amended. Incorrect I-94 information will cause an individual to be improperly registered with the USCIS, which may preclude dependents from working, children from enrolling in school, etc. so please ensure it is accurate. You do not need to pay a fee to request correction to your I-94 if the error(s) on your document was made by USCIS, through no fault of your own. If you encounter issues, contact your OR immediately upon your arrival.

If you or your family require the information from your I-94 to verify immigration status or employment authorization, the record number and other admission information is available [I-94 Website](#).

38. SELECTIVE SERVICE SYSTEM

The Selective Service System (SSS) is a U.S. government program that registers all U.S. males between the ages of 18 to 25 in order to ensure that a future war draft, if needed, will be fair and equitable. Lawful U.S. non-immigrants with NATO-2 visa DO NOT need to register. Seek further information from the [SSS website](#). If any of the following conditions pertain to you, you may be required to register:

- A. Male U.S. citizen, 18 but not yet 26 years old;
- B. Permanent alien citizen living in the U.S.; and/or
- C. Dual national U.S. citizens.

UPON ARRIVAL

39. IN-CLEARANCE ●

Once you arrive at post you must contact the OR to let them know that you have arrived to ensure commencement of your allowances. They will reach out to you to get your signature on forms IOT commence allowances/deductions and other necessary admin. You will also receive in-clearance requirements from your sponsor that are location specific.

Within 30 days of your arrival at post you will be required to complete the administrative in-clearance documents including:

- A. CFSU (CS) In-Clearance and Checklist;
- B. Local In-Clearance;
- C. Comprehensive PSHCP Coverage (if applicable);
 - i. This is extremely important. Please ensure that if you have dependents that they are switched from supplemental coverage to comprehensive coverage in the Public Service Health Care Plan (PSHCP).
- D. Next of Kin (DND 2587);
- E. Emergency Contact Notification (CF 742);
- F. Family Care Plan (DAOD 5044-1);
- G. Designation of Memorial Cross Recipients (DND 2105); and
- H. Supplementary Death Benefit (DND 497).

40. COMMON ACCESS CARD REGISTRATION ● ●

You must go to the local Defense Enrollment Eligibility Reporting System (DEERS)/Military Personnel Flight (MPF) to begin the CAC registration process. This is an extremely important step; not only to access the base but access to medical and dental care for you and your family. You must notify the DEERS/MPF that you are NATO Forces and that you need your HCDP code in DEERS to reflect a DIRECT CARE status (specifically 011 for the CAF Member and 012 for dependents). This status impacts your entire future interface with healthcare operations and MTF. If the DEERS/MPF personnel have concerns about this, please have them immediately

call the Benefits Counselor/Debt Collections Assistance (BCAC) at your local Tri-Care Operations and Administration (TOPA) Office. Once you have received your CACs, please head to the local TOPA office to ensure you are properly registered in Military Health System (MHS) Genesis. MHS Genesis is a portal that you will use for all of your Medical and Dental needs in the U.S. You can find a MHS Genesis Patient Portal Registration/How-To Guide [here](#).

When you register with DEERS you will be provided a Foreign Identification Number (FIN); you must keep this information handy. FIN is sometimes referred to as pseudo social security. Please ensure the Orderly Room takes copies of you and your families CACs for your pers file. I recommend adding your FIN to their photocopy so it is kept somewhere if you happen to lose it.

41. SPECIAL LEAVE (RELOCATION) ●

It is the policy of the CAF to ensure that members have the time they need away from their primary duties to resolve personal administrative matters arising from posting relocations and attached postings. A period of five days for Special Leave (Relocation) may be authorized at the at the gaining unit by the member's CO or Delegated Authority. Once you receive notice when your F&E is going to arrive you may submit your leave pass in Monitor Mass. If you do not have access to Monitor Mass, please contact the OR for assistance.

42. DELIVERY OF FURNITURE AND EFFECTS (F&E) ●

Upon arrival at post, ensure your driver has your cell/hotel number for F&E delivery. If you have a change in itinerary, ensure your driver has your current contact information in the U.S. For further assistance, contact the U.S. F&E Movement representative in Ottawa at (613) 949-9978 or DND.Ottawa.F&E.USA-Ottawa.M&E.USA.MDN@forces.gc.ca.

