

# **Delegation of Authorities for Financial Administration for the Department of National Defence (DND) and the Canadian Armed Forces (CAF)**

## **Identification**

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**Date of Issue** 28 May 2024

**Supersession** A-FN-100-002/AG-006 dated 11 October 2022

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## 1. Overview

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### 1.1 Background

Specific authorities and responsibilities for the control and spending of funds appropriated by Parliament for DND are conferred on the Minister of National Defence (MND) and the Deputy Minister of National Defence (DM) by the *Financial Administration Act (FAA)* and the *National Defence Act (NDA)* and regulations made under those Acts, and other Acts of Parliament which also confer authorities (e.g. *Department of Public Works and Government Services Act*). Authorities for financial administration are most prevalent in the day-to-day administration of the Department and the CAF and have the most impact on resource utilization. Since our MND and DM cannot carry out all these responsibilities personally, it is necessary for them to authorize responsible officials to exercise these authorities on their behalf.

### 1.2 Purpose

The purpose of this document is to:

- a. amplify the application of authorities delegated by the MND and DM through the Delegation of Authorities for Financial Administration Matrix (Matrix);
- b. provide a reference tool for determining delegated financial authorities; and
- c. provide guidance in the interpretation and application of the authorities for financial administration.

### 1.3 Application

This document applies to DND (which includes the CAF), and other organizations reporting to the MND. Therefore, for the purposes of this document, references made as “Department” also include the CAF and Special Entities. The Military Grievances External Review Committee (MGERC), Military Police Complaints Commission (MPCC) and Communications Security Establishment (CSE) have separate Delegation Instruments.

### 1.4 Scope

Departmental officers and managers throughout the Department exercise authorities for financial administration. This document provides a comprehensive consolidation of the various authorities for financial administration delegated by the MND and the DM.

#### 1.4.1 Transfer Payments

The approval of grant or contribution funding agreements constitutes the exercising of expenditure initiation authority on the subsequent payments made under those agreements. This authority falls outside of the expenditure initiation authority columns within this document (i.e. Delegation Instrument). The MND is responsible for approving the funding agreements unless the

MND has formally delegated the authority to departmental positions. The Terms and Conditions document can be used to formally delegate the authority from the MND to departmental positions. Subsequent authorities exercised for transfer payments including FAA Sections 32 and 34 may be exercised in accordance with the Matrix.

## 1.5 Policy Objective

The objective of this document is to ensure that effective financial and operational management controls are applied in respect of the expenditures of public funds and that they contribute to the effectiveness of program delivery.

## 1.6 Precedence

This document supersedes any previous versions of this policy. Where authority levels in this document differ from those in other Departmental policies, **this document shall take precedence.**

**1.6.1** The content of this document does not override legislation, regulations or Treasury Board (TB) policy relating to financial administration, except in the case of special Departmental exemption(s) from Central Agency policy(ies); and additional restrictions imposed to provide for special departmental requirements. Issues related to policy precedence should be referred to the Director Financial Policy, Controls and Community Development (DFPCCD) through the functional financial chain of command.

## 1.7 Amendments

Any changes to authorities delegated by the MND and DM require their approval. Amendments to this document for purposes of clarification, temporary alignment with newly issued TB policies, or to incorporate organizational changes can be authorized by Assistant Deputy Minister (Finance)/Chief Financial Officer/Director Financial Policy, Controls and Community Development (ADM(Fin)/CFO/DFPCCD). A new document is to be prepared for signature by the MND and DM within 90 days following the appointment of a new minister.

## 2. Delegation Principles

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### 2.1 General

Signing authorities carry with them the responsibility for ensuring that all the related managerial and financial controls are effectively enforced and that all the normal requirements of probity and prudence are observed. Personnel authorized to exercise signing authority will be held accountable for all expenditures of public funds for which they are responsible.

**2.1.1** The Delegation of Authorities for Financial Administration Matrix reflects the authority limits that the MND and DM have granted to positions within DND/CAF. The authority limits for any specific incumbent may be restricted as deemed necessary for operational purposes. It is therefore important to refer to the signed Delegation of Authorities form to know the authorities actually vested in any given incumbent of a position.

**2.1.2** A number of principles apply in the exercising of delegated authorities for financial administration. They are described below.

### 2.2 Delegation to Position

Authorities are delegated to positions, not to individuals identified by name. An individual who occupies a position that has been delegated financial authority as per the Matrix may not exercise these authorities unless they have been designated to exercise the authority via completion of a Delegation of Authorities form. Delegated authority cannot be re-delegated, i.e. individuals designated to exercise financial authorities may not delegate these authorities to other positions or individuals.

**2.2.1** With the exception of Real Property transactions, the [Matrix](#) indicates the lowest levels to which signing authorities are given. This means that all positions in the hierarchical order above this position also have at least this same delegation. For Real Property transactions, authority is given only to positions as reflected in Column 39 of the Matrix.

### 2.3 Local Control Requirements

The Area of Authority indicated in the Matrix is a key limitation in the exercise of delegated authorities. A delegation by the MND and DM does not eliminate the responsibility of Responsibility Centre (RC) Managers to establish efficient control procedures within that person's area of responsibility.

**2.3.1** In cases where there is a specific requirement for an incumbent to charge a budget held outside his/her organization, he/she must ensure that the RC Manager responsible for the budget has issued an authorization for that purpose, by way of a control framework in accordance with the Special Considerations section of FAM Chapter 1014-4-1, unless it is for the specific function of exercising Column 5 - Foreign Service Benefits on Compassionate Travel Assistance transactions or FAA Section 34 and/or FAA Section 33 for pay (salaries and benefits) by Pay and Benefits Officers (Officers/Clerks) across DND and the CAF. The control framework extends the incumbent's area of

authority to include, for the purpose of this specific requirement only, the financial coding identified in the framework. The RC Manager who has received this authorization to charge a budget other than his/her own becomes responsible and accountable for ensuing transactions.

**2.3.2** The delegation sets the lowest level of position at which financial authority may be exercised; additional limitations may need to be imposed in order to meet local requirements for effective control.

## **2.4 Accountability**

RC Managers, through the prudent use of their delegated authorities, will be accountable for effectively and efficiently managing their resources and related deliverables in accordance with Government, TB, other central agencies and departmental regulations and policies. For reasons of accountability, multiple RC Managers (at the same level) must not be assigned responsibilities for the same budget. Persons designated to exercise authorities for financial administration are responsible for ensuring that they understand the extent of their authority and financial accountability.

## **2.5 Personal Benefit**

No person shall exercise either spending, certification or payment authority with respect to a transaction from which that person can personally benefit (either directly or indirectly), such as expenditures for travel, relocation, hospitality, reimbursement of tuition fees, membership dues, etc. Furthermore, for every transaction that results in a personal payment, the expenditure initiation portion of that transaction must be authorized by the person's superior.

## **2.6 Acting Appointments**

No person occupying a position on an acting basis shall exercise the financial administration authorities given to that position unless properly authorized in writing by a superior to whom the normal incumbent of the position reports. Although it may be sufficient under some circumstances for the incumbent to simply provide his/her superior with notification of the acting appointment, if the individual acting in the position is expected to exercise financial signing authorities, the more senior superior (to whom the normal incumbent of the position reports) must provide written authorization through the completion of a Delegation of Authorities form.

## **2.7 Separation of Authorities**

The following functions are to be kept separate when responsibility is assigned to individuals involved in the expenditure management process:

- The exercising of contracting authority (transaction authority);
- Confirmation of the receipt of goods, provision of services or entitlement to payment;
- Certification of an account pursuant to FAA Section 34 (certification authority); and

- Certification of requisitions for payment or settlement pursuant to FAA Section 33 (payment authority).

The following flexibilities are also available when responsibility is assigned to individuals involved in the expenditure management process:

- One individual may exercise contracting authority (transaction authority) and certify the associated invoices pursuant to FAA Section 34 (certification authority) provided that:
  - The purchase is designated as low dollar (\$5,000 or less); **and**
  - The transaction is deemed low risk based on the risk assessment table found in FAM Chapter 1016-3 – FAA Section 34; **and**
  - The same individual did not confirm the receipt of goods, provision of services or in the case of transfer payments, entitlement to payment.
- One individual may confirm the receipt of goods and/or the provision of services **and** certify the account pursuant to FAA Section 34 (certification authority) provided that:
  - The transaction is deemed low risk based on the risk assessment table found in FAM Chapter 1016-3 – FAA Section 34, **and**
  - The same individual did not exercise contracting authority (transaction authority).

**2.7.1** Note that the exercising of expenditure initiation authority, the exercising of FAA Section 32 and the completion of the account verification (with the exception of confirm of the receipt of goods, provision of services or in the case of transfer payments, entitlement to payment) are not part of the separation of authorities provisions as included in this policy.

**2.7.2** If circumstances do not allow such separations of duties as identified above, alternate control measures must be implemented and clearly documented. However, FAA Section 34 certification and FAA Section 33 certification can never be exercised by the same individual on the same transaction. In such circumstances, RC Managers must contact their Level One Comptroller (through the financial chain of command) to receive approval of these alternate control measures.

## **2.8 Withdrawal of Authorities**

Authorities for financial administration delegated to a position **must be withdrawn** by the designator if it is determined that the delegated authorities are being abused. Where delegated authorities are inadvertently exercised incorrectly, as a minimum there is a requirement for closer monitoring, which may include probationary periods. Authorities can be reinstated when the designator and/or the Regional Departmental Accounting Office (RDAO) Comptroller is satisfied that the situation has been corrected and the abuse or improper use will not re-occur.

## **2.9 Control of Financial Signing Authorities**

The control of financial signing authorities delegated by the MND and the DM through the Delegation of Authorities for Financial Administration Matrix is described in [FAM Chapter 1014-4-1, Control of Financial Signing Authorities](#). Delegation of Authorities forms shall be prepared for each individual from Chief of the Defence Staff and Level One Advisors downward who has completed the required training and will be exercising all or part of the authorities delegated to their position through the Matrix. The form serves as a means to document the financial signing authorities the individual will be allowed to exercise, including any exceptions or restrictions. In addition, it provides for the acknowledgment that the individual has the necessary knowledge and training to exercise the authorities in a responsible manner.

**2.9.1** Designators who sign Delegation of Authority forms must be able to demonstrate organizational due diligence in monitoring compliance of individuals exercising the delegated authorities.



### 3. Financial Administration Principles

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#### 3.1 Authorities for Financial Administration

In carrying out individual responsibilities, it is necessary to distinguish between the managerial responsibilities required to approve expenditures, the transaction (contracting) authorities and the financial management responsibilities to manage the administrative process of making an expenditure as required by the FAA.

**3.1.2** For the purposes of this Delegation of Authorities document, “authorities for financial administration” is a collective term that includes **spending authorities, financial authorities and other authorities**. The [Matrix](#) maintains the separation of these three types of authorities (broken down into their individual components).

#### 3.2 Spending Authority

Spending authority consists of three elements: expenditure initiation authority, commitment authority, and transaction authority. These authorities are described in detail below.

#### 3.3 Expenditure Initiation Authority

Expenditure initiation authority is the authority to incur an expenditure or to make an obligation to obtain goods or services that will result in the eventual expenditure of public funds. This includes the decision to hire staff, to order goods and services, to authorize travel, relocation or hospitality or to enter into some other arrangement for program purposes.

**3.3.1** Expenditure initiation authority is aligned with managerial, budgetary and operational responsibilities. The objective of this authority is to give RC Managers the primary responsibility for initiating expenditures charged to their budgets and ensuring that the necessary authority exists for making an expenditure which Parliament has approved through annual appropriation acts. Refer to [FAM Chapter 1016-2, Expenditure Initiation and Commitment Control – FAA Section 32](#).

#### 3.4 Commitment Authority

Commitment authority is the authority delegated by the DM to incumbents of positions to ensure that there is a sufficient unencumbered balance available before entering into a contract or other arrangement as per Section 32 of the FAA. Refer to [FAM Chapter 1016-2, Expenditure Initiation and Commitment Control – FAA Section 32](#).

#### 3.5 Transaction Authority

Transaction authority is the authority delegated by the MND to enter into and sign contracts (as described further below) or sign off on legal entitlements on behalf of the Department.

### 3.6 Contract Authority

Contract authority is the authority delegated by the MND, to persons occupying specific DND/CAF positions or fulfilling specific organizational functions, to enter into and sign contractual documents on behalf of the Department. Contract authority within DND/CAF is governed in order of precedence by the:

- [\*Government Contracts Regulations\*](#);
- [\*TB Directive on the Management of Procurement\*](#);
- The Delegation Matrix and accompanying Notes (A-FN-100-002/AG-006);
- Departmental Administrative Orders and Directives (DAOD) related to procurement and contracting; and
- [\*Procurement Administration Manual \(PAM\)\*](#).

Note: RC Managers have full expenditure initiation authority over the funds allocated to them, subject to budgetary and statutory constraints, their mandate and the limitations imposed by central agencies or the Department. Notwithstanding, they may or may not have authority to perform the actual acquisition of goods and/or services, enter directly into a contract agreement or make requests to Public Services and Procurement Canada (PSPC) to enter into contracts on their behalf.

**3.6.1** Incumbents of the positions who have been delegated contracting authority may designate individuals in positions as Contracting Officer/Clerk, Procurement Officer/Clerk or RC Administrator to manage and administer contracts and to sign contracts as representatives of the Crown for approved requirements within their area of authority, up to the maximum of their own delegated authority, RC Administrators cannot be designated to exercise authority levels that exceed those of Other RC Managers as per FAM Chapter 1014-4-1.

**3.6.2** The designated Contracting Officer/Clerk, Procurement Officer/Clerk or RC Administrator shall have their contracting responsibilities reflected in their job descriptions and be qualified to carry out these functions. Persons in these positions will be authorized to issue and sign contracts within this authority with the following exceptions. They may not sign:

- Contracts with former Public Servants; and
- Contracts involving the services of persons designated under DAODs 7021-0 Conflict of Interest and Post-Employment, 7021-1 Conflict of Interest and 7021-2 Post-Employment.

**3.6.3** In those instances where contracting authority is delegated to functional specialists, it must be emphasized that this contracting authority is only to be exercised with the prior authorization of Expenditure Initiation Authority and FAA Section 32 Authority by the RC Manager responsible for the budget. The Matrix depicts the extent to which the delegated position has full or specific authority, up to the maximum specified and restrictions imposed, to complete the action.

**3.6.4** All contracting limits represent maximum contract values, including amendments and all applicable payments such as taxes and fees, unless indicated in the specific notes of this document.

**3.6.5** For any table herein related to contracting authority, the contract entry value comprises the original contract value plus all identified options included in the original contract approval. Amendments beyond this approval are subject to the identified authority limits for each applicable amendment column.

**3.6.6** Requests for revisions to contracting authorities must be submitted to [Director Materiel Policy and Procedures \(DMPP\)](#).

### **3.7 Financial Authorities**

Financial authorities include certification authority and payment authority. Both of these components are described in further detail below.

### **3.8 Certification Authority**

This is the authority delegated by the MND to appropriate officers [under Section 34 of the FAA](#). This delegation allows RC Managers and/or their subordinates to certify according to Section 34 of the FAA, before payment, contract performance and price, entitlement or eligibility for the payment. Section 34 of the FAA requires both the completion of the account verification process and the exercising of certification authority. These actions must be completed prior to processing of an account for payment in the Departmental Financial Management System. Note that individuals that are tasked with completing the account verification do not have to be designated to exercise FAA Section 34. Refer to [FAM Chapter 1016-3, Account Verification – FAA Section 34](#) for more information.

### **3.9 Payment Authority**

This is the authority delegated by the MND to specific positions under [Section 33 of the FAA](#). This delegation ensures that all payments and all other charges requisitioned against the Consolidated Revenue Fund are timely, properly authorized and legal as prescribed by the TB *Directive on Delegation of Spending and Financial Authorities* and *Directive on Payments*. Refer to [FAM Chapter 1016-4, Manage Payments – FAA Section 33](#).

**3.9.1** The persons to whom authority is delegated pursuant to Section 33 are required to ensure that a payment is a lawful charge against an appropriation, does not result in an expenditure in excess of the appropriation, and does not reduce the balance available in the appropriation so that it would be insufficient to meet commitments charged against it.

### **3.10 Other Authorities**

The Matrix provides another category of authority that is not part of Spending or Financial authorities. These authorities relate to some specific issues such as materiel management and project expenditure authority. Details on each type of other authorities are provided in the notes for columns 29 to 42 of the Matrix.

## 4. Contracting Principles

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### 4.1 Contracting Principles

A number of principles apply when exercising contracting authorities. It is government policy to conduct contracting in a manner that will:

- stand the test of public scrutiny for prudence and probity, facilitate access, encourage competition and reflect fairness in the spending of public funds;
- ensure the pre-eminence of operational requirements;
- support long-term industrial and regional development and other appropriate national objectives, including aboriginal economic development; and
- comply with the government's obligations under the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canadian Free Trade Agreement (CFTA), the Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Trans-Pacific Partnership (CPTPP), and any other applicable trade agreements.

**4.1.1** Individuals occupying positions, that have been delegated authority to negotiate and conclude contractual arrangements on behalf of the MND, must exercise this authority with prudence and probity. This is so that the Contracting Authority (the MND) is acting and is seen to be acting within the letter and the spirit of the *Government Contracts Regulations*, the *TB Contracts Directive*, the Government's procurement policies, and the DAODs related to Procurement and Contracting.

**4.1.2** Authority to contract for the provision of goods and services is vested primarily in functional contracting authorities, as specified in the [Matrix](#). They determine the most appropriate strategy for procuring a commodity (i.e. bidding process, standing offer, request to PSPC, etc.). These functional contract authorities provide contracting services to RC Managers whose budgets will eventually be charged with the expenditure item.

**4.1.3** Requests for contracting above departmental authority may be referred to Common Service Providers or a TB Submission may be prepared. Policy and procedures are specified in the DAODs related to Procurement and Contracting and [PAM Chapter 1.4 Delegated Procurement, and Contracting Authorities and Other Contract Administration Authorities](#).

**4.1.4** When contracting for goods and services, all laws, regulations, policies and directives governing the commodity must be followed as applicable (e.g. security, controlled goods, inventory, hazardous materials, etc.).

**4.1.5** It is DND policy that Contracting Authorities will use a Standing Offer or Supply Arrangement where one exists, for the goods or services required, and to satisfy repetitive requirements where it is cost effective to do so.

**4.1.6** Authority to approve settlements that are contractual in nature (arising at any stage of the procurement process), fall within the delegated contracting authority columns. These must be approved at a minimum, by Level 2 Advisors, within their contracting authority and their budgetary

limit. This is to comply with the TB *Directive on Payments*. This authority applies to Canadian International Trade Tribunal (CITT) orders, Court orders, Procurement Ombudsman recommendations, settlement offers from the Crown, and contract termination costs.

## 4.2 Common Services

When the interests of the government are best met by centralized acquisition, TB requires procurement to be carried out by common service organizations, unless the services are designated as optional or an exception has been granted.

## 4.3 Goods Procurement

The Minister of PSPC has exclusive responsibility for the procurement of all goods for the federal government and to purchase goods under the *Defence Production Act*. This Delegation document reflects the Request and Authorization that the Minister of PSPC has granted to the Minister of National Defence.

## 4.4 Service Contracting

With respect to contracting for services, contracting authorities must ensure that:

- Human Resources alternatives (including but not limited to casual, temporary and indeterminate staffing as well as assignments/deployments) are considered and utilized wherever practical, prior to determining the requirement to proceed with contracting for services. This process is to be documented on file;
- no work is authorized or started until a contract has been put in place;
- the statement of work or the requirements description clearly describes the work to be carried out, the objectives to be attained and the time frame;
- the creation of an Employer/Employee relationship will not result when contracting for services of individuals. The Canada Revenue Agency provides guidance in assessing an employer-employee relationship, in documents such as publication [RC4110 Employee or Self-Employed?](#) In addition, a questionnaire to assist the manager to determine the risk of developing an employer/employee relationship is available in the [PAM](#);
- the fees paid do not exceed the appropriate market rate for the service provided. Special obligations to ensure price support apply for non-competitive contracts;
- payrolling, asking or requiring a firm to hire a specific individual, is prohibited. Required qualifications may be identified but the firm may not be told, directly or indirectly, who to hire or assign to a given task; and
- controlled goods, intellectual property and security issues have been considered and addressed.

## 4.5 Competitive and Non-Competitive Contracts

**4.5.1** Competitive contracts are those whereby bids are solicited using an Open (Electronic) Bidding or Traditional Competitive process. Open (Electronic) Bidding is a method of soliciting bids using the Government Electronic Tendering System (GETS). Traditional Competitive process is a

method of soliciting bids using traditional means such as fax, phone or source lists (not advertised on GETS).

#### 4.5.2 Non-Competitive contracts include:

- Directed Contract, in which a contract is directed to a firm or a person where the Contracting Authority has justifiably set aside the requirement to solicit bids in accordance with the *Government Contracts Regulations*; and
- In situations where International Trade Agreements apply, Limited Tendering could be considered non-competitive as tendering could be limited to one supplier.

