



CANADIAN DEFENCE LIAISON STAFF (WASHINGTON)
WELCOME TO THE UNITED STATES



LAST UPDATED 1 JANUARY 2024

A WORD FROM
THE COMMANDER OF CDLS(W)

Canadian Defence
Liaison Staff (Washington)



État-major de liaison des
Forces canadiennes (Washington)

Embassy of Canada
501 Pennsylvania Ave NW
Washington DC USA
20001-2114

Ambassade du Canada
501 Pennsylvania Ave NW
Washington DC USA
20001-2114

5600-3 (COMD)

1 March 2023

WELCOME TO THE UNITED STATES

I extend to you my congratulations on being selected to represent the Canadian Armed Forces during an international posting.

You will fill a vital role herein the U.S. whether you are posted with Attaché or Support Services related duties, as an Exchange Officer, Liaison Officer or student, you will have a significant and important responsibility as facilitators for Canada-U.S. relations. You and your family are not only going to work in the position for which you have been selected, but also as “ambassadors” of Canada and the Canadian Armed Forces. This is an important role, and one that can set the tone for other Canadians who will follow after you.

An OUTCAN posting presents unique challenges and wonderful opportunities. Your posting to the United States will be challenging and rewarding; the opportunities at the professional, personal, and family levels are immense. I encourage you to embrace the full spectrum of opportunities open to you and your family.

There are many resources available to assist you during your posting including our Military Family Services team. I encourage you to use these services and to raise any concerns you have with the team here at CDLS(W).

On behalf of the whole CDLS(W) team, I am pleased to welcome you to the United States and wish you and your family all the best during your service in this country.

Sincerely,

M.-H. St-Louis
Major-General

“ENTRE AMIS”

A WORD FROM THE COMMANDING OFFICER

5600-3 (CO)

1 December 2023

WELCOME TO AMERICA

A posting to the United States and working with our biggest ally is quite exceptional. This assignment provides a great opportunity to represent your services, the Canadian Armed Forces and foremost Canada. It will indubitably create many new and exciting challenges, experiences and lasting memories for you and your family.

Your support unit for the duration of your OUTCAN assignment is CDLS(W), which oversees the administration and logistic requirements of more than 400 Canadian Armed Forces members and their families throughout the United States, including Alaska and Hawaii.

Given the geographical size of the United States, CDLS(W) conducts most of its core business virtually. Through our website, online support services and telecommunications, we strive to provide professional, rapid, and efficient services to every one of you. Additionally, we welcome your feedback and are always open to suggestions on how we can improve our services to you. I encourage you to visit CDLS(W) website for insight into our organization and the services provided that can help you and facilitate your transition to the United States. I also encourage you to stop by the Embassy if you happen to be in Washington DC. CDLS(W) and your Embassy always welcome you.

I sincerely wish you and your family a smooth transition and all the best during your posting to the United States.



J.C.M. Arcand
Lieutenant-Colonel
Commanding Officer

This book provides information to prepare you for the environment you will face in the USA.

This book consists of four sections. The first is entitled “Common To All Members” and will give you the necessary information to help ensure the successful conduct of your HHT, to secure your accommodation, to effect your move, and to get settled with as minimal disruption as possible. The information found in the Welcome Book is a synthesis of CAF, DND, Canadian and U.S. government policies. It does not supplant them, but collates key information to provide awareness and ease of use. It is recommended that you print the “Things To Do” Checklist found at the end of the book (Section 5) and use it as a step-by-step guide to help ensure you do not overlook any key steps during this hectic period.

The second section of the book is entitled “Members with Dependants” and is written for those of you with families. Please give a copy of this book to your spouse. It contains a number of sections directly addressing family concerns, including visas, legal status, health care (medical, optical, and dental), access to employment, driver’s licences, and dependant education, to name a few. The third section explains medical and dental care for members and their dependants. The fourth section gives information on the Military Family Services in the USA.

Reading the Welcome Book will assist you and your family with the significant and often time sensitive preparations required for your move.

NOTE The Welcome Book does not delve into specifics for each and every location to which Canadian Armed Forces may be posted, such as specific OUTCAN cross-posted personnel, 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 admin issues inside the U.S. Any specific cases or issues can be addressed to the CDLS(W) Support unit.

This guide will be your reference material throughout your posting.

EVERYTHING YOU NEED TO KNOW

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INTRODUCTION

THE ROLE OF CDLS(W)

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INTRODUCTION
THE ROLE OF CDLS / CDLS(W) WEBSITE

1 CDLS(W) is the parent Unit Records Support (URS) and official record-keeping agency for all Non-NORAD Canadian Armed Forces (CAF) personnel posted to America. CDLS(W) maintains personnel files and facilitates administrative requests for all Canadian-based military members who are posted to the U.S. 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** Out-of-country visa requests (business and holiday);
- I** Work authorizations for dependants;
- J** Passport and visa renewal; and
- K** Accounting for personnel's movements in the event of a natural disaster.

2 CDLS(W) Support Unit personnel will provide administrative and financial assistance during your entire posting to the U.S. - from departing Canada, to staying in the USA, and after returning to Canada at the end of your tour.

3 CDLS(W) Support Unit is composed of a number of logistics officers, Human Resource Administrators (HRA), Financial Services Administrators (FSA), IT and civilians for the sole purpose of supporting approximately 400 CAF members and 30 DND civilians throughout the USA. **All medical matters should be directed to the Health Services Section.** cdlsw-medicaladmin-elfcw-adminmedical@forces.gc.ca

NOTE While your L1 is responsible for your job description, leave approval and PER, the Commanding Officer of CDLS(W) is the authority for all MFSI benefits, and his/her pre-approval is required for reimbursement for emergency evacuation expenses and compassionate travel expenses.

INTRODUCTION

CDLS(W) WEBSITE

4 Administrative, financial and medical information are available on the CDLS(W) website.

Contact the CDLS(W) Web Administrator to receive your password for the CDLS(W) website:
<https://www.cdlsw-elfcw.ca>.

IDENTIFICATION CARD/ENGLISH SOURCE DOCS

- 5 **Ensure that your CAF ID Card (NDI 20) does not expire before the completion of your tour.** The Canadian Forces Photographic Section is not available in the U.S. It is not permitted to obtain photos from U.S. military facilities for the purpose of Canadian Forces military identification cards.
- 6 If your personal documents like birth or marriage certificates are in French only, or in any other language but English, you will need to have them translated and these costs are at your own personal expense.

WHEN YOU RECEIVE YOUR POSTING MESSAGE

VISIT CLEARANCE REQUEST (VCR) EXTENDED VISIT AUTHORIZATION (EVA)

- 7 For members posted to any **U.S. DoD facilities** i.e. military installations, contact CDLS (Visits) at cdlswvisits@forces.gc.ca for the Visit Clearance Request (VCR) requirement for your HHT, and Extended Visit Authorization (EVA) for your posting.

A VCR form is required for a HHT if you plan on accessing your future U.S. place of work for a handover. It must be submitted to CLDS (Visits) as soon the HHT dates have been confirmed. Please ensure that you have an approved Visit Clearance Request (VCR) before proceeding on your HHT; CDLS (Visits) will provide you with the forms required and processing timelines (30 days before the intended visit date for HHT and 90 days for EVA).

- A** EVA: Every Canadian Forces member posted to the United States (with the exception of those posted at the embassy) requires an Extended Visit Authorization (EVA). This is a requirement of the U.S. Department of Defence. The EVA is proof of your security clearances, gives you access to your place of work, and facilitates getting you and your families CAC (Common Access Card)/ DEERS card. The EVA must to be sent to cdlswvisits@forces.gc.ca upon receipt of the posting message.
- B** Army: For all TRADOC postings, member must forward BIO and Photo to the Canadian Forces Military Attaché SO TRADOC member at the Canadian Embassy. Contact CDLS (Visits) for bio form/format and picture specifications.

NOTE For the purpose of the posting to the U.S., members should indicate on the EVA the type of relationship (Married or Common Law as Common Law is not recognized by the U.S. Federal government.)

- 8** For special passport applicants (including dependents), the application can be initiated once a screening message has been issued (however, the passports will not be released until the posting message has been issued). For personnel and dependents that will require a diplomatic passport (generally personnel posted to the Canadian Embassy or the Canadian Mission to the United Nations), the application can only occur with the issuance of a posting message.

You will need either one of these passports:

A Diplomatic (dark red cover)

A Diplomatic (red cover) passport: For CAF personnel, DND employees and their dependants who are posted to the Embassy of Canada or the Canadian Mission to the United Nations. Diplomatic passport applications will be processed through losing base unit to NDHQ Official Travel. In support of a diplomatic passport application, form PPTC-458 (Posting Confirmation - Diplomatic Passport) will need to be approved by the CDLS(W) Commanding Officer as the form must be included with the passport application. The CDLS(W) Protocol Coordinator (cdlsprotocol@forces.gc.ca) will assist with this requirement.

B Special (green cover)

All other postings. All CAF personnel, DND employees and their dependants posted to the United States will require a special passport. CAF members' and their dependants' passport/visa applications must be forwarded from your losing unit Orderly Room to NDHQ Official Travel for processing. CAF members should provide their email information and Orderly Room clerk's email information on their passport application(s). For people in the Ottawa area, passports must be picked up by the orderly room or the applicant. For all others outside the National Capital Region, Official Travel will return the passport to the person listed on the PPTC455 form.

The process follows 4 broad steps which are further unpacked in coming pages.

- 1 Losing base Unit processes your passport application through Official Travel.
- 2 Official Travel will hold the physical passport, and email you the passport numbers.
- 3 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:

Embassy of Canada
501 Pennsylvania Avenue NW
Washington D.C.
20001-2114

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

Passport application forms are available from:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/official-travel/forms.html>.

9 The following are important points to consider when obtaining a passport:

- A** You should expect to undertake your house hunting trip (HHT) on a blue, personal passport as it is unlikely your official or diplomatic passport will be ready in time;
- B** Do not leave Canada for the commencement of your posting without a valid passport and multi-entry visa as you will not be able to move your HG&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 the new passport to you;
- E** The process of obtaining a passport and visa may take up to ten weeks or longer. CDLS(W) has no control over this timeline. The U.S. State Department is responsible for visas; and
- F** Each individual on the posting message needs to complete one passport application (if they are a Canadian citizen) and one visa application (for information regarding eligible dependants see Section 2 for members with dependants).

WHEN YOU RECEIVE YOUR POSTING MESSAGE

PASSPORT AND VISA PHOTOS

S1

WHEN YOU RECEIVE YOUR POSTING MESSAGE
PASSPORTS AND VISA PHOTOS

10 EACH APPLICANT NEEDS THREE PHOTOS :

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

11 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.

12 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.

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

NOTE

You are entitled to hold a blue and Official/diplomatic 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. **CDLS(W) 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 or receive funding from their losing unit.

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.

GREEN (OFFICIAL) PASSPORT APPLICATION

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Passport Applications:

Ref: [Canadian passports and travel documents - Canada.ca](https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/photos.html)

- 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 simplified renewal if:

- 1** You were at least 16 years of age at the time of your previous application;
- 2** Your name on the application form is exactly as it appears on page 2 of the submitted passport;
- 3** You submit a previous Canadian passport that;
 - A** Was/is valid for 5 or 10 years;
 - B** Is not damaged;
 - C** Was never reported lost or stolen; and
 - D** Is still valid or expired for no more than one year.
- D** **PHOTOS:** Write the name of the photographer or studio, the address and the date the photo was taken on the back of each photo. The guarantor statement is required for the PPTC-636 and PPTC-637 but not for PPTC-638. Photos must strictly adhere to this template <https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports/photos.html>.
- E** **[PROOF OF CANADIAN CITIZENSHIP:](#)**
 - 1** Original birth certificate;
 - 2** Citizenship certificate/card; and/or
 - 3** Previously issued passport copies if using the Simplified Form.
- F** **[IDENTITY DOCUMENTS:](#)**
 - 1** Do not send originals;
 - 2** Have your guarantor sign and date the copies to indicate the originals were seen; and
 - 3** Proof of Canadian citizenship, supplementary identification or guarantor information does not need to be resubmitted when using the simplified process if you have a regular (blue) passport.
- G** [PPTC455E](#). Passport Requisition Form and official passports; and
- H** **A COPY OF YOUR SCREENING MESSAGE MUST ACCOMPANY THE PASSPORT APPLICATION.**

GREEN (OFFICIAL) PASSPORT APPLICATION

- 15** Request that Official Travel retain passport for visa issuance. They will email the member and Orderly Room clerk notification of the member's new passport number and its details once the passport has been created so the visa application can be initiated.
- 16** There is no fee involved with your passport application – do not provide financial information to Official Travel. Form PPTC467 (Passport Information Billing Form) is not required for posted military members and their dependants.
- 17** Losing unit Orderly Room clerk to forward the passport application to Official Travel:
DND PASSPORTS - OFFICIAL TRAVEL SECTION NDHQ
101 Colonel By Drive; Ottawa, ON; K1A 0K2
Office hours: Monday to Friday 0830 to 1630 EST
Telephone numbers: **(819) 956-8772** or **(819) 994-3550**
Fax number: **(819) 997-1125**
- 18** Upon receipt of the passport, check all your particulars carefully.
- 19** If there are any errors, contact Official Travel immediately.
- 20** **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

WHEN YOU RECEIVE YOUR POSTING MESSAGE

U.S. VISA

- 21** 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.
- 22** If there are any errors with your official passport, contact Official Travel immediately prior to applying for your visa.

WHEN YOU RECEIVE YOUR POSTING MESSAGE

VISA ONLINE APPLICATION

- 23** The U.S. visa application is completed online using Form DS-160. U.S. visa application information can be found at: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/forms/ds-160-online-nonimmigrant-visa-application.html>.
- A** [FORM DS-160](#);
 - B** [PHOTO](#). One electronic photo is required for the visa application. Please consult the U.S. Department of State's online photo tool prior to commencing the application process;
 - C** Add Official Travel (IRCC.CNOfficialTravel-VoyagesofficielsRC.IRCC@cic.gc.ca), 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 orderly room clerk or be held at Official Travel for pick up by the applicant. If your clerk is picking up the passport, please ensure that they have copies of the visa confirmation pages.**

NOTE

Official Travel no longer sends anything within the National Capital Region, except to NDHQ.

If you are outside the NCR, whatever name and address is on the PPTC455 form is where the passport will go to. If your losing clerk's name is on the PPTC455, it will go via DND internal mail. If your orderly room is not co-located with yourself, it is best to put your own name and mailing address on the PPTC455.

PERMANENT RESIDENT CARD

- 24** Applicable only to members who have dependants 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: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-renew-replace-permanent-resident-card.html>.

PRECLUSIONS ON WORK AND/OR VOLUNTEERING

- 25** CAF members issued A, G, and NATO visas are not permitted to work in the U.S. outside of their assigned duties. Members are advised that while deployed 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 his/her time without the contemplation of pay or professional advancement;
 - B** General criteria for determining whether a volunteer activity is considered acceptable while on A, G or NATO visas in the U.S:
 - 1** 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.);
 - 2** No remuneration or payment in kind;
 - 3** Not performing a job normally performed by an employee;
 - 4** No promise of a job in the future;
 - 5** Not accruing "work experience";
 - 6** No direct personal benefit;
 - 7** Not refusing compensation to avoid classification as an employee; and
 - 8** No conflict of interest – potential or actual – with the official duties required of the staff member.