Unpacking of your F&E must be completed by the carrier/local agent to comply with insurance regulations. You may find that unpacking is not a normal practice by some U.S. agents, and some seem quite surprised that unpacking is requested or required. However, the moving contract includes the charges for unpacking, and it is a mandatory requirement within the regulations. To avoid problems in obtaining unpacking services on arrival of your F&E in the U.S., you are advised to take the following actions:

- A. Prior to departing your unit, ensure your Base Traffic Section, mover, and especially the driver, are aware that unpacking at destination will be required;
- B. Upon arrival at your destination, ensure the destination agent is aware that unpacking is required on arrival of F&E;
- C. Prior to off-loading the truck, advise the driver that you wish to be unpacked. If your

- request is refused, advise the driver they have 24 hours to unpack. Notify the driver and your F&E Movement representative in Ottawa if they refuse, keeping in mind the time zone difference between your time zone, so appropriate action can be taken; and
- D. Contact Ottawa F&E to receive a copy of your FEAMS report to finalize your BGRS move claim.

DAMAGED F&E CLAIMS ● ●

To facilitate insurance claims for missing articles or boxes, you are expected to annotate your copy of the moving company inventory list as the van is unloaded and note any shortages. When the van is completely off-loaded, ensure the driver countersigns the list. In-transit insurance on F&E is now being provided by the moving company. Any insurance claims must be handled between the member and the moving company. CFSU (CS) does not become involved with insurance claims unless the member experiences problems in administrative dealings with the moving company. Members normally have 30 days from the date of unpacking to notify the carrier company if they wish to make a claim. These dates may vary based on the mover and the contract. It is recommended that you request direct deposit for any funds being provided to you.

43. UTILITY BILL START ● ●

Most states will not allow you to put your Utility Bill(s) in your name prior to the start of your lease, but they will allow you to back date them to the start of your lease because you are military. Some you can do online; others you must go in person to initiate them. Please ensure they are started for the first day of your lease.

44. DRIVER'S LICENSES ● ●

Most states permit military members to retain their Canadian driver's permit provided that the car is registered in the province that issued the permit. The local DMV can give advice concerning this privilege. Renewal of Canadian driver's permit is also normally permitted. However, some provinces will not issue a driver's permit to other than a bona fide domicile address within the particular province. Contact your local provincial authorities and insurance provider concerning this privilege. As a general rule, driver's permits and automobile plates must be registered from the same province or state.

Most Canadian provinces will allow CAF members who are being posted to retain their provincial driver's license or to renew the license prior to departure for 5 years, free of charge. CFSU (CS) strongly advises that members and dependents do not let their Canadian licenses

expire as a U.S. license is often only issued for the duration of a visa. If you must drive home at the conclusion of your posting, you will need a valid license.

Note that some DMVs will insist that CAF members must present an A (alien) number as part of the verification process, which you will not have since they are in the U.S. temporarily and are not immigrating here. Instead, and as per the [USCIS website](#), an unexpired passport or I-94 Arrival/Departure record will suffice. If a member encounters a problem with their State DMV, it is recommended they print details from the USCIS website below and present to their DMV.

To obtain a license from the state in which you live, you can go to the DMV and apply to get your license switched from a Canadian license to an American license. Some states may ask you to do a written and/or road test to be granted a license in that state. The required documentation for obtaining a driver's license is:

- A. Canadian license;
- B. Passport with I-94; and
- C. Proof of U.S. residency in the form of a bill with the local address on it.

It is recommended to book an appointment with the DMV in advance to ensure you can get your licenses. You will need these before you register and title your vehicle. Many DMV's are booking appointments for a minimum of one month out.; other DMV's will accept walk-ins for military members in uniform only. Please visit the [DMV](#) website for more information or to book an appointment.