4.5.3 The Contracting Authority shall, whenever possible, select a competitive process where bids are solicited to ensure a fair and reasonable representative number of suppliers are given an opportunity to bid. When only one compliant bid is received as a result of a competitive process, the contracting authority shall ensure the bid received represents fair value to the Crown.

### 4.6 Exceptions to Competition

In keeping with TB Policy, the *Government Contracts Regulations* has four exceptions that permit the Contracting Authority to set aside the requirement to solicit bids, these are:

- **Pressing Emergency**: when the need is of pressing emergency in which delay would be injurious to the public interest. The decision to invoke this exception is restricted to those persons having delegated authority in Column 22. The authority to invoke the exception is not authority to declare an Emergency;
- **Estimated value of expenditure must not exceed**:  
(a) \$25K for goods procurement and the delegated contracting authority determines it is not cost-effective to solicit bids; and,  
(b) \$40K for services procurement and the delegated contracting authority determines it is not cost-effective to solicit bids;
- **Public Interest**: when the nature of the work is such that it would not be in the public interest to solicit bids. This exception must be approved by a person in senior management specifically delegated this authority by the Minister. The decision to invoke the Public Interest exception to competition as it applies to a specific acquisition is restricted to the DM and ADM(Mat); and
- **Only one supplier can do the work**: when there is only one supplier capable of performing the work. The decision to invoke this exception is made by the delegated contracting authority or contract officer/clerk after justification of patent or copyright requirements, or technical interoperability or exclusive marketing rights is validated.

### 4.7 Conflict of Interest

All public servants (including members of the CAF) are bound by the Conflict of Interest guidelines, as are firms/individuals accepting a contract. No action should be taken by Departmental staffs which would result in an actual or perceived Conflict of Interest situation. These guidelines are described in [DAOD series 7021, "Conflict of Interest and Post-Employment."](#)

## **4.8 Contract Splitting**

Contracts or contract amendments shall not be split in order to avoid obtaining approval by the appropriate contracting authority.

## **4.9 Mandatory Reporting Requirements**

Contract reporting in the designated system of record is mandatory when exercising contracting authority (transaction authority). Mandatory contract reporting requirements are detailed in the [Procurement Administration Manual at section 4.3](#).

## **4.10 Barter Transactions**

Contracts involving barter transactions may require specific reviews, approvals or authorities not identified within the Matrix or this document. Guidance is to be requested from ADM(Fin)/DFPCCD on financial considerations and ADM(Mat)/DMPP on contractual matters.

## **4.11 Deployed Operations Outside Canada**

Task Force Commanders (which include Commanding Officers, Formation Commanders, Joint Task Force Support Component (JTFSC) Commander, Commanding Officers of a Ship and Aircraft Commanders) of deployed operations outside Canada have been delegated specific contracting authorities. These authorities are specific to contracts issued outside Canada, while the Task Force Commander is outside Canada, and cannot be used to issue contracts in Canada.



## 5. Interpretation of Authorities Contained in Matrix

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### 5.1 General

The [Matrix](#) has been designed to comply with the policy for signing authorities established by TB to meet the requirements for the financial administration of a departmental program.

### 5.2 Layout

Authority is delegated to the particular positions as specified in the first column on the left and is restricted to the area of authority indicated in the second column. The various types of authority are indicated in the Columns numbered 1 through 42.

**5.2.1** The Matrix is divided into several sections as follows:

- **General departmental authorities section** – reflects authorities delegated to the generic positions listed within;
- **Specific departmental authorities section** – reflects increased or additional authorities delegated to the specific positions listed within (usually as a result of their function) which are over and above those authorities delegated to the related generic position within the General Departmental Authorities section of the Matrix;
- **Military Operations section** – reflects authorities delegated to the specific deployed operations positions indicated;
- **Special Entities section** – reflects authorities delegated to the specific positions reflected therein; and
- **Other Government Departments section** – reflects specific authorities delegated to specific positions within other departments.

### 5.3 Extent of Authority

**Department (Dept)** – the incumbent of the position has authority to act, where indicated, on behalf of the Department, which includes the CAF.

**5.3.1 Canadian Armed Forces (CAF)** – the incumbent of the position has authority to act, where indicated, on behalf of the CAF.

**5.3.2 Own Organization (Own Org)** – the incumbent of the position has authority to act, where indicated, on behalf of his/her organization.

**5.3.3 Function** – the incumbent of the position has authority to act, where indicated, as it applies for their specific function. In cases where the incumbent is to make charges against budgets held outside his/her organization, he/she must ensure there is a control framework in place in accordance with the Special Considerations section of FAM Chapter 1014-4-1, unless it is for the specific function of exercising Column 5 - Foreign Service Benefits on Compassionate Travel Assistance transactions or FAA Section 34 and/or FAA Section 33 for pay (salaries and benefits) by Pay and Benefits Officers (Officers/Clerks) across DND and the CAF.



## 5.4 Symbols

The symbols in the Columns numbered 1 through 42 of the [Matrix](#) define the limitations of the delegated authority and shall be interpreted as follows:

- a. “**F**” indicates full authority within budgetary limits, subject to TB and Departmental spending limits and the limitations of the governing authorities and area of responsibility;
- b. “**R**” indicates that this authority has specific restrictions which can be financial or functional limitations imposed by government/departmental policies and/or the designator/manager. Those imposed by policy are outlined in the Matrix Notes; and
- c. A numeric value appearing in any of the Columns numbered 1 through 42 is representative of a maximum dollar limitation for that particular authority. **All amounts are in Canadian dollars and include applicable taxes unless otherwise specified.** Where dollar (\$) amounts are specified, these amounts cannot be exceeded. (M = Million; K = Thousand; C = Hundred).

The delegated authority must have one of the symbols defining the limitations and there will be none of the symbols where there is no delegated authority.

## 6. Position Titles

### 6.1 Position Equivalency Table in Support of Delegation Matrix

The following table identifies the generic position titles to which authority has been delegated in the Matrix along with the specific positions related to the Generic Levels. By delegating authority to a Generic Level, authority is delegated to all positions identified as being equivalent for that Generic Level, unless otherwise identified in the Matrix, provided the equivalent position meets the definition of an RC Manager. Any exceptions or restrictions to the delegation of authority will be identified through the narrative information in support of the Delegation of Authority for Financial Administration Matrix.

**6.1.1** It is the responsibility of affected organizations to advise ADM(Fin)/DFPCCD of any changes to their organizational structure that will require modifications or additions to the position titles in this document, including the Matrix and Position equivalency table. Notification must be provided to DFPCCD as soon as the changes to the organizational structures of the DND/CAF are approved through the Canadian Forces Organizational Orders ([CFOOs](#)) and Ministerial Organizational Orders (MOOs) for the CAF; and for NDHQ through the official NDHQ Organization Chart, and NDHQ Organization Change letters. Changes to this policy document are reflected after DFPCCD validation is completed and are considered authoritative.

Generic Position Title	Positions Equivalent to Generic Position Title
Level One Advisors (Mil & Civ)	VCDS, Environmental Chiefs of Staff (Land, Sea, Air) Chief Military Personnel DND/CF Legal Advisor, JAG ADMs, (Senior) Associate DM(s) Comds CJOC, CANSOFCOM Comd CF Intelligence Command Corporate Secretary DND/CF Ombudsman DOS Strategic Joint Staff Executive Director of the Sexual Misconduct Response Centre Chief Professional Conduct and Culture
Level Two Advisors (Mil & Civ)	Assistant Environmental Chiefs of Staff (Land, Sea, Air) Assistant CMP Directors General (Mil and Civ) Deputy JAGs (DJAG Ops, DJAG MJ, DJAG AL, DJAG RS, DMP & DDCS) Chiefs of Staff at NDHQ (having Director(s) or Director equivalent(s) reporting to them) CJOC COS, DG Operations, DG Readiness, DG Support and DG Plans Chief Force Development Chief of Programme Chief Financial Management

	Comd CMSG CEO CFHA Comd CF RP Ops Gp Comd CFJOSG Comds NAVRES Comd CDLS (W) Comd CDLS (L) CNMR SHAPE CAN MIL REP NATO COS HQ SACT Chief of Reserves and Employer Support Deputy Comd NORAD TF Comd - Fmn Comd, Depl Ops outside Canada Comd 1st Cdn Div HQ DND/CF Ombudsman Director General, Legal Services DND/CF Ombudsman Director General, Operations DND/CF Ombudsman Director, Communications and Parliamentary Affairs DND/CF Ombudsman Director, Corporate Services Assoc ADM(Fin) Assoc ADM(Mat) Assoc ADM(CPCC) CMatP CANSOFCOM Deputy Commander CANSOFCOM Deputy Commander Support
Level Two (Mil) Advisors (with Auth of Comd of Comd) Note: these positions may also exercise authorities delegated to Level Two Advisors (Mil & Civ)	Comds MARLANT and MARPAC Comd 1Cdn Air Div, Comd 2 Cdn Air Div Comds 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> Canadian Divisions Comd Canadian Army Doctrine and Training Centre Comd MilPersGen Comd CF H Svcs Gp Comds JTF North, Pacific, West, Central, East, Atlantic Comd National Cadet and Junior Canadian Rangers Support Group Chief Military Judge DVCDS Comd Canadian Armed Forces Transition Group
Base Commanders (& other equivalents)	Comds/COs of Bases, Wings, Brigades, Canadian Division Support Groups, Canadian Division Support Bases, Stations, HMC Ships, Formations, Units, Deployed Elements (both inside and outside Canada), Joint Support Group, CANFLTPAC, CANFLTLAN, Communication Groups and those positions designated as a “Commanding Officer” under the provisions of the current CDS Order for the Designation of Commanding Officers.

## 6.2 Definitions of Position Titles

For the purposes of this document, the following position title definitions are provided. It is understood that individuals appointed to these positions shall have the necessary knowledge and training to exercise the financial authorities in a responsible manner.

## 6.3 Responsibility Centre (RC) Manager

An RC Manager is the incumbent of a position who is allocated a budget and who has spending authority and certification authority under the FAA for this budget.

## 6.4 Other RC Managers

“Other RC Managers” are incumbents of positions who meet the definition of RC Manager provided in para 6.3 other than the RC Manager positions listed in the General Departmental Authorities section of the Matrix and the corresponding Position Equivalency table.

## 6.5 RC Administrators

RC Administrators are those incumbents of positions having the written authority from the RC Manager, via the Delegation of Authority form, to perform some or all of the administrative functions on his/her behalf. The RC Manager remains responsible for charges to his/her budget.

**6.5.1** The MND/DM have delegated certain authorities to RC Administrators as indicated in the Delegation Matrix as a restricted “R” authority. The restriction is to be determined by the RC Manager; i.e. the RC Manager may assign authority levels to an RC Administrator up to those expressed in his/her own signed Delegation of Authority form, however the assigned authority levels cannot exceed those indicated in the Delegation Matrix for the position title “Other RC Manager”.

## 6.6 Procurement Officers/Clerks

Procurement Officers/Clerks are incumbents of positions having delegated authority for procurement initiation, from a superior at a minimum of Section Head level, via the Delegation of Authority form, to perform some or all of the functions on his/her behalf. The specific roles and responsibilities of the position of Procurement Officer/Clerk are defined in [PAM Chapter 1.3: Roles and Responsibilities of DND Procurement Authorities, Project Managers, Technical Authorities, and Directorate of Quality Assurance in the Procurement Process](#). The superior remains responsible for the ensuing procurement and contracting activities.

**6.6.1** The MND/DM have delegated certain authorities to Procurement Officers/Clerks as indicated in the Delegation Matrix as a restricted “R” authority. The restriction is to be determined by the superior. The superior may assign authority levels to a Procurement Officer/Clerk up to those expressed in his/her own signed Delegation of Authority form. For Procurement Initiation Authority the authority level cannot exceed those indicated in [PAM Chapter 1.4.3: Procurement Initiation Authority \(PIA\) – Column 14 of the Delegation Matrix](#). The restriction for FAA Section 32 and 34 is

the requirement for authorization by the RC Manager whose budget is being charged in accordance with the requirements of the Special Considerations section of FAM Chapter 1014-4-1.

**6.6.2** ADM(Mat) Procurement Specialist, ADM(Mat) Senior Procurement Officer, ADM(Mat) Procurement Officer and ADM(Mat) Procurement Clerk are positions delegated contracting authority by the MND. Note that these positions cannot assign their delegated contracting authorities to others.

## **6.7 Contracting Officers (Officers/Clerks)**

Contracting Officers/Clerks are those incumbents of positions having the written authority from a delegated Contracting Authority, via the Delegation of Authority form, to perform some or all of the functions on his/her behalf. The delegated Contracting Authority remains responsible for contracting activities.

**6.7.1** The MND/DM have delegated certain authorities to Contracting Officers/Clerks as indicated in the Delegation Matrix as restricted "R" authority. The restriction is to be determined by the delegated Contracting Authority. The delegated Contracting Authority may assign authority levels to a Contracting Officer/Clerk up to those expressed in his/her own signed Delegation of Authority form.

**6.7.2** Contracting Officers/Clerks are the incumbents of positions in which the official job description reflects the contracting duties to be performed. In some cases, Contracting Officers/Clerks may also occupy other positions identified within the Delegation Matrix and the Specific Contracting Authorities table and may therefore have more than one Delegation of Authority form.

**6.7.3** Contracting Officers/Clerks are primarily those individuals employed within a common service provider organization, such as buyers within a Base Supply Procurement Section or in ADM(Mat)/DG Proc Svcs/D Svcs C. However, other individuals may be designated as Contracting Officers/Clerks, since contracting services may not always be readily available from common service providers.

## **6.8 Payment Officers (Officers/Clerks)**

Payment Officers are those incumbents of positions having the authority for exercising payment authority for non-pay (other operating costs) expenditures under [Section 33 of the FAA](#).

**6.8.1** The MND/DM have delegated certain authorities to Payment Officers/Clerks as indicated in the Delegation Matrix as restricted "R" authority. The restriction is any financial or functional limitation imposed by government/departmental policies and/or the designator/manager. Those imposed by policy are outlined in the Matrix Notes. Payment Officers/Clerks must ensure they do not exercise both FAA Section 33 and 34 on the same transaction.

## **6.9 Pay and Benefits Officers (Officers/Clerks)**

Pay and Benefits Officers are those incumbents of positions exercising authority under [Section 33 of the FAA](#) and/or under [Section 34 of the FAA](#) for pay (salaries and benefits) related expenditures.

**6.9.1** These authorities have been delegated by the MND/DM to Pay and Benefits Officers/Clerks as restricted “R” authority in the Delegation Matrix. The restriction is any financial or functional limitation imposed by government/departmental policies (including that both Sections 33 and 34 of the FAA cannot be exercised by a Pay & Benefits Officer/Clerk on the same transaction) and/or by the designator. Any other limitations imposed by policy are outlined in the Matrix Notes.

## **6.10 Deployed Legal Officer**

In the context of the Delegation Matrix, “Deployed Legal Officer” means any military legal officer who has been designated by or under the authority of the Judge Advocate General to fill a deployed legal officer position in support of a military operation or exercise in Canada or abroad.

## **6.11 Claims and Civil Litigation**

Individuals in the position of Assistant Judge Advocate Generals (AJAGs), Deployed Legal Officer, Legal Counsel/Legal Officer, Senior Paralegal and Paralegal, require the written authorization of the Director, Claims and Civil Litigation, before they can exercise the authorities to settle liability claims indicated in the Delegation Matrix.

## **6.12 Special Entities**

Special Entities have unique reporting and accountability relationships to the MND (and/or DM) and DND/CAF. These Special Entities include JAG, DND/CFLA and the Office of the Chief Military Judge (OCMJ). The position equivalency table applies for positions within these organizations other than those specifically identified within the Special Entities section of the Matrix.

## **6.13 Head Librarians**

This designation applies to the Heads of official DND Libraries having at least one full time established position in the LS category, where the official job description reflects their contracting duties. Contracting authority is limited to textbooks and other paper-based publications.

## **6.14 Level Two Advisors (Mil & Civ)**

This designation applies to the positions listed in the Position Equivalency table. For any further positions to be considered equivalent for the purposes of exercising financial administration signing authorities, the guiding principles are that the positions must report directly to a Level One Advisor (or equivalent position) and require Director(s) or Director equivalent(s) reporting to them. DFPCCD approval of the equivalency is required in order to proceed with the designation of Level

Two Advisor authorities to incumbents of positions other than those currently addressed in the Position Equivalency table.

### **6.15 Level Two (Mil) Advisors (with Authority of a Commander of a Command)**

This designation applies to the positions listed in the Position Equivalency table. For any further positions to be considered equivalent for the purposes of exercising financial administration signing authorities, the guiding principles are as follows:

- position is established as having the powers and jurisdiction of an officer commanding a command through the MOO and CFOO and is primarily a regional commander;
- position holds a rank of Brigadier General/Commodore or above;
- position reports directly to Environmental Chiefs of Staff (Sea, Land, Air) or equivalent position;
- Director(s) or Director equivalent(s) reports to the position;
- position has been allocated a budget, with spending authority and certification authority for that budget (i.e. RC Manager); and
- position requires the authority levels delegated to Level Two (Mil) Advisor (with Authority of a Commander of a Command) in order to fulfill the roles and responsibilities of that position (e.g. the position has a span of control over at least two sections or equivalents).

Note that for the purpose of exercising financial administration signing authorities, not all positions established with powers of a commanding a command are necessarily considered to be equivalent to Level Two (Mil) Advisors (with authority of a Commander of a Command) and must be assessed by DFPCCD on a case by case basis. DFPCCD approval of the equivalency is required in order to proceed with the designation of Level Two Advisor (with Authority of a Commander of a Command) authorities to incumbents of positions other than those currently addressed in the Position Equivalency table.

### **6.16 Directors**

In the context of the DND Delegation Matrix and the accompanying Notes, this designation applies to positions in NDHQ with the position title “Director”. The designation may also apply to NDHQ positions without “Director” in the position title if all of the following conditions are met:

- position reports directly to a Level Two Advisor;
- position is at EX level or at EX-equivalent level;
- position has been allocated a budget, with spending authority and certification authority for that budget (i.e. RC Manager); and
- position requires the authority levels delegated to Director positions in order to fulfill the roles and responsibilities of that position (e.g. the position has a span of control over at least two sections or equivalents).

If all of the conditions listed above are met, written confirmation of these from the Level One Comptroller/representative must be attached to the incumbent’s Delegation form in addition to a recent organization chart.

**6.16.1** For positions outside of NDHQ designated as “Director” and for further guidance in establishing position equivalency for positions within NDHQ, DFPCCD will provide guidance as to the appropriate level of authority, on a case-by-case basis.

## **6.17 ADM(Mat) Procurement Directorates**

An ADM(Mat) Procurement Directorate is an entity authorized to initiate the Procurement processes, within ADM(Mat)’s functional authority. The procurement directorates in ADM(Mat) are identified in the [PAM](#).

The increased contracting authorities within the ADM(Mat) Procurement Directorates refer to the positions of ADM(Mat) Procurement Directors and all positions reporting to them through the chain of command.

MND has delegated contracting authority to ADM(Mat) Procurement Managers, ADM(Mat) Procurement Specialists, ADM(Mat) Senior Procurement Officer, ADM(Mat) Procurement Officer and ADM(Mat) Procurement Clerk positions found only within the ADM(Mat) Procurement Directorates.

Positions below the level of ADM(Mat) Procurement Managers, cannot designate other positions with their delegated contracting authorities.

## **6.18 Task Force (TF) Commanders outside Canada**

The Delegation Matrix includes two rows indicating the authorities delegated to Task Force Commanders of Deployed Operations outside Canada. “TF Comd – CO, Depl Ops outside Canada” refers to Task Force Commanders of Deployed Operations outside Canada who are designated as Commanding Officers in their terms of reference. “TF Comd – Fmn Comd, Depl Ops outside Canada” refers to Task Force Commanders of Deployed Operations outside Canada who are designated as Formation Commanders in their terms of reference.

## **6.19 PSPC Pension Officer**

The PSPC Pension Officer position is delegated restricted FAA Section 34 Certification authority and FAA Section 33 Payment authority for the purpose of administering the pension payments and benefits on behalf of DND for payments that fall under various Acts and Regulations that DND is responsible, in whole or in part.

**6.19.1** No incumbent occupying a PSPC Pension Officer position can exercise both FAA Sections 34 and 33 on the same transaction. Positions equivalent to the generic PSPC Pension Officer position are listed in the equivalency table developed by PSPC. A copy of this table is available from PSPC.



## 6.20 Defence Construction (1951) Limited

To facilitate the payment provisions of contracts under the FAA, DND may delegate FAA Sections 33 and 34 authorities to the President and CEO of DCC, and they may designate other positions with these authorities within the Corporation as listed in the following tables.

