



CANELEMNORAD

DEPARTURE HANDBOOK 2020



22 June 2020

DEPARTING CANELEMNORAD

"May the road rise up to meet you, may the wind be ever at your back. May the sun shine warm upon your face and the rain fall softly on your fields. And until we meet again, may God hold you in the hollow of his hand." – *Traditional Irish Blessing*

As with all things, so too must your posting end! And so now with the time for your departure from the United States of America, and your return to Canada, at hand I would like to offer you some parting thoughts.

Despite the recent challenges and hardships experienced across CANELEMNORAD over the last year, and despite the current turmoil and chaos being experienced with the pandemic and civil unrest, it is my sincerest hope that looking back you can clearly say, "I contributed and I made a difference." Being a part of the singularly unique bi-national command that is NORAD, and living life in the United States of America during these unprecedented times, it is my expectation that you will, in hindsight, come to appreciate the experiences provided by such a posting. I know that it wasn't always easy and that normally mundane and simple tasks domestically in Canada are more complicated in the United States but at the end of the day it is my belief that being challenged to live and work outside our comfort zone provides us a means to grow and develop as Canadian Armed Forces members and citizens.

As your support base OUTCAN, CFSU (CS) would like to make the transition back to Canada as easy as possible for you and your family. As such, you will be contacted early in the process by either your cell administrator or the detachment orderly room with a step-by-step instruction of the posting out process and timelines required. As you are all too aware, this is an unusual time with COVID-19 always in the forefront of our minds and as a result, CFSU (CS) has had to innovate and adapt to the circumstances we all find ourselves in. Keeping the health and safety of our clients and our unit members as a priority, please note that we are moving to a more "socially distant" approach to things. And so, a virtual package will replace the traditional, in-person departure brief and the posting-out appointment with your cell or detachment administrator.

This departure book has been designed to answer some common questions that you may have regarding your move back to Canada. It is by no means an exhaustive explanation of the process, but your orderly room or detachment administrator can answer more complex questions as they may arise. We welcome your feedback and are always open to suggestions on what should be included in the book or how we can do things better. Please feel free to contact the CFSU (CS) Personnel Administration Officer, if you feel that an added topic could be beneficial to others, or

if you have ideas or suggestions on how to improve our processes. It's only through constant review and feedback that we can get better.

I wish you and your family success in your next posting and it is my hope that your transition back to the Canada goes as smoothly as possible.

"Great is the art of beginning, but greater is the art of ending." – *Henry Wadsworth Longfellow*

Servitium nulli secundus



A. (Apollo) Edmilao
Lieutenant-Colonel
Commanding Officer

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LIST OF ABBREVIATIONS

APS – Active posting season

BGRS – Brookfield Global Relocation Services (formerly RLRS)

CAI – CANELEMNORAD Administrative Instructions

CANELEMNORAD – Canadian Element NORAD

CBI – Compensation and Benefits Instructions

CBSA – Canada Border Services Agency

CFAO – Canadian Forces Administrative Orders

CFIRP – Canadian Forces Integrated Relocation Program

CFPO – Canadian Forces Post Office

CFSU (CS) – Canadian Forces Support Unit (Colorado Springs)

COS – Change of Strength

CRA – Canada Revenue Agency (formerly CCRA)

DAOD – Defence Administrative Orders and Directives

DCBA – Director Compensation and Benefits Administration

Det OR – Detachment Orderly Room (also known as a Unit OR)

DIT – Destination Inspection Trip

DoD – Department of Defense (United States of America federal government department)

EAD – Employment Authorization Document

GAC – Global Affairs Canada (formerly Department of Foreign Affairs and International Trade)

HG&E – Household Goods and Effects

HHT – House Hunting Trip

ILM&M – Interim Lodgings, Meals and Miscellaneous

**IRCC – Immigration, Refugees, Citizenship Canada (formerly CIC –
Citizenship and Immigration Canada)**

LTS – Long Term Storage

MQ – Married Quarter

MTF – Military Treatment Facility

QR&O – Queen’s Regulations and Orders

PSHCP – Public Service Health Care Plan

PSS – Personnel Support Services

RIV – Registrar of Imported Vehicles

SIT – Storage In Transit

SSN – Social Security Number

SWS – Space Warning Squadron

TM4 – Transportation Management 4

UAB – Unaccompanied Baggage

USCIS – US Citizenship and Immigration Services

CHAPTER 1 – INTRODUCTION

AIM

- 1** The purpose of this package is to familiarize you with the administrative procedures you must consider and potentially action prior to your departure from the U.S. Although this material is not all-inclusive, it has been compiled over the years from previous lessons learned. Every attempt is made to provide as much detailed and up-to-date information as possible, including website links. However, it is still the responsibility of every member to ensure that their unique posting requirements are addressed prior to departure. Given the high number of common concerns expressed in the past, two issues to note are vehicle importation to Canada and completion of the out-clearance from your unit/Det OR.
- 2** A posting-out questionnaire, along with an out-clearance email would have been sent to you upon receipt of your posting out message. Due to COVID-19, CFSU (CS) is making every attempt to execute the required processes and practices while at the same time risk-managing and reducing exposure to the virus for the health and safety all members. Therefore, in-person appointments will be minimized and electronic departure procedures will be utilized as much as possible this APS. Completing the posting-out questionnaire and returning it to your cell administrators in your OR is imperative for your successful repatriation back to Canada or cross-posting to another unit outside Canada. The information you provide allows for appropriate cessation of your pay and allowances based upon your specific circumstances.

RELOCATION PROCEDURES

- 3** Upon receipt of your posting out message you are required to contact BGRS through their online registration process. You are advised to enter your personal information exactly as shown on your posting instructions. Failure to do so will result in a delay in the registration process. If the online registration process has been completed and you still do not have access to the BGRS online program after five business days, please contact the CANELEMNORAD CFIRP Coordinator, the CFSU (CS) PSS HR Mgr, at (719) 556-8252 or the alternate, P Admin O CFSU (CS) at (719) 556-3162. Note that your ability to access a BGRS representative may be limited during their current business resumption phase.

SECURITY DEPOSIT

- 4** Upon your out routine, CFSU (CS) FSS or your Det OR will remind you that they are holding a standing advance for your rental security deposit. Upon your departure from the United States, you will have 90 days to pay back this advance to the CFSU (CS) Cashier.
- 5** One of the biggest concerns that you may have at the end of your tour is vacating your rental residence. It is recommended that you do not pay back your standing advance for the security deposit until you receive the funds from your landlord. If the standing advance is closed, the CFSU (CS) CO is unable to assist in the dispute between you and your landlord. If you are returning to Canada **for release purposes**, your security deposit must be paid in full prior to your departure from the U.S.

6

There are two options to pay the standing advance for your security deposit:

- a. provide a U.S. money order or cashier cheque (post-dated cheques will not be accepted) for the full amount of the security deposit to CFSU (CS) FSS or your Det OR. The cheque shall be written out to the CFSU (CS) Accounting Officer; or
- b. have the full amount of the standing advance deducted from your pay as per QR&O 208.45. If you wish to utilize this option, please contact your CFSU (CS) PSS cell administrator or your Det OR administrator to ensure that pay action can be taken in a timely manner.