Some states require you to complete a [SAVE \(Systematic Alien Verification for Entitlements\) verification](#) in order to obtain a REAL ID compliant driver's license to a non-immigrant (i.e. NATO-2 visa holders. Note that a REAL ID is a driver's license or identification card that is also a federally accepted form of identification; they are marked with a gold bear or star.

Nil exceptions are permitted and applications cannot be expedited. Applicants must ensure they have all required documents when applying for the REAL ID license; best to confirm acceptable documents with the state DMV before applying. Please note that CFSU (CS) is unable to intervene or address this matter on behalf of the member or their dependents.

DRIVER'S EDUCATION ●

Most states offer a driver's license to eligible individuals over the age of 16; however, this may vary by state. An applicant must complete practice driving for a set number of hours and then pass the road test in order to obtain an initial driver's license.

Many high schools in the U.S. offer Driver's Education in school and over the summer. The age one becomes eligible to obtain a learner's permit is typically 15, although the age varies by state. A license is issued only after the student driver takes a driver's education course, passes a written exam, and provides proof of a set number of hours of practice driving. It is important to remember that you will need the proper documentation when applying for these licenses. To obtain a permit, the dependent will need:

- A. The dependent's passport with I-94 (the passport serves as a form of photo ID); and
- B. Proof of residency in the form of a bill with your address on it.

Some states allow an individual to drive on their Canadian learner's permit, provided that the individual is already in possession of their learner's permit when they arrive in the United States. This is beneficial for student dependents who visit during the summer months, or for those dependents that will visit their family members in the U.S. for only a short time and do not choose to enroll in a driver's education course.

45. VEHICLE REGISTRATION AND TITLING

As mentioned above each state determines its own vehicle registration and titling requirements. Some U.S. states allow military members to keep their Canadian registration, but others strictly enforce registration of all vehicles within a 30-day period upon arrival. If you are importing your vehicle you will be required to register and title your vehicle upon your arrival. Please note that you will need your state driver's license before you can register and title your vehicle.

The following documentation is required to register and title a vehicle may include the following:

- A. Passport and I-94;
- B. Original bill of sale;
- C. Provincial registration/proof of ownership (many states will not register a vehicle which is leased or when an out-of-state lien exists);
- D. Importation documentation stamped by CBP; and
- E. Valid insurance policy.

Taxation is primarily a "state" issue in the U.S.; not only do the laws differ from state to state, each state is authorized to interpret governing treaties at their discretion. Although the NATO SOFA Agreement exempts or grants certain privileges, it is in every state's right to determine if the privileges will be honoured in that state. In a number of states, the Registry of Motor

Vehicles charges a tax when registering your vehicle(s). Here is a break-down of the vehicle tax types and what exemptions, if any, exist under the NATO SOFA Agreement:

- A. Vehicle Personal Property Tax is a tax on a tangible movable property. The NATO SOFA Agreement exempts military members from paying this tax. In a number of states, the DMV charges a tax when a vehicle is registered. The [NATO SOFA Agreement](#) exempts military members from paying this tax – if the vehicle is solely registered in the primary member’s name. Any vehicle registered solely in a spouse’s name will be subject to personal property tax. Changing ownership from a sole spouse to the primary member may avoid an expensive yearly tax. Although the cost to change ownership is not reimbursable, it is much cheaper than paying a yearly state tax. Any changes of ownership must be made prior to leaving Canada.
- B. Ad Valorem Tax is a tax imposed “*according to value.*” It is typically imposed at the time of the transaction (a sales tax), but it may be imposed on an annual basis. It is a tax based on the value of personal property.
- C. Sales Tax is added to the price of the taxable goods or service and is collected from the purchaser at the time of sale.
- D. Use Tax is due on the use or consumption of taxable goods or services when sales tax was not paid at the time of purchase. The NATO SOFA Agreement does not cover this use tax although each State and even each DMV interpret the SOFA differently.

46. EMPLOYMENT AUTHORIZATION DOCUMENT (EAD) ●●

Eligible dependents are permitted to seek and take up employment while accompanying the primary member on post, provided they have sought an Employment Authorization Document (EAD) and a Social Security Number (SSN) prior to commencing employment. A derivative visa does not automatically grant dependents the right to work in the United States. Dependents must have an EAD before applying for an SSN. The minimum age for an EAD is 16. Contact [CFSU \(CS\) Administrative Assistant](#) for more information and to get the process started.

