OVERVIEW

1. The FORMeFIT System has two components:
   a. **The Reservation Website** ([https://formefitreservation.cfmws.com](https://formefitreservation.cfmws.com)): This is a website-based (DWAN accessible) calendar where local PSP fitness staff and CAF Unit Coordinators can schedule FORCE Evaluations.
   b. **The Fitness Evaluation System**: One travel case contains a laptop, wireless equipment and a number of iPads used to administer the FORCE Evaluation electronically.

2. The wireless equipment includes:
   a. A cellular aircard that connects the laptop with the reservation website prior to each evaluation, and sends results to DND (HRMS / GUARDIAN) once the evaluation is complete.
   b. A router that connects each iPad to the laptop during an evaluation.

SECURITY

1. Access to the System will only be granted to trained and security-cleared PSP fitness staff, and specifically trained CAF personnel who are Qualified FORCE Evaluators.

2. The use of the Fitness Evaluation System must occur within DND-authorized facilities. Local PSP fitness staff are responsible for establishing a process that ensures the Fitness Evaluation System is complete and stored securely at the evaluation site when not in use.
3. When the Fitness Evaluation System is not in use:
   a. Turn off and lock all IT equipment in the travel case and put them in a secure storage area as per protected ‘B’ information protocol.
   b. When the iPads are not in use, plug them into the charging cables for the next user and rotate the use of the spare iPads under the laptop to maintain the integrity of their batteries.

PART I: PRE-EVALUATION ADMINISTRATION

RESERVATION WEBSITE

Evaluation schedules will vary based on location. To register for a FORCE Evaluation, CAF personnel will contact their Unit Coordinator or local PSP fitness staff.

Details regarding booking procedures (creating events, assigning an evaluation centre, setting evaluation capacity, and adding CAF personnel to an evaluation) can be found in Tool 2: Reservation Website User Guide.

PRE-EVALUATION INSTRUCTIONS FOR CAF PERSONNEL

A minimum of 48 hours prior to the FORCE Evaluation, inform CAF personnel of the following guidelines via email, etc.:

CAF personnel should not:
   • Exercise six hours prior to the test.
   • Consume alcohol for at least six hours prior to the test.
   • Eat, smoke, or take stimulants (tea, coffee, energy drinks, pharmaceuticals, etc.) at least two hours prior to the test.

Evaluation schedules will vary based on location. To register for a FORCE Evaluation, CAF personnel will contact their Unit Coordinator or local PSP fitness staff.

The dress requirement for the FORCE Evaluation is standard PT kit. CAF personnel can wear:
   • CADPAT as directed by the CoC.
   • Knee pads, if desired.

CAF personnel can use athletic tape to protect their fingernails. Weight belts, gloves, and chalk are NOT permitted.

NOTE: Prescribed stability braces are only permitted with the presentation of a valid med chit.
QUALIFIED FORCE EVALUATOR RESPONSIBILITIES

FORCE Evaluator responsibilities will vary, depending on job position and level of qualification. During every evaluation that uses the Fitness Evaluation System, a Qualified FORCE Evaluator will be the OPI of the evaluation and will ensure all information is correct prior to uploading to HRMS. Only the following positions are authorized to be OPIs of the FORCE Evaluation: Fitness and Sports Instructor (FSI), Fitness Coordinator (FC), Regional Adapted Fitness Specialist (RAFS), Physical Exercise Specialist (PES), and Strength and Conditioning Specialist (SCS). As per AFC direction, the Reserve Force and OUTCAN will use the DND 279 until 2017. See table below for more information.

