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### INTRODUCTION

1. Except as indicated in this chapter, orders in relation to the security of Public funds, and in particular National Defence Security Orders and Directives (NDSODs) Physical Security Technical Standards apply equally to Non-Public Funds (NPF). Public support for security of NPF is covered under A-PS-110-001/AG-002.

### PHYSICAL SECURITY

2. NPF cash, negotiable instruments, gift cards, items such as ski passes and cash vouchers shall be secured in accordance with NDSOD Physical Security Technical Standard S: “*Security of Public Funds*”.
3. Public and Non-Public Funds shall not normally be kept in the same safe and in circumstances where it is impractical or separate facilities do not exist, storage of Public and Non-Public Funds in the same safe requires written Commanding Officer (CO) authorization. If authorized, the Public and Non-Public Funds shall be kept segregated. At no time will funds be transported to a private residence for safekeeping. Funds must be maintained at all times within a secure location. The NPPAM shall notify annually the Military Police in writing of the location of each office where Non-Public Funds are stored; the notification shall also state whether the office is open to public view.

### DEPOSITING AND TRANSPORTING CASH RECEIPTS/NON-PUBLIC FUNDS

4. The procedures for depositing and transporting cash receipts/Non-Public Funds, (including the requirements to safeguard cash receipts/Non-Public Funds pending deposit) can be found at [Annex A](#) (Depositing and Transporting Cash Receipts/Non-Public Funds).

### MILITARY POLICE REPORTS

5. All incidents involving the loss of Non-Public Funds, regardless of amount, shall be reported to the responsible RAM. This may be done directly or through the local NPPAM. This requirement is in support of identifying internal control shortcomings and initiating the appropriate corrective action. Write-off, reporting, and loss/damage of NPP procedures are outlined in [Chapter 30](#) (Write-off, Reporting, and Loss/Damage of NPP).
6. It is incumbent upon RAMs to liaise with the local Military Police authorities to explain where they fit in the chain of command and how reports should be distributed – directly to RAM or filtered up through the local NPPAM. RAMs are to report all Non-Public Funds Military Police investigations to the CFO.

### SAFE COMBINATIONS AND LOCKING DEVICES

7. As per NDSOD Physical Security Technical Standard R: “*Security of Information, Assets and Resources*”. persons to whom a safe has been provided for the safekeeping of Non-Public

Funds in their charge shall change the combination:

- a. immediately on assuming the responsibility as a Non-Public Funds holder (custodian);
- b. at least every year thereafter;
- c. when any person knowing the combination is transferred, released or no longer requires access to the contents of the container; and
- d. if the combination has been or may have been compromised.

**Note:** An individual provided with a safe shall not attempt to change a combination without having been advised of the proper method.

8. Combination numbers must be selected at random and must not be readily associated with the custodian, e.g. vehicle licence numbers, birth date. Settings must be committed to memory and only recorded for registration purposes.
9. The procedures in regards to safe combinations and locking devices can be found at [Annex B](#).

[Annex A](#) – Procedures for Depositing and Transporting Cash Receipts/Non-Public Funds

[Annex B](#) – Procedures for Safe Combinations and Locking Devices