47. SOCIAL SECURITY NUMBERS ●●

A SSN may make it easier to obtain a U.S. credit card or a driver’s license in some states. Applications for a SSN may be initiated fifteen days after arrival at post and immigration to the U.S. It cannot be applied for prior to arrival in the United States. The U.S. Citizenship and Immigration Service (USCIS) Systematic Alien Verification for Entitlements (SAVE) database can take approximately two weeks to update all relevant information from the traveler’s border crossing. Information can be found on the [Social Security Number website](#).

Note:

In order to receive a SSN, dependents must first have an Employment Authorization Document (EAD). Please note that there are no provisions to obtain a SSN prior to actual immigration to the U.S. This is a U.S. immigration policy.

FOREIGN SERVICE INSTRUCTIONS

While stationed in the U.S., your allowances and benefits are governed by [CBI 10](#). The intent of this chapter is to give you extra allowances and benefits that will assist in maintaining a standard of living comparable to that enjoyed in Canada. The allowances help to defray the high cost of living and prevent you from being placed in a more or less favourable financial position than you would be if serving in Canada. It will provide you with a reasonable incentive to serve outside Canada.

You are entitled to three distinct Foreign Service allowances: Post Foreign Service Premium (FSP), Post Living Allowance (PLA), and Post Specific Allowance (PSA). Please note that some unaccompanied locations have different allowances. These allowances will become part of your Net Monthly Entitlement and will be deposited to your U.S. bank account along with your pay.

You will also be entitled to claim for a variety of other expenses that you are not allowed to claim in Canada. These include, but are not restricted to: Commuting Assistance Allowance (CAA), Post Travel Assistance (PTA), Child Care and/or Day Care Expenses, Spousal Employment Assistance, Compassionate Travel Assistance, etc. Please read the Foreign Service Instructions to see what may be applicable to you and contact the Orderly Room for more information. The following sections will spell out the most common allowances/benefits.

48. FOREIGN SERVICE PREMIUM ●

Post FSP is a non-taxable monthly allowance paid to recognize service outside Canada and to compensate the member for expenses incurred that are not specifically reimbursed by other allowances. FSP is based upon the time served outside Canada and your household size. If you have any changes in household size, it is imperative you reach out to the Orderly Room.

For the purpose of calculating qualifying points for FSP as set by Treasury Board, you must have ten (10) FSP compensation days (at post) in the month that you arrive to get a point credit for that month. Compensation days are days defined as those which you would normally be at work.

Note:

Operational FSP points (MFSS FSP) accumulated after 23 July 2003 are not interchangeable with Post FSP points.

49. POST LIVING ALLOWANCE ●

PLA is a non-accountable monthly allowance paid to compensate for variations in the cost of goods and services between Canada and the post. A member's disposable income will be adjusted by a percentage of pay and a Post Index (PI) (set annually by Treasury Board, StatCAN and DCBA), which is designed to provide the member with purchasing power comparable to that which the member would have enjoyed at the same salary level in Canada. Not all areas receive this benefit if the cost of living is found to be cheaper than Canada, and this benefit could change on a monthly basis.

50. POST SPECIFIC ALLOWANCE ●

PSA is a non-accountable monthly allowance paid to assist a member in miscellaneous travel requirements. It is based upon 80% of economy air travel (Y fare) from post to Ottawa. PSA rates are adjusted annually.

51. COMMUNITING ASSISTANCE ALLOWANCE ●

CAA is to assist you with the increased cost of getting to work compared to costs in Canada. It is the difference between your actual commuting costs minus the commuting share. There are many factors that go into determining if you are eligible, including distance from work, how many days you travel to work, whether there are expenses or tolls incurred (tolls are subject to approval if adequate public transportation does not exist in your location). The commuting share is the most current daily/monthly OC Transport Pass rates. CAA is reconciled once per year. See [CANELEMNORAD Routine Orders](#) for schedule and instructions. Submit your claim as soon as possible, as claims are only reimbursable up to 12 months after expenses have been incurred.

