



7331-1 (DGPFFS/CFO)

7331-1 (DGSSPF/CSF)

3 August 2010

Le 3 août 2010

Distribution List

Liste de distribution

Chief of the Defence Staff Delegation of
Authorities for Financial Administration
of Non-Public Property (NPP) – Dated 1
May 2010

Délégation des pouvoirs du Chef d'état-
major de la Défense pour l'administration
financière des biens non publics (BNP) –
daté le 1 mai 2010

Reference: 7331-1 (DGPFFS) 12 July
2010 (enclosed)

Référence : 7331-1 (DGSSPF)
12 juillet 2010 (ci-joint)

1. The attached *CDS Delegation of
Authorities for Financial Administration
of Non-Public Property (NPP)* – Dated 1
May 2010 (replaced Version 21) was
approved on 18 July 2010 and is in
effect on receipt.

1. Veuillez trouver ci-joint le document
*Délégation des pouvoirs du Chef d'état-
major de la Défense pour l'administration
financière des biens non publics (BNP)*
daté le 1^{er} mai 2010 (qui remplace la
version 21) approuvé le 18 juillet 2010. Ce
document entre en vigueur sur réception.

2. The changes that address
consistency issues and gaps in
coverage are identified at reference.

2. Des modifications ont été apportées
en vue de combler des lacunes et
d'améliorer la cohérence du document.
Elles sont précisées dans le document de
référence.


3. Authorities for financial
administration delegated to a position
must be withdrawn by the superior of
the position and/or CFO, if it is
determined that the delegated
authorities are being abused. Where
delegated authorities are inadvertently
exercised incorrectly, as a minimum
there is a requirement for closer
monitoring. Authorities can be
reinstated when the superior and/or
CFO is satisfied that the situation has
been corrected and the abuse or
improper use will not occur.

3. Tout pouvoir d'administration
financière délégué à un poste doit être
retiré par le surveillant du poste et/ou le
CSF, lorsqu'il y a abus de pouvoir.
Lorsqu'un pouvoir a été exercé
incorrectement par inadvertance, il faut au
moins assurer un suivi de plus près. Les
pouvoirs délégués peuvent être rétablis
lorsque le surveillant et/ou le CSF est
satisfait que la situation a été corrigée et
que l'abus ou l'usage inapproprié ne se
reproduira plus.

4. Questions may be referred to Greg Mackenzie, Accounting Policy and Procedures Analyst, at 902-721-8301, mackenzie.greg@cfpsa.com, or Sarah Myrer, Special Advisor to CFO at 613-995-7186, myrer.sarah@cfpsa.com.

4. Toute question peut être adressée à Greg Mackenzie, analyste des politiques et des procédures comptables, au 902-721-8301, mackenzie.greg@aspfc.com, ou à Sarah Myrer, conseillère spéciale de la chef des services financiers, au 613-995-7186, myrer.sarah@aspfc.com.

Le directeur général des Biens non publics,

for 
D.E. Martin, Brigadier-général (ret)
Brigadier-General (Ret'd)
Managing Director Non-Public Property

Enclosures: 2

Pièces jointes : 2

Distribution List

Liste de distribution

Action

Action

External

Externe

All Base/Wing/Unit Commanders

Tous les commandants des
bases/escadres/unités

PSP Managers/Base Wing Pers Svcs O

Gestionnaires des PSP/O Svcs Pers B/Ere

Internal

Interne

Assoc DGPFS
President SISIP FS
President CANEX
C PSP
VP HR
CFO
CIO
COS

DGSSPF associé
Président des SF RARM
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C PSP
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CSI
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Information

External

CRS
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CEFCOM Comptroller
DG Fin Ops

Information

Externe

CS Ex
CEM VCEMD
D Pers Mar
G1 D Gest PAT
DG Pers Air
Contrôleur COMFEC
DG Ops Fin



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

7331-1 (DGPFSS)

7331-1 (DGSSPF)

12 July 2010

Le 12 juillet 2010

Chief of the Defence Staff

Chef d'état-major de la Défense

**AMENDMENT TO CDS DELEGATION
OF AUTHORITIES FOR FINANCIAL
ADMINISTRATION OF NON-PUBLIC
PROPERTY (NPP)**

**MODIFICATION DE LA DÉLÉGATION
DES POUVOIRS DU CEMD POUR
L'ADMINISTRATION FINANCIÈRE DES
BIENS NON PUBLICS (BNP)**

Refs: A. CDS Delegation of Authorities for
Financial Administration of NPP V21
B. 7331-0 (DGPFSS) Delegation of
Authority – Administration of NPP, dated 6
January 2009
C. 7331-1 (DGPFSS) Alienation of NPP,
dated 18 May 2010

Réf. : A. Délégation des pouvoirs du CEMD
pour l'administration financière des BNP, V21
B. 7331-0 (DGPFSS), Delegation of Authority
– Administration of Non-Public Property, du 6
janvier 2009
C. 7331-1 (DGPFSS) Alienation of NPP, du 18
mai 2010

1. The CDS Delegation of Authority for Financial Administration of NPP (ref A) was approved on 17 January 2007. Since that time a number of organizational and operational changes have occurred that necessitate an updated delegation instrument.

