

WHO ARE WE?



- ▶ Capt Kim
 - **≻** Comptroller
- >Sgt Peters
 - >FSS Supervisor
- ➤ MCpl Gagnon-Robitaille
 - > FIN Management
- ➤ MCpl Peters
 - >IC Claims

- ➤ Cpl Card
 - ➤ Cashier
- ▶Cpl Bolusan
 - > FSS Claims Administrator
- ► Avr Maningat
 - >FSS Claims Administrator

WHERE ARE WE LOCATED?

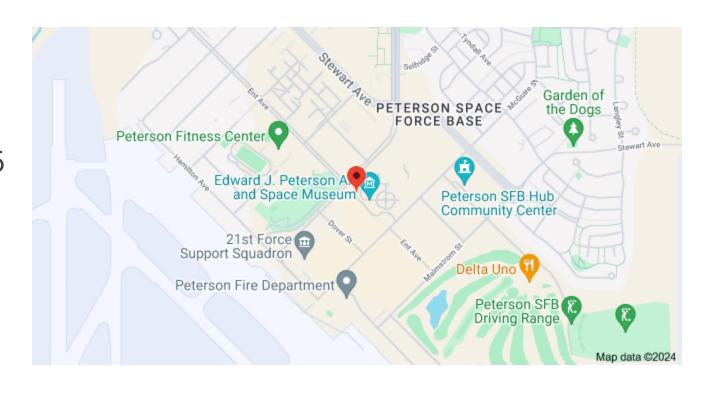


Address:

135 East ENT Avenue, BLDG 365

Peterson SFB

Colorado Springs CO 80914



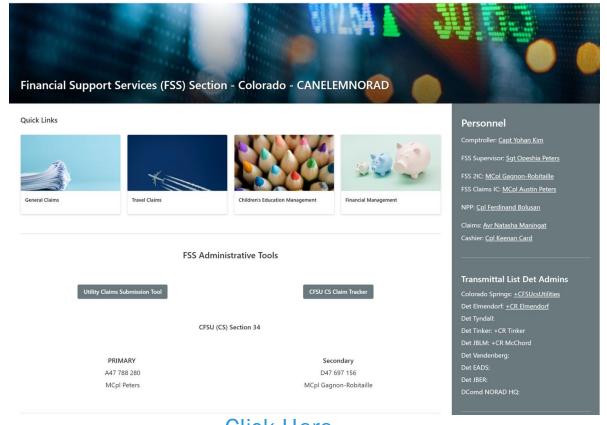
WHAT DO WE DO?



- ➤ Claims: General, Medical/Dental and Travel
 - ► P-COS.Claims@forces.gc.ca
- ► Utility and CAA Claims
 - ► <u>cfsucsutilitiescaa@forces.gc.ca</u>
- >Travel Approvals
 - >cfsu.travel@intern.mil.ca
- ➤ Cashier
 - ➤ P-OTG.cfsuocashier@intern.mil.ca

CFSU FSS SHAREPOINT



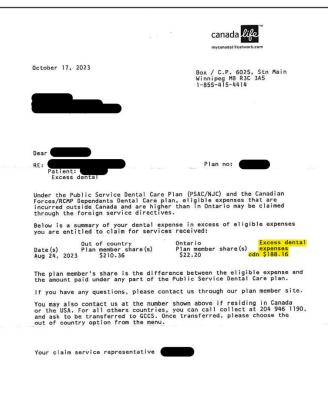


Click Here





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



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- ▶Initiate your travel request via the TDR app available on the CANELEMNORAD Sharepoint.
 - ➤ Email the travel approval + box for assistance if needed, Transmittal lists will be included on the Travel claims section of the FSS SharePoint page
- ►Initiate your claim on your own ClaimsX account.
 - Email the claims + box for assistance if needed
- ➤ Before your first TD, have your PON transferred from previous post.
 - Email: +PON 023 ClaimsX NBS 023 ClaimsX@CANELEMNORAD CFSU (CS)@Colorado Springs, US
- Average wait time required to process claims is 2-3 weeks. If you have not heard anything from us or received payment after 2 weeks, please reach out to us through the +Claims inbox.
- ➤ Please direct all pay and allowance questions to the PSS section
 - > +CFSU (CS) PSS OR SvcAdmin USFC(CS)@CANELEMNORAD CFSU (CS)@Colorado Springs, US



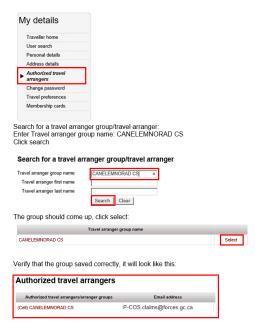


- CANELEMNORAD utilizes the Temporary Duty Request app available on the CANELEMNORAD sharepoint page for any TD requests and approvals.
- The TDR is member initiated, with How to resources available on the main page of the sharepoint.
- ➤Once the member completes the estimates on the request, the Transmittal lists can be found in the FSS Sharepoint page under travel.
- ➤On the Transmittal list, the originator must include the 5 W's of the travel in the comments section. Failure to include sufficient justification can result in the approver returning the request.
- ➤Once the Travel Approval has been signed by FSS, the TAN to book the flight can be found in the comments section of the transmittal list.

GBT TRAVEL ARRANGER



- To allow us to book your travel when required as well as access HRG flight itineraries, please set us as travel arrangers on GBT. SOP is available on the FSS SharePoint
- >Members book their own travel via HRG once their travel request has been approved utilizing the TAN that will be included in the TDR Transmittal list beside the Travel Authorization line.
- In the event of an emergency, Please contact the FSS Duty phone at # or Capt Kim at #7782399249.



Delegation of Authorities

Executives and Military Equivalents

- ➤ Using Public Funds Responsibly (COR250)*
- Practicing Responsible Procurement (COR451)*
- ➤ Managing People Effectively (COR152)*
- ➤ Authority Delegation Validation Assessment for Executives (COR254) Requires Completion every five years

RC Admin, Procurement/Contracting & Payment Officers/Clerks

- ➤ Using Public Funds Responsibly (COR250) Requires Completion every five years
- > Practicing Responsible Procurement (COR451) Requires Completion every five years

^{*}Required to be completed once.





THANK YOU FOR YOUR TIME!