52. UTILITY SHARE/ALLOWANCE ●

If you are renting you will pay a rent share each month based on your pay level and household size. You are also entitled to a Utility Allowance to cover the costs of authorized utility charges incurred during the same period for which you receive your rent allowance. In order to receive a

utility allowance, you are to request an allowance in writing to your Orderly Room. The following steps must be taken:

- A. Get an idea (forecast) of what you will be spending for each utility on a monthly basis. It is highly recommended that members either contact the utility companies themselves or ask the previous tenants to get an accurate reflection of monthly utility costs. Utility provider budget billing is not to be used as members are reimbursed actual monthly costs, not monthly payment amounts. Should your monthly utility costs be burdensome, make the request to your Orderly Room to start or increase your Utility Allowance; a dollar amount is required.
- B. Once a Utility Allowance is submitted, it should remain in effect for the duration of the fiscal year. Requests to change the allowance during the FY may be submitted to your Orderly Room; and
- C. “Utilities” security deposits, hook-up fees, security systems, cable and telephone services are the responsibility of the member and will not be reimbursed by CFSU (CS). All hook-up fees for utilities are claimable through CAFRD.

Admissible utility expenses include charges for the following:

- A. Rental and repair of meters;
- B. Identifiable water problems; provide a statement from your doctor, State, or health department, indicating that tap water is not safe for drinking;
- C. Water;
- D. Gas (for homes);
- E. Fuel used for heating, including the cost of firewood where wood is the “PRIMARY” source of heat, or is required as an essential supplement to an inadequate heating system, or is used in fuel efficient fireplaces designed to reduce energy consumption;
- F. Fuel used for cooking (less BBQ fuel);
- G. Electricity;
- H. Sewage;
- I. Garbage collection and recycling;
- J. Fire protection;
- K. Police protection;
- L. Street cleaning (where required by law);
- M. Mail delivery;
- N. Street lighting;
- O. Snow removal (other than personal driveway/parking spot);
- P. Sales or excise tax on the related bills for the items listed above; and
- Q. Residential pest control costs where pest control is required by local law or where

considered by the senior officer to be in excess of your personal responsibility. Such charges shall be limited to those that would not normally be incurred in Canada or would be the responsibility of a Canadian landlord or appropriate local authorities such as the municipal health or sanitation department.

Items such as pest control, firewood, etc. must receive CFSU (CS) approval BEFORE being included in the utility allowance forecast. Such submissions are to be addressed to the [CFSU \(CS\) PSS OR](#).

Non-admissible items include:

- A. Telephone service, cable TV and internet;
- B. Personal services, including those provided by a doorman, janitor, maid, concierge or gardener;
- C. Carpet cleaning; and
- D. Utility charges related to swimming pools or hot tubs – Pool Utility Calculator will be used to determine costs.

It should be noted that in some states, certain utility companies may request that a deposit be made prior to hook up of service. To avoid these unplanned deposits, it is recommended that members obtain a “good customer” letter from their current utility provider in Canada. In most cases, the U.S. utility provider will waive a security deposit if they have this letter.

The Utility Allowance is deposited around the 25th of each month in the same USD account to which your rent is deposited.

Common concerns:

- A. If the bills must stay in your landlord’s name. That is acceptable provided proof of payment to landlord is given;
- B. Service charges/initiation fees are not reimbursed under utilities, however, they are reimbursed through BGRS;
- C. Deposits are not reimbursable because they are returned to you. The credit will not be accounted once applied;
- D. Pest control for inside the home will require pre-approval from CFSU (CS); and
- E. If you have a pool, you will be required to use the Pool Utility Calculator to determine the costs associated with maintaining the pool and account for it on the reconciliation as these costs are member’s responsibility.

53. UTILITY RECONCILIATIONS ●

Since you pay a utility share you are able to be reimbursed for the full cost of utilities less the utility allowances you have received. Utilities are reconciled once per year. See [CANELEMNORAD Routine Orders](#) for schedule and instructions. You are expected to submit and retain all individual invoices from each utility company along with proof of payment.