NOTE

Dependants who have an A, G or NATO visa must have an Employment Authorisation Document (EAD) in order to work or volunteer in the United States. For dependants who may be considering volunteering, while waiting for an EAD, if the activity fits the criteria above, it can be done without an EAD. More information on EADs is found in [Section 2 – Members with Dependents](#).

BEFORE YOUR HHT

INVITATIONAL TRAVEL ORDER (ITO) FOR SHORT-TERM TRAINING

- 26** All DND members participating in short-term training provided by the U.S. Military, regardless of location or facility must have a completed and **approved ITO in order to gain access to the training facility.** Anyone who arrives without this approved document will be denied access to the facility. This document is a U.S. Defense Security Cooperation Agency (DSCA) requirement. **The form, once completed by the member and his/her unit, must be sent electronically to the OPI responsible for the training.** The OPI will forward the documents to the appropriate U.S. Desk Officer at the Canadian Defence Academy (CDA) who will liaise with the U.S. Embassy in processing the ITO. Once the U.S. Embassy has vetted and approved the ITO, they will provide an ITO Confirmation for the member to attend specified training in the U.S. **The document should then be hand-carried (5 copies),** as this is the only documentation that will give the member access to the U.S. facility on their first day of training. An ITO Request can be found on the CDA Sharepoint website (only): [US TRAINING - Student Instructions for VCDS staff \(mil.ca\)](#)

If unable to access website - contact Lisa Knapp (CDA Desk Officer) directly at lisa.knapp@forces.gc.ca

BEFORE YOUR HHT

INVITATIONAL TRAVEL ORDER (ITO) FOR LONG-TERM TRAINING

- 27** All DND members participating in any long-term training at a U.S. Military facility (including Post Grad, Staff and War College) **must have a completed and approved ITO in order to gain access to the U.S. training facility.** Anyone who arrives without this approved document will be denied access to the facility. This document is a U.S. DSCA requirement. **The form, once completed by the member, must be sent electronically to U.S. Desk Officer at CDA in Kingston who will forward it to the U.S. Embassy.** Once the U.S. Embassy facility has vetted and approved the ITO, they will provide an ITO Confirmation for the member to attend specified training in the U.S. The document should then be hand-carried (5 copies), as this is the only documentation that will give the member access to the U.S. facility on their first day of training. The ITO Request can be found on the CDA Sharepoint website (only): [US TRAINING - Student Instructions for VCDS staff \(mil.ca\)](#).

If unable to access website - contact Lisa Knapp (CDA Desk Officer) directly at lisa.knapp@forces.gc.ca

NOTE

Ensure you that you have an approved VCR before proceeding – you may contact [CDLS \(Visits\)](#) for VCR status. This is also applicable if you have an ITO.

SECURITY CLEARANCE

- 28** Contingent upon your new position, you may require an upgraded security clearance, your screening msg will dictate what level. Please note that IAW NDSOD S 4B.160 your security clearance must be good for 1 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.

SPONSOR PROGRAM

- 29** CDLS(W) and most Canadian formed units under CDLS(W) administrative control have a sponsor program. As a new arrival to the USA, you will be assisted in the initial stages of your HHT by a “sponsor” whose role is to assist you with the myriad of tasks associated with your move to the U.S. **Normally, this sponsor is the person that you will be replacing.**
- 30** Sponsors assist with hotel/motel accommodations 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.
- 31** Circumstances may prevent a sponsor from being available to assist you. For example, in some areas, the only other Canadian will be the one that you are replacing or, in the case of the post-graduate positions, you might be the only Canadian. In this case, your HRA and other members of CDLS(W) will provide whatever assistance you may require, if possible.

SECOND LANGUAGE PROFILE

- 32** CAF personnel posted to the United States 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 extremely limited in the United States and for exchange personnel, it is understood that the host unit in the U.S. has no responsibility to provide time for language training. Any second language queries should be directed to the CDLS(W) Official Language Coordinator - Eric.Collard@forces.gc.ca.

PHYSICAL FITNESS PROGRAM

- 33** During the screening process, CAF members posted to the USA are advised to complete a **FORCE evaluation before departing Canada** to ensure its validity for one year past their COS date, per [CANFORGEN 038/13 CDS 015/13 041728Z MAR 13](#) (DWAN ACCESS ONLY). Thereafter, FORCE testing occurs throughout USA during the fiscal year. Testing dates and locations within the U.S. will be distributed via e-mail, and can be found on the CDLS(W) website and the <https://cfmws.ca/website>. It is a member's responsibility to ensure they are available for further testing in their designated location.
- 34** All personnel are advised that serving in the U.S. does not provide you with “duty status” for purposes of medical pension should you be injured while participating in one of the prescribed/approved activities. Such duty status can only be assigned when the activity performed is part of an official sporting/physical training activity. This is not to say that, in the event of an injury without such “duty status,” an application for medical pension would be automatically disallowed since the Pension Commission considers each submission individually.
- 35** **It remains a mandatory military requirement for all members to participate in a personal physical fitness program** (see [CANFORGEN 198/05](#) (mil.ca)- CDS Direction for Physical Fitness on the CDLS(W) DWAN site). Physical fitness training should be conducted during normal working hours when circumstances permit, however, if not feasible, members must maintain physical fitness training on their own time. If no military fitness exist at your post, you can req funding through your Sponsor Unit in Canada for TD costs to the nearest testing site.

Ref: <https://cfmws.ca/sport-fitness-rec/fitness-testing/cmtfe-force-evaluation/force-evaluation>

NOTE It is a member's responsibility to maintain a valid fitness status and ensure they sign up for FORCE testing at a location within proximity to their post.

HOUSE HUNTING TRIP

- 36** The CAF Relocation Program (CFRP) governs all HHT benefits and as such, you must contact **Brookfield Global Relocation Service (BGRS)** consultants at your unit in Canada for HHT entitlements upon receiving your posting instructions. After receiving your consultation, you will be provided with the HHT application form. **You must first have your CO recommend the HHT, and then email the form to CDLS(W) Admin and Pay Services in order to obtain the CDLS(W) CO's authority to proceed on your HHT in the USA.** Failure to do so will result in a delay of your HHT. Note that Foreign Service Directives regarding HHTs and moves apply only to DND civilians and not CAF members (except in special cases like MPs).

Refs:

A <https://bgrsguide.bgrs.ca/>

- 37** Members are reminded that the aim of the HHT is to secure suitable accommodations and facilitate a door-to-door move, thus keeping Interim Lodgings, Meals and Miscellaneous (ILM&M) expenses and rent liability to a minimum. While on your HHT, **you must open a U.S. Bank Account, inquire about schooling for your children (if applicable), and investigate state laws concerning your POMV.**

Refs:

A [CBI 208.832 House Hunting Trip](#)

B [Canadian Armed Forces Relocation Directive \(CAFRD\)](#)

DURING YOUR HHT

OPENING A U.S. BANK ACCOUNT

- 38** Your first task on HHT should be to open a US bank account. Please note that there is a big difference between a US funds account which can be opened in Canada and an actual US bank account which has to be opened in the United States. A US funds account will not work for deposit of your pay and rent. RBC (PNC in the U.S.) is an exception. 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 US checking account or a US bank that you could draw a cashier's check from. Most US banks provide a visa debit card which works much like a regular credit card for most transactions in the US. Third party platforms are also commonly used in the US (Venmo, PayPal, Zelle etc.)

- 39** 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.

OPENING A U.S. BANK ACCOUNT

40

The majority of OUTCAN US members use BMO Harris, TD Bank, RBC or CIBC. You will find below a list of banks and accounts that have been used by members; CDLS(W) does not endorse any of these banks/accounts over another institution, it is just to provide information for you to make a decision which suits you and your family. Whatever banking institution you choose, it must have a physical location in the USA. It must be an account that is cross border and in US dollars, not simply a US dollar account. Not sending in the correct account information will delay your claims and advances with CDLS(W). Please submit a picture of a voided cheque (which you can usually find on your online portal if you haven't gotten cheques yet), or a screenshot of the account and routing number from the online portal. Please do not type out your account information as there is a significant chance you may have made an error, thereby delaying your claims and advances.

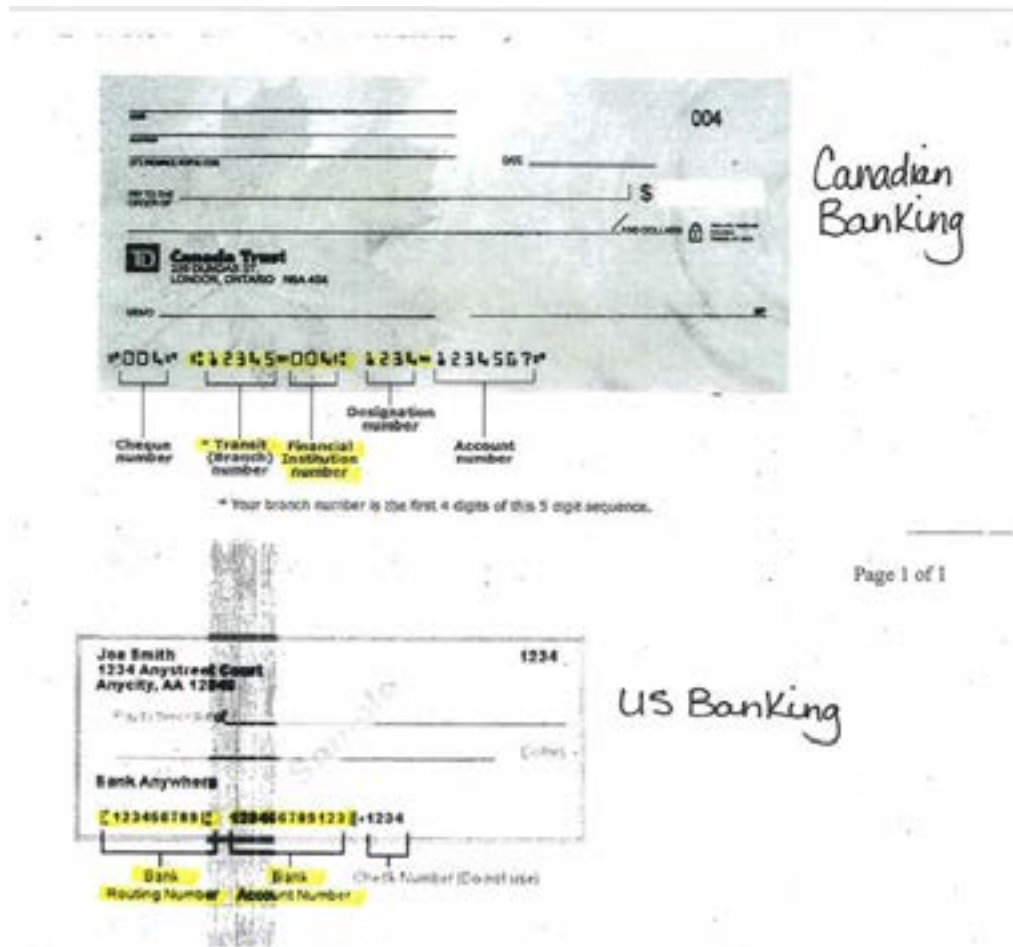
- A BMO Harris:** They have a physical location in the states of Arizona, California, Florida, Illinois, Indiana, Kansas, Missouri, Minnesota, and Wisconsin. You must set up a Cross-Border account. CAD military have fee free banking with BMO in Canada. See BMO for details You must set up a **Cross-Border account**.
- B TD Bank:** They have physical locations in Connecticut, Delaware, Florida, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Texas, Vermont, Virginia and Washington, D.C. You must set up a **Cross-Border account** that links your account to your Canadian TD Account.
- C RBC:** You must set up a specific account, called **RBC Cross-Border Banking**.
- D CIBC:** CIBC has a location in Chicago, Illinois. The account you want to set up is the **USA Smart Account**.

OPENING A U.S. BANK ACCOUNT

41 Helpful Hints:

- A** Try to open a bank account in Canada before entering the United States. If they require an address in the US, you can briefly use the Embassy's address or your new unit's address before you secure a house. You must enroll in paperless billing and ensure you change the address once you have a house.
- B** In the US, e-transfer is not a common practice. You will be better served if you secure cheques prior to your virtual HHT or move. Depending on your landlord, they may require a specific method of payment for the security deposit and the rent payments.
- C** The US banking information that you provide to CDLSW will be the account we use to deposit your pay, rent, utilities, claims and advances that may be requested in US funds.
- D** We do not pay landlords directly for the rent, it is the member's responsibility to pay their rent on time.

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



INTERNAL REVENUE SERVICE FORM W-8BEN

Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding

42 It is important to **complete an Internal Revenue Service (IRS) Form W-8BEN and submit it to your U.S. bank.** 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 accounts in order to collect the “owed” money.

43 Unlike typical tax documents, the W-8BEN is not sent to the IRS. It is kept at the bank and is **valid for a four-year period.**

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

A PART I – IDENTIFICATION OF BENEFICIAL OWNER

- 1** Permanent Address: Provide your full non-U.S. permanent residence address at the top of the form. **This will be your provincial address in Canada (i.e., a family member in Canada). Do not use the c/o Belleville address.** Post Office box numbers are not acceptable as residence addresses. Without a Canadian address, your W-8BEN will not be considered valid certification of your foreign status;
- 2** Mailing Address: **Provide your U.S. address** (or the address of your sponsor);
- 3** Foreign Tax Identifying Number: Do NOT provide your SIN. **Leave blank.**

B PART II - CLAIM OF TAX TREATY BENEFITS

I certify that (a) the beneficial owner is a resident of CANADA within the meaning of the income tax treaty between the U.S. and that country.

C PART III – CERTIFICATION

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 Social Security Number, Tax Identification Number or Individual Taxpayer Identification Number to prevent withholding from occurring on the account.

45 For more information, refer to your local banking institution or the IRS website <https://www.irs.gov/instructions/iw8ben>.

Refs:

- A** W-8BEN Form <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- B** Internal Revenue Service Website <http://www.irs.gov/>

DURING YOUR HHT

PURCHASE OF A HOME

- 46** The intent of Section 5 of the Military Foreign Service Instructions 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., **ref A 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 accommodations**. As stipulated in ref B, members will not receive any Shelter or Utility Allowance, nor have deductions for shelter and utility shares should they choose to purchase a home vice renting accommodations.

Refs:

- A** [Canadian Armed Forces Relocation Directive \(CAFRD\)](#)
- B** [MFSI 10.5.05\(1\) Shelter and Related Provisions - General Provisions](#)

DURING YOUR HHT

FINDING RENTAL ACCOMMODATIONS

- 47** In some situations, the incumbent in your position will assist you in locating suitable accommodations 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.** 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/> and www.rentals.com;
 - B** **Military by Owner.** A useful link for those members posted to a U.S. Military establishment: <http://www.militarybyowner.com/>;
 - C** [Trulia.com](#) and [Zillow.com](#). Both are excellent resources for locating homes and are able to be searched by school zones.

DURING YOUR HHT

REAL ESTATE AGENT

- 48** CAF members shall be reimbursed expenses **not to exceed one month's rent** for rental finding services and rental agent fees required by the landlord and provided by a professional firm. Real Estate Agent fees shall be reimbursed to you through the CAFRD. **CDLS(W) does not reimburse agent fees.** Should you desire the services of a rental agent, contact your sponsor for a recommendation, or the CDLS(W) Housing Coordinator.

