
CFMWS

SOP – ALIENATION OF NON - PUBLIC PROPERTY (NPP) REQUEST

Version 2.0

30 January 2025

Table of Contents

Document Control	3
1. Introduction	4
1.1. Document purposes	4
1.2. Scope of this document	4
1.3. Intended audience	4
1.4. Related documentation	4
2. Overview	5
2.1. High Level Description	5
2.2. Assumptions	5
2.3. Constraints	5
3. Steps/How to	6
3.1. Local NPP Alienation Requests - Base/Wing/Unit Fund/Entity or Regular Force Mess	6
3.2. Reserve Force Alienation Requests	8
3.3. CFMWS Divisional Alienation Requests	10
4. How to Obtain Support	12
4.1. Who and How	12

Document Control

General Document Information	
Version:	2.0
Version status:	Draft
Version date:	24 September, 2024
Document ref number:	
Purpose:	How to staff NPP alienation requests

Contact for Enquiries and Proposed Changes For any questions regarding this document please contact:	
Name:	Greg Mackenzie
Title/Role:	Senior Manager Financial Policies
Department:	Finance
Telephone:	+902 430-5348
Email:	mackenzie.greg@cfmws.com

Revision History			
Version	Revision Date	Description of/Reason for change	Author (name and role)
1.0	11 Nov 23	Draft	Greg Mackenzie
2.0	24 Sep 24	Draft	Greg Mackenzie

Distribution/Approval History			
Version Reviewed	Approver Name	Title/Position	Date Approved
1.0	Andre Nicole	DACCT	15 November 2023
2.0	Michel Landry	VP Finance	25 September 2024
2.0	Dave Patel	CFO	24 January 2025

1. Introduction

1.1. Document purposes

The purpose of this document is to provide the Standard Operating Procedure (SOP) on the process to follow for all requests to alienate Non Public Property (NPP) inclusive of Non-Public Funds (NPF).

1.2. Scope of this document

This document includes the following:

- Process for Local NPP alienation requests
- Process for Reserve alienation requests
- Process for CFMWS alienation requests

1.3. Intended audience

This document is intended to provide information to the following:

- All Finance Staff
- Staff of the NPF
- NPP Entity Management

1.4. Related documentation

The table below provides details of any other documentation related to this document:

Document Name:	Relevance:
Alienation of NPP Request Form	Form to be completed to request Alienation of NPP

2. Overview

2.1. High Level Description

All requests to alienate NPP begin with the completion of the Alienation of NPP Request Form. Local NPP, Reserve and CFMWS requests follow a different path but end with the same result.

2.2. Assumptions

The user understands what Alienation of Non-Public Property is and when to utilize the form.

2.3. Constraints

The Chief of Defence Staff (CDS) Delegation of Authority (DOA) for NPP grants authority to alienate NPP to only the Managing Director (MD) of NPP up to \$100K. Anything greater would require MD NPP support and briefing note to the Chief of Defence Staff (CDS) for approval.

3. Steps/How to

3.1. Local NPP Alienation Requests - Base/Wing/Unit Fund/Entity or Regular Force Mess

The following steps shall be followed in order to properly submit a Local NPP Alienation Request.

- 1.0 Requestor identifies requirement to alienate NPP. They complete the first section of Alienation of NPP Request form (pages 1 and 2 including signature on page 2). Form is then sent along with any supporting documents (if applicable) to the Senior Manager PSP.