54. COMPASSIONATE TRAVEL ASSISTANCE (CTA) ● ●

In the unfortunate event of a critical illness/injury or death of an immediate family member, always contact your CoC. The CFSU (CS) team will provide you and your CoC with all the entitlements and detailed instructions at the time of approval. The intent of CTA is to provide assistance to the CAF member and/or the spouse/dependents for the reimbursement of some transportation expenses and travelling expenditures. Entitlements vary by situation; please see [FSD 54](#) for more details. CTA must be authorized by the approving authority prior to any financial commitment. Please reach out to your Orderly Room with an explanation and copy of your approved leave pass, to receive approval to commence booking.

55. DAYCARE ASSISTANCE ●

In recognition of the high costs of daycare at many posts, the Post Living Allowance does not provide an allowance to assist single or working parents with the costs of enrolling children in accredited daycare or day-nursery institutions, which are in excess of costs for similar facilities in Ottawa. Assistance is provided for children who have not reached the age for full-time school enrollment (which they would then fall under CEM). To determine if you may be eligible for daycare assistance, please refer to [FSD 32](#) or contact [CFSU \(CS\) FSS](#) for more information and instructions on how to apply.

56. EMPLOYMENT ASSISTANCE FOR SPOUSES ●

Spouses who accompany a CAF member on posting may be entitled to financial assistance for association dues and employment-related allowance, following relocation to and/or from Canada or a cross-posting. Items that may be reimbursed are listed under [CBI 10.13](#) and [FSD 17](#) or contact [CFSU \(CS\) FSS](#) for more information.

MEDICAL/DENTAL CARE

CAF Health Services Group HQ Detachment Washington is a lodger unit within CDLS(W) and provides medical oversight to all U.S. OUTCAN personnel (both CDLS(W) and NORAD pers). The Det is comprised of the following: the Canadian Forces Health Services Attaché (CFHSA - a CAF Medical Officer (CAF MO)), the Canadian Forces Medical Liaison Officer (CFMLO - a CAF MO), the Staff Officer Health Administration (SO Health Admin) and the Health Services Co-ordinator (HS Co-ordinator - a Medical Tech) and a Medical Records Assistant. This team of five provides guidance to 700+ CAF pers and their families regarding all aspects of health care and the administration of entitled benefits while in the USA. Please look at their [website](#) to review all the information they provide. If you have any follow-on questions please reach out to them directly at CDLSW-MedicalAdmin-ELFCW-AdminMedical@forces.gc.ca.

As mentioned in the CAC registration section it is imperative that you are registered with DEERS and TOPA properly. If you experience any issues on your first trips to a MTF the TOPA office is your next stop, do not call Tri-Care directly.

57. WHO IS ENTITLED TO CARE ● ●

In order to qualify for care at U.S. bases, a CAF member must be on invite of USG/DoD. Under the terms of the NATO Status of Forces Agreement (SOFA) and U.S./Canada Reciprocal Health Care Agreement (RHCA), outpatient and/or inpatient services for authorized CAF personnel and their dependents will be provided at U.S. Military Treatment Facilities (MTFs); where no U.S. MTF exists or in emergency situations, civilian facilities are to be accessed for initial care. If ever in doubt, please contact the [SO Health Admin](#). Please note that Dental Care for dependents is not available at MTFs; they must use a civilian provider.

58. MEDICAL/DENTAL EXAMS AND RECORDS ●

In conjunction with your OUTCAN screening, all CAF personnel posted to the U.S. will have a medical and dental examination prior to their departure from Canada. Any change to your medical or dental fitness must be reported immediately to the CFMLO or HS Co-ordinator. If a member is posted to the U.S. and then deemed unsuitable for employment, the U.S. authorities may refuse to employ the CAF member, resulting in early repatriation.

It is important and mandated by QR&Os [19.18](#) and [34.13](#), that CAF members must report changes to their medical condition to a CAF medical provider. Personnel posted OUTCAN are obliged to report all changes in information to the CFMLO, as well as submitting Clinical Notes after medical appts to CFMLO for upload to CFHIS. Members are reminded that they are leaving the Canadian jurisdiction, and the U.S. does not allow for release of medical documents to anyone but the individual.