Generic Position Title	Positions Equivalent to Generic Position Title	FAA Authority
Account Verification Officers	<p><b><u>Executive</u></b>  President  Vice-president, Corporate Services  Vice-president, Operations  Director</p> <p><b><u>Managers and Assistant Managers</u></b>  Manager, Business Operations  Manager, Construction Services  Manager, Construction Programs  Manager, Construction Project  Manager, Operations  Manager, Project and Program Management Services  Manager, Program Management Support  Manager, Project Management Support  Manager, RPM Services  Manager, Contract Services  Manager, Environmental Services  Manager, Environmental Programs  Manager, Corporate Administration Services and ATIP  Manager, Site Operations  Manager, Operations Coordination  Assistant Manager, Business Operations  Assistant Manager, Construction Services  Assistant Manager, Construction Programs  Assistant Manager, Operations  Assistant Manager, Project and Program Management Services  Assistant Manager, Program Management Support  Assistant Manager, RPM Services  Assistant Manager, Contract Services  Assistant Manager, Environmental Services  Assistant Manager, Environmental Programs  Assistant Manager, Operations</p> <p><b><u>Team Leaders</u></b>  Team Leader, Construction Services</p>	Section 34

Generic Position Title	Positions Equivalent to Generic Position Title	FAA Authority
	<p>Team Leader, Professional Services Contracts Team Leader, Project and Program Management Services Team Leader, Program Support Team Leader, Project Support Team Leader, Realty Asset Support Team Leader, Environmental Services Team Leader, Contract Services Team Leader, Fire &amp; Life Safety</p> <p><b><u>Coordinators</u></b> Construction Services Coordinator Mechanical, Electrical or Civil Engineering Coordinator Commissioning Coordinator Contract Coordinator Professional Services Contracts Coordinator Health and Safety Coordinator Environmental Services Coordinator Environmental Project Coordinator Security Coordinator CAD Operator</p> <p><b><u>Officers</u></b> Program Support Officer Properties Officer Contract Services Officer Project Support Officer</p> <p><b><u>Technical</u></b> Senior Technical Advisor Technical Advisor</p>	
Payment Officers	<p>President Vice-president, Corporate Services Comptroller Accountant Financial Administrator</p>	Section 33

**6.20.1** Defence Construction (1951) Limited officers occupying positions delegated FAA Sections 34 and 33 authorities are required to complete either DND's Expenditure Management Course or similar training, and to prepare Delegation of Authorities forms similar to those used in DND for the purpose of controlling financial signing authorities.

**6.20.2** Authority can be withdrawn by ADM(Fin) if reviews by DND staff indicate that these authorities are not being exercised properly and DCC will be advised accordingly. Revisions to “Positions Equivalent to Generic Position Title” must be approved by the MND and requests for revisions should be submitted to ADM(Fin) through Assistant Deputy Minister (Infrastructure and Environment) (ADM(IE)).

## **6.21 Staff of the Non-Public Funds, Canadian Forces**

All positions within the Staff of the Non-Public Funds, Canadian Forces that are responsible for making charges against public funds for CAF Morale and Welfare Program activities are delegated FAA Sections 32 and 34 authorities. The designations to specific incumbents of these positions require written authority from the respective RC Manager to perform these functions on their behalf whether it be the Assistant Chief Military Personnel (Assist CMP) in the case of the corporate morale and welfare budget, applicable RC managers for other Level One and Level Two funded Morale and Welfare arrangements, or a local RC Manager at Bases/Wings when funds are provided for local morale and welfare activities. In all cases RC Managers remain responsible for charges to their budgets. Please note that in order to exercise these authorities, there is a requirement to complete the necessary training and complete a Delegation of Authorities form. These authorities must be exercised in accordance with FAA and TB policies.

## Notes to Authorities Reflected in Matrix

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### Column Headings

The following notes are provided to clarify the types of authorities delegated in this document, to indicate the limitations and restrictions, and provide reference to legislative, regulatory, central agency or Departmental policy.

### Column 1 – Control of Commitments Section 32 FAA

In accordance with Section 32 of the FAA, commitment authority is delegated by the DM to military and civilian positions. Designated incumbents of these positions are to ensure that there is a sufficient free balance available out of the appropriation or item included in the Estimates to discharge such commitments. Personnel designated to exercise this authority must ensure that commitment records are maintained in accordance with departmental policies including that a soft or a hard commitment is recorded for the planned transaction. The RC Manager is also accountable for ensuring that a hard commitment is created in the department's Financial Management System (FMS) when a firm contract has been negotiated and the details of the transaction are known.

References:

[FAA Section 32](#)

[TB Directive on Delegation of Spending and Financial Authorities](#)

[FAM Chapter 1016-2, Expenditure Initiation and Commitment Control – FAA Section 32](#)

### Expenditure Initiation (Columns 2 to 13)

Expenditure initiation authority is the authority to incur an expenditure or to make an obligation to obtain goods or services delegated by the MND and DM with respect to legislation, regulations, policies or directives. Such delegation is made to either a specific authority and/or RC Managers and their subordinates as identified in the Matrix, who have been assigned a budget within DND, enabling them to initiate expenditures against their own budgets. Expenditure initiation has been further sub-divided into 12 columns relating to specific types of expenditures.

### Column 2 – Salaries and Benefits

Within budgetary limitations and the delegation of Personnel Management Authorities, personnel policies and the terms of collective agreements, RC Managers have authority to sign expenditure initiation documents within their own areas of responsibility for:

- appointments and classification;
- extra duty pay;
- acting pay;
- leave payment authority;
- emergency salary advances;
- training;
- benefits; and

- travel entitlements of a personal nature, such as:
  - medical, compassionate or bereavement travel under the National Joint Council (NJC) *Isolated Posts and Government Housing Directive*;
  - travel for medical/dental care (i.e. travel of CAF members, their spouses, relatives or dependants as patients); and
  - leave travel and compassionate travel for CAF members.

Travel in support of the relocation of members and employees are not part of the travel expenditure initiation under this column. Such travel is subject to the requirements of Column 4 – Authority for Relocation and Advance.

Travel that is an entitlement by virtue of a Foreign Service Benefit is not part of the expenditure initiation under this column. Such travel is subject to the requirements of Column 5 – Foreign Service Benefits.

Enquires relating to travel entitlements of a personal nature under the NJC *Isolated Posts and Government Housing Directive* should be addressed to Assistant Deputy Minister (Human Resources - Civilian) (ADM(HR-Civ))/Director Civilian Labour Relations (DCLR). For all other enquires concerning travel entitlements of a personal nature for CAF members, the contact is CMP/Director Compensation and Benefits Administration (DCBA).

Where DND pays a commercial entity for the provision of training and/or seats at a course, the agreement is considered a contract for services and all contract regulations and contract authority delegations must be respected.

#### References:

[QR&O 202.04, 208.09, 208.10, 208.36, 208.40](#)  
[Compensation and Benefits Instructions \(CBI\) 205 - Allowances for Officers and Non-Commissioned Members](#)  
[DAOD 5005-2, Delegation of Authorities for Civilian Human Resource Management](#)  
[Instrument of Delegation of Human Resources Authorities for Civilian Public Service Employees of National Defence](#)  
[Military Human Resources Records Procedures – topic 19 - CI A, B, C Res Service](#)  
[CF Mil Pers Instructions 20/04 Administrative Policy of Class "A", Class "B" and Class "C" Reserve Service](#)  
[CF Military Personnel Instructions - 08/05 Health-Related Travel](#)  
[NJC \*Isolated Posts and Government Housing Directive\*](#)

### **Column 3 – Travel Approval Authority and Accountable Travel Advances**

This is the authority to approve travel and, where necessary, the related accountable travel advance.

All travel must be authorized by a person of a higher rank or appointment as detailed below prior to undertaking a trip, except for travel by the DM or the Chief Military Judge. Where the

authorization is provided by a person other than the traveler's immediate superior, the superior's agreement is required.

All RC Managers can approve local and emergency travel charged to their budget. Travel approval required to respond rapidly to urgent and unforeseeable events that require public servants or non-public servants to provide expertise or delivery of departmental programs or services to safeguard health, safety and security can be authorized by the appropriate RC Manager with subsequent disclosure of the travel costs to the DM, as per paragraph A.2.2.6.2.1 of the *TB Directive on Travel, Hospitality, Conference and Event Expenditures* (THCEE).

For other types of travel, the delegation to positions below Level One Advisors (Mil & Civ) is permitted only when one or more of the conditions in paragraph A.2.2.4 of the *TB Directive on THCEE* are satisfied. As such, inside the National Capital Region (NCR), Level Two Advisors (Mil) with the authority of a Commander of a Command can approve all travel, except international travel.

The Deputy Vice Chief of the Defence Staff (DVCDS) position has been granted full travel authority to approve all travel, including international, after demonstrating that they satisfy the conditions under paragraph A.2.2.4 of the *TB Directive on THCEE*.

Outside the NCR, due to regionally dispersed program operations, Level Two (Mil) Advisors with the authority of a Commander of a Command can approve all travel, including international travel.

Level Two Advisors (Mil & Civ), Directors and Base Commanders (& other equivalents) can approve all travel, except international travel.

The Office of the Chief Military Judge (OCMJ)/Court Martial Administrator (CMA), CANSOFCOM's Deputy Commander and Deputy Commander Support, and CJOC positions that are equivalent to Level Two Advisors (Mil & Civ) can approve all travel, including international travel.

Commander Canadian Forces Military Police Group (Comd CF MP Gp), Director Foreign Liaison (DFL), and Canadian Army/Commander 33 Canadian Brigade Group (Comd 33 CBG) positions have been granted enhanced travel authority to approve all travel except international travel after demonstrating that they satisfy the conditions under paragraph A.2.2.4 of the *TB Directive on THCEE*.

Military Operations positions have full travel approval authority when in theatre of operations; otherwise their authority levels are as per their generic level in accordance with the Position Equivalency Table.

Local travel is defined as authorized government travel within 250 km of the traveler's assigned workplace, (i.e. normal office or work location), using safe, operationally practical and efficient local transportation services such as public transit, taxi, shuttle or employee-driven vehicle, with no overnight stay or use of commercial aircraft or rail travel. This applies for a 250 km one-way distance from the assigned workplace using safe, direct and the most practical method of transportation. The requirements regarding the number of safe km to drive in a given workday listed

in the *NJC Travel Directive* (paragraph 3.2.11(c)) must be respected if utilizing an employee-driven vehicle. This definition pertains solely to expenditure initiation authority for travel under this column and is independent of the *NJC Travel Directive* and the Canadian Forces Temporary Duty Travel Instruction (CFTDTI) definitions related to the traveler's entitlements. Local travel requires approval by an RC Manager with delegated travel authority to confirm that the travel is reasonable, necessary and meets operational requirements, but does not necessarily require the completion of an individual travel request form. For example, Expenditure Initiation Authority (EIA) for local travel can take the form of an e-mail or Blanket Travel Authority (BTA).

All RC Managers can approve emergency travel to enable CAF members, public servants or non-public servants to respond rapidly to urgent and unforeseeable events in order to provide expertise or delivery of departmental programs or services to safeguard health, safety and security.

International travel usually refers to travel outside the continent of the traveler's assigned workplace. For example, for those whose assigned workplace is within Canada, travel to continental United States of America is continental travel and not considered international travel, while any travel to Hawaii or Mexico is considered international.

Travel authorizations must capture all of the trip authorization elements specified within paragraph A.2.2.8 of the *TB Directive on THCEE* and [FAM Chapter 1017-3, Travel Expenditures](#). To streamline the approval process and ease the administrative burden, a Travel Plan or Blanket Travel Authority (BTA) may be used provided the required authorization elements are captured. Completion of official travel authorization forms is encouraged.

Once travel approval has been obtained from the appropriate authority, the RC Manager responsible for the budget may authorize related travel advances as per [FAM Chapter 1016-9, Accountable Advances](#). Authorization by RC Administrators is restricted to travel advances, provided that prior travel approval has been obtained from the appropriate RC Manager. RC Administrators cannot provide travel approval.

Travel approval is subject to event approval when part of an activity requires event approval. Column 9 of the Delegation of Authorities Matrix provides further guidance regarding event approval and determination of the required approval authority.

Travel approval requirements in the *TB Directive on THCEE* do not, on their own, provide the authority for persons who are non-public servants (i.e. not military members or civilian employees) to travel at public expense. Their travel can only be authorized when there is an underlying authority in place.

Travel expenditures for companions are prohibited unless expressly provided for under legislation, regulations, orders-in-council, National Joint Council directives, collective agreements or other TB-approved instruments, or unless the Minister of National Defence (MND) approves companion travel in accordance with paragraph A.2.2.12 of the *TB Directive on THCEE*. This authority has been delegated to the DM. Only the DM (or MND) may approve companion travel on a case-by case basis, when justified for specific types of military protocol or diplomacy and for the attendance of key military award and recognition ceremonies. Consult the DFPCCD [Memorandum](#):

[Revisions to the TB Directive on THCEE, approved October 6, 2020](#) for detailed policy guidance on departmental companion travel requirements.

A companion is a spouse, common-law partner, conjugal partner or family member of the traveller or any other individual accompanying a traveller and who is not on government business.

Companion travel authorized under legislation, regulations, orders-in-council, National Joint Council directives or TB-approved instruments is not subject to the restrictions of the Directive. In situations where there are existing authorities to allow companion travel, the authority should be documented in the travel plan or in the travel approval request.

Local transportation for non-public servants to and from an event or activity can be authorized as exceptional hospitality under B.2.2.5.3 of the TB *Directive on THCEE*.

Consult [FAM Chapter 1017-3, Travel Expenditures](#) for further policy guidance on departmental travel requirements such as re-approval, blanket and bulk travel approval, travel plan, disclosure and reporting, etc.

Travel entitlements of a personal nature, such as travel for medical/dental care for CAF members, their spouses, relatives, or dependents are not part of the travel expenditure initiation under this column. Such travel is subject to the requirements of Column 2 – Salaries and Benefits.

Travel in support of the relocation of members and employees are not part of the travel expenditure initiation under this column. Such travel is subject to the requirements of Column 4 – Authority for Relocation and Advance.

Travel that is an entitlement by virtue of a Foreign Service Benefit is not part of the expenditure initiation under this column. Such travel is subject to the requirements of Column 5 – Foreign Service Benefits.

Approval of travel expense reimbursements under the NJC [Isolated Posts and Government Housing Directive](#) must be in accordance with the Instrument of Delegation for Compensation & Benefits Authorities. For additional information contact ADM(HR-Civ)/DCLR for DND employees or CMP/DCBA for CAF members.

#### References:

[Memorandum: Revisions to the TB Directive on THCEE, approved October 6, 2020](#)

[TB Directive on Travel, Hospitality, Conference and Event Expenditures](#)

[TB Guide to Travel, Hospitality, Conference and Event Expenditures](#)

[NJC Travel Directive](#)

[CBI 209, Transportation & Travelling Expenses](#)

[Canadian Forces Temporary Duty Travel Instructions \(CFTDTI\)](#)

[FAM Chapter 1016-9, Accountable Advance](#)

[FAM Chapter 1017-3, Travel Expenditures](#)

[Guide for Blanket Travel Authority](#)

[Standard Operating Procedure – Travel Expenditures](#)



## **Column 4 – Authority for Relocation and Advance**

This is the authority to approve relocation and sign documents initiating the expenditure of funds for relocation of members and employees or new appointees. All relocation and relocation advances must be approved in accordance with TB policy, CBIs and other Departmental Authorities.

For civilian relocations, authority is delegated to Level One and Two Advisors, Directors, and Base Commanders (& other equivalents). Approving authorities are required to consult with Human Resource Business Managers, Relocation Co-ordinators or Departmental National Co-ordinator / Director Civilian Labour Relations (DCLR).

RC Administrators may be authorized to perform administrative functions related to the relocation subsequent to the approval by the approving authority.

References:

[NJC Relocation Directive](#)

[NJC Travel Directive](#)

[CBI 209, Transportation & Travelling Expenses](#)

## **Column 5 – Foreign Service Benefits**

This is the authority to sign documents initiating the expenditure of funds for members and employees entitled to Foreign Service Benefits. Approving authorities as defined in Chapter 10 – Military Foreign Service Instructions (MFSI) under the Compensation and Benefits Instructions (CBI) have been granted authority under the CBI 10/MFSI to approve certain benefits. The positions J1, Canadian Joint Operations Command and J1, Canadian Special Operations Forces Command are restricted to approvals of Compassionate Travel Assistance as set out in MFSI 10.23. Certain positions within the Children's Education Management (CEM) Section identified in the Delegation Matrix are restricted to approvals relating to the application of the Education and Related Care of Dependent Children as set out in MFSI 10.12.

The authority to approve expenses for civilian employees under the *Foreign Service Directives* 15 – Relocation, has been delegated to Level One Advisors.

References:

[NJC Foreign Service Directives](#)

[CBI 10, Military Foreign Service Instructions](#)

## **Column 6 – Hospitality**

This is the authority to approve the extension of hospitality in accordance with the TB *Directive on THCEE* and FAM Chapter 1017-1, Hospitality Expenditures.

Hospitality approval authority is subject to event approval when it supports/is part of an activity that requires event approval. Column 9 of the Delegation of Authorities Matrix provides further guidance regarding event approval and determination of the required approval authority.

Hospitality that exceeds \$50K requires MND approval. Irrespective of the hospitality's dollar value, only the DM (or MND) can approve hospitality that includes any of the following components:

- a. alcohol being provided<sup>1</sup>;
- b. food and beverages exceeding the standard cost per person (including where these costs exceed the maximum cost per person)<sup>1</sup>;
- c. entertainment provided<sup>1</sup>;
- d. hospitality/entertainment provided to a spouse or to a person accompanying an event participant<sup>1</sup>;
- e. hospitality provided at the residence of a public servant<sup>1</sup>; and
- f. other exceptional hospitality elements as per TB direction<sup>1</sup>.

Note 1: These elements, along with the increased cost approval threshold of up to \$50K are delegated from MND to the DM to meet operational requirements as permitted under paragraphs B.2.2.6 of the *TB Directive on THCEE*.

When calculating the cost per person for food and beverages, all related costs such as service delivery charges, gratuities and applicable taxes must be included.

Except for the Minister, a participant at a hospitality activity cannot approve that same hospitality activity. In such circumstances, a higher approval authority is required. The CFO is the approval authority for hospitality when the DM is in attendance and would normally approve the hospitality activity. For these specific situations, the CFO can approve the hospitality up to the limits delegated to the DM, including when the CFO is also in attendance at the same hospitality activity.

Approval must be obtained from the appropriate authority prior to initiating expenditures and entering into financial obligations.

Only Level One Advisors (Mil & Civ), including equivalent positions, and their superiors can approve the offering of hospitality at activities they will be attending, this is limited to light refreshments. Furthermore, the Level One Advisor (Mil & Civ) (including position equivalent) or superior must attest to the fact that they will not be consuming any of these light refreshments. The attestation must be included in the hospitality approval request package and be kept with the supporting documentation as part of the audit trail (refer to FAM 1017-1 paragraph 5.59). Note that light refreshments provided at activities where only public servants are attending must meet the requirements of paragraph B.2.2.3 of the *TB Directive on THCEE*, refer to FAM 1017-1 Appendix B.

Blanket Hospitality Authority (BHA) can be used for continuous or repetitive hospitality within a particular fiscal year when the total estimated cost of hospitality for each distinct activity is less than \$10,000 and the activity does not involve any exceptional hospitality elements requiring MND or DM approval under paragraph B.2.2.6 of the *TB Directive on THCEE*. BHA approval authority level is based on the estimated hospitality costs per activity, not the total amount of the BHA. Their use is restricted to Level One Advisors and above. All Level One Advisor BHAs require approval from the DM or MND with DM's concurrence for the CDS and Ombudsman. In instances where both the Level One Advisor and DM are attending, the CFO needs to approve the BHA,

including when he/she is personally attending and with authority limits up to the hospitality limits delegated to the DM. All recurring hospitality expenditures must be periodically reviewed and assessed. The actual BHA expenditures for the Level One Advisor also form part of the proactive publishing requirements. For additional information, refer to the DND/CAF Guide for Blanket Hospitality Authority and refer to the notes section of the BHA form (DND 4364).

Consult [FAM Chapter 1017-1, Hospitality Expenditures](#) for further guidance on the interpretation and application of the hospitality approval levels delegated through the Delegation of Authorities for Financial Administration Matrix and for the identification of the specific restrictions applicable to the exercising of this authority.

Departments are not permitted to purchase memberships in private clubs, either in the name of the department or of an individual. The purchase of private club memberships is prohibited unless expressly permitted under legislation, regulations, orders-in-council, National Joint Council directives or other TB-approved instruments. As per paragraph B.2.2.13 of the TB *Directive on THCEE*, the MND has the authority to approve the purchase of private club membership on an exceptional basis. Requests must include justification as to why the membership is necessary to conduct government business. This authority has been delegated to the DM.

A private club is an organization, institution, facility or premises offering common social and recreational amenities for the enjoyment of members and their guests. Members of private clubs share common goals and interests, and often use private clubs to create business and networking contacts to advance their organization's strategies, plans and priorities.