1. La Délégation des pouvoirs du CEMD pour l'administration financière des BNP (réf. A) a été approuvée le 17 janvier 2007. Depuis, un nombre de changements organisationnels et opérationnels ont donné lieu à la nécessité de mettre à jour cette délégation.

2. At ref B, the CDS delegated increased authority to DGPFSS for the ongoing management of NPP, including the authority to issue amendments to ref A. At ref C, the CDS provided limited authority to DGPFSS to approve alienations of NPP. Both these changes require amendments to the financial delegation provided to DGPFSS in ref A, therefore, it is appropriate that the CDS approve the amended delegation of authority for the administration of NPP.

2. À la référence B, le CEMD a accru les pouvoirs délégués au DGSSPF en matière de gestion des BNP, y compris l'autorité de modifier la délégation des pouvoirs à la réf. A. À la réf. C, le CEMD a délégué au DGSSPF des pouvoirs limités pour approuver l'aliénation de BNP. En raison de ces deux changements, il faut modifier la délégation des pouvoirs à la réf. A et faire approuver la nouvelle délégation des pouvoirs pour l'administration financière des BNP par le CEMD.

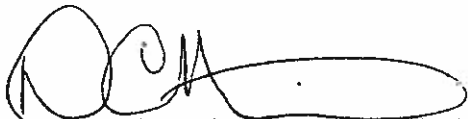
3. A summary of all the amendments included in the revised delegation instrument is attached at Annex A.

4. CDS approval is recommended.

3. Une récapitulation de toutes les modifications apportées à la délégation des pouvoirs est jointe à l'annexe A.

4. L'approbation du CEMD est recommandée.

Le directeur général – Service de soutien au personnel et aux familles



D.E. Martin, Brigadier-général (ret)
Brigadier-General (Ret'd)
Director General Personnel and Family Support Services

Attachment: 1


Pièce jointe : 1

Annex A: Summary of Delegation Changes

Annexe A : Récapitulation des changements
apportés à la délégation des
pouvoirs

Approved / ~~Not Approved~~
Approuvé / ~~Non approuvé~~



 Le Chef d'état-major de la Défense,
Général W.J. Natynczyk
General
Chief of the Defence Staff

CDS Delegation of Authorities for Financial Administration of NPP

SUMMARY OF DELEGATION CHANGES

Current Table	Proposed Table	Reason for amendment
Tables 1 through 8	Tables 1 through 10	<p>Revision of DGPFFS financial authority from \$1M limit to unlimited on NPP capital and operations and maintenance (O&M).</p> <p>Revision of current approval levels to reflect CFPFSS revised organizational structure.</p> <p>Addition of DGPFFS approval authority for alienation of NPP up to \$100K</p>
N/A	Table 2 – CFPFSS	New CFPFSS CFO Requisitioning Authority Table
N/A	Table 3 – Queensway Corporate Campus	New Queensway Corporate Campus Commitment and Contract Authority and Payment Approval Authority
Table 2 – CFCF	Table 4 – CFCF	Addition of Refinancing NPP Debt and CFCF investment authorities.
Table 3 – Local NPP	Table 5 – Local NPP	<p>Reduction in approving levels for Capital and Write-off authorities from \$1M to \$250K for Base/Wing/Ship/Small Unit Commander.</p> <p>New \$250K limit on aggregate PO&M costs for a single event, for Base /Wing / Ship/Small Unit Commander.</p>
Table 5 - SISIP FS	Table 7 – SISIP FS	Inclusion of SISIP Segregated Fund investment authorities.
N/A	Annexes A to C	New administrative procedures to facilitate local NPP delegation.

**Chief of The Defence Staff
Delegation of Authorities for Financial Administration
of Non-Public Property**

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Chief of The Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property

POLICY FOR DELEGATION OF AUTHORITIES

PURPOSE

1. This delegation of authorities document sets out the policy and standards and identifies those positions that are delegated Non-Public Property (NPP) financial signing authority by the Chief of The Defence Staff (CDS).¹
2. Effective 16 January 2009, the overall operating authority for the administration and management of NPP is delegated through the Chief of Military Personnel (CMP) to Director General Personnel and Family Support Services (DGPFSS) as Managing Director NPP, including the authority to:
 - a. create and implement an NPP accountability framework that both safeguards and ensures the effective and efficient use of NPP;
 - b. create and implement strategic and business plans ensuring NPP resources support the operational readiness and effectiveness of CF members and fulfill the objectives of the CDS Guidance, Canadian Forces Morale and Welfare Programs;
 - c. approve NPP capital and operations and maintenance (O&M) projects;
 - d. maintain and amend this delegation of authorities' document (including the delegation tables); and
 - e. amend the financial authority delegation to DGPFSS (the amendment(s) can only be approved by the CDS on the recommendation of the CMP).
3. This document identifies those positions whose incumbents are authorized to make NPP financial commitments and enter into contracts, to approve invoices and other obligations for payment through the certification of the receipt of goods and services, and to requisition payment or make payment. Upon exercising their financial signing authority, the incumbent's certification must include the date, initials, surname and position of the authorizing person i.e. "a signature block" which must be legible and appear by the signature.
4. This delegation of authorities does not confer any authority for the administration of Public funds or Public property. The delegation of authority for the administration of

¹ NPP is defined in Part I, and its governance and administration is set out in sections 38 to 41 of the National Defence Act (NDA). Section 41(3) of the NDA states that the *Financial Administration Act* does not apply to NPP. NPP is a form of Crown property, distinct from Crown Public property, that is vested in the CDS and Commanding Officers (COs).