<table>
<thead>
<tr>
<th>Qualified PSP Fitness Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Positions</strong></td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>FSI, FC, RAFS, PES, SCS</td>
</tr>
<tr>
<td>Fitness Leaders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualified CAF FORCE Evaluators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Positions</strong></td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>CAF Personnel Evaluating Regular Force</td>
</tr>
<tr>
<td>CAF Personnel Evaluating Reserve Force and OUTCAN</td>
</tr>
</tbody>
</table>

*Table 1: Responsibilities*
NOTE: To obtain a list of CAF FORCE Evaluators, contact the National PSP Training Centre (705-424-1200 ext. 3127).

c. All FORCE Evaluators are responsible for the completion, accuracy, and management of all individual FORCE Evaluations administered.

d. Qualified FORCE Evaluators must participate in recertification training every two years in accordance with the FORCE Evaluator Qualification Standard. This will maintain the accuracy of conduct of the protocol, prevent skill fade, and relay any updates or amendments made to the FORCE Evaluation. For information on the certification process, please contact your local MFS.

e. CAF FORCE Evaluators located in remote locations where there is no access to a PSP FORCE Instructor can request requalification from their support base.

EMERGENCY PROCEDURES

When the FORCE Program is properly administered, there are minimal risks to the CAF personnel. Nevertheless, an appropriate emergency protocol will be developed in conjunction with the Emergency Response Team. MFS or equivalent will ensure that:

a. All FORCE Evaluators are First Aid and CPR qualified.

b. FORCE Evaluators brief all CAF personnel on safety requirements and emergency procedures prior to the start of the FORCE Evaluation.

c. Prior to the administration of the evaluation, all FORCE Evaluators shall identify the location of the closest available Automated External Defibrillator (AED).

PART II: EVALUATION SET-UP

EQUIPMENT FOR THE FORCE EVALUATION

The following list represents the minimum equipment and facilities required to conduct the FORCE Evaluation:

1. Fitness Evaluation System (complete checklist provided with the initial set-up)

2. 25 m in length by 2 m wide flat floor surface

3. 2 m wide by 2 m high sturdy and flat wall surface

4. 8 x FORCE 20 kg sandbags (plus two spare sandbags, if possible)

5. 1 x 10 kg plate

6. 1 x FORCE strap

7. 6 x carabiners

8. 9 x pylons
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

9. 2 x rolls of floor tape
10. Stopwatch with recorded splits
11. Measuring tape (minimum 10 m in length)
12. Clipboard
13. Pens
14. Blood Pressure cuff and stethoscope or automatic blood pressure machine (LifeSource UA-767Plus)
15. Metric measuring tape (Keuffel-Esser anthropometric tape or equivalent non-stretch tape)
16. Clothes pins (optional)
17. Power cord
18. Folding gym mats
19. FORCE protocol scripts (Tools 8–12)
20. FORCE Program Operations Manual
21. FORCE Program forms (DND 279)
22. DFit.ca exercise prescription information

NOTE: Only approved FORCE Evaluation equipment, as listed above, will be used during the FORCE Evaluation.

EVALUATION CENTRE SET-UP

1. Prior to the FORCE Evaluation, the lead evaluator will complete a facility, equipment, and floor surface inspection to eliminate any tripping / slipping hazards, equipment malfunctions, obstacles, inappropriate surfaces, and general safety risks.

2. Weekly, or when there is any change that effects the integrity of the sandbag, the lead evaluator will calibrate all FORCE sandbags to 20 kg and if the difference is more than ± 0.2 kg, the evaluator will adjust the weight. See Tool 4: Sandbag Filling Process for more information.

CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

20 m Rushes Set-up

1. Measure a 20 m course over a flat and hard surface. Place lines with floor tape and cones at both ends of the 20 m line (20 m measurement is taken from the middle of the line to the middle of the line).

2. Place a line with floor tape and a cone 10 m from the start line.

Figure 1: Set-up for 20 m Rushes

Sandbag Lift Set-up

1. Tape a 1.83 m long line parallel to the floor (Figure 2: horizontal line) at a height of 1.0 m (floor to the bottom edge of tape).

2. At 0.25 m from the end of the 1.83 m line, place two lines extending upwards 1.54 m from the floor. Extend those lines to the floor to a minimum of 1.0 m from the wall. (Figure 2: vertical lines).

3. Check the ties on the sandbag’s “pigtails” to ensure they are tight and will not come loose during the evaluation.

NOTE: You can use any colour tape to identify the lines, as long as it contrasts with the background.

