



CFMWS

CANADIAN FORCES
MORALE AND WELFARE
SERVICES

ALIENATION OF NON-PUBLIC PROPERTY (NPP) REQUEST FORM

Reference: [CDS Delegation of Authorities for Financial Administration of NPP](#)

Base/Wing/Unit/Ship/HQ Division/Other: _____

NPP Entity: _____

Source of Funding/Coding:

Entity: _____ **Outlet:** _____ **Natural Account:** 7661

Sub Account: _____

Description/Purpose of the NPP Alienation Request:

Circumstance(s) that support Alienation of NPP (Please check all that apply):

- The Entity has sufficient funds available to fund this Alienation Request and continue to provide M/W activities for current and forecasted future needs.
- While it is a Public Responsibility, there is an urgent requirement to repair and or renovate, Non-Public Funds are available, Public Funds are currently not available and a “retroactive reimbursement agreement” has been authorized.
- This is a one-time event and there is no risk of dependency or false expectations of ongoing support from beneficiaries.

Base/Wing/Unit/Ship/HQ Division/Other: _____

NPP Entity: _____

External event/project that is intended to benefit members of society/general public, and specifically includes the eligibility to participate for NPP Beneficiaries (CAF members, their families and former members and their families).

Other – specify:

Provide further details to substantiate the request for Alienation of NPP and estimated cost. Enclose supporting documents.

Enclosures: _____

Requested By:

Signature _____

Name _____

Date

Position _____

Base/Wing/Unit/Ship/HQ Division/Other: _____

NPP Entity: _____

Senior Manager, PSP Comments:

Recommended

Not Recommended

Signature _____

Name _____

Date

Position _____

Regional Accounting Manager (RAM) Comments:

Recommended

Not Recommended

Signature _____

Name _____

Date

Position _____

Base/Wing/Unit/Ship/HQ Division/Other: _____

NPP Entity: _____

Commanding Officer/Division Head Comments:

Recommended

Not Recommended

Signature _____

Name _____

Date

Position _____

Chief Financial Officer (CFO) Comments:

Recommended

Not Recommended

Signature _____

Name _____

Date

Position _____

Base/Wing/Unit/Ship/HQ Division/Other: _____

NPP Entity: _____

Managing Director Non-Public Property (MD NPP) Comments:

Approved

Not Approved

Signature _____

Name _____

Date

Position _____