



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

BY-LAW 6 CMPA RETIREMENT CREDENTIALS

GENERAL

1. The Canadian Military Police Association (CMPA) retirement credentials are a symbolic memento offered to former members of the Canadian Armed Forces (CAF) Military Police Branch in recognition of their unique qualifications and contribution to both the CAF and the Canadian policing fraternity. The CMPA retirement credentials are available to former MP who meet specific criteria as set out in this By-Law.

2. Police services throughout North America make it a customary practice to issue replica credentials. While police credentials traditionally symbolize the special authority vested in the holder, the CMPA retirement credentials are intended only as a memento of service, and convey no legal authority or status whatsoever.

DEFINITIONS

3. For the purposes of this program, the following definitions shall apply:

- a. **CMPA Retirement Credentials.** Consists of either “Retired” or “Veteran” credentials (i.e. badge and identification card);
- b. **MP Members.** Those officers and non-commissioned members of the CAF who have qualified for appointment as credentialed members of the Military Police (i.e. Specially Appointed Persons) under s.156 of the National Defence Act (NDA);
- c. **Retired.** A person is considered to have “Retired” from the CAF when they have completed their Terms of Service with dignity and are in receipt of an annuity for that service. A person who has been medically released from the CAF as a result of an injury sustained whilst on duty and who is in receipt of a medical pension for that injury, is also considered to be “Retired” for the purposes of this By-Law; and
- d. **Veteran.** A person is considered to be “Veteran” when they left the CAF, with dignity, prior to being eligible for an annuity for that service.

ELIGIBILITY

4. MP members may purchase CMPA retirement credentials provided they meet all of the following criteria:

- a. The member must have retired, is retiring, or otherwise left the CAF honourably;



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- b. The member must have been qualified to hold an appointment as a “Specially Appointed Person” in accordance with s.156 of the National Defence Act (NDA) at the time of their retirement or leaving, by reason of having received a Regular Force MP QL3, or Regular Force Basic MP Officer, qualification even if, at the time of their retirement or leaving, they may have been employed in a position that did not require them to hold an MP appointment and/or credentials; and
(N.B. If the member’s ability to hold an appointment as a Specially Appointed Person was in doubt/question at the time of their leaving active service, this must be resolved before being authorised to obtain retirement credentials)
- c. Be a member in good standing of the CMPA.
(N.B. For more information about CMPA membership refer to By-Law 1 – Membership)

CMPA RETIREMENT CREDENTIALS SPECIFICATIONS

5. CMPA retirement credentials consist of the following:
 - a. **Badge.** The badge, which is a replica of the badge currently issued to those authorised to hold MP credentials, inscribed with either “Retired” or “Veteran” in lieu of a badge number; and
 - b. **Identification Card.** The card features a photograph of the bearer and identifies the holder as a former member of the CAF Military Police Branch. This card is not intended for use as official identification.

COST

6. The cost of MP retirement credentials will be determined by the CMPA Executive Committee and published at www.mpkitshop.ca.

PROCEDURES TO OBTAIN RETIREMENT CREDENTIALS

7. Eligible CMPA members wishing to obtain retirement credentials must complete the following procedures:
 - a. Complete the CMPA Retirement Credentials Request Form (Annex A) and submit the completed form electronically to the CMPA Retirement Credentials Coordinator at cmpadeparturegift@gmail.com;



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- b. Include a colour, digital, passport style photo of the applicant, dressed in business attire, to be used for the identification card; and
- c. Pay for the retirement credentials and wallet (if so desired).

PAYMENTS

8. All payments for retirement credentials are to be made on-line through the MP Kit Shop at www.mpkitshop.ca. *N.B. NO cash, cheques, money orders, etc. are accepted for membership applications, departure gifts, or retirement credentials.*

APPLICATION SUBMISSION

9. If the intention is to present the retirement credentials “formally” at a ceremony (e.g. DWD), the application must be received no less than 45 days before the intended presentation date. *N.B. Again, this must be done electronically through the Retirement Credentials Coordinator. NO application for retirement credentials will be accepted if sent by mail.*

CMPA ADMINISTRATION

10. Upon receipt of the application package, the CMPA Retirement Credentials Coordinator shall:
- a. Confirm the applicant is a member in good standing of the CMPA;
 - b. Verify, by reviewing the information provided on the application form, the applicant is entitled to obtain retirement credentials;
 - c. Verify payment has been received; and
 - d. Annotate the retirement credentials database and process the request.

LOST OR DAMAGED CREDENTIALS

11. The bearer of CMPA retirement credentials is responsible for any costs associated with replacement of lost or damaged CMPA retirement credentials. The cost of full replacement will be equivalent to the initial purchase price.

12. Should the bearer of CMPA retirement credentials wish to update the photograph on the identification card, the bearer will pay the replacement price as determined by the CMPA Executive Committee.



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MAILING THE GIFT

13. The CMPA retirement credentials normally will be mailed to the member, the MP Unit, or person responsible for the Depart with Dignity (DWD) ceremony although, if convenient (e.g. within the NRC), they may be hand delivered. A tracking number will be provided to the email address provided on the application form once the gift is sent. A signature will be required to receive the parcel.

DENIAL OF RETIRMENT CREDENTIALS AND RIGHT OF APPEAL

14. An applicant, who been denied CMPA retirement credentials, may appeal this decision to the President of the CMPA. Any such appeal must:

- a. Be made in writing;
- b. Be submitted within thirty days from notification of denial; and
- c. Deal only with the criteria set out in paragraph 4 above.

15. Upon receipt of any such request, the President shall order a committee, chaired by the Vice-President and comprised of two other members of the Executive Committee, to convene to review the application and the circumstances leading to the denial of retirement credentials. The Committee shall then make a recommendation, to the President, to either uphold the decision to deny retirement credentials or authorise purchase of retirement credentials. The decision of the President is final and binding.

RELEASE – CANCELLED

16. If a member cancels/changes their release and the CMPA retirement credentials have been ordered, the applicant shall immediately contact the CMPA Retirement Credentials Coordinator [via email](#) and advise them of the change so that the CMPA retirement credentials process can be stopped.

17. If the CMPA retirement credentials have been shipped (and perhaps even presented) they shall be returned, at the member's expense, to the CMPA Retirement Credentials Coordinator for partial refund. In cases where the member chooses to retain the badge wallet, no refund will be issued for it. If the CMPA retirement credentials are not returned to the CMPA, the member's chain of command is to be advised.

18. No refund will be provided for the cost of shipping for the ID Card (which is to be destroyed). In addition, an administration fee will be charged to cover the cost of a new ID Card. Payment for the replacement ID Card must be made on-line at the [MP Kit Shop](#).



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ATTACHMENT(S)

Annex A CMPA Retirement Credentials Request Form

OPI/OCI

OPI Director of Retirement and Departure Benefits
OCI(s) Director of Membership
 Manager, MP Kit Shop