Figure 2: Set-up for Sandbag Lift
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

Intermittent Loaded Shuttles Set-up

1. Measure out a 20 m distance over a flat and hard surface. Mark each end of the 20 m with a line of floor tape (the 20 m measurement is taken from the middle of the start line to the middle of the 20 m line).

2. Lay a 20 kg sandbag behind the start line.

3. Place a cone at the ‘turn-around’ point at the opposite end (20 m) from the start line.

4. Check the tie on the sandbag’s “pigtail” to ensure it is tight and will not come loose during the evaluation.

Figure 3: Set-up for Intermittent Loaded Shuttles

Sandbag Drag Set-up

1. Measure out a 20 m distance over a flat and hard surface. Mark each end of the 20 m with a line of floor tape (the 20 m measurement is taken from the middle of the start line to the middle of the 20 m line).

2. Place cones at both ends so that the location of the lines can be seen from a distance.

3. Feed the 3 m strap around the handle of the sandbag that will be carried, so that the length of both ends is 1.54 m.

4. Secure the ends of the straps to the carabiners and the handles of the two first sandbags that the CAF personnel will drag.

Figure 4: Sandbag drag set-up
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

5. Attach the four sandbags that will be dragged on the floor together as follows:
   a. Use the four oval carabiners to secure the four dragging sandbags together by the eyelets.
   b. Connect the outside eyelets of the front sandbags by looping the carabiner through the eyelets of the rear sandbags.
   c. Connect the inside eyelets of the sandbags by criss-crossing the carabiners in order to stop sideways movement.

   ![Figure 5: Carabiners and strap]

6. To account for the different approved floor surfaces, see Tool 6: Sandbag Drag Surface Calibration.

   ![Figure 6: Set-up options for different floor surfaces, as per Tool 6]

**NOTE:** Any surface not listed in Tool 6 must be approved by DFIT. Please contact your local MFS for more information.
7. Place the sandbags on the floor so that the front pair of sandbags is aligned with the start line and cone. The front pair of sandbags is always dragged with the tie side “pigtail” facing towards the CAF personnel.

**Figure 7: Starting position for Sandbag Drag**

**Figure 8: Set-up for Sandbag Drag**

**FITNESS EVALUATION SYSTEM – INITIAL SET-UP**

**NOTE:** In order to conduct a FORCE Evaluation, local PSP fitness staff with administrative roles and responsibilities (MFS / FC) of the Fitness Evaluation System must create user accounts for all evaluators. Further instructions are provided with each system and are available from the local MFS or PSP HQ (CAF Fitness Manager).

**Downloading Scheduled Events to the Fitness Evaluation System**

**NOTE:** Download scheduled events to the Fitness Evaluation System using the cellular aircard. Perform this step just prior to the evaluation.

In areas with poor reception, we recommend that you download the events well ahead of each evaluation.
A. **Logging in to the system:**
   a. Open the case and plug in the power cable (coiled behind the laptop).
   b. Power up the laptop and the router if needed.
   c. Log in to the Fitness Evaluation System using the FORMeFIT PSP account.
   d. Only share the generic password (provided during training) with authorized PSP users.
   e. Wait for the application to launch.
   f. Use your own username and password to log in to the application once it has launched.

B. **Downloading the latest events from the Reservation website:**
   a. Click the **Event Calendar** button located at the top menu bar of the homepage.
   b. Click the **Refresh Events** button located in the upper-right corner.
   
   **NOTE:** A screen appears identifying:
   - Checking Connection
   - Requesting Data: Events

   c. Once complete, the system returns to the updated Event Calendar screen.

C. **Downloading the CAF personnel for a specific event:**
   a. Choose the event from the calendar by clicking the name of the evaluation (e.g., FORCE).
   b. The Event Details screen appears. From the **Detail** tab you can change the following:
      i. Time of Event
      ii. Evaluation Centre
      iii. Capacity (number of CAF personnel being evaluated)
      iv. Add notes

D. **Downloading CAF personnel scheduled for the selected event:**
   a. Click the **Registration** tab.
   b. Click the **Reload Participants** button located in the upper-right corner.
   