7

When the landlord conducts an inspection, they may allege loss, damage or other liability and withhold all or a portion of your security deposit. The laws governing this issue vary in different U.S. states, but they all follow the same general principle – if you leave the property in the same condition that it was in when you first moved in, disregarding any normal wear and tear, you should get your full security deposit back. There are a number of things that you can do to avoid issues with landlords withholding all or some of your security deposit when you complete your OUTCAN tour:

- a. hire a professional cleaning service (if possible use the one recommended by the landlord) to clean the property after all of your items are moved out of the accommodations. This will ensure that the rental is professionally cleaned. Some of the costs can be claimed as part of your move expenses. Double check your lease because you may have to prove that the home and/or carpets have been professionally cleaned as a move-out obligation;
- b. if permissible, conduct a thorough and methodical march out inspection with the landlord. Some rental agencies do not permit a march out with the tenant. During this march out, be sure to discuss/note any concerns or issues in a room-by-room manner; don't be afraid to ask the landlord if he/she is satisfied with the condition;
- c. consider asking the landlord, if possible, to conduct a "pre-inspection" a few weeks in advance of the vacate date so that any obvious issues can be dealt with promptly (repaired, fixed, painted, or replaced) before the actual march out;
- d. have a witness present with you or take pictures/video recording during the march out inspection. These precautions may be of great assistance if there is dispute about alleged loss, damage or other liability;
- e. if damages are found, get them fixed promptly and then re-inspected by the landlord if possible. Try to avoid leaving any problems behind for the landlord to repair by using funds from your security deposit;
- f. when you leave, return all keys and remove everything that wasn't there on the occupation date, including any garbage, food, cleaning supplies, etc.;
- g. keep all receipts for any professional work and/or cleaning done to the leased home. If you try to do the repair work yourself, the landlord may not necessarily be satisfied with the quality of the work so be prepared to retain the services of a

professional;

- h. normal “wear and tear” cannot be claimed as damage by the landlord; this is a common point of dispute. If the home has an old, worn carpet or chipped paint, the landlord cannot hold back part of the security deposit to fix these issues as the landlord has to bear normal “wear and tear” costs;
- i. pets are notorious sources of security deposit withholding disputes. Pets usually mean tenants must put in extra effort into cleaning in order to remove all traces of hair, scratch marks and smells. Be sure to fix all “modifications” that pets may have made to the leased home or lawn; and
- j. demand an itemized list of concerns or issues the landlord may have during the inspection. Getting the signature of the landlord on an end of lease inspection form may also assist in any subsequent disputes.

8 Most leases and/or state laws allow landlords several weeks before they are obliged to return any of the security deposit. Therefore, you will probably be back in Canada when the landlord has to comply in accordance with the maximum time requirement allowed by law. It is highly recommended that you keep your U.S. bank account open for at least a few months after you depart in order to facilitate return of the security deposit and repayment of the standing advance.

9 In the event of a dispute between you and your landlord or the possibility of an unsubstantiated withholding of your security deposit by your landlord, you are encouraged to review MFSI 10.5.12(7). If the landlord/lessor withholds all or part of the security deposit for alleged loss, damage or other liability, the CFSU (CS) CO may, if the amount withheld does not exceed the amount of rent on which your rent allowance is based for one month, reduce the amount owing on the advance for the security deposit. In order to have this amount reduced, a member must submit a memorandum to the CFSU (CO) requesting a waiver for said amount and provide copies of all supporting documentation and correspondence so that the CO can review all evidentiary support and make an informed decision regarding reduction/write-off of the withheld amount. A good website to check the state imposed time limits to return security deposits is found here: <http://www.nolo.com/legal-encyclopedia/security-deposit-limits-deadlines-your-state-36186.html>.

CHANGE OF ADDRESS

10 It is imperative that you start early to notify all personal contacts of your new address in Canada. If you have used the Canadian Forces Postal Office (CFPO) as a contact address for financial purposes during your posting, you must contact the appropriate financial institution(s) to change to your new mailing address. Mail received by CFSU (CS) PSS or Det ORs for released or posted out members will be returned to sender and will not be forwarded.

11 **International Mail (Outbound):** United States Postal Service (USPS) has put together a helpful guide for a change of address to Canada, considered international. The information, including the form PS 3575 can be obtained online at <https://faq.usps.com/s/article/Change-of-Address-The-Basics>. The key point to remember is to visit the local post office and submit a manual Change of Address (COA) form (PS 3575) **prior to moving. You can also complete this online at:** <https://moversguide.usps.com/mgo/disclaimer> .

The USPS will forward mail once you fill in the appropriate documentation. For any issues or problems with the local post office counter personnel, ask to speak with a supervisor or call USPS (1-800-275-8777) and request the COA form (PS 3575) be sent directly to you and then take it to your local post office. If a COA is not submitted prior to moving to an International address, a letter should be sent to the old Post Office in the U.S. and the Post Office now serving the new international address explaining the situation. The letter should include as many details found on the COA form and provide direction on how and where the mail is to be forwarded. Please take note that:

- a. express mail, periodicals, standard post, package services, and standard mail items are not forwarded internationally. In addition, first-class mail, first-class package service, and priority mail items that contain a non-forwarding endorsement or appear to contain merchandise are not forwarded internationally;
- b. first-class mail, first-class package service, priority mail cards, and unregistered letters are forwarded internationally for 12 months, as long as **both** of the following conditions are met:
 - (1) the mail piece does not contain a non-forwarding endorsement; and
 - (2) the mail piece does not appear to contain merchandise.
- c. a temporary COA forwards mail for 6 month intervals, not to exceed 1 year;
- d. the Post Office will advise publishers of a customer's new address; and
- e. all international mail that is not forwarded will be treated as Return to Sender (RTS) or waste, depending on the class of mail.

ANNUAL LEAVE

References: A. A-PP-005-LVE/AG-001, Canadian Forces Leave Policy Manual
B. QR&O 16.14, Annual Leave

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The utilization of annual leave in conjunction with your move is an item for consideration in your planning. When planning your leave, you must consider the following:

- a. annual leave before your COS date must be authorized by your current unit CO and is to be forwarded to your Unit OR for recording as soon as approved;
- b. annual leave after your COS date requires your gaining unit's approval with written confirmation to your Unit OR as an info addressee; and
- c. when annual leave is taken in conjunction with your travel time, your interim lodgings, meals and miscellaneous expenses (ILM&M) entitlements will cease on the day your household goods and effects (HG&E) arrive at destination.

SPECIAL LEAVE

Reference: Relocation Leave – DAOD 5060-0, CF Leave Manual

13 **Losing Unit (CANELEMNORAD Unit).** The CO of the losing unit may grant the first element of Special Leave (Relocation) up to five days at the beginning of relocation on posting. Members who relocate HG&E will be granted three days for personal administration and two days to supervise the packing and loading of HG&E. Those who do not relocate HG&E will be limited to two days for personal administration.