Private club membership fees can be either corporate (procurement of goods or services) or personal (benefit). Questions should be addressed to the appropriate office of primary interest (OPI) depending on the nature of the transaction.

Private club membership does not include membership in a professional body, for example, the Chartered Professional Accountants of Canada, the Canadian Medical Association or the Canadian Bar Association. Questions on corporate or personal memberships should be addressed to the appropriate OPI depending on the nature of the transaction. Refer to paragraph 3.2.2.2 of the [PAM](#) for the corporate membership requirements for procurement of goods or services.

The *National Defence Official Mementos Regulations* under the FAA authorizes the Minister, CDS, or an officer designated by the CDS, to approve the presentation or transfer of official mementos in specific circumstances when it facilitates or promotes the conduct of DND/CAF business. Note that official mementos are not part of hospitality. Consult [FAM Chapter 1017-6, Official Mementos](#) for the appropriate signing authority to approve the transfer.

#### References:

[Memorandum: Revisions to the TB Directive on THCEE, approved October 6, 2020](#)  
[TB Directive on Travel, Hospitality, Conference and Event Expenditures](#)  
[TB Guide to Travel, Hospitality, Conference and Event Expenditures](#)  
[FAM Chapter 1017-1, Hospitality Expenditures](#)  
[FAM Chapter 1017-6, Official Mementos](#)

[PAM Paragraph 3.2.2.2, Corporate Membership](#)  
[Standard Operating Procedure – Hospitality Expenditures](#)  
[Guide for Blanket Hospitality Authority](#)

## **Columns 7 and 8 – Conference Attendance and Conference Hosting**

Please note that the following information should be read in conjunction with [FAM Chapter 1017-2, Event and Conference Expenditures](#).

Approval to attend, host or co-host a conference must be obtained from the appropriate authority prior to initiating expenditures and entering into financial obligations. The authority to approve expenditure initiation for conferences is delegated to Level One Advisors (Mil & Civ) (including equivalent positions) and above.

Conferences require event approval, except when attendance is for operational reasons or training purposes. Thus, an event approval authority can refuse to authorize any or all conference hosting, co-hosting or conference attendance expenditures.

An approval authority in attendance to a conference (that also requires event approval) may be the event approver when it is within their delegated authority and there is no personal benefit or perceived personal benefit. As per the [TB Directive on Delegation of Spending and Financial Authorities](#) paragraph 4.1.11.3, “no individual may exercise spending or financial authorities on a transaction which he or she may personally benefit.” This includes the perception of a personal benefit. Thus, an approval authority, i.e. OPI hosting the event, may not approve event components when there is personal benefit or perception of personal benefit.

Conference attendance should be limited to the minimum number of public servants necessary to achieve departmental objectives and attendance fees must be approved by a superior at the Level One Advisor (Mil & Civ) (including equivalent positions) or above. The RC Manager requesting approval must identify the purpose for conference attendance to determine whether both conference and event approvals are required.

The requester and approval authority must assess whether the activity meets the definition of a conference. A conference is a congress, convention, seminar, symposium or other formal gathering, which are usually organized by a third party external to government, where participants debate or are informed of the status of a discipline (e.g. sciences, economics, technology, management).

Thus, the primary purpose, or nature of the activity, is the factor to be considered when determining the expenditure initiation approval authority.

Conference attendance for the purpose of sharing information requires both conference and event approval. This includes when attending to gain information on a product or service provided by a private organization (such as a trade show), to increase awareness of specific issues or to receive updates on a discipline.

Conference attendance required to help deliver DND/CAF's programs or services is considered an operational activity and does not require conference or event approval e.g., when a DND employee or CAF member is delivering a presentation or discussing the design of departmental program with stakeholders, or when a DND employee or CAF member responsible for recruitment is working at an information booth to promote careers in DND or CAF. To be considered an operational activity, the DND employee or CAF member's active involvement must be directly linked to the performance of their assigned tasks, as set out in their position descriptions, terms of reference, statements of work, or other similar documents. Any gathering of individuals whose purpose is not to conduct operational activities is to be defined as an "event".

The following activities are considered operational:

- Activities undertaken to deliver DND/CAF programs or services;
- Activities undertaken to deliver internal services that support the delivery of DND/CAF programs or services;
- Meetings to plan activities that support DND/CAF programs or services; and
- Governance activities that are an essential part of departmental oversight.

Large Information-Sharing or Learning Sessions (LISLS) are conferences that have elements of training (i.e., support learning and professional development) that are not traditional forms of learning e.g., provided by the Canada School of Public Service, Universities, or other post-secondary institutions. LISLS sessions usually have a large number of public and private sector participants. The determination of whether both conference and event approvals are required or whether only training approval is required is the responsibility of either our DM or the TB's government-wide functional community leads. For additional information refer to [FAM Chapter 1017-2, Event and Conference Expenditures](#). For a list of LISLS deemed as training by TB's government-wide functional community leads refer to the [Conference versus training: Large information-sharing or learning sessions GCPedia page](#), and the internal document entitled, [List of LISLS deemed training by the DM](#).

Estimated costs for internal activities organized or hosted by DND/CAF which are submitted for conference and event approval must include the estimated total departmental costs associated with the entire activity.

Expenditures associated with DND employees' and/or CAF members' attendance to a duly authorized internal event may be approved by their RC Manager.

The note to column 9 (below) provides further guidance regarding event approval and determination of the required level of approval authority. For approval of travel associated with conference attendance, refer to Column 3 – Authority for Travel and Advance.

The conference approval levels within this document supersede those within the currently published DAOD 2009-0 and 2009-1 dated January 15, 1999.

Provisions of collective agreements are to be respected by delegated managers in the management of travel, hospitality, conference, and event expenditures. Senior departmental

managers and delegated managers are responsible for ensuring that the costs of travel, hospitality, conferences and events are minimized and that these expenditures are necessary to support the departmental mandate, operational activities, objectives or priorities, while ensuring that the provisions of legislation, regulations, orders-in-council, National Joint Council directives, collective agreements and TB-approved financial management policy instruments are respected.

The financial support of conferences held by parties outside the federal government should be done in the context of a grant or contribution program when the Crown does not directly receive any goods or services for funds paid to the recipient organization. A funding agreement should be established that satisfies the terms and conditions of an existing departmental grant or contribution program.

#### References:

[Memorandum: Revisions to the TB Directive on THCEE, approved October 6, 2020](#)  
[TB Directive on Travel, Hospitality, Conference and Event Expenditures](#)  
[TB Guide to Travel, Hospitality, Conference and Event Expenditures](#)  
[FAM Chapter 1017-1, Hospitality Expenditures](#)  
[FAM Chapter 1017-2, Event and Conference Expenditures](#)  
[FAM Chapter 1017-3, Travel Expenditures](#)  
[Standard Operating Procedure – Event and Conference Expenditures](#)  
[Conference versus training: Large information-sharing or learning sessions GCPedia page \(government-wide functional community leads\)](#)  
[Conference Approval Decision Tree](#)  
[Large Information Sharing or Learning Sessions Decision Tree](#)  
[List of LISLS deemed to be training by the DM](#)

### Column 9 – Event Approval

Please note that the following information should be read in conjunction with [FAM Chapter 1017-2, Event and Conference Expenditures](#).

This is the authority to approve the estimated total departmental costs attributable to an event in accordance with the [TB Directive on THCEE](#).

As defined in the [TB Directive on THCEE](#), an event involves gatherings of individuals (both public and/or non-public servants) engaged in activities other than operational activities of the department. Examples of events include, but are not limited to:

- Management and staff retreats;
- Participation in conferences;
- Awards and recognition ceremonies; and
- Departmental celebrations.

The primary purpose of an activity determines whether event approval is required. It should be noted that training and operational activities do not require event approval, training is discussed at Column 2 - Salaries and Benefits. Refer to the [TB Guide on THCEE](#), Appendix D, paragraph D.3.1,

Figure 4 which provides examples of operational activities and non-operational activities and whether event approval is required.

The DND/CAF List of Activities Requiring Event Approval (Non-exhaustive) found in [FAM Chapter 1017-2, Event and Conference Expenditures, Appendix B](#) must be used to determine if an activity requires event approval. Event approval must be obtained for activities on this list, except when exempted by the appropriate approval authority, such as when the purpose of a conference is training, or the event is related to operational activities.

The rationale for treating an event as being either an operational or training activity must be documented in writing for audit purposes. If there is uncertainty as to whether an activity is operational or training in nature, event and conference approval should be sought to mitigate risk to the department.

Event approval is required before initiating expenditures and entering into financial obligations. The individual components of an event such as hospitality, travel, official mementos, conference fees, etc., still require separate approvals. To maximize efficiencies, required approvals should be combined as a single approval request package and be sent to the most senior approval authority, i.e. an authority that can approve the set.

All component costs must be detailed in the total costs submitted for event approval. Individual component approvals for hospitality, travel, official mementos, conference fees, etc., are conditional on event approval (i.e. the event approval authority can refuse any of the component activities).

Events are normally approved by the OPI hosting the event, including when the approval authority is attending, and it is within their delegated authority. When approval limits are exceeded a superior with the required approval authority must approve the event.

#### Notes:

- As per the [TB Directive on Delegation of Spending and Financial Authorities](#) paragraph 4.1.11.3, “no individual may exercise spending or financial authorities on a transaction which he or she may personally benefit.” This includes the perception of a personal benefit. Thus, an approval authority, i.e. OPI hosting the event, may not approve event components when there is personal benefit or perception of personal benefit.
- The MND is never considered to be an event host, including those that the MND attends. However, as per the [TB Directive on THCEE](#) paragraph D.2.2.3, ministerial approval is required when total departmental costs for an event exceed \$50,000.

#### References:

[Memorandum: Revisions to the TB Directive on THCEE, approved October 6, 2020](#)  
[TB Directive on Delegation of Spending and Financial Authorities](#)  
[TB Directive on Travel, Hospitality, Conference and Event Expenditures](#)  
[TB Guide to Directive on Travel, Hospitality, Conference and Event Expenditures](#)  
[FAM Chapter 1017-2, Event and Conference Expenditures](#)  
[Standard Operating Procedure – Event and Conference Expenditures](#)  
[Events Decision Tree](#)



**Column 10 and 11 – Special Departmental Awards (Individual & Group)**

Authority to initiate the expenditure of funds for Special Departmental Awards (i.e. non-monetary awards) up to \$500 for individuals and up to \$1K for groups for recognition of ideas, initiative and superior performance by civilian employees. The tax implications of employer provided awards are described under the Taxes Policy section, within the Frequently Asked Questions of the ADM(Fin) website:

<http://cfo-dpf.mil.ca/en/policy-procedure/taxes.page>

Special Departmental Awards approval authority is subject to event approval when given as part of an event. Column 9 of the Delegation of Authorities Matrix provides further guidance regarding event approval and determination of the appropriate authority level required.

Enquiries should be addressed to ADM(HR-Civ)/ Director Workforce Programs and Services (DWPS).

**References:**

[DAOD 5027-0, Recognition](#)

[DAOD 5027-1, Awards and Recognition Program](#)

[ADM\(HR Civ\) Awards and Recognition web site](#)

**Column 12 – Merit Awards**

Authority to initiate the expenditure of funds for Merit Awards, up to \$5K for individuals and \$10K for groups. Merit awards are a means for management to formally recognize outstanding work, performance or other meritorious contributions by civilian employees which reflect well on the Directorate, Branch, Department or Public Service.

Merit Awards approval authority is subject to event approval when given as part of an event. Column 9 of the Delegation of Authorities Matrix provides further guidance regarding event approval and determination of the appropriate authority level required.

The tax implications of employer provided awards are described under the Taxes Policy section, within the Frequently Asked Questions of the ADM(Fin) website:

<http://cfo-dpf.mil.ca/en/policy-procedure/taxes.page>

Enquiries should be addressed to ADM(HR-Civ)/DWPS.

**References:**

[DAOD 5027-0, Recognition](#)

[DAOD 5027-1, Awards and Recognition Program](#)

[ADM\(HR Civ\) Awards and Recognition web site](#)



**Column 13 – Expenditure Initiation – Goods & Services**

This is the authority to make decisions to incur expenditures or make an obligation to obtain goods or services (not specified elsewhere within the Delegation document) that will result in the eventual expenditure of public funds. The objective of this authority is to give RC Managers the primary responsibility for initiating expenditures that will be charged to their budgets, subject to budgetary and statutory constraints, their mandate and the limitations imposed by central agencies or the Department. Although RC Managers have full expenditure initiation authority for goods and services, they may or may not have procurement initiation or contracting authority. These authorities are described under Columns 14 and 15 to 24, respectively.

Expenditure Initiation authority is subject to event approval for expenditures associated with an event. Column 9 of the Delegation of Authorities Matrix provides further guidance regarding event approval and determination of the appropriate authority level required.

**Column 14 – Procurement Initiation – Goods & Services**

Procurement Initiation Authority (PIA) is the delegated authority to specific positions to approve Procurement Instruments that request contracting services when the individual does not have contracting authority to address the requirement. The Procurement Instrument can be sent to the organizations identified in the [PAM, Chapter 1.4.3 Procurement Initiation Authority \(PIA\) – Column 14 of the Delegation Matrix.](#)

Enquiries should be addressed to ADM(Mat)/DMPP.

Reference:

[PAM Chapter 1.4, Delegated Procurement, Contracting Authorities and Other Contract Administration Authorities.](#)

**Column 15 – Goods – General**

The contracting authority from this column excludes all commodities mentioned in Column 16. This exclusion does not cancel the authorities delegated in Column 16 for the specific positions mentioned there.

Individuals with delegated contracting authorities have the authority to enter into goods contracts up to the contracting limit in the Matrix or as identified in the following tables.

Unless otherwise specified, all contracting limits represent maximum contract values, including amendments, options, and applicable payments such as taxes.

For tables referencing complexity levels (low, medium, or high), a Complexity and Risk Assessment must be completed in accordance with the Procurement Administration Manual (PAM) Chapter 7 to determine the appropriate contracting limit per position.

**Table 15-1**

Position Title	Contracting Limit	
	Competitive	Non-Competitive
Deputy Minister (DM)	\$7.5M	\$375K

**Authority for positions within ADM(Mat) group****Table 15-2**

Position Title	Contracting Limit			
	Competitive			Non-Competitive
	Low Complexity	Medium Complexity	High Complexity	
ADM(Mat) Associate ADM(Mat) Chief of Staff (COS) Directors General (DGs) Procurement Directors	\$7.5M	\$7.5M	\$7.5M	\$375K
Procurement Managers (PG-06)	\$4M	\$4M	\$4M	\$175K
Procurement Specialists (PG-05)	\$1.5M	\$1.5M	\$625K	\$50K
Senior Procurement Officers (PG-04)	\$875K	\$325K	\$160K	\$25K
Procurement Officers (PG-03)	\$350K	\$175K	\$70K	\$25K
Procurement Officers (PG-02)	\$150K	\$60K	\$25K	\$25K
Procurement Clerks (PG-01)	\$60K	\$25K	\$25K	\$25K

**Authority for positions within CANSOFCOM****Table 15-3**

Position Title	Contracting Limit			
	Competitive			Non-Competitive
	Low Complexity	Medium Complexity	High Complexity	
Commander CANSOFCOM Unit Commanding Officer (Unit CO)	\$600K	\$600K	\$600K	\$75K

**Authority for positions within CJOC****Table 15-4A**

Position Title	Contracting Limit	
	Competitive	Non-Competitive
CJOC/Operational Support Hub - Commanding Officer (OSH CO)	\$600K	\$80K

**Deployed Operations outside Canada**

For military operations outside Canada, the authorities identified in the following table apply in conjunction with the accompanying notes:

**Table 15-4B**

Position Title	Contracting Limit	
	Competitive	Non-Competitive
TF Comd - CO, Deployed Operations outside Canada TF Comd - Fmn Comd, Deployed Operations outside Canada JTFSC Comd, Deployed Operations outside Canada COs/Aircraft Commanders of Deployed Ship/Aircraft outside Canada	\$600K	\$80K

Notes:

1. The goods are required for the logistic support of the CAF, including supporting DND civilian personnel, while they are deployed outside of Canada; and,
2. This authority is exercised only outside of Canada; and,
3. On condition that:

- a. the supplies are commodities not offered on a Standing Offer (SO), Supply Arrangement (SA) or contract established by PSPC that meets the delivery requirements to provide logistic support of CAF, including supporting DND civilian personnel, while they are deployed outside of Canada, and
- b. it is more expeditious to acquire such supplies directly from the supplier rather than through PSPC.

For the purposes of this delegation, “**Canadian Armed Forces while they are deployed**” means an element of the CAF, consisting of one or more members of the regular forces or the reserve forces conducting combined exercises, training, deployments, operations or other cooperative efforts.

**Authority for establishing National Individual Standing Offer (NISO), Regional Individual Standing Offer (RISO), and departmental Supply Arrangement (SA) for Goods**

The positions mentioned in the table below are authorized to establish NISOs, RISOs, and departmental SAs (for use by DND only) up to the limits as identified in the table.

**Table 15-5**

Position Title	Contracting Limit	
	Competitive	Non-Competitive
Deputy Minister (DM)	No \$ Limit	No \$ Limit
ADM(Mat)	\$40M	\$20M
Associate ADM(Mat) ADM(Mat) Chief of Staff (COS) ADM(Mat) Directors General (DGs)	\$20M	\$10M
ADM(Mat) Procurement Directors	\$10M	\$7.5M
ADM(Mat) Procurement Managers (PG-06)	\$7.5M	\$1.5M
ADM(Mat) Procurement Specialists (PG-05)	\$1.5M	\$375K

Enquiries should be addressed to ADM(Mat)/DMPP.

**Column 16 – Specific Goods and Services**

The positions indicated in the tables below have the authority to acquire specific goods and services, up to the amounts specified.

Delegated contracting authorities have the authority to enter into goods and services contracts up to the identified value in the Matrix or as identified in the following tables.

All contracting limits represent maximum contract values, including amendments, options, and applicable payments such as taxes.

**Please note that there are two distinct tables that correspond to this column.**

### **Positions with exclusive authority**

The authorities mentioned in the following table are delegated exclusively to the positions noted. Consequently, the commodities listed may be contracted *only* by the incumbents of these positions.

**Table 16-1**

Position Title	Goods/Services	Competitive	Non-Competitive
Commander, Canadian Forces Real Property Operations Group (Comd CF RP Ops Gp)  Commanding Officer Real Property Operations Unit (CO RP Ops Unit)  Chief of Staff, Real Property Operations Central (COS, RP Ops Central)  Chief of Staff, Real Property Operations North (COS, RP Ops North)	1. Electricity, gas, water, sewage disposal and heat services (excluding telecommunications) at regulated prices, or at price accepted by a regulatory mechanism, if rates charged do not exceed normal rates, and if the contract does not involve negotiated installation or capital charges in excess of \$200K.  2. Water, sewage disposal and heat services (excluding telecommunications) at deregulated prices, if the contract does not involve negotiated installation or capital charges in excess of \$200K  3. Electricity or natural gas. Services include the deregulated portion, at a rate or in an amount no greater than those normally charged.	No \$ limit    \$600K   \$20M	No \$ limit   \$25K   N/A
Officer Commanding Real Property Operations Detachment or Section (OC RP Ops Det or Sec)	Electricity, gas, water, sewage disposal and heat services (excluding telecommunications) at regulated prices, or at price accepted by a regulatory mechanism, if rates charged do not exceed normal rates, and if the contract does not involve negotiated installation or capital charges in excess of \$200K.	\$110K	N/A
Chief Executive Officer (CEO) Canadian Forces Housing Agency (CFHA)	Electricity, gas, water, sewage disposal and heat services (excluding telecommunications) at regulated prices, or at price accepted by a regulatory mechanism, if rates charged do not exceed normal rates, and if the contract does not	\$60K	N/A

Position Title	Goods/Services	Competitive	Non-Competitive
	involve negotiated installation or capital charges in excess of \$200K.		
ADM(IE)  CEO CFHA  DG Infrastructure and Environment Engineering Services (DGIEES)  Director Architecture and Engineering Services (DAES)  Comd CF RP Ops Gp  CO RP Ops Unit  COS, RP Ops Central  COS, RP Ops North	Architectural and engineering services	\$60K	\$60K
Director Defence Counsel Services (DDCS)	Legal services as defined in <i>National Defence Act</i> , section 249.21	No \$ limit	No \$ limit
Director Defence Counsel Services (DDCS)  Director Military Prosecutions (DMP)	For expert witnesses and advisors to assist in the prosecution or defence or determine the validity of a case	\$60K	\$60K
Director Claims & Civil Litigation	Adjustment and Investigative Services	\$60K	\$60K
DND/CF Ombudsman	Private sector legal counsel	No \$ limit	No \$ limit
ADM(Mat)	Transportation of personnel and materiel in support of CAF operations and exercises when these services are any airlift or sealift charters direct with trade, and any freight forwarding, trucking or rail contracts valued over our departmental limits for service contracts.	\$20M	\$5M

Position Title	Goods/Services	Competitive	Non-Competitive
	Authority expires on 30 June 2027.		
DG Proc Svcs	Transportation of personnel and materiel in support of CAF operations and exercises when these services are any airlift or sealift charters direct with trade, and any freight forwarding, trucking or rail contracts valued over our departmental limits for service contracts.  Authority expires on 30 June 2027.	\$15M	\$2M
DSPCOS	Transportation of personnel and materiel in support of CAF operations and exercises when these services are any airlift or sealift charters direct with trade, and any freight forwarding, trucking or rail contracts valued over our departmental limits for service contracts.  Authority expires on 30 June 2027.	\$10M	\$Nil

### **Positions with authorities higher than their equivalents**

The following table identifies the positions that have delegated contracting authority above the threshold limit delegated to other, similar positions in DND/CAF, for the specific goods or services noted. Consequently, these specific commodities may be purchased by any other delegated Contracting Authority, up to their normal delegated limit.

