



2026 Welcome Brief

FINANCIAL SERVICES SECTION (FSS)



WHO ARE WE?

- Capt Kim
 - Comptroller
- PO1 Bardauskas
 - FSS IC/FSA Manager
- Sgt Forest
 - FSS 2IC
- Sgt Peters
 - Claims IC
- Sgt LaFave
 - Fin Management IC
- MS Pamplona
 - Head Cashier
- MCpl Gagnon-Robitaille
 - Fin Management 2IC
- MCpl Giguere
 - Claims 2IC
- Tracey Wenger
 - Fin Management/Policy
- Cpl Julia
 - FSS Claims Administrator
- Cpl Maningat
 - FSS Claims Administrator
- Cpl Card
 - FSS Claims Administrator
- A. Jones-Foster
 - FSS Claims Administrator

WHERE ARE WE LOCATED?

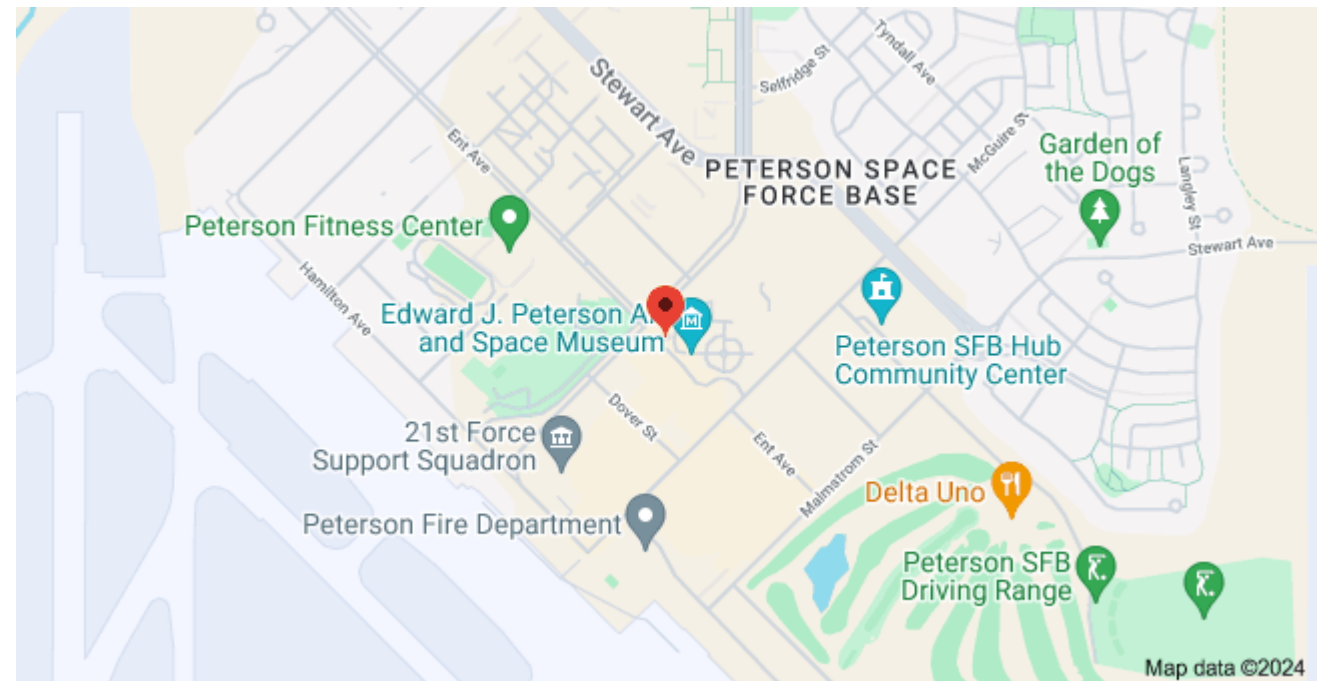


Address:

135 East ENT Avenue, BLDG 365

Peterson SFB

Colorado Springs CO 80914





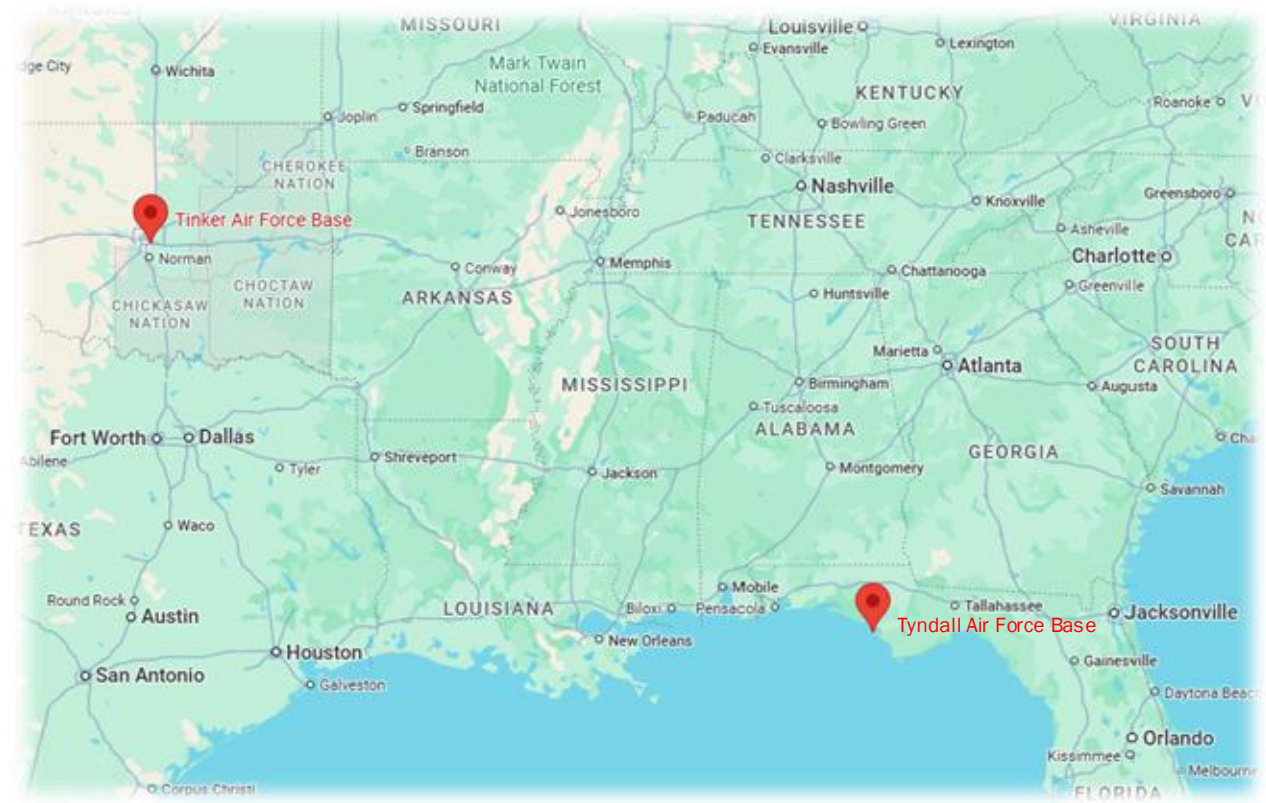
WHERE ARE WE LOCATED?

Sgt Joy Forest:

Tyndall AFB, Panama City, FL

Sgt Diana LaFave:

Tinker AFB, Oklahoma City, OK





WHAT DO WE DO?

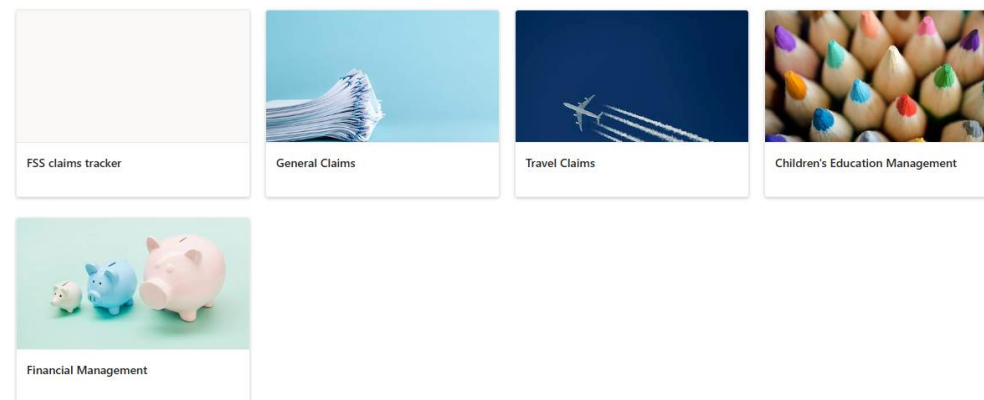
- Claims: General, Utility, CAA, Travel
 - P-COS.Claims@forces.gc.ca
- Travel Approvals
 - cfsu.travel@forces.gc.ca
- Cashier
 - P-OTG.cfsuocashier@forces.gc.ca
- Financial Management
 - cfsufinmanagement@forces.gc.ca



CFSU FSS SHAREPOINT

Financial Support Services (FSS) Section - Colorado - CANELEMNORAD

Quick Links



Personnel

Comptroller: [Capt Yohan Kim](#)
FSS Manager: [PO1 Paul Bardauskas](#)
FSS Supervisors:
 FSS 2IC - [Sgt Joy Forest](#)
 Fin Mgmt IC - [Sgt Diana LaFave](#)
 Claims IC: [Sgt Opeshia Peters](#)
FSS Claims 2IC: [MCpl Miranda Giguere](#)
Fin Mgmt 2IC - [MCpl Gagnon-Robitaille](#)
Head Cashier: [MS Pamplona](#)
Claims Administrators:
 [Cpl Keenan Card](#)
 [Cpl Natasha Maningat](#)
 [Cpl Adrian Jula](#)
 [Amanda Foster Jones](#)
 [Tracey Wenger](#)