14 **Gaining Unit.** The CO of the gaining unit may grant the second element of up to five days at the end of the relocation on posting. Members who relocate HG&E will be granted three days for personal administration and two days to supervise the unloading and unpacking of HG&E. Those who do not relocate HG&E will be limited to two days for personal administration.

15 Special Leave (Relocation) is reckoned in working days and can be taken non-consecutively. It is important to remember to include any weekend days or statutory days with Special Leave (Relocation) when completing your leave pass.

Example leave pass for APS 2020:

Thursday, 23 Jul 20 – Special Leave (Relocation) (Pers Admin)
Friday, 24 Jul 20 – Special Leave (Relocation) (Pers Admin)
Saturday, 25 Jul 20 – Weekend Leave
Sunday, 26 Jul 20 – Weekend Leave
Monday, 27 Jul 20 – Pack Day – Special Leave (Relocation) (HG&E)
Tuesday, 28 Jul 20 – Load Day – Special Leave (Relocation) (HG&E)
Wednesday, 29 Jul 20 – Clean – Special Leave (Relocation) (Pers Admin)
Thursday, 30 Jul 20 – TNL (Not on leave pass)

Total days: 5 x Special Leave (Relocation), 2 x weekend

SURRENDER OF GREEN PASSPORTS ON RETURN TO CANADA

16 An Order-In-Council governing the issue of Special Passports (Green) provides that such passports must be surrendered on completion of the duty for which they were issued. Upon return to Canada, holders of green passports are responsible for returning all Green passports issued to them and their dependants without delay to your gaining Unit OR for furtherance by Priority Post to NDHQ/DND Passports.

17 If you submitted your Special Passports (Green) for renewal and have not received them before your scheduled departure, please contact Misty Baker at CFSU (CS).

MEDICAL DOCUMENTATION AND CARE – MEMBERS AND DEPENDANTS

18 When clearing out of your applicable medical and dental facility (including any civilian medical and dental facilities), you must ensure that you check with all departments for any documentation that they may have on you (from the time when you may have first received medical and dental services, through to the end of your posting). These documents are to be submitted to your Unit OR which, in turn, will forward them to CDLS(W). All medical files received on members during the OUTCAN posting will be combined with their permanent

medical file and forward to the next posting. If there are any issues, please contact Canadian Forces Health Services Group HQ Detachment Washington:

Posn	Incumbent	Phone	E-mail
CFMLO	LCdr D. Milner	(202) 448-6210	Daniel.milner@forces.gc.ca
SO H Admin	Capt S. Goodfallow	(202) 448-6559	Shaun.goodfallow@forces.gc.ca
Health Svcs Coord	MS L. MacDonald	(202) 448-6282	lauchlin.macdonald@forces.gc.ca

19 Those members on release, who wish to hand-carry their documents for the purposes of upcoming release medical/dental procedures, can make these arrangements with their Unit OR. If you are not provided with any medical or dental documentation because the U.S. MTF or dental clinics refuse to give them to you, your Unit OR will make the necessary arrangements to retrieve them and send them appropriately. Other requests to hand carry documents will not normally be considered, however, members are advised to contact their Unit OR for further clarification.

20 All dependant medical and dental documentation will be your responsibility to obtain and hand-carry back to a physician or medical physician or medical facility in Canada. You are advised to speak to your dependant's medical/dental providers as soon as possible to verify the process to follow in order to obtain documents prior to departure.

21 Upon relocation to Canada, members participating in the PSHCP shall cease to be eligible for comprehensive coverage once they are in possession of provincial health coverage. Members should make every effort to complete an application to transfer coverage within 60 days. Should the member be posted back to Nunavut where a waiting period is imposed before territorial coverage takes effect, the member's dependants will continue to be covered under comprehensive coverage until the territorial health insurance coverage takes effect. In most cases a military waiver can be requested through the territory in order to keep wait times at a minimum. Members who are cross-posted to another OUTCAN unit shall retain their Level III PSHCP Comprehensive coverage while abroad.

22 For assistance, call the SunLife PSHCP call center at: 1-888-757-7427. SunLife representatives are available Monday through Friday from 6:30 AM to 8 PM EST. An interactive claims status telephone service is also available by following the appropriate phone prompts. For comprehensive (OUTCAN) coverage, you can email Allianz Global Assistance at pshcp@allianz-assistance.ca. For general information about PSHCP, please refer to the following website: Public Service Health Care Plan <http://www.pshcp.ca/>.

23 Upon return to Canada, as stated all jurisdictions, with the exception of Nunavut, have eliminated the 90-day wait period for health insurance coverage for military families. You are encouraged to apply for health insurance coverage in your new province/territory of residence as soon as possible when you relocate, and as per CANFORGEN 085/14, your dependants should receive health insurance coverage on the day you apply for it. For more information about how to apply for provincial health insurance, please contact the applicable provincial or territorial ministry of health office. All contact information can be found on the Health Canada website. Once it is confirmed that provincial/territorial health insurance has started for all dependants, ensure your comprehensive coverage with PSHCP has ceased and your coverage is reverted to supplementary via your new Unit OR.

24

Parents of children born outside Canada are reminded to apply for Canadian citizenship immediately after the birth of their child. The citizenship process can take several months and, if citizenship is not received prior to the family's return to Canada, it can impede or delay the start of provincial health care coverage for the child. Parents returning to Canada are usually given a temporary provincial health care card for the child while awaiting the finalization of the citizenship application.

25 Upon return to Canada, families are often required to go to the local provincial health care office (note that many provinces now require photos on the resident's health care card thereby requiring everyone's presence) to initiate coverage. You will be required to demonstrate proof of citizenship (most common "proof" documents are Birth Certificate or Canadian Citizenship Certificate) and residency (mortgage/lease agreement, motor vehicle registration, or letter from employer) for each family member.

26 In summary, prior to returning to Canada, members are strongly advised to:

- a. check with their applicable provincial health care plan office to verify waiting periods and any requirements for temporary cards;
- b. ensure citizenship application paperwork is initiated immediately, if applicable; and
- c. not to cease comprehensive PSHCP coverage until provincial coverage is in effect for all family members. The gaining unit is responsible for ceasing comprehensive, out-of-country coverage and returning the member to the PSHCP Supplementary plan (designed for Canadian residents). Ensure this does not happen until provincial coverage is established. Health care expenses incurred during the waiting period are to be administered just as if you were still residing in the U.S. - pay cash and seek reimbursement through Allianz Global Assistance in the standard fashion. Please contact your losing Unit OR to finalize any outstanding R70 claims.