Public funds is contained in A-FN-100-002/AG-006 Delegation of Authorities for Financial Administration for DND and the CF.

5. Where a different or greater delegation appears to exist in any other policy, this policy shall take precedence.

AUTHORITY TO MAKE FINANCIAL COMMITMENTS & ENTER INTO CONTRACTS (COMMITMENT AND CONTRACT AUTHORITY)

6. Activities that commit funds or may result in the commitment of funds, including, but not limited to requests for proposals, initiating staffing requests, agreements, memoranda of understanding, and contracts, may be entered into on behalf of NPP only by a delegated signing authority and only for the particular types of goods or services for which they are authorized to arrange, procure or purchase as indicated in the accompanying tables.

7. Approving authorities shall only make commitments, contracts or other arrangements which will result in an expenditure of Non-Public Funds (NPF) in circumstances where there is both an approved requirement and a sufficient unencumbered balance available to discharge any financial obligation resulting from that commitment, contract or other arrangement, in an approved budget for which the approving authority is responsible.

AUTHORITY TO APPROVE INVOICES AND OTHER OBLIGATIONS FOR PAYMENT (PAYMENT APPROVAL AUTHORITY)

8. The responsible individual with the best knowledge that the required goods or services have been received must exercise payment approval authority. No payment shall be made unless the CDS or person occupying a position with delegated payment approval authority certifies:

- a. in the case of an invoice or other financial obligation demanding payment for the performance of work, the supply of goods or the rendering of services:
 - i. that the work has been performed, the goods supplied or the service rendered, as the case may be, and that the price charged is in accordance with the contract or other obligation instrument, or if not specified in the contract or other obligation instrument, is both fair and reasonable, and is charged in accordance with appropriate government or regulatory or industry standards;
 - ii. where, pursuant to a contract, a payment is to be made before the completion of the work, delivery of the goods or rendering of the service, as the case may be, that the requested payment is in accordance with the terms of the contract or other obligation instrument; or
 - iii. where, in accordance with the policies and procedures prescribed under subsection (ii), payment is to be made in advance of

- completion, that the claim for payment is both fair and reasonable;
or
- b. in the case of any other payment, that the payee is eligible for or entitled to the payment.
9. The payment approval authority must ensure that:
- a. the expenditure complies with all relevant policies and procedures;
 - b. the price charged is in accordance with the contract or agreement (or, if not specified, is both fair and reasonable and is charged in accordance with appropriate government or regulatory or industry standards);
 - c. for contracts, recommendations are made to the requisitioning authority for the release of holdbacks or securities, as appropriate;
 - d. payments plus outstanding commitments do not exceed the relevant budgetary allocation; and
 - e. expenditures are relevant to and consistent with program or activity objectives.
10. Payment approval authority is delegated by the CDS to the positions detailed in Tables 1 through 10 based on their organizational and budgetary responsibilities.

AUTHORITY TO REQUISITION AND/OR ISSUE PAYMENTS (REQUISITIONING AUTHORITY)

11. The Chief Financial Officer (CFO) is responsible for requisitioning/issuing NPF payments. The CFO shall designate and maintain an up to date list of those positions that are authorized to requisition/issue payments. Personnel occupying these designated positions act under the functional authority of the CFO in the exercise of their authority to requisition/issue payments. The CFO shall also prescribe the payment methods, including cash, cheque, electronic funds transfer, and other credit and commercial instruments.
12. Prior to requisitioning/issuing payment, requisitioning authorities must ensure that:
- a. appropriate payment approval authority has been provided;
 - b. the expenditure is in compliance with all relevant policies and procedures;
 - c. the price charged is in accordance with the contract, agreement or other obligation instrument (or, in cases where the contract, agreement or other obligation instrument does not specify a price, that the price charged is both fair and reasonable and in accordance with appropriate government or regulatory or industry standards);
 - d. any advance requisitions are specifically provided for in the contract or agreement;
 - e. for contracts, payment approval authority has been received for the release of holdbacks or securities, as appropriate;
 - f. requisitions plus commitments do not exceed the relevant budgetary allocation;
 - g. expenditures are relevant to program or activity objectives;
 - h. the invoice has not already been paid, in whole or in part;

- i. the invoice is complete and all supporting documentation is present; and
- j. all coding is complete.

LIMITATIONS

13. The following limitations apply to the CDS delegation of financial signing authority:

- a. an individual's signing authority is cancelled upon leaving the position;
- b. the same individual is not permitted to act as both a payment approval authority and a requisitioning authority for the same transaction;
- c. an individual is not permitted to have approval authority and requisitioning authority to him/herself.
- d. subordinates are authorized to approve a payment to a superior when the commitment and contract are approved in advance;
- e. signing authorities may not separate parts of a transaction into smaller transactions in order to bypass monetary limits or other restrictions on their signing authority; and
- f. a signing authority may not authorize any part of a financial transaction from which they, their relatives, or anyone residing in the same household with them can benefit.

