



CANADIAN ELEMENT NORAD (CANELEMNORAD)

Canadian Forces Support Unit (Colorado Springs)

OUTCAN Administration

Presented to: CANEMELMNORAD APS 26 arriving mbrs

Presented by: WO Kolbrich and MCpl Gagné

Date: 22 Sep 26

OUTCAN Administration



- ARV Forms- Specifically NOK
- PTA Claims
- HLTA Claims
- Allowances and deductions
- PSS OR Contacts
- Useful Links
- Questions



ARV Forms

- Your responsibility to complete and maintain all forms , PSS OR will assist with the Wills if you do not have a civilian one.
- Update anytime you or anyone on your forms has moved or circumstances change
- CF Will, SDB and ECN- must be 18yrs or older
- NOK
 - The first person listed is the decision maker and must be 18yrs or older
 - This form is not about you, it's about who your family needs around them should something happen to you
 - This is the only form that enables NKTB
- APRV is based on your last name and is the same month as your CAA/Utility reconciliation. In the Routine Orders.



Post Travel Allowance

- Rate based on location
- Claimable items:
 - Meals (either per diem or with receipts)
 - Travel (commercial or fuel for PMV)
 - Entrance tickets (museum, zoo, theatre tickets, etc)
- Must provide proof of travel (boarding pass, fuel receipts)
- Must provide proof of 75% expenditure minimum
- Retain receipts for 7 years
- Ref MFSI Section 22 (10.22.01 – 10.22.04)



Home Leave Travel Assistance

- Must request auth prior to proceeding on HLTA. You require a flight quote.
- Must be on paid leave
- Once every 12 months based on COS date not FY
- Reverse HLTA- NOK to arrive no more than 3 days before mbr is on paid leave and departs no more than 3 days after mbr complete paid leave.
- 3rd Location HLTA- Must be 800kms or more from mbr's post
- Will be briefed on entitlements when HLTA is approved



Compassionate and Travel Assistance

- Compassionate leave does not automatically entitle you to Compassionate Travel Assistance (CTA).
- Compassionate leave is reckoned in calendar days not working days.
- Must go through your CoC for furtherance to P Admin O for CFSU(CS) CO's approval.
- Each circumstance of CTA is different for who is entitled to travel. Be sure to await entitlement clarification.
- Once CTA is approved, PSS OR will provide policy and entitlements for the CTA claim.



Allowances and Deductions

- FSP- points based
- PLA- tied to FSP location/salary based [Appendix A - Annual Post Living Allowance – Nominal Salary \(njc-cnm.gc.ca\)](#)
- PSA- 80% of an unrestricted full economy airfare for return travel from the employee's post to the headquarters city. Rate set annually by Ottawa.
- Mobility Allowance (MOBA)
- Rent and utility shares
- Aircrew Allowance
- Always subject to change



Foreign Service Premium

FSP Table: Ref MFSI 10-14-02(5)

Foreign Service Premium (Effective April 1, 2026 in CAD dollars)

Level	Points	Member	Accompanied by 1 Dependant	Accompanied by 2 Dependants	Accompanied by 3 Dependants	Accompanied by 4 or more Dependants
1	(0 - 24)	766	1,073	1,287	1,352	1,419
2	(25 - 60)	1,149	1,609	1,931	2,027	2,129
3	(61 - 96)	1,494	2,092	2,510	2,636	2,767
4	(97 - 132)	1,643	2,301	2,761	2,899	3,044
5	(133 - 168)	1,808	2,531	3,037	3,189	3,349
6	169+	1,953	2,734	3,280	3,444	3,617

(TB, effective 1 April 2026)



PSS OR Contacts

- Pay Administration Officer- Capt Taylor Rogalsky Office- 719-556-3162
- HR Mgr- WO Michelle Kolbrich Office 719-556-8252 Cell 613-290-8078
 - Casualty Admin and Compassionate
- HR Supervisor- Sgt Jeremy Kozakevich Office 719-556-8244
- HRA - MS Ralph (Geolocated in Tinker until APS 27)
- IC Section 1- MCpl Marie-Michelle Gagné
 - Cpl Alan Tong
 - Cpl Zachary Langlois
 - Melissa Lawton
- IC Section 2 - MCpl Jae Park
 - S1 Antony Rolland
 - S1 Natalya Kuleshova
 - Jill Gorelov
- **+CFSU(CS) PSS OR should be the main email you use**



Helpful Links

MFSI- [Chapter 10 – Foreign Services Instructions - Canada.ca](#)

FSD- [Foreign Service Directives : April 1, 2025 \(njc-cnm.gc.ca\)](#)

CANELEMENORAD [SharePoint](#)