



Canadian Military Police Association
PO Box 41190
1910 St Laurent Blvd
Ottawa, ON
K1G 1A0

BY-LAW 5 DEPARTURE GIFTS

GENERAL

1. In recognition of their service, at the time of release or retirement from the Canadian Armed Forces (CAF), members of the Canadian Military Police Association (CMPA), whose membership is in good standing, may receive a departure gift to commemorate their service. Some restrictions apply as detailed later in this By-Law.
2. CMPA departure gifts are normally provided free of charge to qualifying CMPA members if the departure gift application (Annex A) is received before, or within three months of, the member's release date. Application may be made to the President of the CMPA to extend or waive this time limitation in extenuating circumstances.
3. CMPA members who meet all eligibility requirements as set out in paragraph 8, but are not entitled to a free departure gift because they are outside the time limitation or joined the CMPA after releasing from the CAF, may purchase one (shadow box and plaque) from the CMPA Kit Shop at www.mpkitshop.ca.

TYPES OF DEPARTURE GIFTS

4. There are three types of departure gift depending upon the nature and terms of the member's service.
5. Ordinary members, who were issued MP credentials during their military career, and who release or retire, may be presented with the CMPA departure gift of the following design:
 - a. The CMPA departure gift will be in the form of a wooden shadow box;
 - b. The member's original MP badge may be mounted inside the shadow box. Where the original badge is not available, for whatever reason, a replica badge will be mounted in its place and will be inscribed "**Retired**" or "**Veteran**" (depending on whether or not the member is in receipt of an annuity) in place of a badge number; and
 - c. An appropriate inscription plaque that includes the member's name and initials, rank (at time of release/retirement), post nominal(s), and period of service (e.g. 1989 – 2017).

N.B. If more than one badge number was issued to the member, the departure gift will contain only the most recent MP badge.



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DEPARTURE GIFT ELIGIBILITY

6. To receive any CMPA departure gift, containing an MP badge, a member must satisfy all of the following criteria:

- a. Must have been issued MP credentials during their career;
- b. Must have been honourably released from the CAF;
- c. Must be an ordinary member of the CMPA in good standing (*N.B. For more information about CMPA membership see By-Law 1 – Membership*); and
- d. At the time of release/retiring, the member's credentials must not be suspended or in the process of being suspended. If suspended, the matter shall be referred to the suspension authority by the member's chain of command for permission to release the badge to the CMPA.

7. Ordinary members of the CMPA who are members of the Reserve Force but who were not issued MP credentials during their military career will be provided with an appropriate departure gift on release or retirement. The design and selection of the Reserve departure gift will be at the discretion of the CMPA Executive Committee but will be comparable in value, and suitably reflect the member's contribution and service provided, to the one described above.

8. Associate members of the CMPA, who are civilian employees of the Canadian Public Service, may be provided with an appropriate departure gift on retirement from the public service or upon leaving the CMPA. The design and selection of the Associate member departure gift will be at the discretion of the CMPA Executive Committee, which will take into account the length of time the Associate was a member of the CMPA and the contributions they made throughout their membership.

9. Honorary members of the CMPA may be provided with an appropriate memento upon leaving the CF MP Group. The determination as to whether or not an Honorary Member will be presented with a departure gift will be at the discretion of the CMPA Executive Committee. The design and selection of the Honorary Member departure gift will be at the discretion of the CMPA Executive Committee.

ERROR IN GIFT

10. Every attempt is made to ensure the wording on the gift is correct. If a plaque or inscription is improperly worded by the CMPA, the CMPA will replace the plaque at no cost to the member. If the error is attributed to the member (or the person making the application) incorrectly completing the requisition form, then a replacement plaque may be made at the retiring member's expense. Replacement plaques may be ordered online through the CMPA MP Kit Shop.



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GIFT PRESENTATION

11. The manner in which the gift is presented is to be determined by the member's Unit in consultation with the releasing/retiring member. Where possible, the presentation should be made a suitable gathering of MP Branch and/or other professionals, preferably at a Mess Dinner or at the members Departure With Dignity (DWD) ceremony. The event should be photographed and a short article on the ceremony provided to the Director of Communications for publication.