14. A person who has commitment and contract authority or payment approval authority by virtue of their position may designate another individual (including a peer, subordinate, or person appointed as acting in the approval authority's position) to sign in periods of their absence. This designation must be documented in writing. In the absence of such designation, another delegated signing authority must exercise the signing authority.

PETTY CASH, NPP CORPORATE PURCHASE CREDIT CARD, AND ELECTRONIC FUNDS TRANSFER

15. For petty cash purchases, while the authorized petty cash holder is deemed to exercise contract authority, payment approval authority and payment issue authority within the confines of the petty cash holdings, the integrity of the NPP accountability framework and application of delegated financial administration authority is achieved through the following controls which will apply to petty cash usage:

- a. the establishment of a petty cash fund requires the certification of a delegated commitment and contract authority by an individual who is not the petty cash holder;
- b. reimbursement of the petty cash requires the certification of a delegated payment approval authority who is not the petty cash holder; and
- c. the individual who replenishes the petty cash to the petty cash holder must be a delegated requisitioning authority and cannot be the petty cash holder.

16. While an authorized user of an NPP Corporate Purchase Credit Card is deemed to exercise contract authority, and payment approval authority within the confines of the terms, conditions and limits established for the credit card, the integrity of the NPP

accountability framework and application of delegated financial administration authority is achieved through the following controls which will apply to credit card usage:

- a. the issuing of a credit card requires the certification of a delegated commitment and contract authority by an individual who is not the cardholder;
- b. a delegated payment approval authority other than the cardholder must certify any credit card bills, prior to their payment; and
- c. the individual who pays the credit card invoice/bill cannot be the cardholder and must be a delegated requisitioning authority.

17. Only the CFO or a delegated requisitioning authority may authorize an electronic funds transfer (EFT).

DELEGATION TABLES

18. Tables 1 through 10 (each associated with a particular NPP fund or funding source), attached to this delegation of authorities document, prescribe those positions that have delegated signing authority and any limitations that restrict that signing authority. An "X" indicates the position holder has full signing authority within their area of responsibility and approved budget, whereas dollar limitations are indicated by specific amounts. These represent the maximum authorities that may be granted, and these may be limited by approving authorities in the event they believe this is appropriate.

19. The reference to "Professional Membership Fees" in the Tables 1, 4, 5, 6 and 7 refers to membership fees in professional organizations that are required to maintain professional designations or professional training directly related to an employee's job performance.

20. The reference to "PO&M" in Table 5 (notes 4 and 5) refers to an activity on a large scale that is unusual in nature and outside the normal scope of Entity operations such as, but not limited to:

- a. Base Fund, Mess or other entity conducting an event in circumstances where a large non-refundable deposit is mandatory;
- b. Base Fund, Mess or other entity independently or partnering with a municipality, conducting a large-scale fundraising activity such as a concert or sporting event; and
- c. Other activities that require large cash outlays that may/or may not be recoverable.

21. Table 11 provides a list of acronyms used in the delegation tables.

SUB-DELEGATION

22. Other than provided for in paragraphs 11 and 14, and in the notes to Table 5, the delegated authority detailed in this delegation of authorities document and in Tables 1 through 10, shall not be sub-delegated.

23. Per Table 5 notes, Unit Commanders may delegate their authority beyond positions already identified in Table 5 to assist them in administering their NPP

responsibilities. Such delegations are to be by position, in writing, utilizing the format shown at attached Annex A, with a copy provided to the supporting NPP Accounting Manager (NPPAM). In addition, any changes to such designations must also be provided, in writing, to the supporting NPPAM.

24. In order to administer the delegated NPP financial signing authorities, individuals filling delegated positions must be identified to the supporting NPPAM in the format prescribed at attached Annex B. Upon the arrival of new Base/Wing and Small Unit Commander, both Annex A and B shall be updated.

INCUMBENT ACCEPTANCE OF RESPONSIBILITIES/DELEGATED COMMITMENT, CONTRACT AND PAYMENT AUTHORITY FOR LOCAL NPP

25. Personnel delegated authority for the Financial Administration of NPP by virtue of filling positions delegated by the CDS, or positions delegated by local authorities, including temporary appointments, shall complete Annex C to officially accept responsibility.

WITHDRAWAL OR RESTRICTION OF DELEGATION

26. In addition to the limitations and restrictions detailed above or contained in other NPP administrative instructions (i.e. NPP Travel Directive), delegated authorities may withdraw or further restrict or limit the delegated authority of subordinate managers. Any such withdrawals, restrictions or limitations must be made in writing with a copy to the CFO.