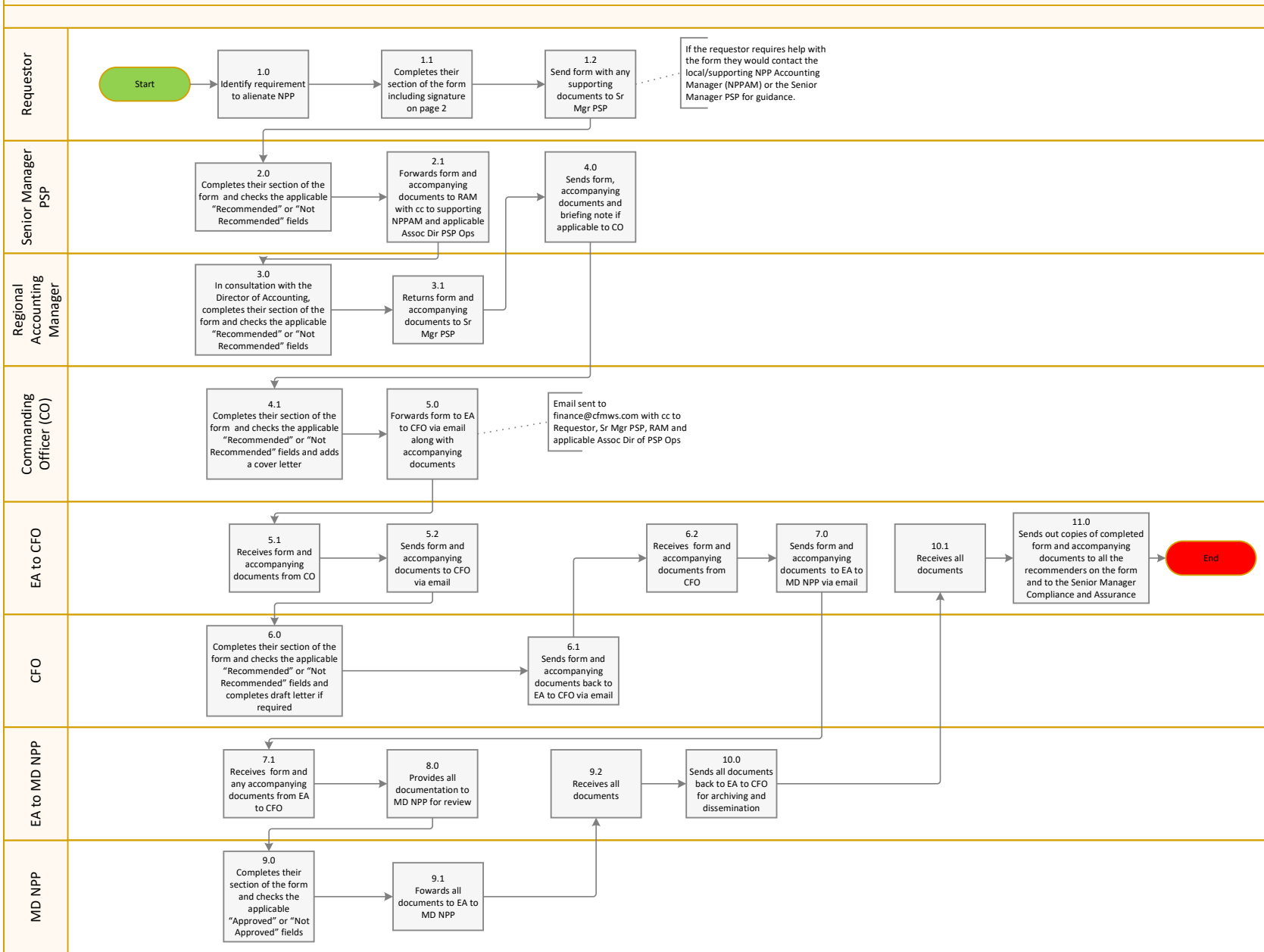
Note: If the requestor requires help with completing the form they would contact the local/supporting NPP Accounting Manager (NPPAM) and/or the Senior Manager PSP for guidance.