POST TRAVEL ALLOWANCE (PTA) VERIFICATION

27 Vacation Travel Allowance is now called Post Travel Allowance. The guidelines below describe how to properly reconcile PTA entitlements for members:

- a. if requested by CRA, you are expected to be able to demonstrate that everyone for whom an allowance has been issued has travelled and that at least 75% of the allowance issued for each individual was spent on travel and travel-related expenses. Allowable expenses include transportation, accommodation, meals, and incidental travel expenses such as tours, entry fees, etc (no souvenirs). When travel is by PMV or rental vehicle, the vehicle rental, fuel, oil, road/bridge tolls, ferries, and other transportation charges/fees may be included, but you may not base travel on a mileage/kilometric rate; and
- b. a member who receives a PTA is required to prove that the PTA was expended in accordance with [MFSI Chapter 10](#) by providing proof:
 - (1) within 30 days of completion of travel if the PTA is used for one trip,

- (2) on completion of all travel for which PTA was issued, but **no later than 60 days prior to departure from the post**, if the PTA is used for more than one trip,
- (3) you must retain proof, including approved leave forms, pertaining to the travel,
- (4) the PTA of the member, each eligible dependant and/or special dependant is verified on an individual basis,
- (5) you are responsible to submit the completed PTA reconciliation form with all original relevant documents in a neat and orderly manner NLT 1 May, and
- (6) supporting documentation must demonstrate that expenditures were incurred outside the geographical area. If you cannot demonstrate that the allowance has been used for the purpose intended, the allowance will be adjusted and reduced by that portion of the allowance the use of which cannot be substantiated (based on the requirement to reconcile 75% of the allowance). Unused funds will be recovered from your pay.

28 Upon verification and reconciliation by CFSU (CS) PSS of the proper use of PTA funds, you will be presented with a package containing all relevant documents, receipts, and your PTA reconciliation paperwork. It is your responsibility to retain this package for seven years for income tax purposes.

UTILITY ALLOWANCE

29 The last automatic deposit for utility allowances being sent to your bank account will be in May. **You must reconcile your utility allowance from Apr – month of departure.** As for the final billing month(s), you are responsible to arrange final readings with your respective utility providers and to provide the final bill(s) to your Unit OR for reimbursement. If, for any reason the final bill(s) is (are) not received prior to departure from post, it is your responsibility to:

- a. provide a forwarding address to your utility providers;
- b. pay the bill directly to the company; and
- c. provide proof of payment and the bill to your losing Unit OR for reimbursement.

PROVINCIAL DRIVER'S LICENSE

30 There have been some instances in previous years where members and dependants have had difficulties obtaining a new Canadian provincial driver's license after returning from the U.S. without a printout of their state driving record (called driver's extract in Canada). All members are highly encouraged to obtain two driving records for all state licensed family members from their local Department of Motor Vehicles (DMV).

31 To request a driver's record online, for example, if posted to Colorado Springs, go to the website mydmv.colorado.gov. You should request a certified copy to be mailed vice an email copy.

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You may also book an online appointment under www.elpasoco.com. Select Driver's License Renewal as the option.

TISS OUT-CLEARANCE PROCESS

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The following must be completed to clear out properly from the TISS section:

- a. Open an EITSM Ticket prior to your departure (generally on last day of work) to ensure your DWAN account will be transferred to your new unit. This is done through the self-service portal;
 - (1) if cross-posted to another OUTCAN (US) or to the NCR you will have to open a modify ticket. In Internet Explorer – Favorites – DND (EN) – EITSM Portal: path in Self-Service Portal – ACCOUNTS, EMAIL & PASSWORDS – Network – User Accounts – Modify a Network Account, and
 - (2) if transferring to any other base you will need to complete a Transfer Network Account ticket. In Internet Explorer – Favorites – DND (EN) – EITSM Portal: path in Self-Service Portal – ACCOUNTS, EMAIL & PASSWORDS – Network – User Accounts – Transfer a Network Account.
- b. If you have a CSNI account, send an e-mail on DWAN to cfsucstiss@forces.gc.ca include your name, last 3 of your SN, and final date you require your CSNI account;
- c. If applicable, visit TISS in building 365 to return all loaned IT equipment; ensure to make an appointment prior to your visit; and
- d. Once all items are confirmed returned, TISS will digitally sign off on your PLCC card.

CHAPTER 2 – HOUSE HUNTING TRIP (HHT)/DESTINATION INSPECTION TRIP (DIT)

GENERAL

- 1** The purpose of the HHT is to secure accommodation at the new place of duty with the intent of ensuring a door-to-door move, thereby:
 - a. reducing the interim lodging, meals, and miscellaneous (ILM&M) expenses; and
 - b. eliminating unnecessary storage in transit costs.
- 2** The purpose of the DIT is to visit the new place of duty and provide the opportunity to:
 - a. inspect the replacement residence;
 - b. inspect purchased property;
 - c. finalize school arrangements;
 - d. arrange specific medical requirements/specialized care; or
 - e. make administrative arrangements related to the pending relocation.
- 3** In conjunction with the HHT/DIT, you are allowed to apply for a Married Quarter (MQ) at your new post, 60 days in advance of your COS date. Should you receive less than 60 days posting notification, you will receive appropriate protection on the MQ waiting list. Note that not all Canadian bases have MQs.
- 4** You must apply for a HHT/DIT through your chain of command before commencement of travel and members are reminded that an HHT will not be authorized if any of the following circumstances exist (although a DIT may be authorized):
 - a. when the duration of the posting is less than six months;
 - b. when you apply for a MQ and are advised one will be available or the waiting period after your reporting date is 21 days or less;
 - c. when you are required to occupy a MQ (designated housing) by virtue of your rank/duties;
 - d. when you will re-occupy private accommodations that you already own; or
 - e. when military housing is the only housing available.
- 5** CANELEMNORAD members are highly encouraged to contact BGRS and the Base/Wing Traffic Section while on their HHT/DIT.

MARRIED QUARTERS

6 If you apply for a MQ, the following should be taken into consideration:

- a. MQ requests are sent to your applicable Canadian Forces Housing Agency (CFHA);
- b. replies concerning housing availability will be forwarded to you upon receipt of your formal request;
- c. if your posting notice is less than 60 days and you wish your name to be placed on the MQ list at your new unit, send your application immediately; and
- d. if you take a HHT and it is unsuccessful, you may still apply for a MQ.

7 Names are not placed on MQ lists or awarded positions until 60 days prior to the COS date for personnel returning to Canada.

HHT/DIT APPLICATION

8 Once initiated, the HHT/DIT flight booking process will be coordinated by BGRS. The consultation with BGRS may include arranging an advance.

9 Advances are issued from the Brookfield Global Head Office in Toronto, so personnel with a Canadian bank account can request the advance to be a Direct Funds Transfer (DFT). This process may take up to two working days. Those personnel requiring a cheque can expect at least 14 days before receiving it at their home address. The key to any HHT/DIT advance is early planning.

HHT AFTER COS

10 You may wish to pursue an HHT after your COS date due to personal or operational requirements. In such cases, a DCBA 2 request for adjudication must be submitted. Please send an email to the CFSU (CS) IRP Coordinator with the following information:

- a. Full Legal Name and Rank;
- b. Family Size;
- c. COS Date;
- d. Current Place Of Duty;
- e. HG And E Load Date;
- f. Commencement Of Travel to New Location Date;
- g. New Place Of Duty;
- h. Intention At Destination - Rent Or Purchase; and

- i. HHT Dates Required (Max 5 Days)

SUMMARY

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The HHT/DIT must be applied for in advance of your COS date.

12

If you do apply for a MQ and it is allocated to you, a HHT will not be authorized but a DIT may be authorized.