CDS DELEGATION OF SIGNING AUTHORITIES TABLES

(These are maximum delegations which may be limited by the delegating authority)

TABLE 1 – CFPFSS

Commitment and Contract Authority, and Payment Approval Authority

Position →	Corporate			Assoc DGPFFS			Finance			
	DGPFFS as Managing Director NPP	COS	SO/DGPFFS	Assoc DGPFFS	Natl. Mgrs or Strategic Advisor	Exec Asst	CFO	Directors, Special Advisor	Mgrs	Accountants/ Exec Asst
Authority For	DGPFFS	Own Org/ Function	Own Function	DGPFFS	Own Org/ Function	Own Org/ Function	Own Org	Own Org/ Function	Own Org/ Function	Own Org/ Function
PO&M	X	X	X	X	X	X	X	X	X	X
Capital	X			\$500K	\$10K	\$25K	\$250K	\$20K	\$10K	
Travel outside Canada or continental USA ¹	X			X						
Write-off	X			\$500K	\$10K		\$250K	\$20K	\$10K	
Alienation of NPP	\$100K									
Professional Membership Fees	X	X		X			X	X		
Sponsor Support & Donation ²	X			\$250K			\$100K	\$25K		
IM/IT Purchases ³	X			\$500K						
Relocation	X			X			X			

Position →	Programs					HR			IS	
	Chief PSP (CPSP)	SA CPSP, DMFS, D Fil, DDS, DSRM	Mgrs	FSD/FSRC	VP HR	Directors, Mgrs, Exec Asst	CIO	Natl. Mgrs.	Own Org/ Function	Own Org/ Function
Authority For	Own Org/ Function	Own Org	Own Function	CISM/National. Sports	Own Org/ Function	Own Org/ Function	Own Org/ Function	Own Org/ Function	Own Org/ Function	Own Org/ Function
PO&M	X	X	X	Per Joining Instruction	X	X	X	X	X	X
Capital	\$250K ³	\$10K								
Travel outside Canada or continental USA ¹										
Write-off	\$250K	\$10K					\$250K			
Professional Membership Fees	X				X		X			
Sponsor Support & Donation ²	\$100K						\$250K			
IM/IT Purchases ³							\$250K		\$100K	

¹ Annual blanket travel authorization may be approved in cases where the Travel Authority is located outside the traveler's geographic region.
² The authority level required to approve receipt of a sponsor support or donation of the value indicated for a specific activity, or an unspecified purpose.
³ IM/IT is defined as all computer and computer peripherals, telecommunications, software and related service contracts.
⁴ Limit to payment approval authority for CISM and National Sports by the senior sports position at each location as per joining instruction.
⁵ The combined cost of Public and NPP capital expenditure may not exceed \$250K.

TABLE 2 -- CFPFSS CFO Requisitioning Authority				
Position →	Finance			
	CFO	Directors	All Management Level Positions	National Accounts Payable Personnel
PO&M	X	X	X	X
Capital	X	X	X	X

TABLE 3 – QUEENSWAY CORPORATE CAMPUS Commitment and Contract Authority and Payment Approval Authority						
Position	Corporate			Finance	IS	
	DGPFSS as Managing Director NPP	Assoc DGPFSS	Associate DGPFSS EA			
O&M	X	X	\$100K	X		
Mortgage	X	\$50M		\$25M		
Capital	X	\$500K	\$25K	\$250K		
Write-off	X	\$500K		\$250K		
IM/IT Purchase ¹	X	\$500K				\$250K

¹ IM/IT is defined as all computer and computer peripherals, telecommunications, software and related service contracts.

**TABLE 4 – CFCF
Commitment and Contract Authority, and Payment Approval Authority**

Position →	Corporate		Finance			IS	
	DGPFSS as Managing Director NPP	Assoc DGPFSS	CFO	Directors	CIO	National Managers	
O&M	X	X	X	X			
CFCF Investments	X	X	X				
CFCF Loans	X	\$500K	\$250K ¹				
Capital	X	\$500K	\$250K	\$25K			
Refinancing NPP Debt			X	\$10K			
Travel outside Canada or continental USA²	X	X					
Write-Off	X	\$500K	\$250K	\$25K			
Professional Membership Fees	X	X	X				
Sponsor Support and Donation³	X	\$250K	\$100K	\$25K			
IM/IT Purchases⁴	X	\$500K			\$250K		\$25K

¹ For CANEX projects, authority is subject to CANEX President having granted project approval.
² Annual blanket travel authorization may be approved in cases where the Travel Authority is located outside the traveler's geographic region.
³ The authority level required to approve receipt of a sponsor support or donation of the value indicated for a specific activity, or an unspecified purpose.
⁴ IM/IT is defined as all computer and computer peripherals, software, telecommunications and related service contracts.

TABLE 5 - LOCAL NPP Commitment and Contract Authority, and Payment Approval Authority¹

Position →	Corporate					ECS	Bases/Wings/Units/Deployed Operations		
	DGFSS as Managing Director NPP	Assoc DGFSS	CFO	CIO	Chief PSP		Base/Wing/Ship Small Unit Commander ² (Reg Force & Reserve)	PSP Mgrs	Base/Wing/Deployed Operations Task Force Commander
Authority For →	DGFSS	DGFSS	DGFSS	DGFSS	DGFSS	Oversight	Own Function	Base/Wing/Task Force Fund	
PO&M							X	X	
PO&M (Aggregate Costs For Each Single Activity/Event – Entity indebted to CFCF) ³	X	\$500K	\$250K					\$50K	
PO&M (Aggregate Costs For Each Single Activity/Event – Entity not indebted to CFCF) ³	X	\$500K						\$250K	
Capital – CFCF Financed	X	\$500K							
Capital – Entity indebted to CFCF	X	\$500K	\$250K		\$150K			\$50K	
Capital – Entity not indebted to CFCF	X	\$500K						\$250K	
Travel Outside Canada or continental USA	X	X					X*		
Representational Expenses ⁷						X	X	X	
Alienation of NPP	\$100K								
Write-off – Entity indebted to CFCF	X	\$500K	\$250K		\$250K			\$50K	
Write-off – not indebted to CFCF	X	\$500K						\$250K	
Professional Membership Fees	X	X					X		
Sponsor Support and Donation	X	\$250K							
IM/IT Purchases ⁸	X	\$500K	\$250K				\$100K ⁹		