REPLACEMENT GIFT

12. The replacement of a lost, stolen, or damaged gift after presentation to the recipient requires the authority of the CMPA Executive Committee. An application in writing, accompanied by supporting details and documentation should be forwarded to the CMPA Secretary at cmpasecretary@gmail.com. If a replacement is approved, the member is responsible for the full replacement cost and related shipping & handling fees. Replacement departure gifts may be purchased online from the CMPA Kit Shop.

GIFT FREQUENCY

13. Only one departure gift will be presented on retirement/release to a CMPA member. CMPA Members may purchase additional gifts from the CMPA MP Kit Shop (www.mpkitshop.ca) provided they meet the departure gift eligibility.

PROCEDURES BY DWD COORDINATOR

14. The following procedures are to be conducted by the DWD Coordinator to apply for, and receive, the member's departure gift:

- a. Confirm the member's MP credentials have been returned to J7 MP Credential Coordinator through the Chain of Command. For Associate members or Ordinary members of the Reserve Force not issued MP credentials, this step does not apply. (*N.B. No CMPA action will take place until the MP Credential Coordinator confirms the member's badge is available*); and
- b. Complete the Departure Gift Request Form (Annex A) and submit the completed form electronically to the CMPA Departure Gift Coordinator at cmpadeparturegift@gmail.com. (*N.B. NO departure gift applications are to be sent by mail nor will handwritten submissions be processed.*) Ensure a Canada Post mailing address is listed on the application form as the gift is mailed via Canada Post Expedited Parcel Service.

15. In order to ensure the departure gift is available in for the member's departure/retirement, the application must be received no less than 45 days before the intended presentation date. Further



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guidance, direction, etc on the request application can be obtained from the Departure Gift Coordinator.

CMPA ADMINISTRATION

16. Upon receipt of the application package, the CMPA Departure Gift Coordinator shall:
 - a. Confirm the applicant's CMPA membership is in good order and no payments are required;
 - b. Request the member's original MP badge from the MP J7 Credential Coordinator so that it can be mounted inside the departure gift box. The CMPA will only proceed with badges received from the MP J7 Credential Coordinator. *(N.B. The J7 Credential Coordinator will only provide the CMPA with the member's badge if the member was not under suspension at the time of release otherwise they should simply inform the CMPA the member's badge is unavailable. This information will be relayed to the member or DWD coordinator who will be responsible for obtaining release of the badge);*
 - c. Annotate the departure gift database and allocate the appropriate badge to the individual;
 - d. Order an engraved plate;
 - e. Prepare the shadow box with the badge and engraved inscription; and
 - f. Mail the gift to the person at the address provided on the application form (e.g. the member, the member's Unit, the DWD coordinator, etc).

MAILING THE GIFT

17. The gift is mailed via Canada Post Expedited Parcel Service. A tracking number will be provided to the email address provided on the application once the gift is sent. A signature will be required to receive the parcel.



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RELEASE – CANCELLED

18. If a member has cancelled/changed their release, and the departure gift has been ordered, but not yet received, the person making the application shall immediately contact the CMPA Departure Gift Coordinator [via email](#). Upon being notified of the change, the Departure Gift Coordinator shall return the member's badge to the MP Credential Coordinator for subsequent return to the member and terminate the departure gift process.

19. If a departure gift has been ordered and shipped (and perhaps even presented), the disposition of the badge should be determined by the gaining unit and J7 Credential Coordinator. The member is entitled to only one free departure gift and as the (engraved) dates of service will change, an administration fee will be charged to cover the cost of a new plate, if so desired. The fee will be established from time to time by the CMPA Executive Committee. Payment for the replacement nameplate is to be completed online through the MP Kit Shop.

20. Refunds, if applicable, are only possible if work has not begun on engraving.

ATTACHMENT(S)

Annex A CMPA Departure Gift Request Form

OPI/OCI

OPI Departure Gift Coordinator
OCI Director of Membership
Manager, MP Kit Shop