**Table 16-2**

Position Title	Good/Service	Competitive	Non-Competitive
DM ADM(Mat) DG Proc Svcs DSPCOS	Transportation Services from common carriers. Rates charged must not exceed the normal rates for such services.	No \$ limit	\$375K
DSPCOS 7	Transportation Services from common carriers. Rates charged must not exceed the normal rates for such services.	No \$ limit	\$175K

Position Title	Good/Service	Competitive	Non-Competitive
Comd Canadian Materiel Support Group (CMSG)	Transportation Services from common carriers. Rates charged must not exceed the normal rates for such services.	No \$ limit	\$50K
Comd Canadian Materiel Support Group (CMSG)  Base/Wing Comds (Excluding equivalents)	Transportation Services – General	\$600K	\$50K
Level One Advisors (Mil and Civ)  Judge Advocate General  Base/Wing Comds (including equivalents)	Postage, at regulated prices or at prices accepted by a regulatory mechanism.	No \$ limit	No \$ limit
ADM(Mat)	Transportation of personnel and materiel in support of CAF operations and exercises.  Authority expires on 30 June 2027.	\$20M	\$5M
DG Proc Svcs	Transportation of personnel and materiel in support of CAF operations and exercises.  Authority expires on 30 June 2027.	\$15M	\$2M
DSPCOS	Transportation of personnel and materiel in support of CAF operations and exercises.  Authority expires on 30 June 2027.	\$10M	\$Nil
ADM(IM)/DGIMO Base/Wing Comds	1. Telecommunication Services, from suppliers at deregulated prices, if the contract does not involve negotiated installation or capital charges in excess of \$200K  2. Telecommunication Services from suppliers at regulated prices, or at prices accepted by a regulatory mechanism, if rates charged do not exceed normal rates, and if the contract does not involve negotiated installation or capital charges in excess of \$200K.	\$600K  No \$ limit	\$50K  No \$ limit
Head Librarians	Textbooks and other paper-based publications	\$400K	\$30K



Position Title	Good/Service	Competitive	Non-Competitive
DGMSSC/DMPP 8 ADM(DRDC)/DRDEPE	Services in support of intellectual property and proprietary rights activities.	\$30K	\$30K
Comd Natl CJCR Sp Gp	Flying and Glider Training Services	\$3M	\$3M
CO CFSU(C) CO CFSU(E)	Limited to those goods that are standard office equipment and furnishings, goods that can be procured from suppliers located in the vicinity of the offices of the Units and goods to which the Unit has an entitlement.  Goods that fall within the following categories are excluded: restricted items, hazardous material, IM/IT hardware or software that is outside of the standard baseline applications in Canada, and vehicles. This delegation excludes the authority to purchase services.	\$30K	\$30K

Enquiries should be addressed to ADM(Mat)/DMPP.

## Columns 17 and 18 – Competitive and Non-Competitive Services - General

**The following commodities are excluded from this contracting authority:**

- 1. Advertising services and public opinion research studies - requirements of this nature must be referred to ADM (Public Affairs), and;**
- 2. All commodities mentioned in Table 16-1 pertaining to Column 16. This exclusion does not cancel the authorities delegated in column 16, Table 16-1 for the specific positions mentioned there.**

Individuals with delegated contracting authorities have the authority to enter into services contracts up to the contracting limit in the Matrix or as identified in the following tables.

All contracting limits represent maximum contract values, including amendments, options, and applicable payments such as taxes.

For tables referencing complexity levels (low, medium, or high), a Complexity and Risk Assessment must be completed in accordance with the Procurement Administration Manual (PAM) Chapter 7 to determine the appropriate contracting limit per position.

**Column 17 – Services (Competitive) – General:****Table 17-1**

Position Title	Contracting Limit
Deputy Minister (DM)	\$7.5M

**Authority for positions within ADM(Mat) group****Table 17-2**

Position Title	Contracting Limit		
	Low Complexity	Medium Complexity	High Complexity
ADM(Mat) Associate ADM(Mat) Chief of Staff (COS) Directors General (DGs) Procurement Directors	\$7.5M	\$7.5M	\$7.5M
Procurement Managers (PG-06)	\$4M	\$4M	\$4M
Procurement Specialists (PG-05)	\$1.5M	\$1.5M	\$625K
Senior Procurement Officers (PG-04)	\$875K	\$325K	\$160K
Procurement Officers (PG-03)	\$350K	\$175K	\$95K
Procurement Officers (PG-02)	\$150K	\$95K	\$95K
Procurement Clerks (PG-01)	\$95K	\$95K	\$95K

**Authority for positions within CANSOFCOM****Table 17-3**

Position Title	Contracting Limit		
	Low Complexity	Medium Complexity	High Complexity
Commander CANSOFCOM Unit Commanding Officer (Unit CO)	\$600K	\$600K	\$600K

**Authority for positions within CJOC****Table 17-4A**

Position Title	Contracting Limit
CJOC/Operational Support Hub - Commanding Officer (OSH CO)	\$600K

**Deployed Operations**

For the purposes of this delegation, “**Canadian Armed Forces while they are deployed**” means an element of the CAF, consisting of one or more members of the regular forces or the reserve forces conducting combined exercises, training, deployments, operations or other cooperative efforts.

**Table 17-4B**

Position Title	Contracting Limit
TF Comd - CO, Deployed Ops outside Canada TF Comd - Fmn Comd, Deployed Ops outside Canada JTFSC Comd, Deployed Ops outside Canada COs/Aircraft Commanders of Deployed Ship/Aircraft outside Canada	\$600K
COs/Aircraft Comds of Ship/Aircraft away from Base in Canada	\$95K

**Authority for establishing National Individual Standing Offer (NISO), Regional Individual Standing Offer (RISO), and Departmental Supply Arrangement (SA) for Services**

The positions mentioned in the table below are authorized to establish NISOs and RISOs and departmental SAs (for use by DND only) up to delegated limits identified in the following table.

**Table 17-5**

Position Title	Standing Offer and Supply Arrangement Limit
Deputy Minister (DM)	No \$ Limit
ADM(Mat)	\$40M
Associate ADM(Mat) ADM(Mat) Chief of Staff (COS) ADM(Mat) Directors General (DGs)	\$20M
ADM(Mat) Procurement Directors	\$10M
ADM(Mat) Procurement Managers (PG-06)	\$7.5M

Position Title	Standing Offer and Supply Arrangement Limit
ADM(Mat) Procurement Specialists (PG-05)	\$1.5M

Enquiries should be addressed to ADM(Mat)/DMPP.

### Column 18 – Services (Non-Competitive) – General:

The contracting authority from this column excludes all commodities mentioned in Column 16. This exclusion does not cancel the authorities delegated in Column 16 for the specific positions mentioned there.

Individuals with delegated contracting authorities have the authority to enter into service contracts up to the identified contracting limit in the Matrix or as identified in the following tables.

All contracting limits represent maximum contract values, including amendments, options, and applicable payments such as taxes.

For tables referencing complexity levels (low, medium, or high), a Complexity and Risk Assessment must be completed in accordance with the Procurement Administration Manual (PAM) Chapter 7 to determine the appropriate contracting limit per position.

Non-competitive requirements must be supported and approved in accordance with the Procurement Administration Manual (PAM).

**Table 18-1**

Position Title	Contracting Limit
Deputy Minister (DM)	\$375K

### Authority for positions within ADM(Mat) group

**Table 18-2**

Position Title	Contracting Limit
ADM(Mat) Associate ADM(Mat) Chief of Staff (COS) Directors General (DGs) Procurement Directors	\$375K

Position Title	Contracting Limit
Procurement Managers (PG-06)	\$175K
Procurement Specialists (PG-05) Senior Procurement Officers (PG-04) Procurement Officers (PG-03) Procurement Officers (PG-02) Procurement Clerks (PG-01)	\$95K

### **Authority for positions within CANSOFCOM**

**Table 18-3**

Position Title	Contracting Limit
Commander CANSOFCOM Unit Commanding Officer (Unit CO)	\$100K

### **Authority for positions within CJOC**

**Table 18-4A**

Position Title	Contracting Limit
CJOC/Operational Support Hub - Commanding Officer (OSH CO)	\$125K

### **Deployed Operations**

For the purposes of this delegation, “**Canadian Armed Forces while they are deployed**” means an element of the CAF, consisting of one or more members of the regular forces or the reserve forces conducting combined exercises, training, deployments, operations or other cooperative efforts.

**Table 18-4B**

Position Title	Contracting Limit
TF Comd - CO, Deployed Ops outside Canada TF Comd- Fmn Comd, Deployed Ops outside Canada JTFSC Comd, Deployed Ops outside Canada COs/Aircraft Commanders of Deployed Ship/Aircraft outside Canada	\$125K
COs/Aircraft Comds of Ship/Aircraft away from Base in Canada	\$40K

**Authority for establishing National Individual Standing Offer (NISOs) and Regional Individual Standing Offers (RISOs) for Services**

The positions mentioned in the table below are authorized to establish NISO and RISO (for use by DND only) up to delegated limits as identified in the following table.

**Table 18-5**

Position Title	Standing Offer Limit
Deputy Minister (DM)	No \$ Limit
ADM(Mat)	\$40M
Associate ADM(Mat) ADM(Mat) Chief of Staff (COS) ADM(Mat) Directors General (DG)	\$20M
ADM(Mat) Procurement Directors	\$10M
ADM(Mat) Procurement Managers (PG-06)	\$7.5M
ADM(Mat) Procurement Specialists (PG-05)	\$375K

Enquiries should be addressed to ADM(Mat)/DMPP.

**Column 19 – Services of Former Public Servants**

Former public servants (FPS) are defined as any former member of a department as defined in the FAA, a former member of the CAF or a former member of the Royal Canadian Mounted Police (RCMP). A FPS may be an individual; an individual who has incorporated; a partnership made of FPS; or a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

TB has set very specific limits on departmental authorities to award contracts to former public servants in receipt of a pension pursuant to the Public Service *Superannuation Act* (PSSA) and any increases paid pursuant to the *Supplementary Retirement Benefits Act* as it affects the PSSA.

Within DND/CAF, this delegation of authority and associated policy has been further expanded to include:

- former members of the CAF in receipt of a pension paid pursuant to the *Canadian Forces Superannuation Act* and the *Defence Services Pension Continuation Act*,
- former members of the RCMP in receipt of a pension payable pursuant to the *Royal Canadian Mounted Police Pension Continuation Act* and the *RCMP Superannuation Act*.

The MND has exclusive departmental contracting authority for competitive and non-competitive contracts with a former public servant when the contract value is greater than \$100,000 (up to the limits in the table).

The MND also has exclusive departmental contracting authority for non-competitive contracts with a former public servant in the following circumstances:

- a. the annualized rate of remuneration, regardless of whether one or more than one contract is involved, is above \$100,000 and the contract term exceeds ninety (90) working days;
- b. the FPS is in receipt of a lump sum payment when the total fees payable will exceed \$5,000 during the lump sum payment period as provided in the *Workforce Reduction Directive* made pursuant to the *Public Sector Compensation Act*, and former members of the Canadian Armed Forces or the Royal Canadian Mounted Police in receipt of lump sum payments through corresponding force reduction programs, regardless of whether one or more than one contract is involved.

Refer to the [PAM](#) for processes and procedures which must be followed when contracting for the services of a former public servant.

The contracting authority from this column excludes all commodities mentioned in Column 16. This exclusion does not cancel the authorities delegated in Column 16 for the specific positions mentioned there.

All contracting limits represent maximum contract values, including amendments, options, and applicable payments such as taxes.

The positions listed in the table below, have the delegated contracting authority to enter into contracts for the services of a former public servants in receipt of a pension up to the contracting limit as identified in the following table:

**Table 19-1**

Position Title	Contracting Limit	
	Competitive	Non-Competitive
Minister of National Defence (MND)	\$7.5M	\$375K
Deputy Minister (DM) ADM(Mat) Associate ADM(Mat) ADM(Mat) Chief of Staff (COS) ADM(Mat) Directors General (DGs) ADM(Mat) Procurement Directors	\$100K	\$100K
RC Managers <sup>1</sup> Judge Advocate General (JAG) DND/CF Legal Advisor Office of the Chief Military Judge (OCMJ)/Court Martial Administrator	Not to exceed their limit as per column 17 Services Competitive - general	\$25K

Notes:

1. Pertains to all RC Manager positions captured under “General Departmental Authorities” in the Delegation Matrix.

Enquiries should be addressed to ADM(Mat)/DMPP.

Reference:

[See the PAM chapter on Former Public Servants](#)

## Column 20 – Unused

## Column 21 – Contractual Arrangements

Contractual Arrangements are subject to DAOD 7014-0 and DAOD 7014-1 Memoranda of Understanding and Memoranda of Understanding Development respectively. The term Contractual Arrangements is defined by Treasury Board as an agreement between a contracting authority and a Crown entity to provide a good, perform a service, construct a work or to lease real property for appropriate consideration. It covers a large spectrum of agreements from International Treaties to basic Agreements to Exchange information at no cost.

All contracting limits represent maximum contract values, including amendments, options, and applicable payments such as taxes.



**Table 21 - 1**

Position Title	Good/Service	Non-Competitive Approval Limit
DM (Senior) Associate Deputy Minister CDS Environmental Chiefs of Staff (Sea, Land, Air) Level One Advisors (Mil & Civ) Level Two Advisors (Mil and Civ) Level Two (Mil) Advisors Auth Com of Comd Directors Base Commanders (and other equivalents) Other RC Manager	Contractual Arrangement with a Federal Department or Entity found in Schedules I, I.1, II, III of the FAA.	No \$ limit
DM (Senior) Associate Deputy Minister ADM(Mat) ADM(Mat) DGs ADM(Mat) Procurement Directors	Contractual Arrangement with any organization external to the Federal Government of Canada where a contract cannot be used (as determined solely by the contracting authority).	\$500K (services) \$500K (goods)
CDS Environmental Chiefs of Staff (Sea, Land, Air) Level One Advisors (Mil & Civ) Level Two Advisors (Mil and Civ) Level Two (Mil) Advisors Auth Com of Com Directors Base Commanders (and other equivalents)		\$500K (services) \$500K (goods)
DM CDS (Senior) Associate Deputy Minister Level One Advisors (Mil & Civ) Environmental Chiefs of Staff (Sea, Land, Air) Level Two Advisors (Mil and Civ) Level Two (Mil) Advisors Auth Com of Comd Base Commanders (and other equivalents) Commander CJOC TF Comd - CO, Deployed Ops outside Canada TF Comd - Fmn Comd, Deployed Ops outside Canada JTFSC Comd, Deployed Ops outside Canada COs of Deployed Ship outside Canada Aircraft Comds of Deployed Aircraft outside Canada	Logistics support, supplies and services from states allied or associated with Canada under a mutual logistic support arrangement during the execution of combined exercises, training, deployments, operations, or other cooperative efforts, provided all related transactions are executed within the approved resource envelope for the activity being supported. <sup>1, 2</sup>	No \$ limit
Commander CJOC	Contractual Arrangements with NATO Support and Procurement Agency (NSPA) and NATO Communications and Information Agency (NCIA) to acquire non-domestic logistics support, supplies, and services during the execution of combined exercises, training, deployments, operations, or other cooperative efforts. Logistics support, supplies and services are specifically defined as food, water billeting, transportation (including airlift), petroleum, oils,	\$190M (Services) \$85.5M (Goods)
CJOC DG Support		\$120M (Services) \$55M (Goods)
CJOC J4 TF Comd - CO, Deployed Ops outside Canada TF Comd - Fmn Comd, Deployed Ops outside Canada JTFSC Comd, Deployed Ops outside Canada		\$50M (Services) \$20M (Goods)

Position Title	Good/Service	Non-Competitive Approval Limit
COs of Deployed Ship outside Canada Aircraft Comds of Deployed Aircraft outside Canada CJOC/Contracting Officers	lubricants, clothing, communications services, medical services, ammunition, base support (and construction incident to base operations support), storage services, use of facilities, training services, spare parts and components, repair and maintenance services, calibration services, port/airport services and the temporary use of general-purpose vehicles and other nonlethal items of military equipment. <sup>5</sup>	\$10M (Services) \$5M (Goods)
ADM(Mat) <sup>3,4</sup> DGIIP <sup>3,4</sup> Level One Advisors (Mil & Civ) <sup>4</sup> Environmental Chiefs of Staff (Sea, Land, Air) <sup>4</sup> Level Two Advisors (Mil and Civ) <sup>4</sup> Level Two (Mil) Advisors Auth Com of Comd <sup>4</sup> ADM(DRDC) / DRDEPE <sup>4</sup>	Test and Evaluation services with allied governments. <sup>1</sup>	\$10M
DM ADM(Mat) DG Proc Svcs D Svcs C	Defence supplies via the NATO Support and Procurement Agency in the following circumstance: (i) the supplies support a weapons system used by Canada and one or more NATO members.	\$500K
D Svcs C 2		\$350K
D Svcs C 2-2		\$175K
DM ADM(Mat)	Non-Competitive contractual arrangements with the NATO Support and Procurement Agency to provide transportation to the CAF for certain non-domestic requirements.	\$10M
DG Proc Svcs		\$2M
DSPCOS		\$500K
DSPCOS 7		\$100K
	Authority expires on 30 June 2027.	

## Notes:

1. Mandatory Annual Reporting of expenditures to ADM(Mat) is required. Level 1 Comptrollers are required to provide an annual report of the use of Test and Evaluation MOUs and Mutual Logistics Support Arrangements authorities to ADM(Mat). See PAM 4.3 and ADM(MAT) Functional Planning Guidance for details.
2. Logistic support, supplies and services are specifically defined as food, water billeting, transportation (including airlift), petroleum, oils, lubricants, clothing, communications services, medical services, ammunition, base support (and construction incident to base operations support), storage services, use of facilities, training services, spare parts and components, repair and maintenance services, calibration services, port and airport services, and the temporary use of general-purpose vehicles and other non-lethal items of military equipment to the extent that such use is permitted under the national laws of the signatories.
3. Contractual arrangements (e.g. Project Arrangements or similar subordinate arrangements under Memoranda of Understanding) to acquire Test and Evaluation services **only** under the Canada-United States Test and Evaluation Program (CANUSTEP) Memorandum of

Understanding (MOU), the Multinational Test and Evaluation Program (MTEP) MOU and the North American Technology and Industrial Base Activities MOU.

4. Contractual arrangements (e.g. Project Arrangements or similar subordinate arrangements under Memoranda of Understanding) to acquire Test and Evaluation services from allied governments, **excluding** the Canada-United States Test and Evaluation Program (CANUSTEP) Memorandum of Understanding (MOU), the Multinational Test and Evaluation Program (MTEP) MOU and the North American Technology and Industrial Base Activities MOU which are the exclusive authority of ADM(Mat)/Director General International and Industry Programs (DGIIP).
5. Contractual Arrangements with NATO Support and Procurement Agency (NSPA) and NATO Communications and Information Agency (NCIA) are subject to the following conditions:
  - a. Contractual arrangements not to exceed \$190 million per mission with North Atlantic Treaty Organization agencies until March 31, 2026;
  - b. The total amount payable for non-domestic logistic supplies on all contractual arrangements per mission does not exceed the amount of \$85.5 million including amendments;
  - c. Limits for Contracting Authorities are subject to the conditions detailed in Procurement Administration Manual, Chapter 10.

References:

[DAOD 7014-0, Memoranda of Understanding](#)

[DAOD 7014-1, Memoranda of Understanding Development](#)

## Column 22 – Emergency Conditions

Delegated contracting authorities have the authority to enter into contracts for goods or services, up to \$1M (including amendments and all applicable taxes) or as identified in the Matrix, in response to a pressing emergency.

TB defines a pressing emergency as a "situation where delay in taking action would be injurious to the public interest". Emergencies are normally unavoidable and require immediate action that would preclude the solicitation of formal bids. An emergency may be an actual or imminent life-threatening situation, a disaster which endangers the quality of life or has resulted in the loss of life, or one that may result in significant loss or damage to Crown property.

Emergency conditions contracting authority is to be exercised by DG Proc Svcs when co-located with CJOC and/or CANSOFCOM.