¹ The authorities in this table apply only to NPP administered by a Task Force, Base, Wing or Unit Fund
² To assist in administering their NPP responsibilities, Task Force, Base, Wing and Small Unit Commanders may delegate their authority in writing, (see attached samples Annexes A to C) with an information copy to CFO.
³ PO&M must follow the guidelines set out in the matrix with the exception of notes 4 and 5.
⁴ Limitations on PO&M large disbursements as defined in para 20.
⁵ Ibid
⁶ Authority is available to CFSU(E) only.
⁷ As authorized within the annual limit set by the NPP BOD (see CFAO 27-6 para 13).
⁸ The authority for Base/Wing Commanders is limited to \$100K and the authority for Commanding Officers is limited to \$50K as per NPP Sponsorships and Donations Policy
⁹ IM/IT is defined as all computer and computer peripherals, software, telecommunications and related service contracts.

**TABLE 6 – CANEX
Commitment and Contract Authority, and Payment Approval Authority**

Position →	DGFSS as Managing Director NPP	Assoc DGFSS	President CANEX/NATEX	VP CANEX	VP NATEX ¹	Director Merchandise Marketing	Director Store Operations ²	Category/ Merchandising Manager	Category Coordinator	Executive Assistant	NATEX Manager ^{3,4}	National Manager Operations ⁵	Outlet Mgr, Asst Mgr ⁶ , Advertising & Sales Promotion Mgr	CIO
PO&M ⁷	X	X	X	X	X	X	X	X	X	X	X	X	X	
Capital	X	\$500K	\$500K	\$200K	\$200K	\$20K	\$20K				\$10K	\$20K	\$4K	
Furniture & Equipment	X	\$500K	\$500K	\$100K	\$100K	\$10K	\$10K				\$5K	\$10K	\$3K	
Service Contracts & Rentals ⁸	X	\$500K	\$250K	\$50K	\$50K	\$10K	\$10K				\$5K	\$10K	\$5K	
Merchandise	X	X	X	\$200K	\$200K	\$150K	\$150K	\$50K	\$25K		\$100K	\$100K	\$25K	
Travel Outside Canada or continental USA ⁹	X	X	X ¹⁰		X ¹¹									
Relocation ¹²	X		X											
Professional Membership Fees	X	X	X											
Write-Off	X	\$500K	\$250K	\$10K	\$10K	\$2.5K	\$2.5K					\$2.5K		
IM/IT Purchases ¹³	X	\$500K												\$250K

1 Euro equivalent
 2 Euro equivalent
 3 Euro equivalent
 4 Subject to limitations imposed by VP NATEX
 5 Field Authority
 6 Field Authority
 7 Within approved budget funding any limitations placed on specific types of expenditures.
 8 Per year per supplier, including all administrative charges.
 9 Per NPP Travel Directive
 10 Only for duty travel between Canada and NATEX.
 11 Only for duty travel within Europe and between NATEX and Canada.
 12 Per NPP Relocation Directive
 13 IM/IT is defined as all computer and computer peripherals, software, telecommunications and related service contracts.

TABLE 7 - SISIP FS

Commitment and Contract Authority, and Payment Approval Authority

Position	DGPFSS as Managing Director NPP	Assoc DGPFSS	CFO	President SISIP FS	VP Fin Svcs	VP Ops & Support Svcs	Director Finance & Corp Svcs	Education & Training Manager	Marketing & Comm. Mgr/PM - FP & Ins / PM - FC / Regional Mgrs East-West	SISIP Ottawa Supvrs ¹	Branch Mgrs	Acctg Mgr	HR Mgr	Admin Coord, VP FS	CIO
PO&M	X	X		X	\$25K	\$25K	\$25K	\$10K	\$10K	\$1K	\$1K	\$1K		\$1K	
SISIP Segregated Fund	X	X	X	X											
Capital	X	\$500K		\$500K	\$25K	\$25K	\$25K								
O&M Equip Rental & Svc Contracts	X	\$500K		\$500K	\$10K	\$10K	\$10K								
Travel Outside Canada or continental USA	X	X													
Professional Membership Fees	X	X		X											
Write-Off	X	\$500K		\$250K											
IM/IT Purchases ²	X	\$500K													\$250K

¹ Includes Marketing Cord, Comm Cord, Admin Manager and Ops. Manager
² IM/IT is defined as all computer and computer peripherals, software, telecommunications and related service contracts.