GEOGRAPHICAL BOUNDARIES

- 49** Members must obtain accommodations within the geographical boundaries of the post. This is determined to be “**a radius of 50 km from the member’s post.**” If you are unable to secure suitable accommodations within this 50 km radius, members may request to live outside the geographical boundary. This request is to be submitted to the CDLS(W) CO through the [Housing Coordinator](#) 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.

DURING YOUR HHT

RENT/UTILITY ALLOWANCE AND SHARE

- 50** 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 a Rent and Utility Allowance.** 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 (ie: deposited on or about the 24th of July in time to pay rent for 1 Aug).** The utility allowance is determined from a forecast you submit each year and is deposited into your US bank account on or about the 18th of each month to pay your bills for that month. Your utility allowance will be reconciled annually in October when your September bills are received. A new forecast must be submitted each year after you reconciled in order to continue to receive your utility allowance.
- 51** **Rent and Utility Share are payments deducted from your pay.** These payments emulate what a family similar in size with similar income would pay for an MQ in Canada and represent your contribution/share of home expenses. **Deductions begin the later of date of arrival to post or commencement of rent allowance being paid, and cease the sooner of date of departure from post or cease of rent allowance being paid(prorated as required) at the end of his/her tour.** Utility Share is a deduction IOT 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 mbr annually.

Ref: [MFSI 10.5.11 – Waiver of Rent Share](#)

NOTE

In the event that a mbr is still financially responsible for accommodations at their previous place of duty, a Waiver of Rent Share could potentially be granted. Contact [CDLS\(W\) Admin and Pay](#) to inquire about eligibility and/or approval. This benefit is not payable if you are in receipt of any financial assistance in relation to accommodations at the previous location through BGRS (ie. TDRA).

SQUARE FOOTAGE AND HOUSEHOLD SIZE (HHS)

- 52** Your household size (HHS) is the **number of people that will occupy your residence**. In order to have dependants 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 with your HHT approval.
- 53** To provide greater flexibility in securing accommodations, a member may elect a larger household size. For example, a member with an HHS 2 (2 people in the house) may elect to have the square footage, rent ceiling, shelter allowance and rent/utility share determined for a household size of 3 **if adequate accommodations are not available**. 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**. Note that this also increases the applicant's 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. Contact the Housing Coordinator for more information at (202) 448-6493.

NOTE If you increase your HHS, you will no longer have the possibility to request a higher rent ceiling.

RENT CEILING

- 54** Your rent ceiling is the maximum authorized rent the CAF will subsidize and will be provided to you by CDLS(W). **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 accommodations **at or below their individual rent ceiling.** You are expected to find accommodations that meet your family's needs, but not necessarily their desires. The allowances are generous and you will not be disadvantaged by them.
- 55** 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, it may occur in certain locations that 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.
- 56** If you are unable to find accommodations at your rent ceiling, you have two options: you may apply for a Rent Ceiling Increase (RCI) or elect a larger household size. Applications for RCIs that are well justified and supported by the CO CDLS(W) 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 CDLS(W) will closely review such applications prior to furtherance to DCBA. **Members are reminded that rent ceilings should be regarded as sensitive information. If divulged to potential landlords, real estate agents and rental agents, you may lose your ability to negotiate your rent.**

SWIMMING POOLS

- 57** If a member finds a suitable home with a swimming pool, **the member must advise the [Housing Coordinator](#), as the member is responsible for any costs associated with the pool and it will affect member's Utility Reconciliation.** The member must identify the specific costs associated with the pool (i.e. water, pump, and heating) and can contact the Housing Coordinator for required documentation concerning the calculation of costs associated with a pool.
- 58** Members can rent a condominium or apartment in a building with a swimming pool, or a house in a sub-division with a communal pool. However, **if there are any charges levied by the condominium or apartment or sub-division for the use of the pool, they will be borne wholly by the member and are not to be claimed on the Utility Reconciliation.**

59 It is essential that you are fully conversant with 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. **The [Housing Coordinator](#) or I/C HR 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** Annex J (Request for Rent and Security Deposit Advance) **and** Annex C (Household Size Election/Declaration) **to the Housing Coordinator** (cdlsw-housingsvcs@forces.gc.ca). We will not review your lease unless it is accompanied by Annex J and C.

60 Your lease is a legal agreement **solely between you and your landlord**. The Crown assumes no responsibility with regards to the contents/terms of your lease. While a copy of your finalized lease must be forwarded to CDLS(W) for retention on your file, this cannot be construed as CDLS(W) approving your lease. The Housing Coordinator will provide advice when reviewing your lease. However, it cannot be assumed that he/she has approved the lease. He/she 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.**

61 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; and
- C** Reasonably meets their residential needs, not necessarily desires.

62 **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 (see 64).

63 Members are required to call the utility companies themselves either during the HHT or following their return to Canada to arrange for hook-up of the utilities effective the first day the lease comes into effect.

DURING YOUR HHT

PET DEPOSIT

\$1

DURING YOUR HHT
PET DEPOSIT / MILITARY CLAUSE / DEATH CLAUSE

- 64** 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 a CAF member is 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.

DURING YOUR HHT

MILITARY CLAUSE

- 65** It is **STRONGLY** recommended to include a **Military Clause in your lease.** The standard Military Clause may refer to U.S. military, which you should change to Canadian military and have the landlord initial the change.

- 66** If your lease does not contain a Military Clause, it is recommended to include the following text in your lease agreement:

“The Tenant is a member of the Canadian Armed Forces, and may terminate their lease on thirty (30) days written notice to the Landlord if any of the following should occur:

- A** Tenant receives permanent change of station orders to depart from the area where the premises are located; or
- B** Tenant is involuntarily released from active duty.”

- 67** Should a landlord refuse to include a Military Clause and you sign the lease, you will be liable for any rent lease liability in excess of 60 days as per ref.

Ref: [CBI 208.955 – Reimbursement for Rent or Lease Liability](#)

DURING YOUR HHT

DEATH CLAUSE

- 68** It is **STRONGLY** recommended to include a **death clause in your lease.** Should you die without a death clause, your spouse or NOK may be required to pay out all or a portion of the lease in order to vacate the residence and return to Canada. If your lease does not contain a Death Clause, the following is recommended:

- 69** “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”

FIRST MONTH'S RENT AND SECURITY DEPOSIT

- 70** 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. 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. Once your lease has been reviewed by the CDLS(W) [Housing Coordinator](#) and the required paperwork has been submitted, payments for rent and the security deposits will be made to your U.S. bank account. You will require an advance for rent (normally in the amount of one month's rent) and an advance for a Security Deposit (also normally one month's rent but variable). Upon review of your proposed lease, the Housing Coordinator will deposit these two advances 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.
- 71** 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.
- 72** **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 CDLS(W) Housing Coordinator **within 90 days** of your departure from the USA.

Ref: [MFSI Section 5 - Shelter and Related Provisions](#)

RENT IN ADVANCE OF MOVE

- 73** 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 the [Housing Coordinator](#) for consideration. However, it is ultimately the responsibility of the member to negotiate a lease with an availability date as close as possible to his/her arrival date at post. Rent in Advance of a Move must be approved by the Approving Authority at CDLS(W).

RENTER'S OR HOMEOWNER'S INSURANCE

- 74 Ensure that your **life insurance companies** are aware that you will be residing outside Canada for a fixed period.
- 75 Upon securing accommodations, 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 not a reimbursable expense.
- 76 For HG&E insurance pertaining to items damaged during your move, see [HG&E Claims](#).
- 77 It is recommended to address automobile and property insurance procurement while on your HHT. Insurance policies like State Farm, Allstate and Progressive are transferable between Canada and the U.S. GEICO is a reputable insurance provider for military personnel. Typically, USAA does not insure foreign military members or Diplomats.

MEDICAL COVERAGE DURING HHT

- 78 CAF Members should be in possession of their **CAF Blue Cross Card**. If they have to seek medical care during their HHT, the information on how the medical provider can confirm insurance is on the card. If they have to pay out of pocket for anything, reimbursement is available through their base Health Services Centre, via the Blue Cross Clerk.
- 79 For dependants, 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 call Sun 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 dependants 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.
- 80 As the healthcare of your dependants 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 dependant coverage prior to departure on the HHT and are in possession of the CAF Medical Card (Blue Cross Card).

FORMS REQUIRED FOR SHIPMENT OF HOUSEHOLD ITEMS

81

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 DND2332 (04-04). Movement of Furniture and Effects to the USA.** This form is filled out by your local Base Transport Furniture and Effects 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 (10/09). Declaration for 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**: <https://www.cbp.gov/newsroom/publications/forms>; 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 DEPENDANTS' PASSPORTS AND VISAS** (if applicable). Should the driver fail to have the proper forms when crossing the border, he/she 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**.

INVENTORY OF HOUSEHOLD GOODS AND EFFECTS

- 82** An Inventory of Household Goods and Effects (HG&E) must be completed in **two copies**, ensuring the **Base/Wing/Unit Orderly Room 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**. An inventory form is available on the [CDLS\(W\) website](#) under “administrative forms”, or you can make your own.
- 83** 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 USA** (i.e. your hotel or cell number).
- 84** 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 HG&E**. However, **YOU MUST PREPARE A DETAILED INVENTORY OF YOUR HOUSEHOLD EFFECTS**, ensure it is received by your unit Orderly Room, have the original placed in your personnel file and keep a copy with you during your tour in the USA. It may also be to your benefit to record, on your own personal inventory, the **inventory/box no. assigned by the mover, and the valuable articles packed by the mover**. This inventory will be of great assistance when clearing through Canadian Customs upon your return to Canada at the end of your tour. It is also advisable that **during your tour in the USA, you keep receipts for purchases of major or valuable items such as appliances, antiques, jewelry, etc.**
- 85** 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 HG&E to the U.S. 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 USA.

POSTING LOAN

86 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 URS.

87 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 the DCBA through CDLS(W) for review in extenuating circumstances, iaw ref.

Refs:

A [MFSI Section 20 – Posting Loan](#)

B DCBA Clarification AIG

MOVEMENT OF PETS

88 Domestic pets can be moved to the USA with you **without a period of quarantine** (Hawaii may be an exception). 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.

TAX FREE PRIVILEGES

89 A and G visa holders are entitled to tax free privileges. NATO-2 visa holders are not extended sales tax privileges but may be eligible for limited tax-free privileges for free movement of your personal vehicle across the border. Persons who do not receive tax-free privileges are compensated with a higher Post Index, which equates to greater Post Living Allowance. Under the NATO Status of Forces Agreement, all visa holders are entitled to duty free liquor when purchased on a military base.

PURCHASE OF ARTICLES WHILE ON TOUR

90

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 USA and which you are importing into Canada.** Therefore, it is advisable that you keep all receipts of all large purchases made while in the USA.

BEFORE YOUR MOVE

IMPORTATION OF GOODS INTO THE U.S.

91

You may import articles to the USA during your tour of duty. When ordering goods from outside the U.S., it is recommended that you advise the seller or dispatcher to annotate the outside of the shipment: “**Free Entry under the Harmonized Tariff Schedules (HTS) of the United States**”. This procedure will expedite shipment and facilitate release by U.S. Customs. The following Tariff Schedules apply:

- A** 9806.00.20: Baggage and Effects;
- B** 9806.00.45: Articles for Personal or Family Use; and
- C** 9809.00.30: Articles for the Official Use of Members of the Armed Forces.

IMPORTATION OF FIREARMS

92 In accordance with the U.S. State Department, the granting of permission to possess or carry a firearm in the USA 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 USA. U.S. Customs officials will normally seize and hold in safekeeping any firearms brought into the USA 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.

93 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.** You may contact their office directly at:

Bureau of Alcohol, Tobacco, Firearms and Explosives

Office of Public and Governmental Affairs

99 New York Ave NE

Mail Stop 5S144

Washington, DC 20226

Attention: Firearms and Explosives Imports Branch

<http://www.atf.gov/>

94 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 USA can be exported outside the USA upon your departure. Members 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.

PROCUREMENT OF MILITARY CLOTHING

95 There are no clothing stores facilities in the USA; however, the Canadian Forces Supply Unit Ottawa (CFSU (O)) clothing stores will provide **limited support during your tour in the USA** (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 Clothing Online initiative provides the direct delivery of non-operational clothing to CAF members in Canada and the U.S. Clothing may be purchased and ordered from Clothing on Line website: <http://www.logistikunicorp.com>.

96 Members who require initial issue or replacement of operational clothing are to contact CFSU (O) Clothing Stores via e-mail at: Outcanclothing-HabillementHorsCan@forces.gc.ca.

97 The information required in such requests is as follows:

- A** Service number, name, rank;
- B** Quantity, size and description of item(s) required;
- C** The description also includes what element you need (Air, Land, or Sea);
- D** Your home mailing address and phone number;
- E** For clothing exchanges, CFSG (O-G) does not immediately requires the return of the old items once you receive the new ones however you will be required to return the old items upon returning to Canada in order for the old items to be taken off your clothing documents. If you wish to return the old items by mail at your own expense, it will be important that you include your name and service number when returning items; otherwise your documents will not be appropriately annotated; and
- F** Mailing address for CFSG (O-G) Clothing Stores is:

CFSU (O) Clothing Stores
45 Boul Sacre-Coeur
NPB Bldg RM B-0052 Basement
Gatineau PQ K1A 0K2
Canada

Ref: [CFSG\(O-G\) CLOTHING STORES SERVICES](#) (DWAN only)

98 After arrival at post, if you order and obtain new items of military kit, you may have minor alterations carried out by civilian tailors at public expense. Using below as the authority, submit a CF 52 General Allowance Claim, listing all alterations performed, attach the original receipt(s), and submit to your FSA (cdlsw-financialsvcs@forces.gc.ca) for reimbursement.

99 Alterations are restricted to such adjustments as affixing rank insignia, raising or lowering trouser leg/ shirt-blouse sleeve lengths, and increasing or decreasing trouser or skirt waist size.

Refs:

- A** [Supply Administration Manual A-LM-007-100/AG-001 \(DWAN Access only\)](#)
- B** [CANFORGEN 112/15](#)

- 100** In accordance with CAF policies only certain members are authorized to wear Arid CADPAT uniform. Confirm with your sponsor as to your status.

BEFORE YOU MOVE

UNACCOMPANIED POSTING

- 101** There are many serious implications when a member chooses to go unaccompanied. For example, a member who receives an authorized OUTCAN posting and chooses to go unaccompanied, **does not receive meal allowance (MFSI 10.4) nor Separation Expense (SE)**. Should a member be required to arrive prior to their HG&E + 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 dependants to the post at their own expense, the **benefits received as an unaccompanied member will continue for the duration of the posting**, as specified at [MFSI 10.2.04](#) and there would be no government funded move of dependant furniture and effects back to Canada at end of tour. A mbr posted unaccompanied may be entitled to waivers of rent share and utility share IAW CBI 10.5.11 and CBI 10.5.13(6), please contact CDLS(W) IOT determine eligibility.