- 2.0 The Senior Manager PSP completes their section of the form providing comments, checking the applicable “Recommended” or “Not Recommended” fields and then forwards the form to the Regional Accounting Manager (RAM) with cc to supporting NPPAM and applicable Associate Director of PSP Operations.
- 3.0 In consultation with the Director of Accounting, the RAM completes their section of the form providing comments and checking the applicable “Recommended” or “Not Recommended” fields.
 - RAM returns the form to the Senior Manager PSP for staffing to the Base/Wing/Unit (B/W/U) Commanding Officer (CO).
- 4.0 Senior Manager PSP sends form and briefing note if applicable, to the B/W/U CO who completes their section of the form providing comments, checking the applicable “Recommended” or “Not Recommended” fields and adding a covering letter.
- 5.0 Alienation Request form, letter and briefing note if applicable are forwarded to the Executive Assistant (EA) to CFMWS Chief Financial Officer (CFO) via email to finance@cfmws.com with cc to Requestor, Senior Manager PSP, RAM and applicable Associate Director of PSP Operations.
 - EA to CFO sends form and accompanying documents to CFO via email.
- 6.0 CFO completes their section of the form by providing comments, checks the applicable “Recommended” or “Not Recommended” fields, completes Draft Letter if required and sends form and accompanying documents back to EA to CFO via email.

-
- 7.0 EA to CFO sends form and any accompanying documents to EA to Managing Director Non-Public Property (MD NPP) via email.
 - 8.0 EA to MD NPP provides all documentation to the MD NPP for review.
 - 9.0 MD NPP fills in the form within their section, checks the applicable “Approved” or “Not Approved” fields and returns all documents to the EA to MD NPP.
 - 10.0 EA to MD NPP sends all documents to EA to CFO for archiving and dissemination.
 - 11.0 EA to CFO sends out copies of the completed form and any accompanying documents to all the recommenders on the form and the Senior Manager Compliance and Assurance.

THIS COMPLETES THE PROCESS FOR LOCAL ALIENATION REQUESTS.

Local NPP Alienation Requests Process Flow Map



Snr Mgr PSP – Senior Manager PSP
 RAM – Regional Accounting Manager
 NPPAM – NPP Accounting Manager
 Assoc Dir of PSP OPS - Associate Director of PSP Operations
 CO – Commanding Officer
 EA – Executive Assistant
 CFO – Chief Financial Officer
 MD NPP – Managing Director Non-Public Property

3.2. Reserve Force Alienation Requests

The following steps shall be followed in order to properly submit a Reserve Force Alienation Request.

- 1.0 Entity manager identifies requirement to alienate NPP. They complete the first section of the Alienation of NPP Request form (pages 1 and 2, including signature on page 2). Form is then sent along with any supporting documents (as applicable) to the Reserve PSP Advisor.