**TABLE 8 – CFPAF
Commitment and Contract Authority, and Payment Approval Authority**

Position →	DGPFSS as Managing Director NPP	Assoc DGPFSS	President SISIP FS	CFPAF Mgr	CFPAF Asst Mgr-Treasurer ¹	PM-FC / Financial Counsellors ²	CFPAF Loan Admins at Bases/ Wings ³	Veterans Affairs Area Counsellor ⁴	Base Chaplains ⁵	Social Work Officers ⁶	Family Res. Centre Counsellors ⁷	CIO
PO&M Capital	X	X	X	\$25K	\$25K							
O&M Equip Rental & Svc Contracts	X	\$500K	\$500K	\$25K	\$25K							
Loans ⁸	X	\$500K	\$500K	\$10K	\$10K							
Grants ⁹	X	X	X	X	X	\$4K	\$4K					
Write-off	X	X	X	X	X	\$100	\$100	\$100	\$100	\$100	\$100	
IM/IT Purchases ¹⁰	X	\$500K	\$250K									\$250K

¹ Full authority for loans and grants in the absence of CFPAF Manager.

² Maximum of \$4K for SILP & \$100 for Minor Disbursements.

³ Military personnel on base, Maximum of \$4K for SILP & \$100 for Minor Disbursements.

⁴ \$100 for Minor Disbursements.

⁵ \$100 for Minor Disbursements.

⁶ \$100 for Minor Disbursements.

⁷ \$100 for Minor Disbursements.

⁸ Maximum is \$25K for distress loans, \$4K for SILP and \$4K for EALP.

⁹ Maximum is \$5K for distress grants.

¹⁰ IM/IT is defined as all computer and computer peripherals, software, telecommunications and related service contracts.

**TABLE 9 - NPF EMPLOYEES GROUP INSURANCE PLANS
Commitment and Contract Authority, and Payment Approval Authority**

Position	Corporate		Finance		HR	IS
	DGPFSS as Managing Director NPP	Assoc DGPFSS	CFO	Director of Finance		
EBF/GECA Disbursements	X	X	X	X	X	
EBF premium Amendments Recommendation	X	X	X	X	X	
EBF Amendments	X	X				
Write-off	X	\$500K				
IM/IT Purchases ¹	X	\$500K				\$250K

¹ IM/IT is defined as all computer and computer peripherals, software, telecommunications and related service contracts.

TABLE 10 - NPF EMPLOYEE PENSION PLAN Commitment and Contract Authority, and Payment Approval Authority						
Position	Corporate		Finance		HR	IS
	DGPFSS as Managing Director NPP	Assoc DGPFSS	CFO	Director of Finance		
Disbursement of commencement of Annuity	X	X	X	X	X	
Disbursement on employee termination	X	X	X	X	X	
Pension disbursements	X	X	X	X	X ¹	
Write-off	X	\$500K				
IMI/IT Purchases ²	X	\$500K				\$250K

¹ VP HR has commitment and contract authority only.

² IMI/IT is defined as all computer and computer peripherals, software, telecommunications and related service contracts.

TABLE 11 - TABLE OF ACRONYMS	
Acronym	Detail
Assoc DGPFS	Associate Director General, Personnel and Family Support Services
B/W Fund	Base/Wing Fund
CIO	Chief Information Officer
CFO	Chief Financial Officer
CFPAF	Canadian Forces Personnel Assistance Fund
COS	Chief of Staff
Chief PSP	Chief, Personnel Support Programs
Corp Svcs	Corporate Services
CO	Commanding Officers
DDS	Director Deployment Support
DFit	Director Fitness
DGPFS	Director General, Personnel and Family Support Services
DComm	Director Communications
DMFS	Director Military Family Services
EALP	Education Assistance Loan Program
EBF	Employee Benefits Fund
ECS	Environmental Chief of Staff
FP	Financial Planning
FSD/FSRC	Fitness Sports Director/Fitness Sports Recreation Coordinator
GECA	Government Employees' Compensation Act
IS	Information Services
O&M	Operations and Maintenance
PMC	President Mess Committee
PM – FC	Practice Manager – Financial Counselling
PM – FP&Ins	Practice Manager – Financial Planning and Insurance
PO&M	Personnel, Operations and Maintenance
SA CPSP	Special Assistant, Chief Personnel Support Programs

TABLE 11 - TABLE OF ACRONYMS	
Acronym	Detail
SILP	Self Improvement Loan Program
SISIP FS	Service Income Security Insurance Plan Financial Services
SO/DGPFSS	Staff Officer/Director General Personnel and Family Support Services
VP	Vice President
VP CANEX	Vice President CANEX
VP HR	Vice President Human Resources
VP NATEX	Vice President NATEX

ANNEX A

**Sample
Delegation of Authorities for Financial Administration
of Non-Public Property
CFB xxxx – Local NPP**

Reference: Chief of The Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property, dated 1 April 2010.

In accordance with the reference CDS delegation of Non-Public Property (NPP) financial signing authorities, and note 2 to Table 5 of the reference, the table below details positions to which I have provided delegated NPP financial signing authority. An “X” indicates the position holder has full signing authority within their area of responsibility and approved budget, N/A is Non Applicable, and dollar limitations are indicated by specific amounts. These represent the maximum authorities that may be granted, and these may be limited by approving authorities in the event they believe this is appropriate.