- 102** 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. **Should a member wish to preceed their HG&E + dependents to post, they must request approval to do so by DCBA 2, through their CoC at their current unit. CDLS(W) is to be kept informed.**

- 103** The entitlements for **furnished lodgings** for unaccompanied moves are established annually by DCBA; an amount not to exceed the applicable rent ceiling for your location.

Refs:

- A** [CANFORGEN 184/12 CMP OCT 2012](#)
- B** [MFSI 10.5.15 - Furniture and Appliance Rental](#)

NOTE

Members must move their dependants and HG&E across the U.S. border. If you must proceed ahead of your dependants and HG&E, then you must seek approval through your CoC to DCBA2 for authority.

If you intend on being unaccompanied or temporarily unaccompanied, you must inform your HRA through the +CDLS(W) Admin & Pay box to confirm your entitlements.

IMPORTING AN AUTOMOBILE INTO THE U.S.

104 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. Customs and Border Protection (CBP) officer will assist with finalizing FORM **CBP7501** (<https://www.cbp.gov/trade/programs-administration/entry-summary/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.

105 Members should get specific instructions from their moving company around the importation of vehicles – CDLS(W) doesn't provide specific instructions for the completion of 3520-1 and DOT form HS7 because every vehicle is different.

Ref: www.cbp.gov/trade/basic-import-export/personal-vehicle

106 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.**

IMPORTING AN AUTOMOBILE INTO THE U.S. (cont)

107

Prior to filing your entry with 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 or fax **(734) 213-4676**.
 - 1** 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. www.epa.gov/importing-vehicles-and-engines/importing-canadian-vehicles
- 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, you can call the **DOT** number for vehicle imports at **(202) 366-5291** or by email at importandcertification@nhtsa.dot.gov; and
- E OFFICIAL OR DIPLOMATIC PASSPORTS.**

Refs:

- A** [United States Environmental Protection Agency](#)
- B** [United States Department of Transportation](#)
- C** [National Highway Traffic Safety Administration](#)
- D** [U.S. Customs and Border Protection](#)
- E** www.epa.gov/importing-vehicles-and-engines/importing-canadian-vehicles

108

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 U.S.

VEHICLES

LEASED VEHICLES

109

If your vehicle is leased, **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.**

VEHICLES

AUTOMOBILE WARRANTY

110

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**.

VEHICLES

DRIVER ABSTRACTS

111

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.

- 112** Due to the fact that most Canadian insurance companies do not provide international insurance coverage, arrangements should be made to **transfer Canadian automobile 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.
- 113** Each state maintains its own laws regarding automobile insurance. OUTCAN Members must be cognizant of the differences between Canadian and American policies to ensure adequate coverage. It is essential to secure the most relevant insurance coverage for you and your family.
- 114** Members **should expect to pay more for insurance in the USA than in Canada**. GEICO, Allstate and State Farm are insurance companies which provide good service to Canadian clients. Higher insurance premiums are typical for about a year or until a suitable U.S. credit history is established.
- 115** 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.
- 116** The minimum amount of insurance coverage required by most states 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. Appendices
- Ref: [Vehicle Liability Insurance Requirements](#)
- 117** These dollar values are required regardless of the type/value of the vehicle. Canadian insurance may be cancelled once the U.S. insurance takes effect.

NOTES

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 US. YOU CAN OVERLAP YOUR CDN AND US POLICY TO ENSURE COVERAGE.

IMPORTANT: For those posted to CDLS(W), you **must send your 'Insurance Declaration Page'** to the Protocol Co-ordinator when you receive your initial policy **and** every time you renew (every 6 months).

VEHICLE REGISTRATION AND TITLING

118 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. During your HHT, 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.

119 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 when an out-of-state lien exists) and **Importation documentation**; and
- D** Valid insurance policy.

120 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 honored in that state.

121 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:

122 a. **Vehicle Personal Property Tax** is a tax on a tangible movable property. The NATO SOFA Agreement exempts military members from paying this tax. The U.S. and Canada ratified the NATO SOFA Agreement, a legal binding Treaty, and entered it into force on 27 September 1953 and 23 August 1953, respectively. Paragraph 1, Article X states,

“Where the legal incidence of any form of taxation in the receiving State (the United States) depends upon residence or domicile, periods during which a member of a force of civilian component is in the territory of that State by reason solely of his being a member of such force or civilian component shall not be considered as periods of residence therein, or as creating a change of residence or domicile, for purposes of such taxation. Members of a force or civilian component shall be exempt from taxation in the receiving State on the salary and emoluments paid to them as such members by the sending State or on any tangible movable property the presence of which in the receiving State is due solely to their temporary presence there.”

In a number of states, **the Department of Motor Vehicles (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.**

CAF members should contact the [CDLS\(W\) Protocol Coordinator](#) for a Personal Property Tax exemption letter.

Changing the vehicle ownership is not necessary for diplomats employed at the Canadian Embassy and accredited with the Department of State. Diplomats should contact the Protocol Coordinator for information about registering their vehicles.

123

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 and is, therefore, referenced in Paragraph 1, Article X of the NATO SOFA when imposed as an annual tax “according to value.”

124

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. Paragraph 1 and 9 of Article IX states,

“Members of a force or of a civilian component and their dependents may purchase locally goods necessary for their own consumption, and such services as they need, under the same conditions as the nationals of the receiving State. (9) Neither a force, nor a civilian component, nor the members thereof, nor their dependents, shall by reason of this Article enjoy any exemption from taxes or duties relating to purchases and services chargeable under the fiscal regulations of the receiving State.”

125

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. Paragraph 6, Article XI states,

“Members of a force or civilian component may import temporarily free of duty [U.S. Customs duty] their private motor vehicles for the personal use of themselves and dependents. There is no obligation under this Article to grant exemption from taxes payable in respect of the use of roads by private vehicles.”

Ref: NATO SOFA Agreement - https://www.nato.int/cps/en/natohq/official_texts_17265.htm

126 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 Department of Motor Vehicles 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 prior to departing Canada. **As a general rule, driver's permits and automobile plates must be registered from the same province or state.**

127 Most Canadian provinces will allow CAF members who are being posted to retain their provincial drivers licence or to renew the licence prior to departure for 5 years, free of charge. **CDLS(W) strongly advises that members and dependants do not let their Canadian licences expire as a US licence is often only issued for the duration of a visa or ITO.** If you must drive home at the conclusion of your posting you will need a valid licence.

128 In order for a DMV at the state level to issue a REAL ID compliant driver's licence to a non-immigrant (i.e. NATO-2 visa holders), a SAVE (Systematic Alien Verification for Entitlements) verification must be completed to verify the applicant's lawful status in the United States. Note that a REAL ID is a driver's licence 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 licence; best to confirm acceptable documents with the state DMV before applying. Please note that CDLS(W) is unable to intervene or address this matter on behalf of the member or their dependents.

Given that the SAVE requirement will significantly delay the issuance of driver's licence, it is recommended that applicants apply (in the case of renewals) at least 90 days prior to their licence expiration date in order to avoid losing driving privileges while awaiting for the new licence to be issued.

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

<https://www.uscis.gov/save/about-save/save-verification-process>

If there are questions regarding SAVE, the member should reach out to USCIS via the following email address:

SAVE.help@uscis.dhs.gov

DRIVER'S LICENSING PROCEDURES

129

Due to the increased security in the U.S., certain states might require a **Social Security Number (SSN) in order to obtain a driver's permit and vehicle registration** (See [Social Security Number](#)). Application for a SSN may be initiated **fifteen days after arrival at post** following actual immigration to the U.S. By that time the USCIS Systemic Alien Verification for Entitlements (SAVE) database will be updated with all relevant information from your border crossing.

NOTE

In order to receive a SSN, dependants and spouses must have a Work Authorization card (an EAD) first. Contact the [Protocol Coordinator at CDLS\(W\)](#) regarding EADs and SSNs.

INFORMATION REGARDING SSNs - It has been recommended by Exchange Officers that CAF members apply for a US Social Security Number (SSN). This is particularly important for CAF members in exchange (PEP) positions as you will not be able to register for the DoD Defense Travel System (DTS) to travel on US orders and host command travel funds without an SSN. This can negatively impact upon your ability to carry out your duties and responsibilities with your host command.

130

A-1 or A-2 Visa holders and their dependants posted at the Canadian Embassy obtain their vehicle registration and driver's license documentation **through the Department of State Office of Foreign Missions (OFM)**. Contact the [CDLS\(W\) Protocol Coordinator](#) for more information.

CAF APP

Suggestions from our Exchange Officers:

Ensure you download the CAF App for your mobile devices, especially if you will not have regular access to DWAN while posted to the US. The CAF app provides access to CANFORGENS, and many of the resources you may need to access from time to time that you would normally get through DWAN

- 131** The I-94 is an Arrival/Departure record, **issued either in paper or electronic format by a U.S. Customs and Border Protection (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; the visitor will be provided with an annotated stamp in the foreign passport. If provided 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 a paper document, an electronic record is still created.
- 132** At the border, ensure that you state clearly to the border 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).** If you encounter issues, contact [CDLS\(W\) Protocol](#) upon your arrival.
- 133** 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 at: <https://i94.cbp.dhs.gov/>.
- 134** It is recommended **that you check your I-94 status (<https://i94.cbp.dhs.gov/>) 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.
- 135** Incorrect I-94 information will cause an individual to be improperly registered with the USCIS, which may preclude dependants from working, children from enrolling in school, etc.
- 136** You do not need to pay a fee to request a correction to your I-94 if the error(s) on your document was made by USCIS, through no fault of your own. However, there may be some administration involved in amending an i-94 which cannot be undertaken by CDLS(W) – the member may have to present to a CBP office in person to have the i-94 amended.

Refs:

- A** [Admission \(I-94\) Number Retrieval](#)
- B** [Definition of an I-94](#)

NOTE

Contact the [CDLS\(W\) Protocol Coordinator](#) if you find an error on your I-94.

137 **Arrival at Post:** Follow these steps to ensure commencement of your allowances.

- A** Inform your HRA that you have arrived at your new location by sending an email to the [Admin and Pay Svcs](#) mailbox; and
- B** Once your HG&E arrive at post, complete the following in-clearance documents (*sent to your personal email by your HRA*);
 - 1** Notification of Arrival form; and
 - 2** Public Service Health Care Plan (if not done by losing unit).
- C** For Principle Attachés & Assistant Attachés only: contact [CDLS\(W\) Visits](#) (EVA, VCR) for accreditation requirements and procedures to the U.S. DoD and respective services.
- D** For staff posted to the Embassy Only -contact the Protocol Coordinator for State Department accreditation and other in-processing.

138 **Within 30 days of your arrival at Post:**

- A** Complete the administrative in-clearance documents (*sent to your personal email by your HRA*):
 - 1** Personal information proforma (please ensure to include your personal email of your Canadian Supervisor/L1 Sponsor);
 - 2** Next of Kin (DND 2587);
 - 3** Emergency Contact Notification (CF 742);
 - 4** Family Care Plan (DAOD 5044-1);
 - 5** Designation of Memorial Cross Recipients (DND 2105); and
 - 6** Supplementary Death Benefit (DND 497).

139 Upon arrival at post, **ensure your driver has your cell/hotel number for HG&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. **HG&E Movement representative in Ottawa at (613) 949-9978.**

DELIVERY OF HG&E (cont)

140 Unpacking of your HG&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, in fact, 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 HG&E in the USA, 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 in the USA, **ensure the destination agent is aware that unpacking is required on arrival of HG&E.** Again, as soon as the moving van arrives, make the driver aware that unpacking is required; and
- 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 HG&E Movement representative in Ottawa at (613) 949-9978 if they refuse, keeping in mind the time zone difference between your time zone and that of Ottawa, Eastern Standard Time. Advise the HG&E Movement representative in Ottawa immediately so that appropriate action can be taken. Other phone numbers to reach F&E, in the event they voice mail box is full are 613-949-9967, 613-949-9969 and 613-949-9772.
- D** Contact Ottawa F&E IOT receive a copy of your FEAMS report to finalize your BGRS move claim; they can be reached at DND.Ottawa.F&E.USA-Ottawa.M&E.USA.MDN@forces.gc.ca

UPON ARRIVAL

CLAIMS FOR DAMAGED HG&E

141 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, have the driver countersign the list.

142 In-transit insurance on HG&E is now being provided by the moving company. **Any insurance claims must be handled between the member and the moving company.** CDLS(W) does not become involved with insurance claims unless the member experiences problems in administrative dealings with the moving company.

143 Members have 30 days from the date of unpacking to notify the carrier company if they wish to make a claim. Mbrs have 14 days from date of unloading/unpacking to make a claim for damage to the residence. These dates may vary based on the mover and the contract.

SOCIAL SECURITY NUMBER (SSN)

144

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 to the U.S. The U.S. Citizenship and Immigration Service (USCIS) Systemic Alien Verification for Entitlements (SAVE) database can take approximately two weeks to update all relevant information from the traveler's border crossing.

NOTE

In order to receive a SSN, dependants must first have an Employment Authorization Document (EAD). Contact cdiswprotocol@forces.gc.ca regarding EADs. More information can be found on the [CDLS\(W\) website](#) for NATO 2 and A1/A2 visa holders, or at the U.S. Government Social Security Number website: <http://www.ssa.gov/ssnumber>. 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.

SELECTIVE SERVICE SYSTEM

145

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, A and G visas DO NOT need to register.** Seek further information from the SSS website (<https://www.sss.gov/>) if any of the following conditions pertain to you:

- 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

U.S. DEPARTMENT OF STATE CERTIFICATION AND DIPLOMATIC STAFF ACCREDITATION

- 146** DND personnel posted to a Diplomatic or Staff position with CDLS(W) (red passports and A-1 or A-2 visas), and their dependants, will be accredited to the U.S. Department of State. These personnel will be contacted via e-mail by the Protocol Coordinator, who will issue specific instructions.

UPON ARRIVAL

U.S. DEPARTMENT OF DEFENSE CERTIFICATION AND ACCREDITATION

- 147** **Accreditation.** If you are posted to CDLS(W) at the rank of Lieutenant Colonel/Commander, Colonel/Captain(N), or General Officer/Flag Officer, in addition to accreditation with the U.S. Department of State, you will be accredited to the U.S. Department of Defense (DoD). The CDLS(W) Visits Coordinator will contact you with the relevant forms. **Submit a specific biography form and two (2) passport photographs of you and your spouse, if applicable, in person to the CDLS(W) Visit Coordinator during your HHT.** Please note that these photos are **in addition** to photos required by the Protocol Officer.

UPON ARRIVAL

U.S. DEPARTMENT OF DEFENCE ACCREDITATION TIMELINE

- 148** **DoD requires 90 days for Accreditation.** It is imperative that you provide the Visits Coordinator with the relevant documents during your HHT so your DoD Accreditation and Pentagon Pass applications can be submitted immediately upon arrival in your position.

U.S. MILITARY BASES ACCESS/ DEPARTMENTS OF DEFENSE CERTIFICATION

149 Once posted to the U.S., through your EVA, you will be certified on your posting message only. Access to other U.S. Department of Defence, while posted in the U.S., will require separate VCRs. Members posted to CDLS(W), NSA, training schools, Supreme Allied Command Atlantic and Euro-NATO joint jet Pilot Training do not require an EVA.