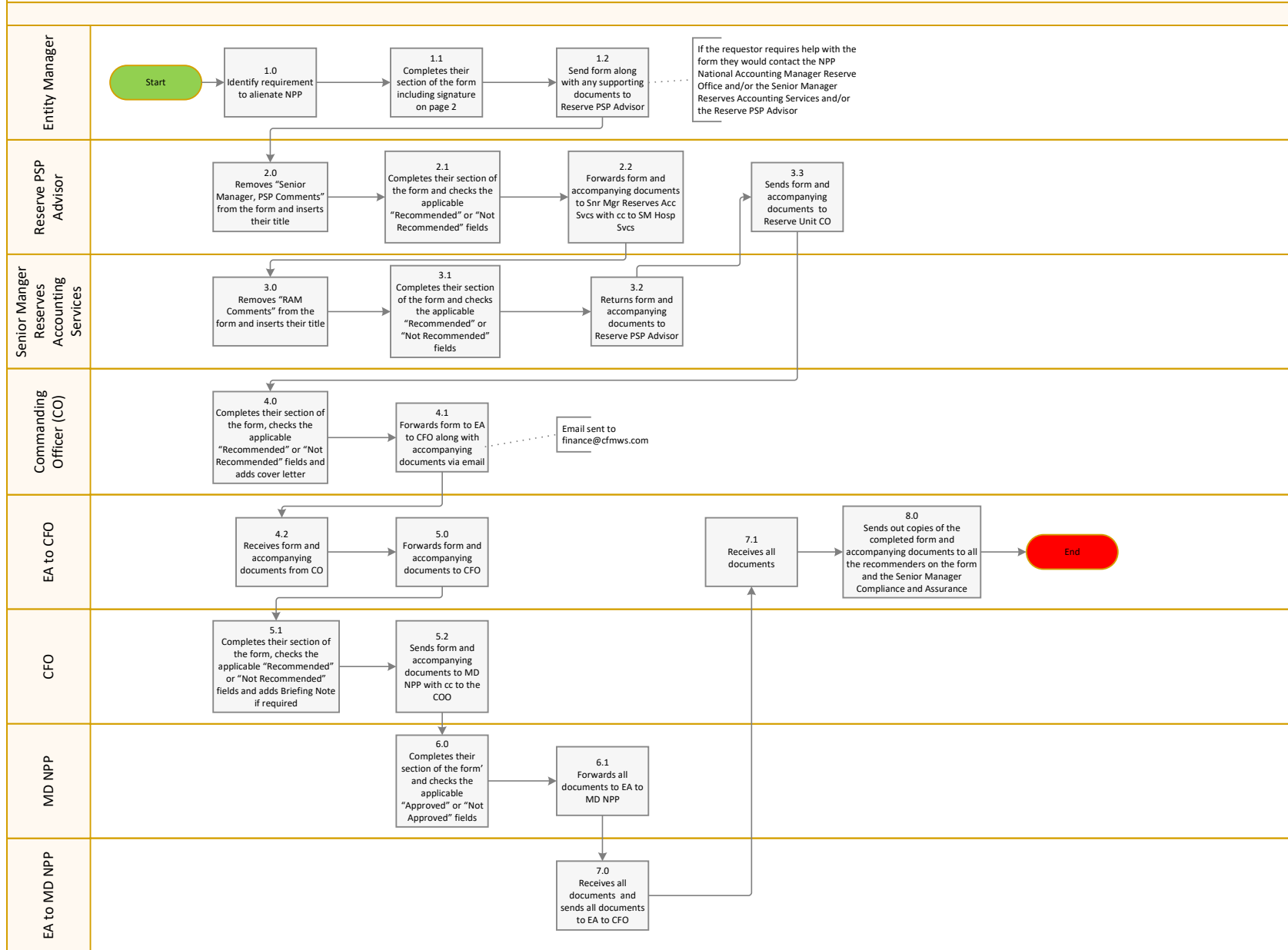
Note: If the requestor requires help with the form they would contact the NPP National Accounting Manager Reserve Office and/or the Senior Manager Reserves Accounting Services and/or the Reserve PSP Advisor.

- 2.0 Reserve PSP Advisor removes “Senior Manager, PSP Comments” from the form and inserts their title.
 - Reserve PSP Advisor then completes their section of the form providing comments, checking the applicable “Recommended” or “Not Recommended” fields and then forwards the form and all accompanying documents to the Senior Manager, Reserves Accounting Services with cc to the Senior Manager Hospitality Services.
- 3.0 Senior Manager, Reserves Accounting Services removes “Regional Accounting Manager (RAM) Comments” from the form and inserts their title.
 - Senior Manager, Reserves Accounting Services then completes their section of the form providing comments, checking the applicable “Recommended” or “Not Recommended” fields and then forwards the form and all accompanying documents to the Reserve PSP Advisor who forwards it to the Reserve Unit Commanding Officer (CO).
- 4.0 The CO completes their section of the form providing comments, checking the applicable “Recommended” or “Not Recommended” fields and adds a covering letter. CO then forwards the form and all accompanying documents to the EA to CFO via email to finance@cfmws.com.
- 5.0 EA to CFO forwards the form to the CFO who completes their section of the form providing comments and checking the applicable “Recommended” or “Not Recommended” fields. CFO adds a briefing note (BN) if required and forwards the form and all accompanying documents to the MD NPP with cc to the COO.