CHAPTER 3 – MOVING HG&E

GENERAL

- 1** This chapter explains the process for arranging the move of your HG&E and how to determine your HG&E unload and unpack dates.
- 2** If there are HG&E in LTS back in Canada and they are located within 800 km of the new place of duty in Canada, arrangements cannot be made to ship the HG&E from LTS until accommodation is available. If necessary, these arrangements can be made, upon arrival at the new place of duty
- 3** The DND 4443 (Application for Movement of HG&E) is initiated by member and sent to NDHQ Traffic Ottawa. The traffic section in Ottawa (NDHQ/Traffic) will award the contract to a local carrier in your area. A representative from the selected moving company will then be in contact to do a pre-move survey of your HG&E.
- 4** If you have not secured an address at the new place of duty, Storage-in-Transit (SIT) may be annotated in the "TO ADDRESS" block of your DND 4443. However, once you have secured a residence, you must immediately advise NDHQ Traffic Ottawa with the details including the availability date.
- 5** The pickup date of HG&E will normally be governed by the COS date. Coordinate departure date to be on or as close as possible to the COS date. Note that the pickup date is the day HG&E is loaded onto the moving van. Packing will normally be done the day(s) prior.
- 6** Your pickup date may be adjusted for a number of reasons:
 - a. a weekend, holiday or Monday cannot be chosen for your pickup since packing will not be authorized for a weekend or holiday;
 - b. early or late report dates (as required) have been approved to facilitate a door-to-door move; or
 - c. annual leave has been approved either prior to or after COS date.
- 7** No entitlement exists to claim the cost of moving HG&E in a privately owned, rented or borrowed vehicle.
- 8** Once NDHQ Traffic Ottawa has issued an order for movement or storage of HG&E, no changes shall be made unless authorized by NDHQ Traffic Ottawa. All changes are subject to the flexibility of the agent chosen to conduct the move.
- 9** Only with the approval of CFSU (CS) and only under exceptional circumstances will NDHQ Traffic Ottawa accept a change of pick-up date within the last 10 days of the move. **Should the selected moving company contact you and request a change to pack and load dates for any reason, please contact NDHQ Traffic Ottawa.**
- 10** It is important to understand your responsibilities in the claim process. During the pre-move survey, the transportation agent will have you sign that you have been advised of the process

and that you have received all the required documentation for submitting a loss or damage claim. A Notice of Intent to Claim must be filed within 30 days of delivery of your HG&E with the moving company. Failure to follow the process exactly may result in the insurance company not reimbursing you for your loss or damage. The required paperwork is given to you during the pre-move survey.

SHIPMENT OF PERSONAL EFFECTS AND CUSTOMS

11 On posting to the U.S., personnel were required to complete “Inventory of Furniture and Effects” forms. These forms are necessary for the return trip to Canada or to another country. For return to Canada or for a cross-posting to another country, the Inventory of Furniture and Effects is to be completed in four copies. Please ensure to provide a copy to your CFSU (CS) PSS administrator or Det OR. A copy will be placed on the member’s pers file in case of issues during the move. The member is responsible to ensure that a second copy is to be given to the moving company, a third copy is given to CBSA, and the fourth is to be retained by the member.

12 CBSA advises to divide the inventory list into two sections. In the first section, list the goods to accompany you; in the second, list your HG&E that the moving company will be transporting to Canada. These items will only qualify for duty and tax-free importation under the entitlement as a former resident if they are on the original list.

13 This inventory list is not to be confused with the inventory list created by the moving company. A detailed inventory is used to clear the shipment through Canada Customs. It is mainly used to describe in detail what is owned at the time of arrival back to Canada. If the shipment was to get damaged or lost in transit, a detailed list can identify all items in the house, similar to what you would be submitting to your insurance company. An example of an inventory list is enclosed below.



Copy of Annex J -
Inventory FE.XLSX

14 Guidance to members on move-related issues and CBSA topics are amplified in the following websites:

- a. Canada Border Services Agency: <http://www.cbsa.gc.ca/> - this Internet site addresses a number of topics, including: I Declare, moving back to Canada, importing a vehicle into Canada, pre-move information, non-admissible items, admissible services, non-admissible services, additional insurance, and claim procedures;
- b. firearms: importing a firearm or weapon into Canada; and
- c. an inventory of your furniture and effects.

CHAPTER 4 – HOW TO IMPORT A VEHICLE INTO CANADA

GENERAL

References: A. Canada Border Services Agency: [Importing a Vehicle Into Canada](#)
B. Registrar of Imported Vehicles: [Importing a Vehicle](#)
C. Transport Canada: FAQs – [Importing a Vehicle Purchased in the United States](#)
D. US Customs and Border Protection (CBP): [Exporting Vehicles to Canada](#)

- 1** The requirement to pay GST, HST, PST or local state taxes on vehicles purchased in conjunction with a posting move is one of the most contentious and sometimes confusing issues that personnel may encounter while in the U.S. There is no reimbursement for out-of-pocket losses resulting from taxation disputes and these issues must be resolved between the member and the applicable federal, provincial or state government(s). It is highly recommended that if you are contemplating the purchase of a vehicle during your tour that you contact CBSA in order to obtain current taxation and/or importation regulations in anticipation of your return to Canada.
- 2** Canadian vehicles that were imported into the U.S. as non-U.S. compliant vehicles upon posting are to be exported upon departing the U.S. at the conclusion of the posting. According to Article XI, paragraph 6 of the NATO Status of Forces Agreement, “Members of a force or civilian component may import **temporarily**, free of duty their private motor vehicles for the personal use of themselves and their dependants.” The use of the word “temporarily” necessitates the export of the vehicle when the member leaves the U.S.
- 3** For vehicles that were titled with a specific American state (**Note:** American registration is not to be construed as titling - titling denotes ownership), they must be viewed as an American exported vehicle and an imported Canadian vehicle. As such, U.S. Customs and Border Protection (CBP) require notification at least 72 hours prior to export. The original title with two copies are to be sent via traceable mail method (i.e. FedEx) or via email to the selected American border crossing port of entry with a cover letter stating expected date to cross.
- 4** 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 the chosen border crossing location for verification of procedures and hours of operation. Have the former Canadian registration or bill of sale ready to present to the Customs officers to show that the vehicle is a returning Canadian vehicle.
- 5** Vehicles that were purchased in the U.S. fall under the Canadian Registrar of Imported Vehicles (RIV) program. The following paragraphs apply to passenger cars, motorcycles and mini-bikes, trucks and buses, snowmobiles and snowmobile cutters, trailers and trailer converter dollies, chassis-cabs, and multi-purpose passenger vehicles which include minibuses, motorized campers and utility vehicles. All information was retrieved and has been duplicated below from the RIV website at www.riv.ca/.
- 6** What to do before importing:
 - a. check your vehicle against Transport Canada’s List of Vehicles Admissible from the U.S. If there is no information concerning the current model year, contact the

manufacturer <http://www.riv.ca/RecallClearance.aspx> to determine its admissibility. Information on specific vehicles can be found by visiting Transport Canada's website:

<http://www.tc.gc.ca/eng/motorvehiclesafety/safevehicles-menu-41.htm>;