150 Please complete and submit an Extended Visit Authorization (EVA) to cdlswwisits@forces.gc.ca as soon as you receive your posting message. The U.S. strictly requires 90 days advance notification of the actual COS date. Without this EVA, you will not be able to take up your new position. Once posted to the U.S. you will be certified only to the facility at which you will be working. If you are required to visit other U.S. DoD facilities, you will need separate Visit Clearance Requests (VCRs) to access them. Please see the Visits section on the [CDLS\(W\) website](#) for complete Visits information. Should an early Report for Duty (RFD) date at your new place of duty in the United States be desired/requested, an amended posting message reflecting the agreed RFD date is mandatory. Otherwise, the RFD date cannot be any earlier than the Change of Strength (COS) date listed in the posting message. EVAs submitted with a start date that is earlier than the COS date are considered invalid and will be returned without action.

151 Should you wish to do a handover during your HHT, please ensure that you fill out a VCR form (available on the Tools and Resources section of the [CDLS\(W\) website](#)) and send it to the [CDLS\(W\) Visit Coordinator](#) the day that your HHT is confirmed. Without an approved VCR, you will not be allowed to do a handover on site.

SPECIAL LEAVE - RELOCATION

152 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 a compulsory relocation on postings and attached postings. A period of five days Special Relocation Leave (SRL) may be authorized at the losing unit and again at the gaining unit by the member's CO/L1 Sponsor (Approving Authority).

153 Members may request three days for personal administration and two days to supervise the unloading and unpacking of HG&E at destination. These days are normally consecutive and do not include weekends or statutory holidays. Personnel who do not relocate HG&E will be limited to two days for personal administration. Submit leave pass to Approving Authority for signature authority first, then to CDLS(W) Admin and Pay Services Clerk for processing. All leave passes that have been submitted to sponsor for approval must then be submitted to CDLS(W) for processing.

Refs:

A [Canadian Forces Leave Policy Manual Chapter 5.10](#)

B [CANFORGEN 216/12 CMP 100/12 291421Z OCT 12](#)

BANK ACCOUNTS

- 154** You are required to open a U.S. bank account during your HHT 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 via fax. When informing your Canadian bank of a change in address provide the CAFPO 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
 CDLS (Washington)
 PO Box 5277 STN Forces
 Belleville ON K8N 5W6

ADMINISTRATION

PAY ACCOUNT

- 155** 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 an HRA. To complete an application include the following:

- A** **Direct deposit form** either scanned, emailed or faxed;
- B** **A void check, a photocopy thereof, or a direct deposit slip** from the financial institution is required.

Any direct deposit forms submitted without one of the above supporting documents will be returned, thus delaying commencement of your direct deposit. This process should be completed during your HHT.

156

ADMINISTRATION

U.S. CURRENCY AND BANKING

- 157** U.S. currency is required when traveling in the U.S. and 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 USA. It should be noted that fees related to this expense are not reimbursable.

158 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. Social Security Number. 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 (at low interest rates) before accepting your application. If you are a member of the Canadian Automobile Association (CAA), it is recommended that, during your HHT, you arrange to have your membership transferred to the American Automobile Association (AAA) and, upon acceptance, you may then apply for a AAA Visa or Master Card. An added benefit of AAA membership is that it may include a bail guarantee, which would potentially enable you to avoid incarceration if involved in a traffic violation while traveling in the U.S. Likewise, if you have an American Express credit card, you may apply to have your account transferred to the U.S. TD Bank and RBC also have branches in both Canada and the U.S., which you may want to consider. TD Bank can issue U.S. Credit cards prior to your move. RBC allow for e-transfers between both countries.

159 **U.S. bank cards have either a Master Card or Visa logo on them, making them dual-purpose** and allowing them to serve as a credit card.

160 It is advisable to keep Canadian credit cards valid until you are certain of American replacements. Even then, Canadian credit cards are useful while traveling 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.

ADMINISTRATION

INDIVIDUAL DEPARTMENTAL TRAVEL CARD (IDTC)

161 IDTC Application Process

The use of the Individual Departmental Travel Card (IDTC) is encouraged for CAF Senior Officers (General Officers, all Captain (N)/Colonels, as well as Commanders/Lieutenant-Colonels of the Legal Branch and Medical Officers (physicians and dentists only)). Note that the card is for authorized official Travels only. HHT and trips back home do not count as official Travels and the card cannot be used for this. Card applications process is completed via the [HRG/STS PORTAL](#). Personnel wishing to apply for an IDTC should contact CDLS(W) Fin Svcs in order to receive the application instructions by email at CDLSW-FINANCIALSVCS@FORCES.GC.CA

PURCHASE OF CANADIAN LIQUOR AND CIGARETTES

- 162** After a minimum of 30 days residency in the U.S., you are entitled under tariff schedule of the U.S. to import liquor and cigarettes. However, this is restricted in some states. Therefore you must submit an application to the local State Alcoholic Beverage Control Board. The Board will advise you how often you may order, and may also determine your maximum quota. Your application to the Board must state the nature of your duties, that you are employed in the USA by the Canadian Government, that the commodities will be consigned to you and that they are for your own consumption in the USA.

ADMINISTRATION

MILITARY PAY

- 163** Personnel posted in the U.S. are to ensure that their banking default on their pay account is changed to “NO BANKING” during their out clearance from their losing unit. This will ensure that members are not paid at their Canadian banks after departure from Canada. If your losing unit advises you that they will not change your pay arrangements to “NO BANKING,” please have the losing unit clerk contact the Admin and Pay Services clerk within CDLS(W), who will explain this process to them.
- 164** 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 USA for your pay statement to read \$0 in the current payment section. This happens if CDLS(W) has any type of pay note on your file. When there is a pay note on file, the pay is automatically zeroed until CDLS(W) manually changes the amount. Normally, because CDLS(W) has to wait for the exchange rate to change, pay statements are sent out prior to CDLS(W) manually changing the pay.

NOTE

Allowances and deductions will only be actioned on your pay once your furniture and effects have been received. This ensures that all pay transactions are completed at the same time and minimizes over and under payments.

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 post OUTCAN USA. CDLS(W) does not have the capability to change your personal information in EMAA.

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)	2022.13		This will be the USD deposit, shown in CAD
CASH/DBA ACQUITTANCE ROLL	23-01-03 (NOTE 02)			
POSTING LOAN MONTHLY DEBIT	23-01-01			
	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

165 All payments made directly to the member's bank account in Canada through Direct Fund Transfers (DFTs) will typically take approximately 3 – 10 banking days from the date of processing. Payments made directly to your U.S. Bank Account can be made by the Cashier through an Electronic Funds Transfer (EFT). These EFT payments can take from 2 – 5 banking days from the date of processing.

166 When requesting payment in Canadian funds for the first time, members are required to submit a void check along with their request. This is necessary to ensure the accuracy of the data entry into the Automated Cashier System (ACS). Subsequently, any payment in Canadian funds will be processed automatically into your bank account.

- 167** Government employees posted outside Canada are usually factual residents of Canada or deemed residents of Canada for income tax purposes. **It is the member's responsibility to deal with Canadian Revenue Agency (CRA).**
- 168** **"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 dependants 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 licence, Canadian bank accounts or credit cards, and/or health insurance with a Canadian province or territory.
- 169** 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 at <https://www.canada.ca/en/revenue-agency/services/tax/international-non-residents/individuals-leaving-entering-canada-non-residents/deemed-residents.html>.
- 170** 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."
- 171** The province of Quebec also grants relief to certain taxpayers who are "Deemed Residents" of Canada and Quebec. For more information, contact [Revenu Québec](#).

MILITARY FOREIGN SERVICE INSTRUCTIONS

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

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

174 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 MFSIs, which are on the CDLS(W) web site, and contact your clerk for more information.

Refs:

A [CBI Chapter 10 – Military Foreign Service Instructions \(MFSI\)](#)

NOTE

PTA is to assist members and their families to travel away from the post during each posting. If you are posted for a period of 36 mths or more, this benefit may apply to you. It is the member's responsibility to contact [CDLS\(W\) Admin and Pay](#) in order to determine eligibility and start the application process upon their arrival. Travel that is booked prior to the approval of PTA and receipt of funds will not be claimable under the benefit.

Refs:

A [MFSI 10.22 – Post Travel Assistance \(formally known as Vacation Travel Allowance\)](#)

ADMINISTRATION

COMPASSIONATE TRAVEL ASSISTANCE (CTA)

175 In the unfortunate event of a serious illness/injury or death of an immediate family member, always contact the [CDLS\(W\) Admin and Pay](#) section during business hours or the [CDLS\(W\) Duty Officer](#) after hours. The CDLS(W) team will provide you with all the entitlements and detailed instructions at the time of approval.

176 The intent of CTA is to provide an assistance to the CAF member and/or the spouse and dependants for the reimbursement of some transportation expenses and travelling expenditures arising from: a) the critical illness or injury of a dependant student or infirm child; or b) the critical illness/injury or death of a family member defined by FSD 54.

NOTE

Critical illness/injury is defined as “an injury/illness so severe that the person's life is in immediate danger.” A physician's note will be required at time of claim finalization to certify that the presence of the member is required due to the severity of the illness/injury.

COMPASSIONATE TRAVEL ASSISTANCE (CTA) (cont)

177 Compassionate Leave for the CAF member must be authorized by the CO/L1 sponsor for purposes of CTA reimbursement (spouse/dependants travelling do not require Compassionate Leave approval). The CO CDLS(W) can also authorize up to 14 days Compassionate Leave; however, the CO/L1 sponsor must be advised of this.

178 CTA must be authorized by the approving authority—the CO CDLS(W)—**prior to any financial commitment.** Please reach out to CDLS(W) with an explanation and copy of your approved leave pass, to receive approval IOT commence booking. If being staffed, please mention that it is being staffed.

179 When Compassionate Leave and CTA have been authorized, the assistance provided under references A-C below is as follows:

- A** Economy class return travel using the most direct route from post to location of family member. Economy class CAL tickets may be purchased as two one-way tickets only when and if date of return is unknown at the time of departure from post. In order to comply with policies, the tickets must show from the onset that the member/dependants are coming back to the OUTCAN post.
- B** Maximum of 5 nights commercial accommodations at the location of family member or location of funeral/interment. Non-commercial accommodations are not claimable.
- C** Reimbursement of one piece of checked baggage for the member and for each eligible member of the family.
- D** For air transportation to the closest airport and local transport from that airport to the approved final destination, and return to post; and
- E** For destinations with no local airport, PMV low rate mileage or intercity buses or rail costs (whichever is less) shall be used from the closest airport as per reference C.

Refs:

- A** [MFSI 10.23 – Compassionate Travel](#)
- B** NJC [FSD 2](#)
- C** NJC [FSD 54](#)
- D** DCBA 1908 151311Z MAR 19 (clarification message)

NOTE

In the unfortunate event of a serious illness or death of a family member, contact [CDLS\(W\) Admin and Pay](#) during business hours or CDLS(W) duty officer after hours in order to get approval to receive compassionate leave and/or be approved for CTA benefit. The CO must approve the CTA prior to any financial commitment. The CDLS(W) team will provide you with all the entitlements and detailed instructions at the time of approval.

Refs:

- A** [MFSI 10.23 - Compassionate Travel](#)
- B** DCBA 1908 151311Z Mar 19 (clarification message)

FOREIGN SERVICE PREMIUM (FSP)

- 180** 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.

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. Operational FSP points (MFSS FSP) accumulated after 23 Jul 03 are not interchangeable with Post FSP points.

- 181** When a change occurs in the rate of FSP to which you are entitled, you are to complete a new Application for FSP form and submit it to CDLS(W) Admin and Pay for approval. Some examples of when FSP levels may be affected are as follows.

- A** When time for qualifying points change;
- B** Changes to family size (marriages, births, deaths, separations, divorce, children returning to or from Canada, arrival of dependants, etc.);
- C** Child reaching age 21 (no longer a dependant unless mentally or physically disadvantaged);
- D** Child being educated away from post;
- E** Dependant not at post for at least eight months in a twelve month period; and/or
- F** Commencement or cessation of Imposed Restriction.

Ref: [MFSI 10.14.02 – Foreign Service Premium](#)

POST SPECIFIC ALLOWANCE (PSA)

182

PSA is a non-accountable monthly allowance paid to assist a member in travelling from the post. It is based upon 80% of economy air travel (Y fare) from post to Ottawa. PSA rates are adjusted annually, and can be found on the [CDLS\(W\) website](#).

Ref: [MFSI 10.14.03 – Post Specific Allowance](#)

POST LIVING ALLOWANCE (PLA)

183

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), 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. The Post Index is calculated by StatsCan IOT determine higher costs of living at posts around the world.

Ref: [MFSI 10.15.01 – Post Living Allowance](#)

NOTE

During your OUTCAN tour, you may be asked to complete a Statistics Canada survey aimed at setting the PI for your area. The quality of return sets the PI and members, if asked, are required to complete the survey as thoroughly as possible.

It is a CAF member's responsibility to advise Admin and Pay, in the event of absences/travel away from post in excess of 25 compensation days. Should the member or their dependent(s) be away from post, allowances and utility share are reduced on the 26th compensation day.

COMMUTING ASSISTANCE ALLOWANCE (CAA)

184

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, the instructions and updated spreadsheet will be sent in April to reconcile from the previous year. Submit your claim as soon as possible, as claims are only reimbursable up to 12 months after expenses have been incurred (QR&O 203.05).

Ref: [FSD 30 - Post Transportation and Related Expenses](#)

ADMINISTRATION

UTILITY ALLOWANCE

185

You are entitled to a Utility Allowance to cover the costs of authorized utility charges incurred during the same period for which you receive your shelter allowance (rent). The utility allowance runs from October to September each year. In order to receive a utility allowance, you are required to complete the “Utility Allowance - Forecast of Requirements” located on the [CDLS\(W\) website](#). 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;
- B 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, complete the “Utility Allowance - Forecast of Requirements” located on CDLS(W) website and send to cdlsw-housingsvcs@forces.gc.ca (see para 185 of Welcome Book).
- C Enter the “forecasted” utility amount for the months that you are also paying rent.** For example, if you are renting premises from September onward, then you only need to fill out the forecast from the period September to June of the following year;
- D Once a forecast is submitted, it will remain in effect for the duration of the fiscal year.** Requests to change the allowance during the FY may be submitted to the Housing Services clerk and will be considered on a case-by-case basis;
- E “Utilities” security deposits, hook-up fees, security systems, cable and telephone services are the responsibility of the member and will not be reimbursed by CDLS(W).** Therefore, they cannot be forecasted or claimed as part of your allowance. All hook-up fees for utilities are claimable through CAFRD;
- F Sign the member’s certification portion of the utility forecast.** As this is an allowance, your forecast must be signed or it will not be processed; and
- G Fax utility allowance forecast to Housing Coordinator at: (202) 682-7673 or pdf and email cdlsw-housingsvcs@forces.gc.ca.**

UTILITY ALLOWANCE (cont)

186 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. Requests to claim firewood must be submitted to Housing Services Clerk CDLS(W) accompanied by a letter from the owner certifying the above;
- 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. Requests for pest control are to be submitted to the Housing Coordinator in writing, complete with three (3) actual quotes from possible service providers.

NOTE

Pest control must be authorized by the Approving Authority (CO CDLS(W)), prior to any financial commitment for pest control. Authorization should be obtained for each application or if recurring issue, each time required. Include documentation when submitting your reconciliation.

