

MESS ADMINISTRATION **IN** CLEARANCE FORM

Personal Information

Service Number: _____ Rank: _____

Last Name: _____ First Name: _____

Unit Name: _____ Section Name: _____

Home Address: _____

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

Home Tel. # _____ Email Address*: _____

*Email address will be used for your NPF monthly statement and for Mess Communications (recommend using the email you will check the most).

Mess Dues

My Mess will be for:

SSM (Officers, including Otter Squadron) Coggins Club (NCM)

Please identify the Group that best applies to you:

<input type="checkbox"/> Regular Force Member (RMC, CDA, MPG) <input type="checkbox"/> AMS Student (1 year program) <input type="checkbox"/> Otter Squadron OCdt <input type="checkbox"/> NEPDP Student	COS Date: _____ Posting Out Date (if known): _____
<input type="checkbox"/> Reserve Member	Class: _____ Course/Contract Start Date: _____ Course/Contract End Date: _____
<input type="checkbox"/> SSM Associate (Faculty)	Membership Start Date: _____
<input type="checkbox"/> SSM Associate (Non-Faculty)	Membership Start Date: _____
<input type="checkbox"/> Coggins Club Associate	Membership Start Date: _____

Mandatory to be completed by Regular Force Members:

IAW CFAO 203-04, Mess Members must give written authorization to have Mess Dues/Chit purchases deducted from their pay via Acquittance Roll. I hereby authorize my Mess Charges to be deducted from my pay account on my behalf to the appropriate RMC Mess for my rank.

(DATE)

(MEMBER'S SIGNATURE)

CHECKLIST (To be completed by Mess Admin):

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