

## **Base Service Spotlight: R&D Claims (Base Comptroller)**



### **How many people work in the R&D Claims team?**

There are 13 members of the Reception & Dispatch (R&D) Claims team.

### **What are the responsibilities of the R&D Claims team?**

The R&D Claims team is responsible for the initiation and completion of Temporary Duty/Attached Postings, General Allowance Claims, Leave Travel Assistance, Imposed Restriction entitlements, and non-Canadian Forces Integrated Relocation Program Directive (Base Orderly Room) posting moves.

### **How does the R&D Claims team support CAF members and/or operations?**

The R&D Claims team supports CAF members and operations by ensuring that personnel receive their entitled allowances, travel assistance, and posting-related benefits.

### **Where is the R&D Claims team located and how can I contact them?**

The R&D Claims team is located on the second floor of CFB Halifax headquarters (building S-90) in room 218. The counter's operational hours are Monday to Friday from 7:30 a.m. to 12 p.m. and 1 p.m. to 2:30 p.m. Emergency services are available weekdays until 3:30 p.m.

The R&D Claims team can be contacted by calling 721-8534 or emailing [+HFX BCOMPT R&D@BCompt@Halifax](mailto:+HFX BCOMPT R&D@BCompt@Halifax). The Duty Financial Services Administrator can be contacted after business hours at 782-640-0507 (cell).