UTILITY ALLOWANCE (cont)

187 It should be noted that in some states, certain utility companies may request that a deposit is 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.

188 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.

189 The Utility Allowance is deposited around the 18th of each month in the same USD account to which your rent is deposited. The deposit is to pay the current month’s bills, e.g. a payment on 18 June is to be used to pay your June utility bills.

ADMINISTRATION

SPECIAL CONSIDERATION REQUIREMENTS

190 Items such as **pest control, firewood**, etc. must receive **CDLS(W)** approval **BEFORE** being included in the **utility allowance forecast**. Such submissions are to be addressed to the [Housing Coordinator](#).

ADMINISTRATION

UTILITY RECONCILIATION

191 Utilities are reconciled once per year. Send completed reconciliations to the cdlsw-FinancialSvcs@forces.gc.ca inbox. An email will be sent out in October with instructions for submission. You are expected to retain all individual invoices from each utility company along with proof of payment. Common concerns:

- If the bills must stay in your landlord's name, that is fine as long as you can provide the proof of payment to landlord.
- Service charges/initiation fees are not reimbursed under utilities, however, they are reimbursed through BGRS
- Deposits are not reimbursable because they are returned to you. The credit will not be accounted once applied.
- Pest control for inside the home will require pre-approval from CDLS(W)
- If you have a pool, you will need to determine the costs associated with maintaining the pool and account for it on the reconciliation as these costs are member's responsibility

Ref: [MFSI 10.5.14 – Utility Allowance](#)

ADMINISTRATION

ENVIRONMENTAL OR SPECIAL ALLOWANCES

192 If you are, or were, in receipt of any specialist allowances such as **Sea Duty, Diving or Aircrew Allowance**, you should contact Admin and Pay Services clerk to confirm current entitlements. Members are also to note that they are not entitled to Post Living Differential (PLD) when posted to the USA and should ensure that this allowance is ceased when departing Canada.

ADMINISTRATION

DAYCARE ASSISTANCE

193 In recognition of the high costs of daycare at many posts, for which 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 30 or contact [CDLS\(W\) Financial Services](#) for more information and instructions on how to apply.

Ref: [FSD 32 – Daycare Assistance](#)

LEAVE WHILE IN THE U.S.

- 194** While you are posted to the USA, all CAF Leave policies still apply to you. Leave passes are to be submitted through your CO/L1 sponsor and sent to [CDLS\(W\) Admin and Pay](#) 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 sponsor/L1 Chain of Command.

ADMINISTRATION

MATERNITY/PATERNITY LEAVE

- 195** While you are posted to the USA, due to operational requirements of your unit (e.g. Exchange program MOU, etc.) and limitations in backfilling the position, Maternity/Parental Leave may be reduced. Further information can be obtained from the CDLS(W) MATA/PATA Clerk through [Admin and Pay Services](#).

ADMINISTRATION

FOREIGN TRAVEL WHILE ON U.S. POSTING

- 196** Diplomatic and Special passports are to be used for all travel while you are posted to the U.S. The U.S. visa contained in the issued red or 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 (personal) passport. It is strongly advised that you travel on your Official or Diplomatic passport while on post.
- 197** 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. Contact the [CDLS\(W\) Protocol Coordinator](#) to confirm whether a visa is needed. **All duty-travel outside of CONUS and Canada must be staffed through CDLS(W) to VCDS OUTCAN Coord for approval.**

ADMINISTRATION

LEAVE (PERSONAL) TRAVEL

- 198** When travelling while you are posted to the U.S. you should not use your blue (personal passport) to travel, even for personal travel. This applies to your dependants as well. You may use your personal passport for onward travel from Canada to a third destination but all exit and entry to the United States should be done on your official/diplomatic passport. If you are unsure at all about the use of passports for travel please contact the [CDLS\(W\) Protocol Coordinator](#).

MAIL SERVICE TO CDLS(W)

- 199** To facilitate the handling of correspondence from Canadian financial organizations, only a limited delivery service for CAF members in the USA has been established through **CAF Postal Unit Trenton (CAFPU Trenton)**. Mail will be collated and dispatched to CDLS(W) via Canada Post (CPC). Mail received by CDLS(W) will be redirected to members. The following address is to be used:

SN, Rank, Initials, Name
CDLS(W)
PO BOX 5277 STN FORCES
Belleville ON K8N 5W6

- 200** Personnel are reminded that, due to restrictions placed upon the use of this postal address, the only acceptable personal correspondence is that which is of a **financial/banking/personal investment nature**. Any letter mail which is not of this nature (e.g. magazines, commercial advertising correspondence and all parcels) will be returned to sender by the Canadian Forces Postal Unit. Members are reminded that upon return to Canada, this postal address is no longer to be used.

NOTE

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

Not all banking establishments will allow a PO Box address.

ADMINISTRATION

IF YOU ARE CONSIDERING HAVING A CHILD IN THE U.S.

- 201** There are a number of factors to consider around having a child in the United States 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 [CDLS\(W\) Protocol Coordinator](#) 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 CDLS(W) Visits 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.

MEMBERS WITH DEPENDANTS

**MARRIED, COMMON-LAW,
SAME-GENDER RELATIONSHIPS**

- 202 DOMESTIC PARTNERSHIP (ALSO KNOWN AS COMMON-LAW MARRIAGE).** 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 USA.
- 203 MARRIAGE.** The state of being united to a person, regardless of gender, in a consensual and contractual relationship recognized by law.
- 204 SPOUSE.** The person legally married to the posted member.
- 205 DERIVATIVE VISA.** A visa issued to a spouse or dependant; a derivative visa will have the same visa status as the primary applicant.

NOTE All domestic partnerships must be identified during the screening process. It must be noted that the following are in accordance with U.S. policies and CAF members in the U.S. are guests and must abide by such policies.

MEMBERS WITH DEPENDANTS

DIPLOMATIC DERIVATIVE VISAS - A OR G VISAS

- 206 DEPARTMENT OF STATE (DOS) DOMESTIC PARTNERSHIP POLICY.** Opposite-sex domestic partnerships are not recognized by DoS. **Partners in opposite-sex domestic relationships are NOT eligible for diplomatic or official visas.** Such partners are eligible for B2 visas, commonly called “visitor” visas. **B2 visa holders are not afforded privileges, immunities or the right to work in the U.S.** Subsequently, **B2 visa holders are ineligible for Canadian Employment Insurance (EI) benefits.** B2 visa holders are also not permitted to engage in a program of study.
- 207** Selection of “common-law” on the online visa application will result in a B2 visa being issued to the CAF partner. For more information, see “Visitor Visa” at <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visitor.html>.
- 208 CANCELLED**
- 209 DOS MARRIAGE POLICY.** DoS 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 “A” or “G” visa applicant must be under the age of 18 when the marriage takes place.

NATO-2 DERIVATIVE VISA

210 **DOS DOMESTIC PARTNERSHIP POLICY.** 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 (see above [B2 visa information](#)). The domestic partnership policy applies equally for same and opposite sex partnerships for the purposes of NATO-2 visas.

211 **DOS MARRIAGE POLICY.** DoS 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.

POLICY OF THE U.S. DEPARTMENT OF DEFENSE (DOD)

212 **DOMESTIC PARTNERSHIP.** Domestic partnerships are not recognized as a legitimate union by the DoD. Official US DoD policy is that all domestic partners will not be afforded any military benefits. DoD may provide some benefits to same-sex domestic partners of Military Service members and their children, if the couple signs a declaration attesting to the existence of their committed relationship. However, members should note that arrangements have differed from base to base – official policy is that the production of a marriage certificate is what entitles a spouse to benefits.

213 **MARRIAGE.** The DoD upholds the legitimacy of “spouse” and “marriage” without regard to sexual orientation. Married couples, irrespective of sexual orientation, and their dependants, will be granted full military benefits.

214 Official policy of the U.S. DoD is a proof of a marriage certificate in order to obtain a Common Access Card (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 a U.S. SSN or state documents (e.g. driver’s license). Unfortunately, CDLS(W) is unable to assist in these situations.

B-2 VISA STATUS (THE VISITOR VISA)

- 215** It is strongly recommended that all implications of B-2 visa classification be examined prior to accepting posting to the U.S.
- 216** 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. A common-law partner may stay in the U.S. on a B-2 visa for up to 1 year as long as the intended stay has a time limitation and is not indefinite in nature.
- 217** 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.
- 218** 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.
- 219** 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, request 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.
- 220** An application for a B-2 visa should be completed simultaneously with the primary military member 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.).
- 221** 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 look it up here: <https://i94.cbp.dhs.gov/i94/#/home>. Staying in the U.S. past an "admit until" date may result in denial of further visas to the United States.
- 222** The expiration date on your visa is the period of time you are allowed to approach the border to ask for admission to the United States. 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 the United States Customs and Border Protection: *"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."*

MEMBERS WITH DEPENDANTS

VISA STATUS (THE VISITOR VISA)

223 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 Form I-94.

224 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.

225 USCIS does not recognize domestic partnerships or common law relationships for purposes of Employment Authorization.

MEMBERS WITH DEPENDANTS

DEPENDANTS

226 Definition of an eligible dependant:

- A** A legally married spouse;
- B** An unmarried, single child under age 21;
- C** *For diplomatic staff only* – An unmarried child younger than 21 but older than 18 must be enrolled in full-time education (anywhere in the world in a post-secondary educational institution) to remain eligible for a visa, accreditation and work authorisation;
- D** An unmarried, single child, age 21 through 24, who is a full-time student at a post-secondary educational institution in Canada; and/or
- E** An individual over 20 or 24 years of age who was a dependant child, as defined above, when they became incapable of engaging in self-sustaining employment by reason of mental or physical impairment, and is primarily dependant upon the member for support and maintenance.

NOTE To connect your dependants with Military Family Services Support, find your Coordinator [here](#) (Section S4)

PASSPORTS AND VISAS FOR DEPENDANTS

227 Child dependants 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 dependant, the following qualifications must be met:

- A** Dependant must be single, not married;
- B** Must be between the ages of 21 and 24 (eligibility ceases the day before the dependant's 25th birthday);
- C** Dependant 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 dependant only if he/she is attending full-time post-secondary education in Canada and between the ages of 21-24 (unless recognized as a "special dependant"). Once the dependant's eligibility is negated, the child must return to Canada and relinquish his/her red or green passport and visa. The passport may be returned via courier to the CDLS(W) Protocol Office or to Official Travel at the below listed address. 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 by DND as a dependant.

Official Travel - PPTC - Voyages Officiels

200 Promenade du Portage Place du Centre, Commercial Level
Gatineau QC J8X 4B7
(819) 956-8772 / (819) 994-3550 / Fax: (819) 997-1255

MEMBERS WITH DEPENDANTS

EMPLOYMENT INSURANCE BENEFITS (FROM CANADA)

228 Spouses moving to the US on posting with their CAF spouse may be eligible for Employment Insurance (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 dependants must provide proof that they are legally authorized to seek employment in the US (along with other requirements). Contact the CDLS(W) Protocol Coordinator upon arrival on posting in the US for more information regarding applying for an Employment Authorization Document (EAD) card. Note that EI applicants will be eligible to receive EI based on the validity date of their EAD card, not the date they arrived in the US on posting or the date they initiated their EAD application.

Information regarding EI benefits is available at:

<https://www.canada.ca/en/services/benefits/ei/ei-outside-canada.html>

EMPLOYMENT INSURANCE BENEFITS (FROM CANADA)

- 229** Out of Country EI is processed through the Service Canada Interstate Office at 1-877-486-1650

Service Canada
19 Lisgard St
Sudbury, ON
P3E 6L1

Att: Interstate Overseas

- 230** You will required to fill out an online EI application form and an Interstate USA Employment Authorization Questionnaire (INS5247). This form will kept on your file to remain open until you receive your EAD and your benefits commence.

MEMBERS WITH DEPENDANTS

EI MATERNITY AND PATERNITY BENEFITS (FROM CANADA)

- 231** Pregnant CAF spouses moving to the US 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 Employment Authorization Document is **NOT** required for EI maternity benefits

- 232** Out of Country EI maternity and paternity benefits is processed through the Service Canada Interstate Office at 1-877-486-1650

Service Canada
19 Lisgard St
Sudbury, ON
P3E 6L1

Att: Interstate Overseas

EMPLOYMENT ASSISTANCE FOR SPOUSES AND COMMON-LAW PARTNERS

233 Spouses and common-law Partners 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.

For Association or membership dues entitlement (to a maximum of \$300 per year), review requirements under FSD 17.1.

Employment-related expenses (to a maximum of \$750) are subject to the following conditions:

- A** the spouse or common-law partner is or has been residing with the employee in Canada and/or at post and was employed within one year prior to departure from Canada, or departure from the employee's post; and
- B** the expenses incurred are directly related to facilitating entry to the workforce at the new place of duty outside Canada or re-entry into the Canadian workforce.

Items that may be reimbursed are listed under FSD 17.2.

Contact Admin and Pay Section for more info.

Refs:

- A** [MFSI 10.13](#)
- B** [FSD 17](#)

SECURITY CLEARANCE FOR EMPLOYMENT

- 234** **Eligible dependants** considering working at the Embassy of Canada in Washington, D.C., should email resume@international.gc.ca in order to contact Human Resources for more information on required security clearances.

MEMBERS WITH DEPENDANTS

DEPENDANT EMPLOYMENT IN THE U.S.

OPI: CDLS(W) Protocol Coordinator – cdlsprotocol@forces.gc.ca

- 235** Eligible dependants are permitted to seek and take up employment while accompanying the primary member on post, provided that 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 dependants the right to work in the United States. Dependants must have an EAD before applying for an SSN.** The minimum age for an EAD is 16. Additional information regarding employment for dependants in the U.S. may be found on the CDLS(W) website.

To be directed to local U.S. employment resources, find your Military Family Services Coordinator [here](#) (Section 4).

MEMBERS WITH DEPENDANTS

CANADIAN TAXES

- 236** As per information provided by the CRA in June 2015, all spouses who are accompanying CAF members or DND civilians 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.

- 237** 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 individuals tax situations will differ and CDLS(W) are not registered tax agents no assistance can be given with regards to the specifics U.S. or Canadian Taxes. Net File cannot be done outside of Canada so it must be mailed.

U.S. TAXES

- 238** It is the responsibility of all holders of an Employment Authorisation Document (EAD) to file taxes in the United States. Dependants working on the U.S. economy are responsible for filing U.S. taxes while employed in the U.S. General information on taxation and work authorizations for the U.S. may be found on the IRS website: <http://www.irs.gov>.
- 239** Individuals are responsible for ensuring that they have filed all relevant federal and state taxes. It is a requirement when filing a renewal EAD that proof of filing for all the years that one has held an EAD. Filing incorrectly can cause extensive delays in renewing work authorisation. Even tele-working in the U.S. for Canadian companies or the Government of Canada, should still require you to prove tax filing.
- 240** It is strongly recommended that the services of a tax attorney be engaged if your tax affairs are unique or complicated. As CDLS(W) does not have a registered tax agent or attorney, we cannot provide you with specific information with regards to your taxes. [CDLS\(W\) Protocol](#) will only be able to outline the requirements for the renewal of an EAD but not how or what to file.

CHILD TAX BENEFIT

- 241** It is recommended to have Child Tax Benefit checks forwarded by Canada Revenue Agency (CRA) directly to a bank account at a Canadian financial institution. Arrangements or and inquiries should be directed to the CRA website at <https://www.canada.ca/en/services/taxes.html>.

