**Annex A**

**Example (Commanding Officer)**

**Delegation of Authorities for Financial Administration of Non-Public Property (NPP)**

**Table 1 – Bases, Wings, Ships, Deployed Operations, Command Funds, Branch and Regimental Funds (Unit/Entity Authorities) CFB Example**

**Reference:** Chief of The Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property dated 1 May 2023.

1. I hereby accept the authorities and responsibilities delegated to me as detailed in Financial Authority Table 1 of Ref and certify that I have the necessary knowledge and competency to carry out these functions in a responsible manner. I have read and understood the CFMWS Conflict of Interest Guide, the NPP Contracting Policy, Guidance for Contracting in Support of Morale and Welfare Programs, the NPP Travel Directive, and the NPP Hospitality Policy. I hereby state that I have no conflict of interest – that I am not in a position where my private interests could improperly influence the performance of my official duties and responsibilities nor will I use my position for personal gain.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Captain (N) Richard Jones Date: dd/mm/yy

Base Commander

CFB Example

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

dd/mm/yy NPP ID: 123456789

Date NPP Certification completed

2. In accordance with the reference CDS delegation of Non-Public Property (NPP) financial signing authorities, the table below details positions to which I have provided delegated NPP financial signing authority. An “F” 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.

| **CO Delegated Position** | **PO**  **&M** | **Capital** | **Write off/**  **Disposal of Assets other than Real Property** | **Single Donation or Sponsorship** | | **Contracting** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Defence**  **Industry** | **Non-Defence**  **Industry** | **Direct or non-competitive** | **Competitive** |
| Base Administration Officer | F | **$20K** | **$5K** | N/A | N/A | **$10K** | **$50K** |
| Senior Manager, PSP | F | **$20K** | **$5K** | **$10K** | **$20K** | **$10K** | **$50K** |
| PMC Officers Mess | F | N/A | N/A | N/A | N/A | N/A | N/A |
| Mess Manager Officers Mess | F | N/A | N/A | N/A | N/A | **$5K** | **$20K** |
| Base Manager, Fitness and Sports | F | N/A | N/A | N/A | N/A | N/A | N/A |
| Golf Club Manager | F | N/A | N/A | N/A | N/A | N/A | N/A |
| Curling Club Manager | F | N/A | N/A | N/A | N/A | N/A | N/A |
| President Halifax Archery Club | F | N/A | N/A | N/A | N/A | N/A | N/A |
| Treasurer Halifax Archery Club | F | N/A | N/A | N/A | N/A | N/A | N/A |

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Captain (N) Richard Jones Date: dd/mm/yy

Base Commander

CFB Example

Distribution List

Positions Delegated

NPPAM (original)