-
- 6.0 MD NPP fills in the form within their section, checks the applicable “Approved” or “Not Approved” fields and forwards all documents to the EA to MD NPP.
 - 7.0 EA to MD NPP receives all documents and sends all documents to EA to CFO for archiving and dissemination.
 - 8.0 EA to CFO sends out copies of the completed form and any accompanying documents to all the recommenders on the form and the Senior Manager Compliance and Assurance.

THIS COMPLETES THE PROCESS FOR RESERVE ALIENATION REQUESTS.

Reserve Force Alienation Requests Process Flow Map



Snr Mgr Reserves Acc Svcs - Senior Manager Reserves Accounting Services
 SM Hosp Svcs - Senior Manager Hospitality Services
 CO - Commanding Officer
 EA - Executive Assistant
 CFO - Chief Financial Officer
 MD NPP - Managing Director Non-Public Property
 COO - Chief Operating Officer

3.3. CFMWS Divisional Alienation Requests

The following steps shall be followed in order to properly submit a CFMWS Divisional Alienation Request.

- 1.0 Requestor identifies requirement to alienate NPP. They complete the first section of the Alienation of NPP Request form (pages 1 and 2, including signature on page 2). Form is then sent along with any supporting documents (as applicable) to the requestor's direct manager.

Note: If the requestor's direct manager is a Director or Associate skip to step 3.0. If the requestor's direct manager is a Division Head, skip to step 4.0. Otherwise, continue following the steps in order.

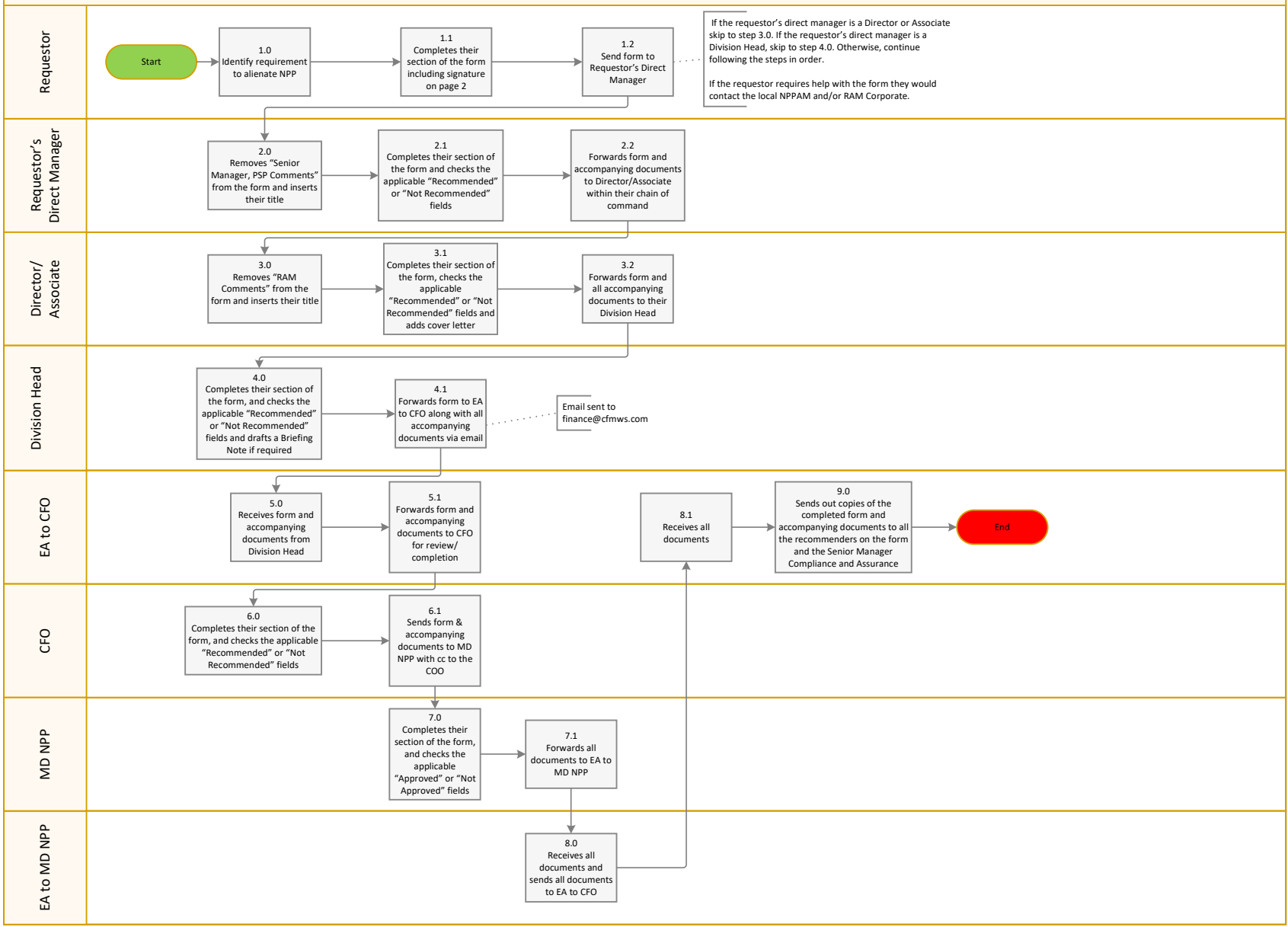
Note: If the requestor requires help with the form they would contact the local NPPAM and/or RAM Corporate.