Medical records for CAF members are held at CDLS(W) in CFHIS. Members are not permitted to hand carry files to the United States. All original dental files will be held by 1 Dental Unit HQ Ottawa. Even though your medical file will be located elsewhere, it can be available upon request to your U.S. medical providers. Should any information from original file be required by a U.S. health care provider, contact the HS Coord to coordinate as copies can be forwarded to medical providers. While receiving treatment in the U.S., medical records should be forwarded to the Medical Records Clerk on a regular basis so they can be placed on your permanent file.

59. PSHCP AND MSH INTERNATIONAL ●

CAF dependants are PSHCP participants, so they may need to claim medical expenses through MSH International. As mentioned above, in Canada, family members have access to supplemental coverage (it supplements provincial plans) from the PSHCP which is administered by Canada Life. In the US, dependants are switched to comprehensive coverage (must be done when a member arrives at post) and MSH International administers it.

Rules of Thumb:

- A. CAF members must use military MTFs (covered by TRICARE) unless pre-authorized by CAFMLO or TRICARE to use external services or obtain care on the economy (some CAF members do not have access to MTFs); and
- B. Dependants: Strongly advised to use military MTFs if you have access. TRICARE is the Primary Insurer. If TRICARE approves a medical expense, with residual amounts (co-pays/cost-shares) they will be claimed afterward through MSH International. Dependants who do not have access to MTFs or TRICARE will typically use the PSHCP as their primary insurance (unless they have access to other health insurance).

If you have dependents, you will be required to register for MSH International. For folks having difficulty registering with MSH International, a few OUTCAN families have provided guidance based on their experiences surrounding problems with the Plan Number.

Spousal and dependant Plan Numbers are based on the member's date of birth.

Member's Birth Month	Plan Number
January, February, March	52111
April, May, June	52112
July, August, September	52113

October, November, December	52114
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Canada Life Member Certificate Number – As a spouse or dependant, your Canada Life Health Plan Certificate Number may only show one of the 5-digit numbers listed above whereas the CAF Member's Plan Certificate Number will be up to 10 digits long, starting with an alphabetical letter - e.g., E000796638.

Plan Number for MSH International Registration – To successfully register with MSH International, you have to add a zero (0) in front of the spousal or dependant plan number and remove the alphabetical letter, replacing it with a zero (0), from the member's number. Please see the example below:

- A. Spousal or Dependand Plan Number: 52111
- B. Member's Plan Number: E000796638
- C. Plan Number for MSH International: 052111-0000796638

60. OPTICAL SUPPLIES ●

CAF members are generally only eligible to purchase eyewear every 2 years - any purchase made prior will not be reimbursable. See [CFHS Instr 4020-05 Optical Supplies and Services](#) for more information. Process is as follows:

- A. Log on to your [Blue Cross Portal](#) to determine when your last eyewear purchase was. You must purchase your new eyewear after 2 years has passed from the date listed in your portal.
- B. Contact the CAFMLO for approval to purchase eyewear. Once approval is provided, you can purchase eyewear as per reference. Generally, there is no entitlement to purchase contact lenses.
- C. Submit claim (consisting of CFMLO approval, invoice, receipts and CF52 claim form) to the [HS Med Admin Team](#).

OTHER IMPORTANT ADMINISTRATION

61. INCOME TAXES ● ●

It is the responsibility of individuals to make themselves fully aware of their own individual tax affairs and the implications of working in the U.S. As individual tax situations will differ and

CFSU (CS) are not registered tax agents, no assistance can be given regarding U.S. or Canadian taxes.

Government employees posted outside Canada are usually factual or deemed residents of Canada for income tax purposes. It is the member's responsibility to deal with their personal Canadian Revenue Agency (CRA) administration.