   **NOTE:** A screen appears identifying:
   - Checking connection
   - Verifying event still exists
   - Requesting Data: Participants
c. Once complete, the system returns the number of scheduled participants.
d. When the selected event has been successfully downloaded to the laptop the data will also be available on the iPad to start evaluating the scheduled CAF personnel.

Once the initial set-up is complete and the Fitness Evaluation System is required for use (or if it was left unattended), make sure to take the following steps to maintain system security:

1. Ensure sign-out procedures for the Fitness Evaluation System are enforced.
2. Ensure the Fitness Evaluation System is complete and in good working order (iPads fully charged, etc.)
3. Set up the Fitness Evaluation System in a suitable location.
   a. Ensure good reception (away from other electrical / metal objects, etc.).
   b. Keep the Fitness Evaluation System away from water fountains.
   c. Make sure the Fitness Evaluation System does not create a tripping hazard or obstruct a fire route.
4. Make sure all components of the Fitness Evaluation System have power (router, laptop, iPads, aircards).
5. Use the laptop security lock to secure the laptop to an anchor point on the table, or to the case.
   a. Set the alarm by holding down the red button. Physical movement or someone trying to cut the cable will trigger the alarm.
   b. Disarm the alarm by entering the four-digit combination and releasing the lock.
   c. See the User Manual for the laptop security lock for more information about the alarm feature.

FITNESS EVALUATION SYSTEM GYM SET-UP

1. Log in to the laptop using the FORMeFIT PSP account and wait for the application to automatically launch and establish a connection.
2. Ensure that the lead evaluator has logged in to the FORMeFIT application and selected the appropriate event.

**NOTE:** The Fitness Evaluation System will automatically lock the Collect tab of the selected event to protect CAF personnel data. The lead evaluator’s password is required to navigate away from this tab.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

Distribute the iPads to the qualified FORCE Evaluators.

iPad

a. Turn on the iPad.
   i. Hold down the button at the top-right edge of the iPad.
   ii. Drag the “slide to unlock” notification to the right.
   iii. Enter the generic passcode (provided during training and should only be shared with approved users).
   iv. Wait for the iPad to connect to the router (Wi-Fi symbol top-left corner).
   v. Tap the FORMeFIT icon in the toolbar at the bottom of the screen. Do not touch anything else. It will take a few seconds to launch the application.

NOTE: If the application fails to launch, see Tool 3: Fitness Evaluation System Technical Troubleshooting.

b. Log in.
   i. Select your language.
   ii. Enter your user name.
   iii. Tap NEXT.
   iv. Enter your password, and then tap OK.

NOTE: Don’t leave the iPads unattended or left on a screen with personal details (e.g., Registration). The iPad will automatically lock after two minutes of inactivity. Tap the Continue button to reactivate and re-enter the user password if required.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

c. Select an event.
   i. Tap **FORCE Evaluation**.
   ii. The event selected by the lead evaluator on the laptop will be displayed on the FORCE Evaluation homepage. If the displayed event is incorrect or missing, then tap **Event Calendar**. The Event Calendar appears.
   iii. Select the event by tapping the event name (e.g., FORCE). The FORCE Evaluation home page appears.
   iv. Tap **Event Detail** to view / modify the selected event. The Event Details screen appears. From here you can change the following:

   • Time of Event
   • Evaluation Centre
   • Capacity (number of CAF personnel being evaluated)
   • Add notes

**PART III: REGISTRATION**

**REGISTERING SCHEDULED CAF PERSONNEL ON THE IPAD**

1. From the iPad FORCE Evaluation homepage, tap the **Registration** button. A list of scheduled CAF personnel appears.

   **NOTE:** If the application fails to launch, see Tool 3: Fitness Evaluation System Technical Troubleshooting.

2. Select the CAF participant you want to register.

3. Verify the personal information of each participant with their military ID.

   • Surname
   • Full Service Number
   • Gender
   • DOB / Age

4. If the DOB / Age or Gender is incorrect but the Service Number / Surname is correct, select **DND Data Error** and provide comments.