- b. some vehicles may require modifications in order to comply with Transport Canada [Motor Vehicle Safety Standards](#). Determine what modifications your vehicle may require before you import it. Modifications and the associated cost are the responsibility of the importer. Note that some manufacturers require that an authorized dealer perform the modifications. We recommend contacting the vehicle manufacturer or an authorized dealer to determine the cost and availability of parts for required modifications. Check the list on this web site for typical [modification requirements](#);
- c. [Recall clearance](#) is a requirement for all vehicles being imported into Canada. Contact your local dealership or vehicle manufacturer to identify all recall notifications associated with your vehicle(s), and requirements to receive a recall clearance letter. Recall clearance documents verify that any defects identified by the manufacturer as a potential safety risk to the vehicle's operator, occupants and public at large, have been corrected. Recall clearance is the responsibility of the importer. RIV will not release the inspection form for your vehicle until confirmation that there are no outstanding recalls, has been received. To facilitate the timely release of vehicle's RIV inspection form and avoid delays or additional expenses, obtain recall clearance documents early in the import process from your local dealership or manufacturer. Documents remain valid for 30 days prior to import and recall information can be submitted to RIV before importation of the vehicle;
- d. after payment and recall clearance documents have been received, RIV will send you an inspection form. The inspection form contains information about the modifications necessary to pass the RIV inspection. It is important not to proceed with any modifications to your vehicle until you receive the RIV inspection form that outlines the modifications to be completed in order to pass the inspection process. It is **your** responsibility to complete any necessary modifications and the RIV inspection, within 45 days from the date of import. The [Motor Vehicle Safety Act](#) does not require modifications to be performed by any specific individual or agency. However, in some cases, the manufacturer has advised Transport Canada that any modifications to the vehicle must be performed by a service centre authorized by the manufacturer;
- e. refer to CBSA for detailed information on import duties and taxes. Other [cost considerations](#) are found on the RIV website;
- f. use the [Importer checklist](#) to help make the importation of your vehicle process as efficient as possible. CBP recommends to contact the customs office where you plan to cross, directly, to verify the documentation required and their hours of operation;
- g. in addition to the requirements under the Federal Motor Vehicle Safety Act, there may be additional [provincial requirements](#) to be met with respect to automobile insurance, provincial/territorial sales tax, licencing fees and environmental

standards in order to get the vehicle licenced and registered. These requirements are under the authority of the provinces and territories and they are not a pre-condition for importation; and

- h. auto insurance is a pre-condition for vehicle registration and licencing in every jurisdiction in Canada. Some provinces and territories are self-insured (public auto insurance) and some rely on the private sector governed by provincial/territorial legislation.

7 The U.S. CBP and the U.S. Census Bureau (USCB) require an export declaration to be filed for all vehicles being transferred back to Canada, whether they were purchased in the United States or Canada. These vehicles must be registered through the Automated Export System (AES) https://www.census.gov/newsroom/blogs/global-reach/2014/05/exporting_vehicles.html 72 hours prior to export. The requirement to file applies to any vehicle that has been in the U.S. for more than 12 months (unless the vehicle was never temporarily imported or registered in the U.S. and maintains Canadian plates). Once a vehicle is registered through the AES, an International Trade Number (ITN) will be issued. However, there is a need to use a broker in order to obtain an ITN since a Canadian citizen is not authorized to apply for one. Fees can range from \$75 to \$250 USD per vehicle.

8 BGRS will cover the broker costs for all CAF members posted back to Canada from the USA. The cost will be covered under your core enveloping funding. To date, there have not been any issues with the AES filing requirements when CAF members ship their vehicle with their household effects and coordinated their AES filing with the vehicle shipping company.

9 If you ship a vehicle back to Canada, the moving company may require additional paperwork for AES filing, such as a Power of Attorney/Written Authorization, Bill of Sale/Commercial Invoice, copy of the vehicle title, shipper's letter of instruction, and other documentation they deem necessary. Be aware that each vehicle will require a separate AES declaration. The broker will file the electronic export information (EEI) in the AES. Upon acceptance by the USCB an Internal Transaction Number will be received and e-mailed to you.

10 Members are directed to speak to BGRS to clarify if there is a list of qualified brokers that you will be directed to choose from or if you are free to choose whichever broker you wish. The following brokers are familiar with the AES process for Canadians returning to Canada: **Livingston International Automated Export System (AES) Filing Service** and **Pacific Customs Brokers Ltd.** The Canadian Embassy has had success using **Affiliated Customs Brokers USA, Inc.**, AES filing service. Some personnel in Colorado Springs have successfully used **Northern Customs Services, Inc.** The choice of an agent/broker is left to the discretion of the member.

11 Items to note before importing a vehicle into Canada:

- a. some ports of entry may have subtle staffing differences from others. It is highly recommended that you contact your intended port of entry to confirm specific requirements to facilitate your border crossing. Most ports of entry will fax you a checklist of their requirements that may sometimes be different than the CBSA website <http://www.cbsa-asfc.gc.ca/menu-eng.html>;
- b. ensure your vehicle is admissible and can be modified to meet Canadian requirements by checking Transport Canada's list of vehicles admissible from the

U.S. This program covers passenger cars including vans and jeeps, chassis cabs, trailers, motorcycles and snowmobiles less than 15 years old; off-road vehicles manufactured after 1 May 1988 and buses made after 1 January 1971;

- c. check the list on this website for typical modification requirements http://www.riv.ca/english/html/mod_inspect_requirements.html, or call 1-888-848-8240;
- d. contact the manufacturer or dealer of your vehicle to obtain a recall clearance letter http://www.riv.ca/english/html/recall_clearance.html and information on modifications costs. You must have this document to pass the federal inspection;
- e. obtain information from the manufacturer or authorized dealer on costs and availability of parts for the required modifications. Some manufacturers require an authorized dealer perform the modifications. Remember that any costs associated with required modifications are your responsibility;
- f. determine additional costs, such as duty and taxes. Canada Revenue Agency, responsible for assessing and collecting duties and taxes, all of this information can be found at this address:
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/gnrl/txbl/mprtsxprrts/mprtdgds-eng.html>
- g. ensure you have the required documentation such as title documents, registration, sales receipts, statement of compliance label and manufacturer's recall clearance letter, etc;
- h. find out about any additional provincial or territorial requirements, such as safety inspections and emissions tests;
- i. arrange for insurance on your vehicle;
- j. U.S. CBP requires notification of all self-propelled vehicles being permanently exported from the U.S. (if the vehicle was registered in the U.S.). Their regulations state that at land border points:
 - (1) the required documentation must be submitted to U.S. CBP at least 72 hours prior to export, and
 - (2) the vehicle must be presented to U.S. CBP at the time of export. U.S. CBP recommends that you contact the port of crossing directly to determine exact documentation requirements and hours of operation.
- k. if you are importing a trailer, you can **call the RIV** to have your vehicle identification number verified ahead of time.

