

This briefing is
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OUTCAN Administration

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HR Manager
CFSU (CS) PSS OR

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OUTCAN Administration

- ARV Forms- Specifically NOK
- PTA Claims
- HLTA Claims
- Allowances
- ROR Contacts
- Useful Links
- Questions



ARV Forms

- Your responsibility to complete and maintain all forms save SDB and CF Will. PSS OR will assist with those
- Update anytime you or anyone on your forms has moved
- CF Will, SDB and ECN- must be 18yrs or older
- NOK
 - The first person listed is the decision maker and must be 18yrs or older
 - This form is not about you, it's about who your family needs around them should something happen to you
 - This is the only form that enables NKTB



Post Travel Allowance

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



Home Leave Travel Assistance

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



Compassionate

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



Allowances and Deductions

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



Pay Entitlements Cont'd

FSP Table: Ref MFSI 10-14-02

Foreign Service Premium (Effective April 1, 2025 in CAD dollars)						
Level	Points	Member	1 Dependant	2 Dependants	3 Dependants	4 or more Dependants
1	0 - 24	750	1,051	1,261	1,324	1,390
2	25 - 60	1,126	1,576	1,891	1,986	2,085
3	61 - 96	1,463	2,049	2,459	2,581	2,710
4	97 - 132	1,610	2,254	2,704	2,840	2,982
5	133 - 168	1,731	2,479	2,975	3,124	3,280
6	169+	1,912	2,677	3,213	3,373	3,542



PSS OR Contacts

- Pay Administration Officer- Capt Taylor Rogalsky Office- 719-556-3162
- HR Mgr- WO Michelle Kolbrich Office 719-556-8252 Cell 613-290-8078
 - Casualty Admin
- HR Supervisor- Sgt Holly Noel Office 719-556-8244-Cell 343-571-3099
 - Compassionate
- 2IC PSS OR and CEM- MCpl Lisa Joseph Office 719-556-8248
- PSS OR Admin- S1 Antony Rolland (A-F) Office 719-556-5501
- PSS OR Admin- Cpl Marie-Michelle Gagne (G-N) Office 719-556-8245
- PSS OR Admin- Cpl Maged Bebawy (O-Z) Office 719-556-8247



Helpful Links

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

FSD- [Foreign Service Directives : April 1, 2019 \(njc-cnm.gc.ca\)](#)

CANELEMENORAD [SharePoint](#)



General Information

- **Send all emails to: +CFSU (CS) PSS OR - SvcAdmin
USFC(CS)@CANELEMNORAD CFSU (CS)@Colorado
Springs, US**
CFSUCSPSSOR-SvcAdminUSFCCS@forces.gc.ca
- **Please do not hesitate to follow up on items. It is much easier to correct things right away.**



Questions?