Exercise of emergency conditions contracting authority should be limited to the most senior delegated official available. The exercise of this contracting authority does not confer the authority to declare an Emergency. Emergency Policies and Procedures address the authority to declare an Emergency.

Contracting authorities are encouraged to enter into lower dollar value contract(s) to address the emergency situation and then to amend them if necessary, once the scope of the work is better defined.

All contracting limits represent maximum contract values, including amendments, options, and applicable payments such as taxes.

In addition to the above-mentioned emergency conditions contracting authority, and in response to pressing emergencies for fuel, food, water and transportation services during urgent deployments of CAF units, under authorized operational orders, in situations where there will be significant human and/or financial risk, the following positions may enter into non-competitive contracts as follows:

- a. DM, CDS, ADM(Mat), Associate ADM(Mat), DG Proc Svcs up to \$5M; and
- b. Commander CJOC up to \$2.5M.

These special emergency contracting authorities can only be exercised if all of the following criteria can be met:

- a. the Minister invokes the National Security or Extreme Urgency provisions of the applicable trade agreements;
- b. the requirement cannot be satisfied by normal contracting procedures due to the urgency of the situation; and
- c. the Minister approves the use of these special authorities.

The following positions are delegated emergency contracting authority to acquire the specified goods and services as outlined in the following table, in conjunction with the accompanying notes:

POSITION TITLE	AREA OF AUTHORITY	EMERGENCY CONDITIONS	GOODS AND SERVICES
ADM (IE)	Own Org	\$1M	a. Rental or repairs of boilers and auxiliary equipment; b. Repair on water and sanitary distribution services; c. Rental or repair of electrical distributions systems; d. Repair or rental of heating and ventilation systems;
Comd, CF RP Ops Gp	Own Org	\$1M	e. Other works associated with real property above and beyond the ground.

Notes:

1. This special emergency contracting authority is to be exercised only for goods and/or services used on Real Property owned by DND/CAF in Canada.
2. When the goods and services are needed on an emergency basis for a leased Real Property, the direction for emergency situation in the lease agreement must be followed. This special emergency contracting authority does not cover this situation.

3. The Reporting obligations specific for contracts issued while exercising this contracting authority must be respected as per paragraph 4.9.1.

Enquiries should be addressed to ADM(Mat)/DMPP.

Reference:

[TB Directive on the Management of Procurement](#)

### **Column 23 – Call-up Against Standing Offers**

Call-ups against a Standing Offer must not exceed the lesser of a) identified users call-up limitation in the specific Standing Offer and b) the specific Standing Offer limit identified below.

Unless otherwise specified, all call-up limits represent maximum call-up values, including amendments, options, and applicable payments such as taxes.

#### **Authorities for call-ups against Standing Offer for all delegated contracting authorities**

**Table 23–1**

Standing Offer Category	Call-up Limit	Standing Offer Limit
Bulk Fuel	\$10M	Limit identified in the specific Standing Offer
Any - TB Approved	No \$ Limit	
Goods and Services	\$1M	

### **Goods and Services**

**Table 23-2**

Position Title	Call-up Limit	Standing Offer Limit
Deputy Minister (DM)	\$7.5M	Limit identified in the specific Standing Offer

**Authority for positions within ADM(Mat) - Goods and Services****Table 23-3**

Position Title	Call-up Limit	Standing Offer Limit
ADM(Mat) Associate ADM(Mat) Chief of Staff (COS) Directors General (DGs) Procurement Directors	\$7.5M	Limit identified in the specific Standing Offer
Procurement Managers (PG-06)	\$4M	
Procurement Specialists (PG-05)	\$1.5M	

Enquiries should be addressed to ADM(Mat)/DMPP.

**Column 24 – Contracts against Supply Arrangements**

Contracts against a Supply Arrangement (SA) must not exceed the lesser of a) identified users contract limitation in the specific Supply Arrangement and b) the specific Supply Arrangement limit, as identified below.

Unless otherwise specified, all contract limits represent maximum contracts against a Supply Arrangement values, including amendments, options, and applicable payments such as taxes.

**Authorities for contracts against Supply Arrangements for all delegated contracting authorities****Table 24-1**

Supply Arrangement Category	Contract Limit	Supply Arrangement Limit
Goods	\$1M	Limit identified in the specific Supply Arrangement
Services	\$1M	

## Goods and Services

**Table 24-2**

Position Title	Contract Limit	Supply Arrangement Limit
Deputy Minister (DM)	\$7.5M	Limit identified in the specific Supply Arrangement

### Authority for positions within ADM(Mat) - Goods and Services

**Table 24-3**

Position Title	Contract Limit	Supply Arrangement Limit
ADM(Mat) Associate ADM(Mat) Chief of Staff (COS) Directors General (DGs) Procurement Directors Procurement Managers (PG-06)	\$7.5M	Limit identified in the specific Supply Arrangement

Enquiries should be addressed to ADM(Mat)/DMPP.

### **Column 25 – Certification Authority (Certification of Sec 34 - FAA)**

Certification authority is delegated by the MND under Section 34 of the FAA to allow RC Managers, their subordinates and individuals acting on their behalf to certify, before payment, contract performance and price, entitlement or eligibility for the payment.

In the case of other payments, such as grants and contributions and court judgments, certification under Section 34 of the FAA indicates that the payee is entitled to or eligible for the payment.

RC Managers may request that individuals outside their chain of command perform all or part of the account verification on their behalf. In these circumstances, in order for the RC Managers to have assurance that the account verification will be carried out in accordance with [FAM Chapter 1016-3, Account Verification – FAA Section 34](#), it is mandatory that the RC Managers ensure that the individual has the appropriate training to complete the account verification.

RC Managers may identify individuals within their chain of command to perform FAA Section 34 certification on the budgets of RC Managers in other organizations. As a prerequisite, the RC Manager must have been provided authorization to exercise authority on the budget of the other organization's RC Manager in accordance with the requirements of the Special Considerations section of [FAM Chapter 1014-4-1, Control of Financial Signing Authorities](#).

**“R” – Authority is restricted as follows:**

1. For all transactions, persons holding the minimum rank/level of Petty Officer Second Class/Sergeant or Clerical and Regulatory (CR) 04 or equivalent may certify an account pursuant to Section 34 of the FAA. For low risk transactions as defined in FAM Chapter 1016-3, Account Verification – FAA Section 34, subordinates below the rank of Petty Officer Second Class/Sergeant or CR 04 or equivalent may exercise this authority. Although there is no minimum rank/level specified for the certification of low risk transactions, the individual performing the certification must have the proper training, experience and knowledge. RC Managers are responsible and accountable for the correctness of payment requests and ensuring all account verification procedures are carried out.
2. For PSPC Pay Verification Advisors, the delegation is restricted to the following components of FAA Section 34 Verification for the purposes of pay input and verification:
  - Payee information is accurate and complete and eligibility to receive the payment is confirmed;
  - All relevant collective bargaining agreements, court orders, tribunal orders, legislation and policies have been complied with;
  - Amounts have been calculated accurately such that:
    - i. Payment is not duplicated;
    - ii. Entitlements and source deductions are accurate and complete;
    - iii. Credits have been deducted and charges not payable have been removed;
    - iv. Supporting documentation is complete (i.e. allows maintenance of an audit trail, demonstrates agreed price and other specifications, and demonstrates receipt of goods or services and authorization according to the delegation of financial signing authorities).

Positions equivalent to the generic PSPC Pay Verification Advisor position are listed in the equivalency table developed by PSPC. A copy of this table is available from PSPC.

References:

[FAM Chapter 1016-3, Account Verification – FAA Section 34](#)  
[TB Directive on Delegation of Spending and Financial Authorities](#)



**Columns 26 and 27 – Payment Authority (Certification of Sec 33 FAA for Personnel Pay and for All Other Types of Payments)**

Payment authority is the authority delegated by the MND under Section 33 of the FAA to specific positions of the Department to requisition payments. This delegation ensures that all payments requisitioned have been duly certified pursuant to Section 34 of the FAA, are in accordance with the TB *Directive on Payments*, and that auditable evidence is available demonstrating that the account verification process was completed. Payment authority is also delegated to personnel officers with respect to the payment of salaries, wages and related allowances, etc., on behalf of RC Managers.

The following restrictions apply:

“R” – The minimum rank/level to which any payment authority is delegated is Petty Officer First Class/Warrant Officer or CR-05. Petty Officer First Class/Warrant Officer, Chief Petty Officer Second Class/Master Warrant Officer, CR-05, CR-06 and AS-01 are limited to a maximum of \$250K per payment. Amounts over \$250K are deemed high risk transactions and require the approval of a more senior officer (i.e. Chief Petty Officer First Class/Chief Warrant Officer, CR-07, AS-02, FI-01 or above).

The following positions within the Employment and Social Development Canada/Service Canada (ESDC/SC), represented by the position “ESDC/SC Payment Officer” are delegated payment authority by MND under FAA Section 33 for the administration of payments of grants in accordance with the MOU pertaining to the Compensation for Employers of Reservists Program (CERP):

Chief Financial Officer  
DG, Integrated Corporate Accounting and Accountability Directorate (ICCAD)  
Senior Director, ICAAD, National Accounts Payable  
Functional Specialist, ICAAD

References:

[FAM Chapter 1016-4, Manage Payments – FAA Section 33](#)  
[TB Directive on Delegation of Spending and Financial Authorities](#)  
[TB Directive on Payments](#)

**Column 28 – Issuance of Departmental Bank Account (DBA) Cheques**

This is the authority delegated by the MND under Section 33 of the FAA to sign cheques on a DBA established for DND, in accordance with *Cheque Issue Regulations*.

- **“R” – Accounting Officers:** Signing officers or persons as defined in the *Cheque Issue Regulations* and as authorized in writing by the Chief Financial Officer (CFO) or designate.
- **“R” – Commanding Officers/Comptrollers:** Commanding Officers and Comptrollers of CAF Bases/Stations and Units.

- **“R” – Commissioned Officers/Equivalent Public Service Employees:** Subject to the prior recommendation of the Regional Departmental Accounting Office (RDAO) Comptroller and approval of the Commanding Officer.
- **“R” – Non-Commissioned Members:** Only in special circumstances where a commissioned officer or civilian employee of DND of officer status are not available and subject to the prior recommendation of the RDAO Comptroller and the approval of the functional command, authority may be delegated to non-commissioned members not below the rank of Petty Officer First Class/Warrant Officer.

Payments over \$1,000 by DBA cheque are not permitted, except for:

- a. the issue of accountable advances;
- b. the transfer of funds between Accounting Officers;
- c. the issue of pay and allowances authorized under [CBI 203.03](#) (for military personnel) and the [Accountable Advances Regulations](#) (for civilian employees). The issuance of DBA cheques for pay and allowances is authorized only in countries where banking facilities are not readily available or easily accessible; in other countries, the payment must be referred to the HR compensation specialist;
- d. cash withdrawals to establish a petty cash fund;
- e. payments to refund all, or part, of a departmental bank account up to the amount required to close the departmental bank account;
- f. supplies and services and other payments of an urgent nature outside Canada up to the amount of the invoice approved for payment, where Receiver General or other supporting cheque issue facilities are not available.

References:

[Cheque Issue Regulations Part III](#)

[FAM Chapter 1016-9-1 Departmental Banking Arrangements and Priority Print Site for Receiver General Cheques](#)

[TB Directive on Payments](#)

**Other Authorities (Columns 29 to 42)**

**Column 29 – Ex Gratia Payments**

An “Ex Gratia Payment” is defined as a benevolent payment made by the Crown and used only when there is no other statutes, regulations or policy vehicle to make such a payment. The payment is made in the public interest for loss or expenditure incurred where the Crown has no obligation of any kind or has no legal liability, or where the claimant has no right of payment or is not entitled to relief in any form. The [TB Directive on Payments](#) and the [TB Guide to Ex Gratia Payments and Honorariums](#) sets out the authorities to issue ex gratia payments.

Departmental authority for making ex gratia payments is restricted to the MND, DM, the DND/CF Legal Advisor, Director Claims and Civil Litigation, Judge Advocate General (JAG), Assistants Judge Advocate General (AJAG), and Deployed Legal Officers.

The DM has restricted authority to authorize ex gratia payment, subject to the conditions that follow:

- a. The payment meets the definition of an ex gratia payment set out in the TB *Directive on Payments*;
- b. The payment is not covered by other authorities, governing instruments, Treasury Board policies or other mechanisms for compensation;
- c. The payment is not filling perceived gaps or compensating for the apparent limitations in another governing instrument.

The CDS has restricted authority to authorize ex gratia payment to a person in respect of whom a final decision is made under the grievance process as per the NDA, effective on the date the Order in Council, P.C. 2012-861 was made. The CDS has delegated this authority to Director General Integrated Complaint and Conflict Management (DGICCM) as permitted by the Order in Council. This authority is subject to conditions imposed by Treasury Board as follows:

- a. In the case of the CDS, the payment is in an amount that does not exceed \$100K;
- b. In the case of DGICCM who is acting under paragraph 2 of the *Canadian Forces Grievance Process Ex Gratia Payments Order* (CDS's Delegate), the payment is in an amount that does not exceed \$2K or such lesser amount as may be specified in writing by the CDS;
- c. A legal opinion is received that states that there is no legal liability on the part of the Crown;
- d. There is no other mechanism by which the grievance can be remedied, including under existing laws, regulations, instructions, policies or programs; and
- e. The payment is not used to fill perceived gaps or to compensate for the apparent limitations in any act, order, regulation, instruction, policy, agreement or other governing instrument.

The CDS must submit a quarterly report to the DM confirming that all ex gratia payments made within the grievance process in the previous quarter were authorized in accordance with the *Canadian Forces Grievance Process Ex Gratia Payments Order* as stated above.

References:

[TB \*Directive on Payments\*](#)

[TB Guide to Ex Gratia Payments and Honorariums](#)

[DAOD 7004-0, Claims By or Against the Crown and Ex Gratia Payments](#)

[DAOD 7004-1, Claims and Ex Gratia Procedures](#)

[Order in Council, P.C. 2012-861](#)

## Column 30 – Liability Claims

“Claim” is defined as a request for compensation to cover losses, expenditures or damages sustained by the Crown (claim by the Crown) or a claimant. Claims can be requested to be settled in or out of court. This is authority to settle claims by or against the Crown. The [TB Directive on Payments](#) and the [TB Guide to Claims](#), sets out the authorities to settle claims by and against the Crown.

Within the department, the authority to settle claims by and against the Crown is restricted to the DM, the DND/CF Legal Advisor, Deputy DND/CF Legal Advisor and General Counsel and Deputy Executive Director and General Counsel, Director Claims and Civil Litigation, CCL Legal Counsel, CCL paralegals, AJAGs, Legal Officers, ADM(HR-Civ) and Chief of Staff, Chief Professional Conduct and Culture (COS CPCC). Any exercise of the authority by the AJAGs and the Legal Officers must be done in accordance with the claims procedures established by the Director, Claims and Civil Litigation, or in consultation with him/her.

The ADM(HR-Civ) authorities, including specific authorities for its Director General Workplace Management (DGWM), are restricted to settling claims for liabilities arising under the *Federal Public Sector Labour Relations Act*. ADM(HR-Civ) and DGWM have the authority to pay amounts in settlement of liability claim against the Crown, flowing from the *Federal Public Sector Labour Relations Act* (FPSLRA), of up to \$150,000 and \$50,000, respectively, subject to a legal risk assessment from the Department of Justice. Without a legal risk assessment from the Department of Justice, ADM(HR-Civ) and DGWM have the authority to pay amounts in settlement of liability claim against the Crown, flowing from the *Federal Public Sector Labour Relations Act* (FPSLRA), of up to \$25,000.

The Chief of Staff, Chief Professional Conduct and Culture (COS CPCC) authorities are restricted to settling claims arising from the CAF grievance process in the settlement of liability claims against the Crown of up to \$25,000 and meeting the general guidance regarding the hallmark of a liability claim. For any amount in excess of \$25,000 or outside the general guidance regarding the hallmark of a liability claim, supported by a legal risk assessment from the Department of Justice, CPCC would seek approval from the Deputy Minister directly.

Note that this authority to settle claims brought on the basis of legal liability is separate from the authority to settle claims made under the *Canadian Human Rights Act* (CHRA) before the Canadian Human Rights Commission or the Canadian Human Rights Tribunal. This authority to settle claims made under CHRA is restricted to the DM, ADM(HR-Civ), and ADM(HR-Civ)/DGWM, and falls under the Labour Relations, Human Rights and Political Activities Authorities, Row 10 authority to Respond to Canadian Human Rights Commission (CHRC) complaints in the Instrument of Delegation of Human Resources Authorities for Civilian Public Service Employees of National Defence.

Furthermore, decisions made by the Canadian International Trade Tribunal (CITT) for DND to pay settlements with vendors as a result of contractual disputes, are not considered to be legal liabilities and therefore this authority is inapplicable. The designated RC manager must exercise the appropriate Expenditure Initiation Authority when determining whether to pay the settlement.

## References:

[TB Directive on Payments](#)[TB Guide to Claims](#)[DAOD 7004-0, Claims By or Against the Crown and Ex Gratia Payments](#)[DAOD 7004-1, Claims and Ex Gratia Procedures](#)**Columns 31 and 32 – Authorization & Consent to Deduction/Set-Off**

**Authorize Deduction and Set-Off:** Pursuant to [Subsection 155\(1\) of the FAA](#), is the authority to retain any amount of indebtedness to His Majesty in right of Canada for which the MND is responsible to recover or collect by way of deduction from or set-off against any sum of money due or payable by His Majesty in right of Canada to the debtor or the estate of the debtor.

**Consent to Deduction and Set-Off:** Pursuant to [Subsection 155\(4\) of the FAA](#), is the authority to consent to the retention of any amount of indebtedness to His Majesty in right of Canada for which another Minister is responsible to recover or collect by way of deduction for or set-off against any sum of money due or payable by DND to the debtor or the estate of the debtor.

The *Canadian Forces Superannuation Act* and *Canadian Forces Superannuation Regulations* impose additional limit restrictions on both authorities when exercised in relation to military pensions.

Directorate of Law – Compensation, Benefits, Pensions and Estates (DLaw CBP&E), Office of the Judge Advocate General, is the appropriate contact for questions regarding the legality of imposing deductions on or set-off against CAF members. Authorities located outside National Defence Headquarters may contact their respective AJAG for assistance.

**Summary Table – Authority/Consent to Deduction/Set-Off**

Position	Military Pay & Benefits	Military Pensions	Civilian Pay & Benefits	Other Than Pay, Benefits & Pensions
ADM(Fin)/CFO Assoc ADM(Fin) Chief Financial Management/Deputy Chief Financial Officer (C Fin Mgt/DCFO) Director General Financial Operations and Services/Deputy Chief Financial Officer (DG FOS/DCFO) Director General Costing, Investment Planning and Approvals (DG CIPA)	No \$ limit	No \$ limit	N/A	No \$ limit
Director Financial Operations/Accounts Processing (DFO/AP)	N/A	N/A	N/A	\$7.5K

Position	Military Pay & Benefits	Military Pensions	Civilian Pay & Benefits	Other Than Pay, Benefits & Pensions
Environmental Chiefs of Staff Level Two (Mil) Advisors (with Auth of Comds of Comds) CEO CFHA CO's of: Bases, Wings, Brigades, Stations, HMCS and Units. TF Comd - CO, Depl Ops outside Canada TF Comd - Fmn Comd, Depl Ops outside Canada JTFSC Comd, Depl Ops outside Canada COs/Aircraft Comds of Deployed Ship/Aircraft outside Canada, COs/Aircraft Comds of Ship/Aircraft away from Base in Canada	N/A	N/A	N/A	No \$ limit
Director Civilian Labour Relations (DCLR)	N/A	N/A	No \$ limit	N/A
CMP Director General Compensation and Benefits (DGCBC)	No \$ limit	No \$ limit	N/A	\$25K
Director Military Pay and Allowances Processing (DMPAP)	No \$ limit	N/A	N/A	\$25K
Director Pension and Social Programs (DPSP)	N/A	No \$ limit	N/A	N/A
DMPAP – Section Head Military Pay	\$25K	N/A	N/A	N/A

## References:

[Canadian Forces Superannuation Act](#)  
[Canadian Forces Superannuation Regulations](#)

**Column 33 – Write-Off of Debts**

This is the authority to write-off debts or any portion thereof in accordance with the FAA and the [Debt Write-Off Regulations](#). Authority is delegated to certain officers, as stipulated in the [Matrix](#), to write-off debts and obligations owing to His Majesty.

1. Pursuant to the *Debt Write-Off Regulations, 1994*, the following can be written-off from the accounts of the Department:

- a. a debt or part of a debt that has been determined to be uncollectible;
- b. a debt for which further administrative expense or other costs of collecting the debt are not justifiable in relation to the amount of the debt or the probability of collection;
- c. the balance of a future debt or a debt not due that remains after payment of the present value of the debt has been accepted as full settlement of the debt; and

- d. the balance of a debt that remains after a compromise settlement has been effected.