DRIVER'S EDUCATION

242 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 dependant will need:

- A** The dependant's passport with the I-94 form attached (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.

243 Some states, such as Virginia, 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 U.S. This is beneficial for student dependants who visit during the summer months, or for those dependants 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.

DRIVER'S LICENSE

244 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 state licensing authorities can give you advice concerning this privilege for you and your dependants. Renewal of Canadian driver's permits for you and your dependants is normally permitted. However, some provinces will not issue a driver's permit to other than a bona fide domicile address within the particular province. You are advised to contact your local provincial authorities and insurance provider concerning this privilege prior to departing Canada. As a general rule, driver's permits and automobile plates must be raised from the same province or state.

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

246 To obtain a license from the state in which you live you can go to the Department of Motor Vehicles (DMV) and apply to get your license switched from a Canadian license to an American license (it may vary by state but, generally you must be 19 to do this). 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 the I-94 form attached; and
- C** Proof of U.S. residency in the form of a bill with the local address on it.
- D** If you have one, your U.S. Social Security number. If you do not have one and don't intend on getting one, you may need a letter from your local Social Security Administration office stating that you are not eligible for a Social Security Number before you can obtain a driver licence.

EDUCATION ALLOWANCE

247 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 the CDLS(W) Children's Education Management FSA for guidance on education entitlements within the U.S., including the option of sending your children to a Canadian school, University, College, CÉGEP, DEP, AEC, board and lodging, etc. Any inquiries regarding the OUTCAN screening process can be directed to CEM at CEMGEE@forces.gc.ca

248 To connect your dependants with Military Family Services Support, find your Community Service Provider (CSP) [here](#) (pg 91).

249 In conjunction with FSD 34, members with dependants in school or university should first thoroughly read the above education link, and then direct any questions to the Children's Education Management Clerk (cdlsw-ChildrensEducation@forces.gc.ca). It is important that **no financial commitments be made prior** to contacting CDLS(W).

Refs:

A [FSD 34](#)

FEE-PAYING SCHOOLS

250 Children's Education Management (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 dependant may also enroll in a U.S. French program provided the child was enrolled at a French school in Canada. More information is available at the CEM website. French immersion is not considered a French school.

Ref: CEMGEE@forces.gc.ca

CEM WEBSITE UPDATE

251 Please note that CEM is currently working on creating a new website. For this reason, please contact your guidance counsellor or the CDLS(W) CEM section for more information or if you require assistance or forms. The CEM email is as follows: cdlsw-ChildrensEducation@forces.gc.ca.

FAMILY REUNION TRAVEL ALLOWANCE

252 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 website. Please visit <https://www.cdlsw-elfcw.ca> or contact the Children's Education Management Clerk representative at cdlsw-ChildrensEducation@forces.gc.ca for further information about education entitlements and family reunion travel.

Ref: [FSD 51](#)

253 There is no minimum period of time which the dependant must spend at the mission or which the employee, as provided for in Section 51.08, must spend away from the mission, except that, since the purpose of this directive is to minimize the separation of families resulting from foreign service, it is expected that a reasonable period of time will be spent together as a family throughout this directive, the non- accountable family reunion travel allowance shall reflect:

- A** The lowest economical roundtrip airfare appropriate to a particular itinerary, including reduced or discounted fares, for the most direct routing between the post and either the location of the dependant or the headquarters city (i.e. the previous post), as applicable;
- B** An amount for local transportation costs to and from airports at the points of departure and /or destination;
- C** An amount to cover the expenses for meals, accommodations and local transportation to and from the airport for a necessary stopover, where it is not possible or practicable to arrange an itinerary which will permit continuing travel to the approved destination, when authorized in advance by the deputy head;
- D** Discount and reduced fares shall be selected prior to full fare economy where these rates are available; significant savings can be realized if flights are booked as far in advance as possible; employees shall make travel arrangements 4-6 weeks in advance of travel date, unless there is a reason acceptable to the Director of Children's Education Management, full-fare economy will not be authorized;
- E** Where more than one rate is available for the same standard of air travel, depending on whether the ticket is purchased in Canada or at the post, the most economical airfare rate shall be used (not including business class);
- F** Where the employee purchases restricted tickets in advance, in order to obtain a reduced fare, the employer will reimburse the cost of the fee necessary to change the ticket, should it be necessary to change the dates of travel for reasons beyond the reasonable control of the employee;
- G** Two checked luggage are reimbursable when the airline charges a fee;

FAMILY REUNION TRAVEL ALLOWANCE (cont)

- H Seat selections are not refundable;
- I Photocopies of boarding passes or airline tickets will be submitted to the CDLS(W) CEM Clerk for inclusion in the member's education file within 30 days after completion of Family Reunion Travel; and
- J Boarding passes, airline tickets, travel itineraries must be kept by the employee for a period of seven years to satisfy audit requirements.

254 Members are to be aware of the following rules:

- A * Travel bookings made on short notice, which may result in a higher airfare, will not result in a higher allowance;
- B * Higher actual costs due to personal booking choices will not increase the amount of the allowance;
- C The allowance does not include member's personal preferences such as length of stay, chosen travel dates or choice of more expensive air carrier;
- D Stopover supplements will not be included;
- E The nine/twelve hour provision for upgrading to business class shall not apply;
- F Lowest available airfare means that advance booking fares are the norm, as opposed to last minute bookings, which would result in higher fares;
- G **Flight Insurance on travel booking is not reimbursable;** and
- H FRT Allowances require Verification and Certification on all travel forms. The member is required to prove to CDLS(W) that FRT allowance provided has been utilized within the parameter and the intent of the allowance.

NOTE

* Members will have the responsibility to arrange for such trips and be responsible for fares they are charged.

ISSUING TRAVEL ALLOWANCE

255

Travel allowances shall be issued as close to the proposed date of travel as possible, taking into account the need to book tickets in advance. The member must present a travel itinerary that identifies proposed travel and anticipated costs to the extent of the allowance. It is understood that a member's travel plans may change and planned travel may have to be cancelled or amended. Amendments to the plan may be made as necessary

- A DEPENDANT STUDENT- ELEMENTARY AND SECONDARY LEVEL.** Three return trips in a twelve month period for a dependant student in full-time attendance at a school where an education allowance is paid under FSD 34, for travel between the location of the student and the post, where the last year of entitlement shall be the twelve month period commencing September 1st in which the 21st birthday occurs;

Ref: [FSD 51.4](#)

- B DEPENDANT STUDENT POST-SECONDARY LEVEL- 21 OR LESS.** Two return trips in a twelve-month period for a dependant student in full-time attendance at a post-secondary educational institution, for travel between the location of the student and the post, up to the cost of travel between the headquarters city and the post for travel from Canada, or between the post and the headquarters city for travel from outside Canada, where the last year of entitlement shall be the twelve-month period commencing September 1st in which the 21st birthday occurs;

Ref: [FSD 51.5](#)

- C DEPENDANT STUDENT POST-SECONDARY LEVEL- 24 OR LESS.** One return trip in a twelve-month period for a dependant student in full-time attendance at an educational institution which has been approved by the Director of Children's Education Management (CEM). The last year of entitlement shall be the twelve-month period commencing September 1st in which the 23rd birthday occurs;

Ref: [FSD 51.6](#)

- D CUSTODY ARRANGEMENT.** Where a custody agreement is in place or where the child has not yet attained 22 years of age and there is no custody agreement because of the child's age, the deputy head may authorize payment of a family reunion travel allowance in accordance with this section. If your children are travelling under custody arrangements, they may be eligible to the followings:
- 1** A dependant child at Post with the member may use to two return trips per 12-month period to visit the other parent, up to the cost of travel between the current post and the location of the other parent minus the cost of the travel between the location of the other parent to the member's Headquarter City;
 - 2** A dependant student under FSD 2, may use up to two return trips per 12-month period to visit the other parent up to the cost of travel between the location of child (post or school) to the location of the other parent, minus the cost of travel between the location of the other parent to the member's Headquarter City.

ISSUING TRAVEL ALLOWANCE (cont)

- 3 A dependant child/student at post with the member when the other parent travels in lieu to post may use two return trips in 12-month period, up to the cost of the location of the other parent and the member's post minus the cost of travel between the location of the other parent minus the member's Headquarter City; and
- 4 A non-dependant child visiting the post may use two return trips per 12-month period, up to the cost of travel between the location of the child to the member's post minus the travel between the child's location and the member's Headquarter City.

Ref: [FSD 51.10](#)

- E All administrative forms used for reimbursement can be found at the CEM website:
<https://www.cdls-w-elfcw.ca>.

NOTE

Eff Apr 19 there were significant changes to CEM entitlement. Ensure you are aware of the changes and how they affect your situation.

Refs:

- A [FSD 34](#)
- B DCBA 1908 151311Z Mar 19 (clarification message)

- 256** 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 Headquarter City. The forms can be found at the CEM website: <https://www.cdls-w-elfcw.ca>.

Ref: [FSD 34.6](#)

- 257** When a member receives an Education Allowance on behalf of eligible dependants, all education expenses will be the responsibility of the member, including, but not limited to, shelter costs that might not have occurred had the member remained in Canada. Parameters for claiming shelter assistance are:

- A** Available up to the school year of 23rd birthday;
- B** School year being 1 September to 31 August;
- C** Member must submit documentation from the school showing dependant student's full-time enrollment and attendance at a Canadian post-secondary institution; and
- D** Member must sign the declaration that this post-secondary shelter assistance is being claimed on behalf of a natural child, adopted child, stepchild or legal ward on behalf of member or his/her spouses or common-law partner. They should also certify that, prior to member's posting outside Canada, the student resided with member in Canada except when in full time attendance at an education institution and that, furthermore, because the student is attending an education institution in Canada as a full time student, thus the student is not residing on a full time basis with the member Outside Canada at the post.

- 258** Subject to [FSD 34.1.8](#), CAF members may be authorized an allowance for actual costs incurred on behalf of a dependant student who has graduated from secondary school in Canada or has obtained equivalent educational status abroad for:

- A** Shelter for the full academic year or for the balance of the academic year
- B** Actual and reasonable commercial storage expenses; and
- C** Where the dependent student is in full-time attendance at a post-secondary educational institution which has been approved by the deputy head in the headquarters city of the employee's last place of duty in Canada.

Ref: [FSD 34.6](#)

- 259** Eff 1 Apr 19, the provisions of this section **do not apply** to a student at the post-secondary level in Canada where the employee's spouse or common-law partner has chosen not to accompany the employee on posting or the post-secondary student is living with the other parent in Canada.

Eff 1 Apr 19, the provisions of this section **do not apply** where the dependent student resides in the employee's principal residence or a property owned by the employee and/or spouse or common-law partner.

Eff 1 Apr 19, the provisions of this section **do not apply** to a student at the post-secondary level in Canada where the dependant student attends an institution that is away from the CAF member's last post (ie. CAF member's last post is Ottawa, but dependant student is enrolled in a post-secondary institution in BC).

Ref: DCBA 1908 151311Z Mar 19 (clarification message)

SECONDARY EDUCATION IN CANADA

260

An education allowance called Secondary Education in Canada, “Board and Lodging” may be provided for a dependant child/student where a member chooses to have a dependant student receive secondary education in Canada. The deputy head may authorize an education allowance for this purpose.

The education allowance shall include:

- A** Non-resident school fees for attendance at a public school, and board and lodging costs (up to the maximum established for that year), or
- B** Admissible education expenses for attendance at a residential school, when suitable board and lodging cannot be arranged for attendance at a public school, as determined in accordance with this section; and
- C** Board and lodging expenses for weekends, where a dependant student attends a five-day French residential school in Quebec (seven-day boarding facilities not available).

Ref: [FSD 34.4](#)

INFORMATION ON LOCAL SCHOOLS IN THE U.S.

261

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

For more information on Children’s Education Management and Education Allowance entitlements, refer to FSD 33, 34, and 35; and visit the following websites:

Ref:

- A** CEMGEE@forces.gc.ca
- B** [FSD 33, 34 & 35](#)

HOW THE COVERAGE WORKS

262 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 personnel). The Det is comprised of the following: the Canadian Forces Health Services Attaché (CFHSA - a CAF doctor), the Canadian Forces Medical Liaison Officer (CFMLO - a CAF doctor), the Staff Officer Health Administration (SO Health Admin - a Health Care Administrator) and the Health Services Coordinator (HS Coordinator - a Medical Technician). This team of four provides guidance to 700+ CAF personnel and their families regarding all aspects of health care and the administration of entitled benefits while in the USA.

263 Contact Information:

- A** CFHSA – (202) 682-7772;
- B** CFMLO – (202) 448-6210;
- C** SO Health Admin – (202) 448-6559;
- D** HS Coord – (202) 448-6282;
- E** Health Records Manager – (202) 682-7648; and
- F** Email - CDLSW-MedicalAdmin-ELFCW-AdminMedical@forces.gc.ca

264 Health care information can be referenced at:

Ref:

- A** [CDLS\(W\) Website](#)
- B** [CFMWS.ca - FAQs & How To's](#)
- C** <http://intranet.mil.ca/en/locations/outcan/washington.page>

WHO IS ENTITLED CARE AT U.S. BASES?

265

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 dependants 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:

- A** CAF members in the U.S. completing postgraduate studies at civilian schools, those posted to New York City and members on certain Foreign Military Sales projects are NOT covered under the NATO SOFA or RHCA. These personnel are required to access local civilian medical/dental facilities, and must communicate with the CFMLO, SO Health Admin for prior approval for any non-emergency/routine procedures or treatments. If ever in doubt please contact the SO Health Admin; and
- B** The Canada-U.S. RHCA was renewed March 2018 and covers nine states:
 - 1 California;
 - 2 District of Columbia;
 - 3 Georgia;
 - 4 Hawaii;
 - 5 Maryland;
 - 6 North Carolina;
 - 7 Texas;
 - 8 Virginia; and
 - 9 Washington State.

Ref: <https://www.cdls-sw-elfcw.ca>

266

Other states are covered by the NATO SOFA.

Ref: <https://www.cdls-sw-elfcw.ca>

REGISTRATION IN THE U.S. MILITARY SYSTEM

267 For those CAF personnel covered under the NATO SOFA and/or RHCA, family members are able to seek subsidized care from U.S. MTFs once registered in the DEERS system. Entitlement/access is linked to the foreign identification (FID) number assigned to the CAF member when he/she receives a U.S. military ID card (CAC). FID is sometimes referred to as pseudo social security. Dental care, however, is not available to dependants at U.S. MTFs. These services may be used in concert with PSHCP entitlements thus extending options for health care to family members. Keep in mind that the PSHCP remains the primary health insurance provider for CAF dependants when services are acquired outside an MTF.

268 On some bases, it may take up to three months to finalize the registration process to enable access to the U.S. MTF. In the meantime:

- A CAF.** Temporary registration is available at the MTF. In order to do this, you will need to visit the Patient Administration Office at the MTF with a copy of your posting message (“orders”). They should issue you a temporary number that you can use to get care for you and your family; and
- B DEPENDANTS.** If you have not received a temporary number (as identified in “a” above), civilian facilities should be used, utilizing the benefits of your PSHCP coverage. You may be required to pay up front and seek reimbursement.