“Factual Resident” means that although you are not in Canada, you are still considered a resident of Canada for income tax purposes. Factual residents of Canada have residential ties with Canada while living OUTCAN. Residential ties may include the following: a home in Canada; a spouse or common-law partner or dependents in Canada; personal property in Canada, such as a car or furniture; and social ties in Canada. Other ties that could be considered relevant include possessing a Canadian driver's license, Canadian bank accounts or credit cards, and/or health insurance with a Canadian province or territory.

A “Deemed Resident” is defined as an individual who no longer has residential ties with Canada and who falls within certain criteria. For a list of such criteria, please reference the [Canadian Revenue Agency's website](#).

If you lived in Quebec before you left Canada, the following applies: *“In addition to being considered a Deemed Resident of Canada, under Quebec law you may also be considered a Deemed Resident of that province. If this is the case, you may have to pay Quebec Provincial income tax while you are serving abroad. For example, if you are a Deemed Resident of Canada and you were at any time in the year an agent - general, officer, or servant of The Province of Quebec and you were a resident of that province just before your appointment or employment with that province, you have to pay Quebec provincial income tax. To avoid double taxation (surtax for non-residents and deemed residents of Canada plus Quebec provincial income tax), attach a note to your Federal return telling CRA that you are subject to Quebec Provincial income tax, you are filing a Quebec provincial return, and that you are asking for relief from the non-resident and Deemed Resident of Canada surtax. For more information, contact CRA.”* The province of Quebec also grants relief to certain taxpayers who are “Deemed Residents” of Canada and Quebec. For more information, contact [Revenu Québec](#).

All spouses who are accompanying CAF members on posting and intend to return to Canada following the assignment will be considered a factual resident of Canada. Do not complete Form NR73 – Determination of Residency Status (Leaving Canada) if this applies to you. If your circumstances differ from this, it is the responsibility of individuals to contact the CRA to determine their residency status, usually through the submission of [Form NR73 – Determination of Residency Status \(Leaving Canada\)](#) to the CRA.

U.S. TAXES ●

It is the responsibility of all holders of an EAD to file taxes in the United States. Dependents working on the U.S. economy are responsible for filing U.S. taxes while employed in the U.S. Filing incorrectly can cause extensive delays in renewing work authorization. Teleworking in the U.S. for a Canadian company still requires an Employment Authorization Document for CAF dependents. General information on taxation and work authorizations for the U.S. may be found on the [IRS website](#).

62. HAVING A CHILD IN THE U.S. ● ●

There are a number of factors to consider around having a child in the U.S. and these are determined, in part, by the visa class of the member when the child is born. Issues around dual citizenship, obtaining Canadian passports, and the potential for the child to have to file taxes with the IRS every year from age 18 are some of the issues which may arise. Please contact the [MFS](#) for more information if you are considering having a child during your posting. If you have a child or get married while in the U.S., you must also contact your Orderly Room as you will require a new EVA. The new EVA will be processed once the posting message has been amended. The new EVA will ensure that the child is able to be enrolled for medical care at U.S. bases in DEERS. In addition, your allowances will change.

While you are posted to the USA, due to operational requirements of your unit and limitations in backfilling the position, Maternity/Parental Leave may be reduced. Further information can be obtained from your Orderly Room.

63. ANNUAL LEAVE ● ●

While you are posted to the U.S., all CAF Leave policies still apply to you. Leave passes are to be submitted in Monitor Mass through your CoC for recording in Guardian and inclusion on your leave file. Accumulation of leave, or leave cash-out, will not be authorized unless an operational reason exists and is the responsibility of your CoC.

When travelling while you are posted to the U.S. you are not to use your blue to travel, even for personal travel. This applies to your dependents as well. You may use your personal passport for onward travel from Canada to a third destination but all entry to the U.S must be done on your official passport. The U.S. visa contained in the issued green passport entitles the bearer to re-enter the U.S. Complications can arise as a result of re-entry to the U.S. on your blue passport.

Administration related to personal travel is the responsibility of the member to research and conduct.

Foreign countries are entitled to impose their own entry and exit restrictions and may have their own visa requirements. Canada's relationships with other countries are not automatically the same as our allies. It is therefore important that visa requirements for countries are checked well in advance of travel.