

LSA Tips

What is LSA?



LSA is money available each fiscal year (**1 Apr to 31 Mar**) to help run the corps/sqn. LSA can be used to help pay for or buy things that cadets and staff may need for training, admin or support. Work in partnership with the Elemental Leagues/Support/Sponsoring Committees and Branches to take advantage of and use the LSA well! But remember, you can't buy things that the CAF provides.

Pay for things like:

- Rent
- Utilities
- Storage
- Custodial services
- PO Box rentals
- Courier services
- Equipment maintenance
- Instrument maintenance
- Phone services
- Course/activity registration fees
- LHQ insurance
- Unit owned vehicle/bus maintenance and insurance
- Engraving of Annual trophies



Buy things like:

- Training aids
- Office and stationery supplies
- Stamps
- Storage equipment
- Furniture
- Shelving
- Sports equipment
- Name tags
- Fresh rations and snacks for FTX and day activities
- Music supplies

Gather all the following documents:

- Signed LSA reimbursement letter
- Completed Excel LSA Tracker spreadsheet
- Copies of all bills, paid invoices, full receipts with date and items clearly visible
- Copies of payment confirmations such as cashed cheques, bank statements and credit/debit card receipts, etc.



Submit to:

NorthwestPlans@forces.gc.ca

Ineligible items:

- Assessment fees from or contributions to the Provincial or National Leagues
- Items available through Regional Cadet Supply Group (ie. Tents, cots, sleeping bags etc.)
- Next to skin items (including unit t-shirts)
- Items purchased as gifts or give-aways such as mugs, flowers, trophies/plaques, etc.
- Desktop/laptop computers, tablets, monitors, docking stations, keyboards, mouse, cables, carrying cases, USBs, stands/risers, etc.
- Flight/ship simulators
- Network equipment such as routers, mobile internet devices, ethernet switches, etc.
- Printers, copiers and scanners including PC connected label makers
- Software, webcams, LCD projectors, TVs, videoconferencing systems and platforms, etc.
- Drones, Laser-based marksmanship and biathlon simulators
- NMMs or COVID-19 related sanitation supplies



Reference Docs:

- CATO 17-34 Local Support Allocation – Cadet Corps/Squadron
- 240417-UU-1085-3-5-RCSU_NW_OPLAN TRAINING YEAR 2024-2025 AMENDED (17 Apr 24)
- OPERATION PLAN: CADET PROGRAM FISCAL YEAR 24/25 (14 Feb 24)
- FRAG O 004 TO THE OPERATION PLAN: CADET PROGRAM FISCAL YEAR 24/25 (20 Jun 24)
- CJCR Gp O 8030-13 Unoccupied Aircraft Systems
- CANCDTGEN 003/22 – Temporary Suspension of the Use of Laser-based Marksmanship and Biathlon Simulators