   **NOTE:** CAF personnel who have an error in their DND Data must contact their orderly room to update their HR file. The Fitness Profile will not be accurate and therefore results will not be uploaded to DND. PSP will be able to revalidate the participant 24–48 hours after the correction.
5. If the military ID is unavailable, select the **Forgot ID** checkbox.

   **NOTE:** CAF personnel who forgot military ID can proceed with the evaluation but must return ASAP to PSP (within seven days) in order to upload any results to DND (HRMS / GUARDIAN).

6. As the details of each participant are verified, the Pre-Evaluation Health Questionnaire can be answered and you can enter waist circumference measurements on the iPad (see Para 13 and Part IV respectively for further details).

**REGISTERING NON-SCHEDULED CAF PERSONNEL**

If non-scheduled CAF personnel require a FORCE Evaluation they will need to be manually registered as a “walk-in”. Their personal details can be added on any iPad however the validation must be processed on the laptop:

1. From the iPad, select the green + button in the top-right corner of the participant screen.

2. Only enter the surname and service number for the walk-in participant and tap the **Back** button.

3. Repeat steps 1–2 for all walk-in participants.

4. From the laptop, click the **Registration** tab (the lead evaluator password is required).

5. Click the **Register** button to the left of the walk-in participant’s surname.

6. On the Participant Registration screen, click the **Validate Participant Info** button at the top of the screen.

   **NOTE:** You will see a screen identifying:
   - Checking Connection
   - Requesting Data: Validate Participant

   The Participant Registration screen reappears if the information entered is correct.

7. Repeat for all additional CAF personnel, and then proceed to the Health Questionnaire.

   If the information entered does NOT match the DND data, a Validate Participant Info screen appears with incorrect information highlighted in red.

8. Select **Correct Participant** if the DND data is correct. Otherwise, select **Incorrect Service Number** and ensure that the data entered matches the participant’s military ID.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

NOTE: If a participant is unable to be validated by the DND data, select DND data error on the registration screen and provide a comment. Participants can still be evaluated but the results will not be sent to HRMS until the data issue is resolved within DND and the validation process is completed successfully.

9. Once information is validated for all CAF personnel, the updated Registration tab appears listing all CAF personnel waiting for registration.

FORMeFIT HEALTH QUESTIONNAIRE

Prior to attempting the FORCE Evaluation, all CAF personnel must complete the Health Questionnaire by selecting the appropriate Yes or No check boxes (see Figure 9 below).

The Health Questionnaire consists of three questions which the CAF personnel must carefully read and answer honestly. This procedure is necessary to identify potential health issues that require a medical consultation prior to an evaluation.

![Figure 9: Health Questionnaire](image)

A Periodic Health Assessment (PHA) is valid for five years for CAF personnel under 40, and two years for CAF personnel over 40 for all Military Occupation Structure Identification (MOSID) unless otherwise specified.

When a PHA is performed between the ages of 35 and 40, it will be valid for a maximum period of five years, but not beyond age 42 (see Table 2 below).

<table>
<thead>
<tr>
<th>Age</th>
<th>PHA Validation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 40 years of age</td>
<td>5 years</td>
</tr>
<tr>
<td>More than 40 years of age</td>
<td>2 years</td>
</tr>
<tr>
<td>Between 35–40 years of age</td>
<td>5 years but not beyond age 42</td>
</tr>
</tbody>
</table>

Table 2: Periodic Health Assessment (PHA) Validation Period
1. If the CAF personnel has a valid PHA, proceed to Part IV: Waist Circumference.

