



# CAF MEMBERS TRANSITIONING TO A PUBLIC SERVICE POSITION

Are you a Canadian Armed Forces (CAF) member planning to transition to the Public Service within the Department of National Defence (DND)? Ensure a smooth transition by reviewing the following items **at least two months before** you plan to leave the CAF.

Before transitioning from the CAF to the Public service within DND, contact HR Connect RH at 1-833-747-6363 to book a consultation with a Compensation agent to discuss your transition plan.



## Pension

Contact the [Government of Canada Pension Centre](#) at 1-800-267-0325 to discuss the details of your CAF pension. Then, contact the Public Service [Pension Centre](#) at 1-800-561-7930 to discuss the options that are relevant to your personal situation, including your consideration to transfer your CAF pension to the Public Service Pension Plan (PSSA).

**Important:** Pension contributions are capped at a maximum of 35 years of combined Canadian Forces Superannuation Act (CFSA)/RCMP and Public Service Pension Plan (PSSA) pensionable service.

## Benefits

We recommend you take the time to review the [Benefits Guide for former CAF Members](#) as this guide covers such things as salary on appointment, application for continuous employment, pension surrender, benefits, leave, probationary period and relocation.

For additional information, review the [public service group insurance benefits plans](#) which are available to you as a public servant. You may wish to defer adhering to the medical and dental care plans as a CAF Pensioner since plan contribution rates are less costly under the Public Service plans.

## Ex-Military Leave Credits

To obtain recognition of prior service as a CAF member, for the purpose of determining vacation leave entitlements only, employees **must** submit:

- a copy of their Member Personnel Record Resume (MPRR) after their release or an MPRR confirming the date of their release; and
- a copy of a release message or a letter that states the date of their release.

To do so, you need to submit a Pay Action Request (PAR) through the [Human Resource Services and Support \(HRSS\)](#) portal. Login to HRSS and go to: **Submit Pay Action > Submit PAR**. Ensure to complete all mandatory fields on the PAR form, including:

- **Work Type:** Leave
- **Sub Work Type:** Establishing Service Dates
- **Attach** a copy of your MPRR and your release message/letter under "Attachments", then click **"Submit"**.

**Important:** a PKI card is required to access the HRSS system. If you do not have access to the DWAN or require assistance, contact [HR Connect RH](#) at 1-833-747-6363.

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