2. The following restrictions apply:

- a. debts referred to in (1) (a) and (b) above related to overpayment of salaries, employment-related allowances or accountable advances that are discovered while a person is still an employee or a member of the CAF require TB approval;
- b. debts over \$25K require the prior recommendation of the Departmental Debt Write-Off Committee (DWOC); and
- c. no debt, obligation or claim included in the statement of assets and liabilities of Canada in the Public Accounts may be written-off unless the amount written-off is included in a budgetary vote in an Appropriation Act or other Act of Parliament.

Criteria for the write-off of debts are set out in detail in the *Debt Write-off Regulations, 1994*, which should be referred to and strictly applied.

The positions with delegated authority for the write-off of debts are reflected within the Matrix. For the positions below, authorities are restricted as follows:

Position	Military Pay & Benefits <sup>1</sup>	Military Pensions	Civilian Pay & Benefits <sup>1</sup>	Other Than Pay, Benefits & Pensions
DFO/AP	N/A	N/A	N/A	\$5K
Director Financial Operations (DFO)	N/A	N/A	\$15K	\$15K
DFO CDAO Manager	N/A	N/A	\$5K	\$5K
DFO CDAO 3 - Senior Dept Revenue Officer	N/A	N/A	\$2K	\$2K
CMP	\$25K	\$25K	N/A	\$25K
DGCB	\$25K	\$25K	N/A	\$25K
DPSP	\$15K	\$15K	N/A	\$15K
DPSP Release Benefits Administration Section Head	\$5K	N/A	N/A	N/A
DPSP Release Benefits Administration – Quality Control and Training	\$250	N/A	N/A	N/A

Note: Designated positions with debt write-off authority related to overpayments of pay and benefits are restricted to debts owing by former employees or CAF members that are discovered after their employment has been terminated and all termination benefits have been paid.

The DFO and CDAO Manager have the authority to write-off the balance of a debt that falls under (1) (c) and (d) above related to the overpayment of salaries, employment-related allowances or

accountable advances that are discovered while a person is still an employee or a member of the CAF for up to \$25K.

Debt obligations of third parties to the Crown that derive from commercial contracts (e.g. liquidated damages) may require approval of TB and a contract amendment. Consult with CF LA and DMPP before proceeding.

References:

[Debt Write-Off Regulations, 1994](#)

[FAM Chapter 1018-2, Control of Receivables Public Revenue and Debt Deletion Authorities](#)

### **Column 34 – Secondment – Reduction of Salary Costs**

This is the authority delegated by the MND to reduce the charge that would otherwise be imposed in relation to the cost of salaries for military members and civilian employees who are seconded to a person or organization outside of DND/CAF.

In the case of secondments under the Interchange Canada program, the DM must approve the reduction of recovered salary, employer-paid benefits and/or relocation costs. As is indicated in the *TB Policy on Interchange Canada*, issued 01 Jun 2012, this authority cannot be further delegated and the department must provide reports or information to the Office of the Chief Human Resources Officer (OCHRO), when requested concerning any decision to reduce the recoverable amount.

References:

[TB Policy on Interchange Canada](#)

[TB Directive on Interchange Canada](#)

### **Column 35 – Administration & Interest Charges**

This is the authority delegated by the MND to:

1. Waive or reduce interest and administration charges where:
  - a. The total amount payable (principal plus accumulated interest) for a period is below the established administrative threshold of assessing, billing and collecting the interest (determined by ADM(Fin) to be \$10), in which case no interest is payable and interest does not accumulate;
  - b. The administrative costs of assessing, billing and collecting the administrative charge would exceed the amount of the charge;
  - c. Interest charges associated with an amount in dispute when the dispute has been settled in whole or in part in favour of the debtor;
  - d. A debt has been settled and the only amount owing is for interest that is below the established administrative threshold of assessing, billing and collecting the interest;



- e. Interest charges as a result of an overpayment or erroneous payment of salary, wages or recurring benefits or allowances when the amounts are to be recovered from a subsequent payment of salary, wages or recurring benefits or allowances based on the due date of the agreed-upon repayment schedule (except where a person has received an overpayment or erroneous payment as a result of fraud or other offence);
- f. When a person receives an overpayment or erroneous payment as a result of a fraud or other offence, the interest payable may be waived when a fine or penalty that takes into account interest on the overpayment or erroneous payment has been imposed;
- g. The debtor is prevented from making a payment by circumstances beyond the debtor's control such as death, incapacity or postal disruption, or an error made or a delay caused by DND in processing a payment or establishing an amount payable; or
- h. Times of emergency i.e. when there is a critical situation of a temporary nature that meets all the following circumstances:
  - o Results in a national or provincial emergency;
  - o Causes substantial financial hardship;
  - o Is the result of a serious natural disaster, disease, acts of terrorism or act of sabotage; and
  - o Results or may result in danger to the lives, health or safety of individuals, danger to property, social disruption or a breakdown in the flow of essential goods, services or resources.

Restrictions for waiving or reducing interest and administrative charges are set out in detail in the *Interest and Administrative Charges Regulations*, which should be referred to and strictly applied. In addition, the *Canadian Forces Superannuation Act* and *Canadian Forces Superannuation Regulations* impose additional limit restrictions on this authority when exercised in relation to military pensions.

#### Restricted Authority (for paras 1 and 2 above)

Position	Military Pay & Benefits	Military Pensions	Civilian Pay & Benefits	Other Than Pay, Benefits & Pensions
ADM(Fin)/CFO Assoc ADM(Fin)	No \$ limit	No \$ limit	N/A	No \$ limit
ADM(HR-Civ)	N/A	N/A	No \$ limit	N/A
C Fin Mgt/DCFO DG FOS/DCFO DG CIPA	No \$ limit	No \$ limit	N/A	\$5K
DIPPA CEO CFHA	N/A	N/A	N/A	\$250
DCLR	N/A	N/A	No \$ limit	N/A
CMP DGCB	No \$ limit	No \$ limit	N/A	\$2.5K
DMPAP	No \$ limit	N/A	N/A	\$2.5K

<b>Position</b>	<b>Military Pay &amp; Benefits</b>	<b>Military Pensions</b>	<b>Civilian Pay &amp; Benefits</b>	<b>Other Than Pay, Benefits &amp; Pensions</b>
DMPAP Section Head Military Pay	\$1K	N/A	N/A	N/A
DPSP	No \$ limit	No \$ limit	N/A	N/A
DPSP Release Benefits Administration Section Head	\$1K	N/A	N/A	N/A
DPSP Release Benefits Administration – Quality Control and Training	\$250	N/A	N/A	N/A
DFO	N/A	N/A	N/A	\$2.5K
DFO CDAO Manager	N/A	N/A	N/A	\$1.5K
DFO/AP	N/A	N/A	N/A	\$1K
Senior Departmental Revenue Officer (DFO CDAO 3)	N/A	N/A	N/A	\$750

## References:

[\*Canadian Forces Superannuation Act\*](#)

[\*Canadian Forces Superannuation Regulations\*](#)

[\*Interest and Administrative Charges Regulations\*](#)

[TB Guide to Interest and Administrative Charges](#)

[FAM Chapter 1018-2, Control of Receivables Public Revenue and Debt Deletion Authorities](#)

[FAM Chapter 1018-2-3, Interest on Overdue Accounts Receivable](#)

**Column 36 – Provision of Services/ Reduction of Fees**

This is the authority to reduce fees relating to the provision of services to non-defence agencies. The following table represents the financial limits for the authority to charge less than recoverable costs.

Note: The lease or licence of federal real property must be at market value with no provision for reduction.

<b>Position</b>	<b>Financial Limit</b>
Deputy Minister	Full Authority
VCDS	\$ 100K
Level One Advisors (Mil and Civ)	\$ 100K
Level Two Advisors (Mil and Civ)	\$ 50K
Commanding Officers of Bases, Wings, Brigades, Canadian Division Support Groups or Bases, HMC Ships, and Depots	\$ 25K
Commanding Officers of Stations or Units	\$ 15K

Reference:

[Provision of Services Policy \(B-GS-055-000/AG-001\)](#)

### **Column 37 – Write-Off of Materiel**

This is the authority to approve or recommend for write-off, the recording of losses due to inventory shortage, destruction, fire, theft, loss, and other reasons (e.g. negligence) of materiel for which the approving authority is responsible. However, delegated positions shall not have write-off authority for materiel for which they are the account holder. This authority does not apply to disposals, sales, trade-ins or donations of surplus or unserviceable materiel.

It should be noted that write-off only authorizes amendment of records to adjust for a previous event. The write-off of materiel does not prejudice any subsequent disciplinary, recovery or other administrative action against a DND employee or CAF member.

The dollar value of authority limits for write-off of material is based on the system valuation of the material as determined by its associated Price Control, either Standard Unit Price or Moving Weighted Average.

Positions delegated full authority under this column can write-off any and all material entrusted to that particular authority.

The restriction for Other RC Managers is that they must occupy positions reporting directly to Base Commanders (and other equivalents). Other RC Managers can exercise authority levels up to \$250K or as further restricted by their Base Commander (or equivalent).

CJOC DG Operations may exercise authority up to \$500K when in direct support of Deployed Operations outside Canada. Deployed Contingent Commanders, when designated as Formation Commanders in their terms of reference, and the Commanders of the East and West Coast Fleets are considered to have the same authority for the write-off of materiel as Level Two Advisors (Mil & Civ), which is up to \$500K.

Enquiries should be addressed to ADM(Mat)/DMPP 7.

Reference:

[Supply Administration Manual Chapter 4.4, Materiel Adjustments, Write-offs and Financial Reporting](#)

### **Column 38 – Authority to Declare Materiel Surplus**

The Authority to Declare Materiel Surplus allows the office holder to declare materiel surplus to the DND/CAF.

The Authority to Declare Materiel Surplus is restricted to the positions mentioned in the following table. Materiel can only be declared surplus by the organization responsible for the Life

Cycle Materiel Management of the Asset, with the exception of Major Weapons and Support Systems.

Authority levels to declare materiel surplus are:

<b>Manager</b>	<b>Materiel Type</b>	<b>Value<sup>1</sup> Per Disposal Transaction (1 or multiple items)</b>	<b>Authority for Declaration of Surplus</b>
<b>Centrally Managed</b>	Major Weapon and Support System	Any Value	VCDS
	Assemblies, Sub-assemblies and Inventory	Any Value	Level One Advisors (Mil & Civ) and Environmental Chiefs of Staff responsible for materiel
		Up to \$40M	Level Two Advisors (Mil and Civ) Level Two (Mil) Advisors with the Authority of a Commander of a Command responsible for materiel
		Up to \$3M	Directors and Other RC Managers <sup>2</sup> responsible for materiel
<b>Locally Managed</b>	Assemblies, Sub-assemblies and Inventory	Over \$250K	Base Commanders (& other equivalents) and Directors (not to be delegated)
		Up to \$250K	Base Commanders (& other equivalents) and Directors, Other RC Managers

Notes:

1. The value of surplus materiel for purposes of establishing the appropriate Authority to Declare Materiel Surplus is to be determined by using the system valuation of the materiel as determined by its associated Price Control, either Standard Unit Price or Moving Weighted Average.
2. Other RC Manager must be authorized in writing to exercise this authority by a superior in their organization at the Director level or above who has the Authority to Declare Materiel Surplus.

All enquires are to be directed to ADM(Mat)/DMPP.

Reference:

[Supply Administration Manual Chapter 8.1, Divestment](#)

## Column 39 – Real Property Transactions

The authority for entering into real property transactions falls under a separate delegation pursuant to the *Federal Real Property and Federal Immovables Act* (FRPFIA).

TB policy restrictions and guidelines with respect to the MND's authority under the Act are as follows:

- a. **Acquisition** – the MND may acquire real property by purchase or by accepting a gift or bequest, where the market value of the real property does not exceed \$5M;
- b. **Disposal/Sale** – The MND may dispose of property:
  - by sale to the Canada Lands Company (CLC) where the market value of the property does not exceed \$15M; or
  - by sale to a party other than CLC where the market value of the property does not exceed \$6M;
- c. **Exchange** – the MND may acquire and dispose of real property by way of exchange where the market value of the federal real properties being acquired and disposed of do not exceed \$500K for each parcel;
- d. **Leases and Licences:**
  - **Acquisition by Lease and/or Licence** (His Majesty as tenant/licensee) – the MND may enter into leases or licences as follows:
    - for residential accommodation where the total consideration does not exceed \$400K and the annual consideration does not exceed \$40K;
    - for real property other than residential accommodation, for a total consideration not exceeding \$5M; and
    - for a requirement in response to an initial authorized operational deployment abroad, but not for single family housing, to a total consideration not exceeding \$5M;
  - **Disposal by Lease and/or Licence** (His Majesty as landlord/licensor) – where the total consideration does not exceed \$2M and the annual consideration does not exceed \$200K, the MND may lease or licence out federal real property under his or her administration;
- e. **Transfer of Administration (Federal)** – the MND may transfer to or accept from:
  - the administration of federal lands to or from another minister or an agent corporation where the market value of the property does not exceed \$500K; and
  - the administration of federal lands under his or her administration to the Minister of Indigenous and Northern Affairs Canada where that property is to be used for settlements under the Comprehensive Claims Program and where the market value of the property does not exceed \$1M;
- f. **Transfer of Administration and Control (Provincial)** – the MND may transfer to or accept from:
  - the administration and control to or from a province where the market value of the property does not exceed \$500K; and
  - the administrative responsibility for a lease and/or a licence in respect of private or provincial real property to or from another minister where the market value of the lease and/or the licence does not exceed \$400K.

- transfer of administration and control for a specified term has an annual consideration of \$40K for acquisitions and \$200K for dispositions.

Note: Only those positions having direct access to real property advice and expertise are delegated real property transactional authority.

GST/HST/QST should be excluded for the purposes of the real property transactional authority levels reflected herein.

In addition to the policy requirements prescribed in the TB policies concerning real property management, additional departmental policy limitations are in place. They are as follows:

Position	Real Property Activity	Amount (Notes g, h and i)	Restrictions/Requirements
DM  ADM(IE)  Director General – Portfolio Requirements (DG P Reqs)	Transfer of Administration, <i>and</i> Transfer of Administration and Control	\$500K	Includes the transfer of administrative responsibility for a lease/licence with respect to private or provincial real property from another minister.  Director General Portfolio Requirements (DG P Reqs) recommendation is required.
	Acquisition by Purchase, Gift or Bequeath (Note a)	\$5M	DG P Reqs recommendation is required.
	Acquisition by Exchange	\$500K	DG P Reqs recommendation is required.
	Acquisition by Lease or Licence (Notes b, d and f)	\$5M Total Consideration	New leases or licences over 5 years (including options) and all leases/licenses, with the same party in the same location, regardless of term, require DG P Reqs recommendation.  (Leased/licenced property shall not be used for single family residences.)
	Acquisition by Lease or Licence for residential accommodation, including the British Training Units in Canada (Notes b, d, e and f)	\$400K Total Consideration with a maximum \$40K Annual Consideration	New leases or licences over 5 years (including options) and all leases/licenses, with the same party in the same location, regardless of term, require DG P Reqs recommendation.
	Disposal by Sale (Note c)	\$6M	DG P Reqs recommendation is required.
	Disposal by Exchange	\$500K	DG P Reqs recommendation is required.

Position	Real Property Activity	Amount (Notes g, h and i)	Restrictions/Requirements
	Transfer of Administration to the Minister of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)	\$1M	Where the transfer is to the Minister of CIRNAC for settlements under the Comprehensive Claims Program.  DG P Reqts recommendation is required.
	Disposal by Lease or Licence (Note b, d, e and f)	\$2M Total Consideration with a maximum of \$200K Annual Consideration	New leases or licences over 5 years (including options) and all leases/licences with the same party in the same location, regardless of term, require DG P Reqts recommendation.
	Disposal by Sale to Canada Lands Company (CLC) (Note c)	\$15M	DG P Reqts recommendation is required.
	Survey Documents	N/A	DG P Reqts recommendation is required.
Commander, CF RP Operations Group (Comd CF RP Ops Gp)	Transfer of Administration, <i>and</i> Transfer of Administration and Control	\$350K	Includes the transfer of administrative responsibility for lease/licence with respect to private or provincial real property from another minister.  DG P Reqts recommendation is required.
	Acquisition by Purchase, Gift or Bequeath (Note a)	\$2.5M	DG P Reqts recommendation is required.
	Acquisition by Exchange	\$350K	DG P Reqts recommendation is required.
	Acquisition by Lease or Licence (Notes b, d and f)	\$3M Total Consideration	New leases or licences over 5 years (including options) and all leases/licence with the same party in the same location, regardless of term, require DG P Reqts recommendation.  (Leased/licenced property shall not be used for single family residences.)
	Acquisition by Lease or Licence for residential accommodation, including the British Training Units in Canada (Notes b, d, e and f)	\$150K Total Consideration with a maximum of \$30K Annual Consideration	New leases or licences over 5 years (including options) and all leases/licences, with the same party at the same location, regardless of term, require DG P Reqts recommendation and must be executed by the DM, ADM(IE) or DG P Reqts within their own authority.
	Disposal by Sale (Note c)	\$3M	DG P Reqts recommendation is required.

Position	Real Property Activity	Amount (Notes g, h and i)	Restrictions/Requirements
	Disposal by Exchange	\$350K	DG P Reqts recommendation is required.
	Disposal by Lease or Licence (Notes b, d, e and f)	\$750K Total Consideration with a maximum of \$150K Annual Consideration	New leases or licences over 5 years (including options) and all leases/licences, with the same party in the same location, regardless of term, require DG P Reqts recommendation.
Commanding Officer, Real Property Operations Unit (CO RP Ops Unit)	Acquisition by Purchase, Gift or Bequeath (Note a)	\$1M	Operational input to be provided through the Real Property Oversight Committee (RPOC) and the Real Property Steering Committee (RPSC).  DG P Reqts endorsement is required.
Chief of Staff, Real Property Operations Central or North (COS RP Ops Central or North)	Acquisition by Exchange	\$350K	Operational input to be provided through the Real Property Oversight Committee (RPOC) and the Real Property Steering Committee (RPSC).  DG P Reqts endorsement is required.
Officer Commanding, Real Property Operations Detachment or Section (OC RP Ops Det/Sec)	Acquisition by Lease or Licence (Notes b, d and f)	\$3M Total Consideration	New leases/licences over 5 years (including options) and all leases/licences, with the same party in the same location, regardless of term, require DG P Reqts endorsement.  (Leased/licenced property shall not be used for single family residences.)
	Disposal by Sale (Note c)	\$1M	Operational input to be provided through the Real Property Oversight Committee (RPOC) and the Real Property Steering Committee (RPSC).  DG P Reqts endorsement is required.
	Disposal by Exchange	\$350K	Operational input to be provided through the Real Property Oversight Committee (RPOC) and the Real Property Steering Committee (RPSC).  DG P Reqts endorsement is required.
	Disposal by Lease or Licence (Notes b, d, e and f)	\$750K Total Consideration with a maximum of \$150K Annual Consideration	New leases/licences over 5 years (including options) and all leases/licences, with the same party in the same location, regardless of term, require DG P Reqts endorsement and must be executed by the DM, ADM(IE), DG P Reqts or Comd CF RP Ops Gp, within their own authority.  (Leased/licenced property shall not be used for single family residences.)
	Acquisition by Lease or Licence for residential accommodation for	\$150K Total Consideration with a maximum of \$30K	New leases/licences over 5 years (including options) and all leases/licences, with the same party in the same location, regardless of term, require DG P Reqts endorsement



Position	Real Property Activity	Amount (Notes g, h and i)	Restrictions/Requirements
Unit West (CO RP Ops Unit West)  Officer Commanding, Real Property Operations Detachment Suffield (OC RP Ops Det Suffield)	the British Training Units in Canada (Notes b, d, e and f)	Annual Consideration	and must be executed by the DM, ADM(IE) or DG P Reqts within their own authority.
Task Force Commanders, Commanding Officers / Formation Commanders and Joint Task Force Support Component Commanders, Deployed Operations outside Canada	Acquisition by Lease or Licence (Notes b, d and f)	\$5M Total Consideration	The authority to finalize leases/licences shall be specified for each deployment by Comd CJOC or Comd CANSOFCOM. Strategic input must be obtained from Comd CF RP Ops Gp.  Leased/licenced property must be in response to an authorized operational deployment abroad and shall be used for multi-personnel housing to the extent possible. It shall not be used for single-family residences.  Leases/licences must not exceed five years. A lease/licence with the same party in the same location, regardless of term, requires DG P Reqts endorsement.
Officer Conducting Training Exercise (OCTE) (Note j)	Acquisition by Lease or Licence (Notes b, d and f)	\$100K Total Consideration for not more than 6 month term	Det/Sec Property Officer to be consulted and maintain oversight of real property agreement with Officer Conducting Training Exercise
CEO CFHA	Acquisition by Lease or Licence (Notes b, d, e and f)	\$400K Total Consideration with a maximum of \$40K Annual Consideration	New leases or licences over 5 years (including options) and all leases/licences with the same party in the same location, regardless of term, require DG P Reqts recommendation.
	Disposal by Lease or Licence (Notes b, d, e and f)	\$1M Total Consideration with a maximum of \$200K Annual Consideration	For residential accommodation only.