The following actions must be executed at the border:

- a. produce your title documents, registration and sales receipts;

- b. complete Vehicle Import Form – Form 1, which CBSA will provide. This requires a Canadian mailing address. This form must be kept in the vehicle until it is licensed;
- c. have your vehicle checked against Transport Canada's list of vehicles admissible from the U.S. and for an accurate Manufacturer's Statement of Compliance Label and VIN, if it hasn't already been checked;
- d. Canada Customs will collect your non-refundable RIV fee of \$195 + GST in all provinces except Quebec where it is \$195 + GST + QST;
- e. payment for the RIV fee may be made directly to CBSA with major credit cards. **CBSA does not accept cash or cheques for RIV fees.** If you wish to pay by cheque or money order, CBSA will provide you with a payment envelope, which must be mailed to the Registrar of Imported Vehicles. Please note that all personal cheques will be held for ten business days in order to allow them to clear the bank. This will use up a portion of your 45-day time limit;
- f. remember that payment of fees and receipt of the Vehicle Import Form – Form 1 does not indicate that your vehicle is capable of being brought into conformity with all applicable federal and provincial or territorial laws; and
- g. the RIV will not issue a federal inspection form or any specific modification information for a vehicle with an unpaid file. It is important that you do not proceed with any modifications on your vehicle until you receive this federal inspection form. If the file remains unpaid for 14 days after importation, we will send the importer a reminder of notice.

13

The following actions must be carried out after the vehicle enters Canada:

- a. within 10 days, you will receive a letter from RIV with your inspection document (Form 2), which details what must be done to bring your vehicle into compliance;
- b. it is your responsibility to complete the necessary modifications within 45 days. You may have the modifications done by the mechanic or garage of your choice. However, it is recommended that you contact the original equipment manufacturer to discuss appropriate parts or warranty issues. Make sure you keep receipts for parts and labour, to present at the inspection, along with Form 1, Form 2 and the recall clearance letter;
- c. the RIV has contracted with Canadian Tire (430 locations across Canada) to perform federal inspections. In many cases, Canadian Tire can perform certain modification work and perform the provincial inspection;
- d. when you pass the inspection, the inspection centre will stamp your Form 1 that you will need to present to the provincial or territorial licensing authority;
- e. within approximately one week of passing the federal inspection, RIV will send you a new Canadian Certification label with instructions on where to affix it to your vehicle;

- f. if the vehicle fails the inspection, you will need to pay additional charges for another inspection. If the vehicle cannot pass the inspection within the 45 days, it will have to be exported back to the U.S.; and
- g. if you are having trouble meeting the 45 day deadline or have other questions, please contact RIV (phone number listed below) for more information.

14

The following contact information may prove useful:

- a. Registrar of Imported Vehicles (RIV)
Toll Free: 1-888-848-8240
Phone: 1-416-626-6812
Fax: 1-416-626-0366
Email: support@support.riv.ca
Hours of service
Mon. to Fri.: 7:00 a.m. to 12:00 midnight (EST)
Sat. and Sun.: 8:00 a.m. to 5:00 p.m. (EST);
- b. Canada Border Services Agency
In Canada: 1-800-461-9999 (English); 1-800-959-2036 (French)
Outside Canada: (506) 636-5064 (English); (506) 636-5067 (French)
<http://www.cbsa-asfc.gc.ca>; and
- c. Transport Canada
In Canada: 1-800-333-0371
Outside Canada: (613) 998-8616
Fax: (613) 998-4831
www.tc.gc.ca.

CHAPTER 5 – CANADIAN CUSTOMS DUTY EXEMPTIONS – PERSONAL AND HOUSEHOLD EFFECTS

GENERAL

1 This section outlines the customs exemptions on personal and household effects for CAF members returning to Canada. Two documents you will find helpful are "I Declare" and "Moving Back to Canada" on the CBSA site. If you have any specific questions which cannot be answered by these documents, contact Canada Customs via the phone numbers listed in the documents. It is important to remember that some ports of entry into Canada may not be open over the weekend or late at night. It is highly recommended that you call ahead to the port of entry you plan to cross at in order to determine their hours of operation in comparison with the time of your transition into Canada. Important links for this section are:

- a. Canada Border Services Agency – [Importing Goods into Canada](#)
- b. Travellers - [Moving back to Canada](#)
- c. CBSA – [Former residents of Canada](#)

FINANCIAL LIMITATIONS

2 The Department of National Defence shall not accept any financial responsibility for:

- a. broker's or agent's fees covered by your moving company; and
- b. interim lodging charges at the border in order to clear goods through Customs.

BREACHES OF CUSTOMS REGULATIONS

3 Officers and Non-Commissioned Members of the Canadian Armed Forces and their dependants are subject to Canada Customs regulations in the same manner and to the same extent as all other Canadian Citizens. Breaches of the regulations may lead to prosecution in court, confiscation of any goods, which are brought into Canada illegally and in addition, damage the good relations which exist with Customs authorities.

CUSTOMS CLEARANCE OF ACCOMPANIED EFFECTS AND VEHICLES

4 At the port of entry into Canada, you shall temporarily clear your vehicle and any effects that you have in your possession at the time, by use of customs documentation, available at the applicable border crossing. You will declare all goods being imported, including your unaccompanied household good and effects, which will then be listed on the customs documentation. A copy of the documentation will be given to you, which must be presented to the customs official at destination when clearing the unaccompanied household goods and effects. If you have no effects in your possession to clear, when crossing the border, the customs official may elect to defer the completion of the customs documentation for unaccompanied household good and effects. This is in case you will have to complete the necessary documentation through the local customs officer at your destination.

UNACCOMPANIED HG&E

5 The shipment of your HG&E will be placed in bonded storage on arrival at the new unit. You will be required to clear your HG&E personally by meeting with a Customs official at the place of storage. This can be arranged by contacting the Traffic Section at the new unit. If you are already at your destination when your HG&E arrives, and your new residence is available for occupancy, you may be able to clear the HG&E through Customs to avoid off-loading and have the HG&E delivered directly to your new residence (contact the Traffic Section for assistance). In some instances, the Canadian Customs officials may choose to go through your shipment.

6 Forms required in your possession when clearing goods into Canada:

- a. copy of Carrier's Manifest of Goods (inventory);
- b. copy of Certificate of Foreign Domicile;
- c. copy of Carrier's Manifest of Goods Exported from Canada;
- d. Personal Effects Accounting Document (HG&E inventory); and
- e. receipts and/or proof of ownership (see tariffs).

7 The Certificate of Foreign Domicile (CFD) (Annex G to [CFAO 20-17](#)) must be hand-carried with other movement documents for presentation at your border crossing. CFSU (CS) PSS administrators or your Det OR will create this document for you and present the signed copy on your out-clearance appointment. The purpose of the CFD is to provide proof to the Customs Official of the length of your absence from Canada.

CBSA IMPORT REGULATIONS – GOODS AND EFFECTS

8 The following CBSA regulation pertains to goods or effects owned by Canadian citizens who are returning to Canada. All goods or effects must be declared in accordance with Revenue Canada requirements. Tariff Items 70310-1 to 70313-1 inclusive must comprise goods described (in the Customs regulations) as:

"Goods (not including alcoholic beverages, cigars, cigarettes and manufactured tobacco, except where specifically provided) therefore acquired abroad by a resident of Canada for his personal or household use or as souvenirs or gifts, but not bought on commission or as an accommodation for any other person, or for sale, and declared by him at the time of his return to Canada under such regulations as the Minister may prescribe."