MEDICAL AND DENTAL CARE

MEDICAL AND DENTAL EXAMINATIONS

269 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 Coordinator. 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.

270 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. If you are ever unsure about what information to report to the CFMLO once you arrive in the U.S., please review the following website: <https://www.cdls-w-elfcw.ca>.

NOTE

While on OUTCAN you may incur claimable charges from your insurance companies. These charges will be coded as follows:

Canada Life – Excess Dental; and
Allianz Global – R70

HIV TESTING

- 271** At this time, HIV testing is only a mandatory requirement for CAF members coming to the U.S. as an International Military Student (IMS) - i.e. National Defense University or Dwight D. Eisenhower School of National Security and Resource Strategy Students, U.S. Command and Staff Colleges, etc. Your international travel order (ITO) may not be issued until this condition is satisfied. Likewise, members and their families should be aware that when reporting to the U.S. MTFs, they may be tested for HIV following any blood testing that the member or his/her family may have. This may be done without consent. HIV testing is also performed as part of routine medical examinations in the U.S.

MEDICAL AND DENTAL CARE

OPTICAL SUPPLIES

- 272** CAF personnel departing Canada on posting to the U.S. **MUST** request an eye examination if one has not been conducted in the last six months prior to COS. Any replacement optical lenses or frames and additional OUTCAN entitlements must also be obtained at their support base prior to departing Canada. If your prescription changes and/or you require new glasses for other reasons during your posting, **please contact the [SO Health Admin](#) for guidance as pre-approvals are required before any reimbursement will be given.**

Ref: <https://www.cdls-elfcw.ca>

MEDICAL AND DENTAL CARE

MEDICAL AND DENTAL RECORDS

- 273** Medical records for CAF members are held at CDLS(W) by the HS Coord. Members are not permitted to hand carry files to the U.S.; **however, members shall request a shadow file of their medical and dental records including a copy of their recent medical exam, dental exam, and any other test results (including eye exams) from their departing Medical Records section during the out-clearance process.** All original dental files will be held by 1 Dental Unit HQ Ottawa.

- 274** Even though your medical file will be located in Washington, it will 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 HS Coord on a regular basis so they can be placed on your permanent file.

Ref: <https://www.cdls-elfcw.ca>

PRESCRIPTION MEDICATIONS AND DELAYED ACCESS TO HEALTH CARE

275

CAF members and their dependants proceeding on a posting to the U.S. should be in possession of a six (6) month supply of any 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 prescriptions, as refills from a Canadian health care provider will likely not be honoured.

COSTS/NON-AVAILABILITY AND DELAYED ACCESS TO HEALTH CARE

276

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 Facility, 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.

CONNECT WITH THE MFS COMMUNITY

277 While you are posted to the U.S., Military Family Services (MFS US) is here to provide support and make this transition to your new community as smooth as possible. MFS US strives to serve all definitions of the modern family including single members, empty-nesters, couples with, or without children and families with pets.

278 MFS operates on a slightly different model in the U.S. than in Canada. Programs and services are developed or identified to supplement available local resources and meet the needs of CAF families in coordination with the chain of command and the local volunteer Advisory Committee. MFS US strives to help CAF families integrate into their local US military communities. Some services include:

- A** Information and referral services (resources in your new community, connection to US programs);
- B** Opportunities for community integration (second language services, welcome events) as well as connecting with our Canadian community;
- 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 on navigating services in health care, education and employment support for dependents; and
- H** Information provided through the MFS US Family Guide, Frequently Asked Questions (FAQ's) and local/national newsletters.

279 We encourage you to connect with your local MFS US Community Service Provider and provide them with your spouse's contact information (if applicable). Each Community Service Provider is responsive to all CAF members and their dependents in their region. Refer to the chart (on page 89) to determine the provider in your area.

280 Contact your local MFS US Community Service Provider for your local private/closed MFS social media platforms. For public National MFS U.S. Services, online events and connection to other Canadians, see below.

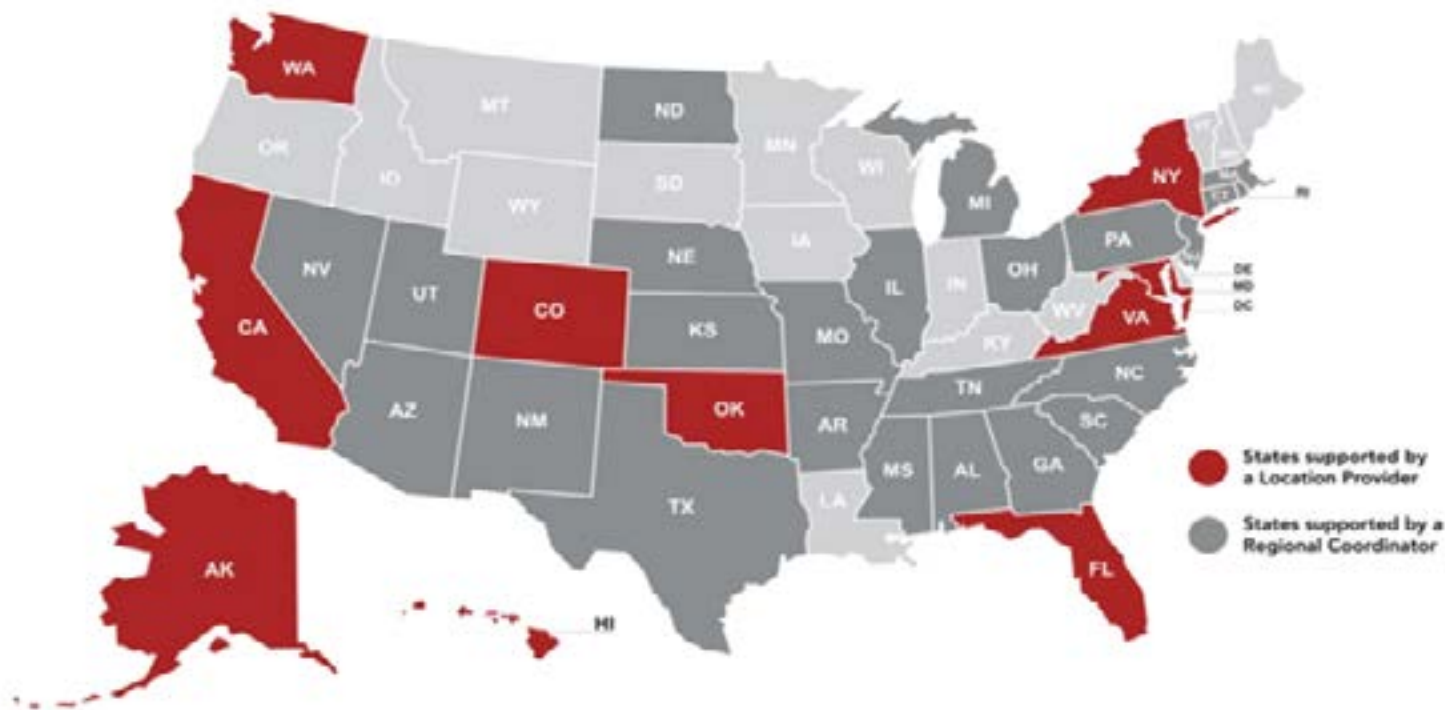
- A** Facebook www.facebook.com/MFSUnitedStates;
- B** YouTube <https://www.youtube.com/MFSCFMWS>

281 To access information on all our MFS US programs and services as well as information specific to local areas, check us out at <https://cfmws.ca/united-states>.

CONNECT WITH THE MFS COMMUNITY

282

Identify the state in which you are posted and refer to the table below for the relevant contact information. If you are unclear of whom to contact or are posted to an outreach location, contact the East or West coordinator and they will help connect you with your community.



Senior Manager Felicia Arsenault arsenault.felicia@cfmws.com	New York Provider mfs.rome@cfmws.com 315-271-7946	Colorado Springs Provider mfs.coloradosprings@cfmws.com 719-318-7299
Eastern Coordinator Lori Mersereau mersereau.lori@cfmws.com	Maryland Provider mfs.maryland@cfmws.com 443-713-7603	California and Denver Provider mfs.vandenberg@cfmws.com 720-448-7884
Western Coordinator Alexandra Cox cox.alexandra@cfmws.com	DC Region Provider mfs.washington@cfmws.com 571-384-9035	Washington Provider mfs.whidbey@cfmws.com 360-672-3741
Program Specialist Ashley Young young.ashley@cfmws.com	Virginia Provider mfs.norfolk@cfmws.com 757-282-3155	Alaska Provider mfs.iber@cfmws.com 907-201-2483
Social Worker Marion Hall BSW, RSW hall.marion@cfmws.com	Florida Provider mfs.tyndall@cfmws.com 850-896-6706	Hawaii Provider mfs.hawaii@cfmws.com 808-688-4413
Social Worker (EN/FR) Anne-Marie Béliveau MSW, RSW beliveau.anne-marie@cfmws.com	Oklahoma Provider mfs.tinker@cfmws.com 405-465-7882	Those posted to remote locations can contact either the Western or Eastern Coordinator for support.

THINGS TO DO CHECKLIST

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THINGS TO DO
CHECKLIST

The Checklist will cover important items from the initial receipt of your posting message through your arrival in the United States.

NOTE For Personnel Posted to Diplomatic Positions: In addition to the items contained in the Things-To-Do Checklist, there are additional applications and in-processing items that must be completed. You will be contacted by the Protocol Coordinator, who will guide you through the process.

LOSING UNIT CLERK	WORK PHONE	WORK EMAIL
CDLS(W) CLERK	WORK PHONE	WORK EMAIL

WHEN YOU RECEIVE YOUR POSTING MESSAGE		OPI
	Contact your CAFRD Rep	CAFIRP rep losing unit
	Contact your sponsor	Member
	Make sure your ID is valid throughout your tour	BOR losing unit
	Make sure your language profile is valid throughout your tour	BOR losing unit
	Make sure your security clearance is valid for your tour	BOR losing unit
	Apply for your Passport	BOR losing unit
	Apply for your dependant's Passport(s)	BOR losing unit
	Start your inventory	Member
	Have your completed a FORCE test this FY?	BOR losing unit
	If you are posted to the USA (excludes NSA, Students, Supreme Allied Command, & ENJJPT), complete the Extended Visit Authorization form	Member / CDLS(W) Visits Officer
	If you are an International Military Student, complete your Invitational Travel Order application	Member / U.S. desk office at CDA Kingston
	Inform your insurance company of your pending move to the USA	Member
	Contact MFS / MFS checklist available to help with dependants	Member

THINGS TO DO CHECKLIST

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THINGS TO DO
CHECKLIST

BEFORE YOUR HHT		OPI
	Send an HHT request to CDLS(W)	BOR losing unit
	Send HHT VCR request to CDLS(W) Visits for base access approval	Member
	Receive a HHT approval from CDLS(W)	Cell Clerk CDLS(W)
	Receive your passports	Blue passport is required for HHT
	Visit your CAF Clinic to verify OUTCAN eyewear entitlements and request medication refills to cover you for 6 months after arrival at new posting	Member
	Make sure that you have completed the positive enrolment with SunLife for dependant health care: https://www.sunlife.ca/en/	Member
	Contact Canada Life at 1-800-957-9777 to ensure enrolment for dependant dental care	Member
	Establish contact with your sponsor and/or a real estate agent	Member
	Read about your children's education on CEM website	Education Clerk CDLS(W)
	Make sure that CDLS(W) has access to your CCPS account	Member

DURING YOUR HHT		OPI
	Provide the CDLS(W) Housing Coordinator with your contact information	Member
	Open a U.S. bank account and fax/email a void cheque to the Housing Services Clerk	Member
	Make sure your lease includes a military clause and a death clause	Member / Agent
	Fax or email a copy of your lease to the CDLS(W) Housing Coordinator to review before signing	Member
	Fax or email a copy of your signed lease to the CDLS(W) Housing Coordinator	Member
	Fax or email request for your 1st month's rent and security deposit to CDLS(W) Housing Services Coordinator	Member
	Contact the utility and insurance companies at your destination	Member
	Inquire about your vehicle importation and state licensing/ insurance in the U.S.	Member

THINGS TO DO CHECKLIST

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THINGS TO DO
CHECKLIST

DURING YOUR HHT		OPI
	Transfer vehicle ownership into the member's name to avoid State "Property" Taxes	Member
	Investigate dependant education and contact the Children's Education Management Clerk (if required)	Member
	Investigate immunization requirements for school	Member
	Apply for Visa(s)	BOR losing unit

MOVING		OPI
	Make sure you have received official passports and visas for all family members	BOR losing unit
	Complete your inventory of furniture and submit a copy to your gaining unit OR (Pers file) and keep a copy for yourself	Member
	Make sure you have the contact name and phone number for the driver of the moving van. Ensure the driver has your cell/hotel number for HG&E delivery	Moving Company or Base Traffic Rep
	Make sure you have your HG&E shipment form	Member
	Make sure you have your vehicle importing forms	Member
	Register your change of address with the post office	Member
	Change banking arrangement in CCPS to "no banking"	BOR losing unit
	Arrange to cease your utility services	Member
	Apply for a posting loan (if required) through your BOR	Member
	Make sure your pets are vaccinated	Member
	Make sure prescriptions are filled for 6 months Contact HTO or SO Health Admin to determine if your prescription can be covered by the U.S. Military during your posting	Member
	Make sure medical/dental examinations are kept up to date/valid and HIV testing is done (if applicable). Talk to local clinic Blue Cross section about eligibility for extra pair of glasses if applicable	Member
	Get shadow file of your medical records. Have original medical records sent to the HS Coord at CDLS(W)	Member / Base Clinic Medical Records
	Make sure you have your children's immunization records	Member

THINGS TO DO CHECKLIST

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THINGS TO DO
CHECKLIST

AT THE BORDER		OPI
	Obtain an I-94 for each family member: ensure that there is no expiration date – they must annotate D/S	Member / CBP / Protocol Coordinator
	Ensure all forms and importation forms are stamped if you are registering the car in the U.S.	Member / Border Agent

UPON ARRIVAL		OPI
	Arrange for home insurance	Member
	Contact CDLS(W) Admin and Pay Svcs to provide them with your address and contact information at the hotel and permanent accommodation	Member
	Inform your HRA that you have arrived at post to initiate in-clearance process	Member
	Arrange for the delivery of your HG&E	Moving Company
	Description of Leased Accommodations Signed copy of your Lease (if not sent during HHT) Household Size Election (if required) Application for Rent Ceiling Increase (if required)	Member / Housing Coordinator CDLS(W)
	Accreditation/Certification for Attachés	Member / Visits CDLS(W)
	Complete forms sent by HRA within 30 days of arrival at post: personal information pro forma; Next of Kin; Emergency Contact; Family Care Plan; Memorial Cross; Supplementary Death Benefit	Member
	Once your HG&E arrives at post, complete the “Notice of Arrival” form & the “Public Service Health Care Plan” form to modify health care coverage for dependants.	Member
	Complete an insurance claim for damaged HG&E (if required)	Member / Moving Company
	Arrange for your driver’s license, vehicle plates (tags), and auto insurance	Member
	Make sure you submit a Relocation leave pass	Member

DRIVERS NAME	WORK PHONE	WORK EMAIL
OTHER CONTACT NAME	WORK PHONE	WORK EMAIL