## Notes:

- a. DND may enter into an option to purchase land in the following circumstances:
  - (1) Where the consideration payable under the option does not exceed \$20K; and
  - (2) Where the repairs or compensation payable under the option by His Majesty pursuant to section 10 of the *Federal Real Property Regulations* are not expected to exceed \$20K.

If the consideration for the option exceeds \$1K, the Minister of Justice must be satisfied that the person granting the option has valid title to the optioned real property. Any option costing \$1K or more, if registerable, shall be registered in the applicable land registry office as soon as possible after execution.

- b. The financial and time limits for acquisition and disposal of leases and licences shall also apply to all other interests in land not specifically mentioned in the delegation chart; e.g. rights of way, easements, servitudes, etc. It is recognized that there will be few instances relating to easements, for example, that will be for terms of less than five years.
- c. DND may enter into an option agreement to sell federal real property under its administration where the market value of the property does not exceed the departmental transaction limit for a “Disposal by sale” and whereby the option to sell expires within six months.
- d. Total Consideration for Acquisitions or Disposals by Lease/Licence includes all costs that are paid directly to the Landlord, such as, but not limited to, rent, operating costs, utilities, realty taxes, and fit-up. Therefore, all of these costs need to be factored into the Total Consideration for the full term of the lease/licence agreement (which includes any renewals, whether or not they are exercised) when determining if the transaction falls within DND’s limits. If costs (operating, utilities, realty taxes, fit-up, etc.) are paid directly to the service provider (not the Landlord), then they are not included in the Total Consideration.
- e. Note (d) also applies to Annual Consideration.
- f. The term of a lease or licence agreement plus the term of any specified renewal options must be used to determine the signing authority for the agreement (e.g. Unit vs. DM/ADM(IE)/DG P Reqts/Comd CF RP Ops Gp). If DND intends to continue an agreement that is expiring, a new agreement will be negotiated taking into account all governmental and departmental policy requirements (e.g. Open and Fair Transactions) and the signing authority will be determined from the term of the negotiated agreement plus any specified renewal terms.

Notes that apply to all real property activities with reference to the above real property delegation of authority:

- g. For a transaction requiring TB approval, DG P Reqts is the responsible authority for obtaining this approval. Once TB approval is obtained, DM or ADM(IE) or DG P Reqts will be signing the agreement.
- h. When applicable, should DND use the Minister of PSPC transaction authority levels because the value is higher than the levels delegated to the MND, but is within PSPC transaction authority levels, DG P Reqts will be signing the 16(3) Delegation of Authority document that will allow PSPC to transact and sign the agreement on DND’s behalf.
- i. Real Property authorities do not include Control of Commitments FAA Section 32 authority.

Note specific to the position of “Officer Conducting Training Exercise”:

- j. For the purposes of this delegation of authority, the position entitled “Officer Conducting Training Exercise (OCTE)” is defined as the Formation Commander or higher level responsible for the formation or a higher level organization to which the training audience belongs, with exception of CANSOFCOM, where Unit COs will be considered OCTE.

Any questions should be forwarded to ADM(IE)/DG P Repts/DRPS.

References:

[\*Federal Real Property and Federal Immovables Act\*](#)  
[\*TB Policy on the Planning and Management of Investments\*](#)  
[\*TB Directive on the Management of Real Property\*](#)  
[\*DAOD 4001-0, Real Property Life Cycle Management\*](#)

### **Column 40 – Project Expenditure Authority**

This column reflects the delegated expenditure authority for projects. Please note that after expenditure authority for a project is obtained, expenditures related to the project require approval in accordance with the applicable authorities in other Matrix Columns (e.g. FAA Section 32, contracting authorities).

The Minister of National Defence has an Organizational Project Management Capacity Assessment (OPMCA) Class 3 Delegation. This delegation provides the MND expenditure authority for Projects with a Project Complexity and Risk Assessment (PCRA) level 1, 2 or 3.

The DM is delegated up to \$100M for project expenditure authority for both infrastructure and equipment projects.

The ADM(Mat) is delegated up to \$20M, ADM(IM) is delegated up to \$5M and the Comd CANSOFCOM is delegated up to \$5M for project expenditure approval authority for equipment projects.

For the positions of Level Two Advisors, Directors (including Requirements Directors, Infrastructure Directors and equivalents), Base Commanders (& other equivalents), the restriction “R” is that the project expenditure authority may only be exercised up to the levels authorized by the Level One Advisor. These levels are not to exceed \$1M.

The restriction "R" delegated to Other RC Managers is intended for Real Property Operations Unit Commanding Officers and Detachment Commanders to execute the approved Small Capital Construction program. The delegated expenditure authority is not to exceed \$1M.

The Commander Canadian Forces Real Property Operations Group, Chief of Staff Real Property Operations Central/North and Commanding Officers Real Property Operations Units are delegated expenditure authority to approve minor projects. The delegated expenditure authority is not to exceed \$2.5M.

The restriction “R” delegated to ADM(IE) for project expenditure approval authority for equipment projects are not to exceed \$5M for ADM(IE). ADM(IE) is delegated up to \$25M for expenditure approval authority for infrastructure projects that have a Project Complexity and Risk Assessment of 3 or lower.

Further information on project approvals can be obtained from the [Project Approval Directive](#). All questions should be addressed to VCDS/C Prog/DPGI.

Reference:

[Project Approval Directive](#)

#### **Column 41 – Unused**

#### **Column 42 –Deem Low-Value Amounts Nil**

1. This is the authority to determine whether a low-value payable or receivable amount is at or below the threshold established by the [Low-Value Amounts Regulations](#) and pursuant to subsection 155.2 of the FAA. Positions delegated this authority by MND, as stipulated in the [Matrix](#), have the authority to deem amounts nil by not paying or collecting low-value account balances (principal plus accumulated interest), subject to certain restrictions or exclusions. The Regulations establish two fixed thresholds for low-value amounts owed to or by the Government as follows:

- a. \$0.99 for payments under the Canada Pension Plan, *Employment Insurance Act*, *Old Age Security Act* and any associated regulations made under these acts; and
- b. \$2.00 in any other case.

2. Excluded low-value amounts in accordance with the FAA amendments and the associated regulations are as follows:

- a. Amounts related to public debt or interest on public debt;
- b. Certain tax statutes (i.e. *Excise Tax Act*, *Income Tax Act*, etc.);
- c. Amounts in foreign currency;
- d. Amount owed by one department to another (an interdepartmental settlement);
- e. Immediate payments in exchange of goods and services;
- f. Service fees as defined by Section 2 of the *Service Fees Act*; and
- g. Amounts that are requested in writing by the recipient, if the request is sent to MND within 12 months after the day on which the amount becomes payable.

3. Payroll and pension payments that fall under the following acts accumulate for a period of up to 12 months after the day on which they become payable or until the end of the calendar year in which they became payable, whichever comes first:

- a. under the authority conferred on the Minister of PSPC under sections 12 – Disbursement of Pay and 13 – Employee Benefits of the *Department of Public Works and Government Services Act*;

- b. to officers and non-commissioned members as defined in subsection 2(1) of the NDA, on account of salary, wages, pay and pay and allowances;
- c. under the *Canadian Forces Superannuation Act* as well as any regulations made under that act;

If at any time during the period the accumulated payable amount exceeds the established threshold, payment must be made within 30 days after that time. Otherwise, the accumulated amount will be deemed nil, subject to the exclusion specified in 2(e) above.

4. For all other low-value payable balances not subject to accumulation, they must be paid at the time they are due if the amount exceeds the established threshold. Otherwise, the payable balances must be deemed nil, subject to the exclusion specified in 2(e) above.
5. Low-value amounts receivable balances must not be accumulated and must be deemed nil immediately, if the designated incumbent determines that it does not exceed the established threshold.

The positions with delegated authority to deem low-value amounts nil are reflected within the Matrix. For the positions below, authorities are restricted to the following transaction types:

Position	Transaction Type
DGCB DMPAP DMPAP – Section Head Military Pay	Military Pay and benefits
DFO CDAO Manager DFO/AP	Civilian Pay and benefits, Trade Payables
DPSP	Military pensions
DFO CDAO Manager DFO CDAO 3 – Senior Dept Revenue Officer	Trade Receivables

The application and restrictions or exclusions for determining whether to deem low-value amounts nil are set out in detail in the *Low-Value Amounts Regulations*, which should be referred to and strictly applied.

References:

[TB Guide to Administering Low-Value Amounts](#)  
[Low-value Amounts Regulations](#)  
[Service Fees Act](#)

## DEPARTMENT OF NATIONAL DEFENCE AND THE CANADIAN ARMED FORCES

## DELEGATION OF AUTHORITIES FOR FINANCIAL ADMINISTRATION MATRIX

DELEGATION AUTHORITY		SPENDING AUTHORITY														FINANCIAL AUTHORITIES					OTHER AUTH																																																																																														
		Expenditure Initiation Authorities														Transaction Authorities	Certification Authority Sec 34 FAA	Payment Authority Sec 33 FAA																																																																																																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14				15-24	25		26	27	28	29-42																																																																																										
DELEGATION AUTHORITY		DM	DM	DM	M/DM	M/DM	M/DM	M/DM	M	M	M/DM	M/DM	M/DM	DM	M	M																																																																																																			
POSITION TITLE		AREA OF AUTHORITY														Control of Commitments - Sec 32 of FAA					Salaries & Benefits					Travel Approval Authority and Accountable Travel Advances					Authority - Relocation / Advance					Foreign Service Benefits					Hospitality					Conference Attendance					Conference Hosting					Event Approval					Special Awards - Individual					Special Awards - Group					Merit Awards					Expenditure Initiation - Goods & Services					Procurement Initiation - Goods & Services: See Page 2					Contracting Authorities: See Page 2					Certification Authority - Sec 34 of FAA					Payment Authority - Salaries and Benefits					Payment Authority - All other					DBA Cheques					Other Authorities: See Page 2				
GENERAL DEPARTMENTAL AUTHORITIES																																																																																																																			
Deputy Minister		Dept	F	F	F	R	R	50K	F	F	50K	SC	1K	R	F				F	F	F	F																																																																																													
Chief of the Defence Staff		CAF	F	F	F	R	R	3K	F	F	25K	SC	1K	R	F				F	F	F	F																																																																																													
(Senior) Associate Deputy Minister		Own Org	F	F	F	R	R	3K	F	F	25K	SC	1K	R	F				F	F	F	F																																																																																													
Level One Advisors (Mil & Civ)		Own Org	F	F	F	R	R	3K	F	F	25K	SC	1K	R	F				F	F	F	F																																																																																													
Environmental Chiefs of Staff (Sea, Land, Air)		Own Org	F	F	F	R	R	3K	F	F	25K	SC	1K	R	F				F	F	F	F																																																																																													
DND/CF Ombudsman		Own Org	F	F	F	R	R	3K	F	F	25K	SC	1K	R	F				F	F	F	F																																																																																													
Level Two Advisors (Mil & Civ)		Own Org	F	F	F	R	R	2K			25K	SC	1K	R	F				F	F	F	F																																																																																													
Level Two (Mil) Advisors Auth Com of Comd		Own Org	F	F	F	R	R	3K			25K	SC	1K	R	F				F	F	F	F																																																																																													
Directors		Own Org	F	F	F	R	R	1K			25K	SC	1K	R	F				F	F	F	F																																																																																													
Base Commanders (& other equivalents)		Own Org	F	F	F	R	R	1K			25K	SC	1K	R	F				F	F	F	F																																																																																													
Other RC Managers		Own Org	F	F	F	R	R	1K			10K				F				F	F	F	F																																																																																													
Responsibility Centre Administrators		Function	R	R	R	R									R																																																																																																				
Payment Officers (Officers/Clerks)		Function																																																																																																																	
Pay and Benefits Officers (Officers/Clerks)		Function																	R	R																																																																																															
SPECIFIC DEPARTMENTAL AUTHORITIES																																																																																																																			
ADM(Fin)/CFO		Dept	F	F				R*											F	F	F	F																																																																																													
Assoc ADM(Fin)		Dept	F	F															F	F	F	F																																																																																													
C Fin Mgt/DCFO		Dept	F	F															F	F	F	F																																																																																													
DG FOS/DCFO		Dept	F	F															F	F	F	F																																																																																													
Military Foreign Service Section/OUTCAN Coord, VCDS		Function					R																																																																																																												
ADM(R-Civ) & CMP		Dept	F				R	R											F	F	F	F																																																																																													
DGWM		Function	F																F	F	F	F																																																																																													
DCLR		Function	F				R	R											F	F	F	F																																																																																													
DCBA		Function	F				R	R	R										F	F	F	F																																																																																													
DCOB		Dept	F				R	R	R										F	F	F	F																																																																																													
CEM Manager		Function					R																																																																																																												
CEM Officer		Function					R																																																																																																												
CEM Officer (E)		Function					R																																																																																																												
CEM FM		Function					R																																																																																																												
CEO CFHA		Function	F				R												F	F	F	F																																																																																													
CJOC COS		Function					F																																																																																																												
CJOC DG Operations		Function					F																																																																																																												
CJOC DG Readiness		Function					F																																																																																																												
CJOC DG Support		Function					F																																																																																																												
CJOC DG Plans		Function					F																																																																																																												
Comd CMSG		Function					F																																																																																																												
VCDS/Comd CF MP Gp		Own Org					R																																																																																																												
Canadian Army/Comd 33 CBG		Own Org					R																																																																																																												
VCDS/Director Foreign Liaison		Own Org					R																																																																																																												
J1, Canadian Joint Operations Command		Function					R																																																																																																												
J1, Canadian Special Operations Forces Command		Function					R																																																																																																												
Head Librarians		Function	F																F	F	F	F																																																																																													
CO CDLS (W) & Comd CDLS (L)		Own Org	F				R	3K											F	F	F	F																																																																																													
NORAD Deputy		Function	F					3K											F	F	F	F																																																																																													
CO CFSU (C) & (E)		Function	F				R	3K											F	F	F	F																																																																																													
CNMR SHAPE		Function	F					3K											F	F	F	F																																																																																													
CAN MIL REP NATO		Function	F					3K											F	F	F	F																																																																																													
CANSOFCOM Deputy Commander		Function					F																																																																																																												
CANSOFCOM Deputy Commander Support		Function					F																																																																																																												
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TF Comd - CO, Dept Ops outside Canada		Function	F	F	F	R		2K			25K	SC	1K	R	F				F	F	F	F																																																																																													
TF Comd - Fmn Comd, Dept Ops outside Canada		Function	F	F	F	R		3K			25K	SC	1K	R	F				F	F	F	F																																																																																													
JTFSC Comd, Dept Ops outside Canada		Function	F	F	F	R		3K			25K	SC	1K	R	F				F	F	F	F																																																																																													
COs of Deployed Ship outside Canada		Function	F	F	F	R		2K			25K	SC	1K	R	F				F	F	F	F																																																																																													
COs/Aircraft Comds of Ship/Aircraft away from Base in Canada		Function	F	F	F	R		1K			25K	SC	1K	R	F				F	F	F	F																																																																																													
Aircraft Comds of Deployed Aircraft outside Canada		Function	F	F	F	R		1K			25K	SC	1K	R	F				F	F	F	F																																																																																													
SPECIAL ENTITIES																																																																																																																			
Judge Advocate General		Own Org	F	F	F	R		3K	F	F	25K	SC	1K	R	F				F	F	F	F																																																																																													
DND/CF Legal Advisor		Own Org	F	F	F	R		3K	F	F	25K	SC	1K	R	F				F	F	F	F																																																																																													
Staff of the Non-Public Funds, Canadian Forces		Function	F																F	F	F	F																																																																																													
OCM/Court Martial Administrator		Own Org	F	F	F			1K			25K	SC	1K	R	F				F	F	F	F																																																																																													
OTHER GOVERNMENT DEPARTMENTS																																																																																																																			
Head of Mission <sup>1</sup>		Function																				F																																																																																													
GAC Management Consul/Financial Officer <sup>1</sup>		Function																			F																																																																																														
PSPC Pay Verification Advisor <sup>2</sup>		Dept																	R																																																																																																
PSPC Pension Officer <sup>2</sup>		Dept																	R		R																																																																																														
ESDC/SC Payment Officer <sup>3</sup>		Function																			F																																																																																														
DEFENCE CONSTRUCTION (1951) LIMITED																																																																																																																			
Account Verification Officers <sup>4</sup>		Function																	R																																																																																																
Payment Officers <sup>4</sup>		Function																				R																																																																																													

\* Amendments made for purposes of clarification.

<sup>1</sup>FAA Section 33 shall be exercised by the Head of Mission and Management Consul/Financial Officer in accordance with the supporting MOU between DND/CAF and GAC specifying that GAC is responsible for exercising payment authority.<sup>2</sup>FAA Sections 34 and 33 shall be exercised by the PSPC Pension Expert in accordance with the supporting SLA between DND/CAF and PSPC, specifying that PSPC is responsible for exercising certifications and payment authorities on pension payments and benefits.<sup>3</sup>FAA Section 33 shall be exercised by ESDC/SC Payment Officer positions (as identified in the Delegation document notes) in accordance with the supporting MOU between DND/CAF and<sup>4</sup>Defence Construction (1951) Limited positions equivalent to Account Verification Officers and Payment Officers are listed in the Position Titles section of A-FN-100-002/AG-006, which also identifies conditions related to this delegation.

This instrument must be read in conjunction with the policy on Delegation of Authorities for Financial Administration for DND and CAF (A-FN-100-002/AG-006) which provides guidance on the interpretation and application of authorities delegated through this Matrix as well as identifying additional restrictions.

Every person in the Department of National Defence appointed to positions designated in this Matrix, including any person officially appointed on an acting basis by the incumbent's superior in writing, is hereby granted delegated signing authority. These persons are subject to the restrictions in the notes appearing at the bottom of this Matrix and to the explanatory notes contained in A-FN-100-002/AG-006 in respect of the area of authority for such positions relative to the delegated authorities, as reflected in this Matrix, including dollar limitations as and where indicated. In addition, the superior of the individual may impose further restrictions in order to meet their requirements for effective control.

This delegation supersedes previous versions of this document. Any changes to authorities delegated by the MND and DM require their approval. Amendments to Departmental Publication (A-FN-100-002/AG-006) for purposes of clarification or to incorporate organizational changes can be authorized by ADM(Fin)/DFP.

GC Docs # 55450488

Approved: Original Signed by  
**Bill Matthews**  
 Deputy Minister of National Defence

24-Oct-23  
 Date

Approved: Original Signed by  
**The Hon. Bill Blair, PC, COM, MP**  
 Minister of National Defence

28-May-24  
 Date

## DEPARTMENT OF NATIONAL DEFENCE AND THE CANADIAN ARMED FORCES

## DELEGATION OF AUTHORITIES FOR FINANCIAL ADMINISTRATION MATRIX

DELEGATION OF AUTHORITIES FOR FINANCIAL ADMINISTRATION MATRIX																			FINANCIAL AUTHORITIES		Other Authorities	
DELEGATION AUTHORITY	POSITION TITLE	AREA OF AUTHORITY	Sec 32 FAA	Exp Initiation	TRANSACTION AUTHORITY - CONTRACTING															Sec 34 FAA	Sec 33 FAA	Other Authorities
			1	2-12	13	14	15	16	17	18	19	20	21	22	23	24	25	26-28	29-42			
			DM	M/DM	DM	M	M	M	M	M	M	M	M	M	M	M	M	M	M/DM			

All contracting limits above represent maximum contract values, including amendments and applicable payments such as taxes, unless specifically identified in the notes and tables for each column within the policy on Delegation of Authorities for Financial Administration for DND and CAF.

This Instrument must be read in conjunction with the policy on Delegation of Authorities for Financial Administration for DND and CAF (A-FN-100-002/AG-006) which provides guidance on the interpretation and application of authorities delegated through this Matrix as well as identifying additional restrictions.

Every person in the Department of National Defence appointed to positions designated in this Matrix, including any person officially appointed on an acting basis by the incumbent's superior in writing, is hereby granted delegated signing authority as indicated. These persons are subject to the restrictions in the notes appearing at the bottom of this Matrix and to the explanatory notes contained in A-FN-100-002/AG-006 in respect of the area of authority for such positions relative to the delegated authorities, as reflected in this Matrix, including dollar limitations as and where indicated. In addition, the superior of the individual may impose further restrictions in order to meet their requirements for effective control.

This delegation supersedes previous versions of this document. Any changes to authorities delegated by the MND and DM require their approval. Amendments

GC Docs # 55450488

Approved: Original Signed by	Approved: Original Signed by
Bill Matthews	The Hon. Bill Blair, PC, COM, MP
Deputy Minister of National Defence	Minister of National Defence
24-Oct-23	28-May-24
Date	Date

## DELEGATION OF AUTHORITIES FOR FINANCIAL ADMINISTRATION MATRIX

GC DOC #55461465