

MESS ADMINISTRATION IN / OUT CLEARANCE FORM

CF# NUMBER: _____

Clearly Print All Information

Service Number: _____

Rank: _____

Last Name: _____

First Name: _____

Initial: _____

DOB _____

Unit Name: _____ Section Name: _____

Course Name: _____

Please Check one of the following:

Regular Force Member COS Date: _____

Reserve Member Class: _____

Course/Contract Start Date: _____

Course/Contract End Date: _____

To be completed by All Members:

Home Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Home Tel. # _____ Cell: _____ Preferred Email Address: _____

Mandatory to be completed by Regular Force Members:

IAW PSP Policy Manual Chapter 9-4 para 49. I hereby authorize my Mess Charges to be deducted from my pay account on my behalf to the _____, CFB/ASU Kingston.

(DATE)

(MEMBER'S SIGNATURE)

OUT CLEARANCE ONLY (To Be Completed by Mess Admin)

Forwarding Mailing Address (**Updated in Datamart**) _____

City/Town: _____ Province: _____ Postal Code: _____

Home Telephone Number: _____

Regular Force Member:

Posting: Base Name: _____ COS Date: _____

Retirement: Honorary Status Applicable: Promotion:

Recurring Stopped (Date) _____

CHECKLIST:

- Datamart – ensure members information is updated and accurate (email address)
- Update mess membership excel spreadsheet
- Prophet – (recurring started)
- POS – add member's information to Maitre'D (Bar Chit/acqr)
- DWAN – (add member to any distribution list for the mess)

CF1# _____