- 2.0 Requestor's direct manager removes "Senior Manager, PSP Comments" from the form and inserts their title.
 - Manager then completes their section of the form providing comments, checking the applicable "Recommended" or "Not Recommended" fields and then forwards the form and all accompanying documents to the Director/Associate within their chain of command.
- 3.0 Director/Associate removes "Regional Accounting Manager (RAM) Comments" from the form and inserts their title.
 - Director/Associate then completes their section of the form providing comments and checking the applicable "Recommended" or "Not Recommended" fields. Director/Associate adds a covering letter and then forwards the form and all supporting documents to their Division Head.
- 4.0 The Division Head completes their section of the form providing comments and checking the applicable "Recommended" or "Not Recommended" fields and drafts a briefing note (BN) if required.
 - Division Head then sends all documents to EA to CFO via email to finance@cfmws.com.
- 5.0 EA to CFO receives request and sends to CFO for review and completion.

-
- 6.0 CFO completes their section of the form providing comments, checking the applicable “Recommended” or “Not Recommended” fields and sends all documents to MD NPP with cc to the Chief Operating Officer (COO).
 - 7.0 MD NPP fills in the form within their section, checks the applicable “Approved” or “Not Approved” fields and returns all documents to the EA to MD NPP.
 - 8.0 EA to MD NPP receives all documents and sends all documents to EA to CFO for archiving and dissemination.
 - 9.0 EA to CFO sends out copies of the completed form and any accompanying documents to all the recommenders on the form and the Senior Manager Compliance and Assurance.

THIS COMPLETES THE PROCESS FOR CFMWS DIVISIONAL ALIENATION REQUESTS.

CFMWS Divisional Alienation Requests Process Flow Map



RAM Corp – Regional Accounting Manager Corporate
 NPPAM – NPP Accounting Manager
 CO – Commanding Officer
 EA – Executive Assistant
 CFO – Chief Financial Officer
 MD NPP – Managing Director Non-Public Property
 COO – Chief Operating Officer

4. How to Obtain Support

4.1. Who and How

All Support requests should be directed to your local Non-Public Property Accounting Manager (NPPAM) or Senior Manager, Finance Division representative.