Positional Email Accounts

Claims: P-COS.Claims@forces.gc.ca
Travel Verification: cfsu.travel@forces.gc.ca
Cashier: P-OTG.cfsuocashier@forces.gc.ca
Financial Management:
CFSUFinManagement@forces.gc.ca

Financial Authorities

Edit in grid view

Share

Export to Excel

New

All Items

GP

SortByDet

Add view

J/Det

Name

Financial Role

DoA Number

FC/CC

[Click Here](#)

Excess Medical/Dental Claims



- CFSU(CS) Reimburses the Excess Dental cost for Dependants.
 - This amount is provided by Canada Life after it has been processed by them and is shown per the example.
- Medical reimbursements for members are reimbursed via CDLS Washington. While Dependants are claimed through Canada Life/MSH.
 - In the event of an excessive medical bill, a medical advance can be provided by CFSU until MSH can provide reimbursement.

canada life
mycanadalifeenrol.com

October 17, 2023

Box / C.P. 6025, Stn Main
Winnipeg MB R3C 3A5
1-855-415-4414

Dear [REDACTED]

RE: Patient: [REDACTED]
Excess dental

Plan no: [REDACTED]

Under the Public Service Dental Care Plan (PSAC/NJC) and the Canadian Forces/RCMP Dependants Dental Care plan, eligible expenses that are incurred outside Canada and are higher than in Ontario may be claimed through the foreign service directives.

Below is a summary of your dental expense in excess of eligible expenses you are entitled to claim for services received:

Date(s)	Out of country Plan member share(s)	Ontario Plan member share(s)	Excess dental expenses cdn \$188.16
Aug 24, 2023	\$210.36	\$22.20	

The plan member's share is the difference between the eligible expense and the amount paid under any part of the Public Service Dental Care plan.

If you have any questions, please contact us through our plan member site.

You may also contact us at the number shown above if residing in Canada or the USA. For all others countries, you can call collect at 204 946 1190, and ask to be transferred to GCCS. Once transferred, please choose the out of country option from the menu.

Your claim service representative [REDACTED]

000015

HEAD OFFICE AND CANADIAN REGION HEADQUARTERS:
CANADA LIFE CENTRE, WINNIPEG, CANADA
CY0008-3/23



CLAIMS EXPECTATIONS

- NEO is the ONLY approved Gov't provider for flights while on TD
 - Requests for flight reimbursement by other means will not be accepted or approved
- When using the TDR app – ensure all variable/known expenses are entered
 - CAL, Rental Vehicle, Taxis, PMV Mileage, Fuel, Hotel, Baggage, Meal Rates (NEO, National Joint Council)
- If taking leave ICW TD – Estimates and quotes MUST be provided and accepted prior to travel
 - If revised travel dates result in a higher cost than original, mbr is responsible to pay the difference
- Please allow 21 days after claims submission before inquiring on the status of your claim.
- Please direct all pay and allowance questions to the PSS section
 - +CFSU (CS) PSS OR - SvcAdmin USFC(CS)@CANELEMNORAD CFSU (CS)@Colorado Springs, US



CLAIMS EXPECTATIONS CONT

- Initiate your travel request via the TDR app available on the CANELEMNORAD Sharepoint.
 - Email the travel approval + box for assistance if needed (cfsu.travel@forces.gc.ca)
 - Transmittal lists are included on the Travel claims section of the FSS SharePoint page
- Initiate your claim on your own ClaimsX account.
 - Email the claims + box for assistance (P-COS.claims@forces.gc.ca)
 - Email copy of claim and supporting documents to claims + box
- Before your first TD, have your PON transferred from previous post.
 - Email: [+PON 023 ClaimsX - NBS 023 ClaimsX@CANELEMNORAD CFSU \(CS\)@Colorado Springs, US](mailto:+PON 023 ClaimsX - NBS 023 ClaimsX@CANELEMNORAD CFSU (CS)@Colorado Springs, US)
- Sending a completed file package will assist to process your claim in the most efficient manner
 - Goal to minimize back and forth, obtain further approvals that may cause delays

Delegation of Authorities

Executives and Military Equivalents (LCol and above)

- Using Public Funds Responsibly (COR250)
- Practicing Responsible Procurement (COR451)
- Managing People Effectively (COR152)
- *Authority Delegation Validation Assessment for Executives (COR254)*
*only required once COR152, COR250, and COR451 have expired (5-year validity period)

In addition to the executive ADT courses, to have a Base Commander DoA the incumbent must have completed the following courses:

- **Basic Procurement and Contracting** (DLN 300834) also known as Online Procurement Contracting
Note: this course is optional for incumbents in Base Commander positions.
- **Green Procurement**
- **Controlled Goods General Awareness Training**
Note: Personnel with absolutely no contact with Controlled Goods are not required to take this training.
- **Contracting Direct with Trade** or the Contracting Certification Course

Delegation of Authorities (cont'd)

RC Admin & Payment Officers/Clerks

- Using Public Funds Responsibly (COR250)
- Practicing Responsible Procurement (COR451)

Revalidation required every 5 years.

QUESTIONS?



THANK YOU FOR YOUR TIME!