ABSENCE FROM CANADA – EFFECTS OWNED SIX MONTHS

9 Any item purchased in the last six months of your posting will go towards your \$800.00 personal exemption for each person in your family. If these items are shipped with your HG&E shipment, advise the Canada Customs agent at the border and obtain the proper paperwork to take to destination. The Canada Customs agent at destination will request this paperwork when authorizing the shipment for release.

10

The following CBSA memoranda should be reviewed in detail prior to return to Canada:

- a. **CBSA Memorandum D2-3-1 – [Personal Exemptions for Residents](#)** Returning to Canada. This memorandum outlines and explains the personal exemption entitlements for persons returning to Canada.
- b. **CBSA Memorandum D2-3-2 – [Former Residents of Canada](#)** – Tariff Item 9805.00.00. This memorandum outlines and explains the conditions under which former residents of Canada, residents of Canada, Canadian government employees and Canadian Forces personnel may import goods for personal and household use after a minimum residency or absence abroad of one year
- c. **CBSA Memorandum D2-1-4 – [Casual Donations – Tariff Item 9816.00.00](#)**. Casual donations sent by persons abroad to friends in Canada, or imported personally by persons who are not residents of Canada as gifts to friends, and not being advertising matter, tobacco or alcoholic beverages, when the value thereof does not exceed 60 dollars in any one case, [importation is] free.
- d. **CBSA Memorandum D2-3-4 – [Release of Personal Effects](#)** of Canadian Armed Forces Personnel. This Memorandum outlines the procedure for the release of in-bond personal effects shipped in advance by Canadian Armed Forces personnel.
- e. **CBSA Memorandum D2-3-6 – [Non Commercial Provincial Tax Collection](#)** Programs. This memorandum provides general information for administering agreements between the Canada Border Services Agency (CBSA) and provincial authorities. The CBSA has agreed to collect provincial taxes for certain provinces on non-commercial goods imported through various means, specifically by travellers. This memorandum covers the importation of **alcohol and tobacco** products that exceed the personal exemptions. Note that the personal exemptions are the same for personnel returning from posting as for anyone returning from 48 hrs abroad. The taxes and fees payable vary by province and can be very high (e.g. 124% markup and \$0.89/litre for spirits brought into Quebec). **You are strongly encouraged to read this memorandum if you are thinking of importing alcohol (wine, spirits, beer, etc.) at the end of your tour.**

CANADA CUSTOMS – IMPORT REGULATIONS PLANTS AND/OR ANIMALS

11

Under the National Animal Health Program, the Canadian Food Inspection Agency (CFIA) establishes import requirements for all animals and animal products entering Canada – including domestic plants.

12

Most plants or plant products originating from the Continental US do not require a permit. To find out what plants or plant products require a permit from the Continental US, please consult the following websites:

- a. [Canadian Food Inspection Agency – Plants](#); and
- b. [Canadian Food Inspection Agency – List of plants requiring import permit](#).

13

It is important to know and understand the requirements to import your pets back to Canada. Costs associated with the import of your pet is not covered under CFIRP. Details on importing pets can be found at:

<http://www.inspection.gc.ca/animals/terrestrial-animals/imports/policies/live-animals/pet-imports/eng/1326600389775/1326600500578>.

ANNEX A – Posting Out Checklist

1 The following list of tasks exists to assist in your departure from the U.S. It is not an exhaustive checklist, but should help you in your moving preparations and your return to Canada. It should be read in conjunction with the move plan information provided by BGRS.

WHEN YOU RECEIVE YOUR POSTING MSG		OPI
	Your administrator will send you an email with your posting message	CFSU (CS) PSS or Det OR Admin
	Access the BGRS website and register to initiate your move and claim	Member
	Contact your BGRS Rep to discuss move plans	Member
	Submit HHT application to Chain of Command	Member
	Upload approved HHT application on BGRS website	Member
	Book Hotels for HHT (Flights are done by BGRS)	Member

AFTER YOUR HHT		OPI
	Contact gaining unit to confirm your RFD date	Member
	Prepare a written termination notice to your landlord	Member
	Update your inventory to prepare for your move. Sort your inventory into two lists, one showing all items that accompany you across the border, the other showing all items of HG&E shipped with the mover	Member
	Check with Canada Customs and Provincial and authorities on: <ul style="list-style-type: none"> - Importation of automobiles, vehicles, or trailers acquired in the U.S.; - Importation of tobacco and alcohol (beer, wines, and spirits); and - Importation of plants and/or animals 	Member
	Go to CRA website and determine increase or decrease in income tax (dependant on posting location)	Member
	Obtain accident-free driving certificate from insurance company	Member
	Complete the DND 4443 and staff to NDHQ Traffic Ottawa	Member
	Contact all your U.S. health service providers to obtain medical records for yourself and your dependants. Submit your medical records to CDLS (W) Health Services. Retain those of your dependants to bring to your next posting	Member
	Ensure arrangements for the preparation/servicing of appliances and electronics for shipment is arranged during pre-move inspection with rep	Member
	Inform your insurance providers of your pending move from the U.S.	Member
	Submit your Special Relocation Leave request to CFSU (CS) or Det CO for approval	Member

Submit detailed inventory of HG&E for certification to your CFSU (CS) administrator or Det OR administrator	Member
Arrange for termination/disconnection of: <ul style="list-style-type: none"> - Telephone; - Light & power; - Gas; - Water; - Newspaper; - Cable/Internet company; and Member - Trash company (as required). Ensure they are provided your final billing address.	Member
Engage AES broker and obtain ITN to export vehicle from U.S	Member
Send out-clearance email with electronic PLCC for completion, including Posting-Out questionnaire	CFSU (CS) PSS or Det OR Admin
Complete Posting-Out questionnaire	Member
Reconcile all outstanding claims (i.e. travel)	CFSU (CS) FSS
Ensure all Children's Education claims are finalized	CFSU (CS) FSS
Stop allowances and shares	CFSU (CS) PSS or Det OR Admin
Remove member off Rent and Utility pay schedule	CFSU (CS) PSS or Det OR Admin
Action last U.S. pay LAR and switch to CAD DFT, give ALT PON to new unit	CFSU (CS) PSS or Det OR Admin
Complete PTA reconciliation and return copy to member	CFSU (CS) PSS or Det OR Admin

AFTER YOUR MOVE	OPI
Report to Gaining URS. Clear into new unit	Member
Pay your final utility bills and send paid utility bill to CFSU (CS) PSS administrator or Det OR Admin	Member
Complete last utility reconciliation	CFSU (CS) PSS or Det OR Admin
Return security deposit to CFSU (CS) FSS or Det OR Admin	Member
Return Official passports (member and dependant(s)) to new OR	Member
Any explanation of Benefits (EOB) letters received from Allianz Global Assistance with an R70 code and/or Excess Dental letters received from Great West Life resulting from Dependant Health Care treatment obtained while posted in the U.S. should still be claimed through CF H Svcs Gp Det Washington even after arrival in Canada	Member
Close your U.S. bank account once all outstanding bills have been paid	Member