	Personnel, Operations and Maintenance (PO&M) <i>Note 1:</i>	Capital – <i>Note 1:</i>	Write off <i>Note 2:</i>	Sponsor Support and Donation <i>Note</i> <i>3:</i>
Unit Administration Officer	X	\$10K	\$5K	\$20K
PSP Manager	X	\$5K	\$2K	\$20K
PMC Officers’ Mess	X	N/A	N/A	N/A
Mess Manager Officers’ Mess	X	N/A	N/A	N/A
Fitness & Sports Director	X	\$2K	\$1K	\$5K
Community Recreation Director	X	\$2K	\$1K	\$5K
Auto Club President	X	N/A	N/A	N/A
Auto Club Treasurer	X	N/A	N/A	N/A

Note 1: If Unit/Mess and/or their Subsidiary are indebted to CFCF, the maximum that can be delegated is \$50K; if Unit/Mess and/or their Subsidiary are not indebted to CFCF, the maximum that can be delegated is \$250K.

Note 2: All delegated authorities must be exercised in accordance with the reference CDS delegation.

Note 3: The authority for Commanding Officers is limited to \$50K as per NPP Sponsorships and Donations Policy.

Signed:

Commanding Officer

Date:

Distribution

Positions Delegated
NPPAM (original)

ANNEX B

Sample
TABLE 4 – Local NPP

Non-Public Property Financial Signing Authorities Individuals Delegated Commitment and Contract Authority, and Payment Approval Authority for local NPP – CFB xxxx				
CDS Delegated Position	Position Title	Name of Incumbent	Telephone	E-Mail Address
Commanding Officer	Commanding Officer	Capt(N) R. Jones	(902)721-8648	Robert.Jones@forces.gc.ca
Other Positions Delegated by Commanding Officer (CO) iaw CDS delegation document				
CO Delegated Positions	Position Title	Name of Incumbent	Telephone	E-Mail Address
Chairman Unit Fund/Oversight All Messes	Unit Administration Officer	Cdr M. Smith	(902)721-8662	Marc.Smith@forces.gc.ca
Deputy Chairman Unit Fund	PSP Manager	Mr. John Joseph	(902)721-1104	John.Joseph@forces.gc.ca
PMC Officers' Mess	Unit Administration Officer	Cdr M. Smith	(902)721-8662	Marc.Smith@forces.gc.ca
Mess Manager Officers' Mess	Mess Manager Officers' Mess	CPO2 J. Ewing	(902)721-8992	John.Ewing@forces.gc.ca
Fitness & Sports Director	Fitness & Sports Director	Mr. John Langford	(902)721-8568	John.Langford@forces.gc.ca
Community Recreation Director	Community Recreation Director	Ms. Jane Jackson	(902)721-2496	Jane.Jackson@forces.gc.ca
Auto Club President	Auto Club President	PO1 Ken Dryden	(902)721-8621	Ken.Dryden@forces.gc.ca
Auto Club Treasurer	Auto Club Treasurer	MS Joan Collins	(902)721-1129	Joan.Collins@forces.gc.ca

Signed:

Unit Administrative Officer

Date:

Distribution

NPPAM (original)
Delegated Individuals

ANNEX C

Sample

**INCUMBENT ACCEPTANCE OF THE RESPONSIBILITY FOR THE
FINANCIAL ADMINISTRATION OF NPP**

Delegation Table

CFB XXX

Delegated Position	Position Title/Rank	Name of Incumbent	Telephone	E-Mail Address
Chairman Unit Fund/Oversight All Messes	Unit Administration Officer/Cdr	Marc Smith	(902)721-8662	Marc.Smith@forces.gc.ca
Description	Signing Authority Limit	Comments		
Personnel, Operations and Maintenance (PO&M)	X	Full PO&M signing authority within their area of responsibility and approved budget <i>Note 1:</i>		
Capital	\$10K	<i>Note 1:</i>		
Write off	\$5K	<i>Note 2:</i>		
Sponsor Support and Donation	\$20K	<i>Note 3:</i>		

An "X" indicates the position holder has full signing authority within their area of responsibility and approved budget, N/A is Non Applicable, and dollar limitations are indicated by specific amounts.

Note 1: If Unit/Mess and/or their Subsidiary are indebted to CFCF, the maximum that can be delegated is \$50K; if Unit/Mess and/or their Subsidiary are not indebted to CFCF, the maximum that can be delegated is \$250K.

Note 2: All delegated authorities must be exercised in accordance with the reference CDS delegation.

Note 3: The authority for Commanding Officers is limited to \$50K.

This delegation of authorities' document identifies the incumbent's authority to make NPP financial commitments and enter into contracts, to approve invoices and other obligations for payment through the certification of the receipt of goods and services, and to requisition payment or make payment.

I accept these authorities and responsibilities and certify that I have the necessary knowledge and training to carry out these functions in a responsible manner. I have read and understood the *Guidance for Contracting In Support of Morale and Welfare Programs, NPP Travel Directive, and NPP Relocation Directive.*

 Signature of incumbent

 Date: (Effective on signing)

Distribution:

NPPAM (original)

Incumbent

NAPO