2. If the CAF personnel has an expired or invalid PHA, the FORCE Evaluator will follow the guidelines outlined in Tool 7: Blood Pressure Procedures and measure their blood pressure (BP) using a stethoscope and sphygmomanometer (if trained), or an automatic BP machine.
   a. **OK**: If the CAF personnel’s BP is below 140 / 100 mmHg. Proceed to Part IV: Waist Circumference.
   b. **High**: If the CAF personnel’s BP is in the range of 141 / 91 – 150 / 100 mmHg, an orange message appears at the bottom of the screen stating that the CAF personnel may benefit from seeing a qualified Health Care Provider. However, the CAF personnel can still proceed with the evaluation. Proceed to Part IV: Waist Circumference.
   c. **Over**: If the CAF personnel’s BP is above 150 / 100 mmHg, a red message appears at the bottom of the screen stating that the CAF personnel’s pre-evaluation BP is over the normal range. Measure their BP again in five minutes. If the BP of the CAF personnel is still over the normal range, then they are not fit for the evaluation. Tap the **Debrief Incomplete** tab, refer them to a qualified Health Care Provider, and then capture signatures. Tap **DONE** to finish.

**Referral to a Health Care Provider**

3. Only CAF personnel who answered “NO” to the first two questions, and “YES” to the third question are cleared for the evaluation.

4. Refer CAF personnel to a Health Care Provider when:
   a. CAF personnel answers “YES” to one or both of the first two questions of the Health Questionnaire on the DND 279 (Section B).
      or
   b. CAF personnel answers “NO” to question three of the Health Questionnaire on the DND 279 (Section B) AND their measured BP exceeds 150 / 100 mmHg after two attempts.
      or
   c. CAF personnel develops any symptoms, which in the experience of the evaluator or the CAF personnel are outside of those normally encountered.
      or
   d. You are concerned for the CAF personnel’s well-being.
Referral Process

5. CAF personnel referred to a Health Care Provider will be provided with a DND 279 with the following information:

   a. Section A and B must be filled out.
   b. Ensure that “Referred to Health Care Provider” box is checked off in section B.
   c. Ensure that the CAF personnel signs section B.
   d. FORCE Evaluators will cross out sections C and D, and sign section F.
NOTE: DO NOT ATTEMPT to diagnose or discuss in detail why the CAF personnel had a “YES” response or why their BP is above the criteria for pre-screening. The FORCE Evaluation is physically demanding and can be an inappropriate evaluation for some CAF personnel.

PART IV: WAIST CIRCUMFERENCE

OVERVIEW
Waist Circumference (WC) provides an indication of abdominal fat and excess fat around the waist and upper body. The recommended waist measurements used are based on findings by the World Health Organization (WHO). Clinical evidence shows that the WC measurement is an accepted indicator of health risk, such as diabetes, heart disease, high blood pressure, and some cancers.

Regardless of height, a WC near, at, or above 102 cm (40 in.) for men, and 88 cm (35 in.) for women, is associated with an increased risk of developing health problems.

NOTE: If needed, set up folding gym mats to form a privacy wall prior to taking a CAF personnel’s WC (Figs. 10–11).

You can also offer CAF personnel the option of a private room when taking their WC. If you use this option, ensure that at least one other person is in the private room at all times.
WAIST CIRCUMFERENCE PROCEDURE

1. Have the CAF personnel clear the abdomen and hip bone area (iliac crest) of all clothing and accessories. Use a clothespin (optional) to keep the shirt clear of the abdomen area. (Fig. 12)

2. Take a position to the side of the CAF personnel’s body at a 45° angle.

   **NOTE:** It is important to be at eye-level at the time of measurement, to ensure accuracy. (Fig. 13)
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

3. The landmarks for the WC are the superior edges of the hip bones. To locate them, have the CAF personnel palpate the upper part (top) of their hip bones until they locate the uppermost lateral borders of the hip bone at the midline (side) of their body. (Fig. 14)

4. Have the CAF personnel place their thumbs on both landmarks (right and left side).

5. Provide the CAF personnel with the end of the measuring tape and have them place it on the landmark (hip bone). (Fig. 15)

6. While the CAF personnel holds the measuring tape in place, have them turn their body to wrap the measuring tape around their abdomen.

7. Ensure that the measuring tape is not touching any part of the CAF personnel’s clothing.
8. Position the tape directly around the CAF personnel’s abdomen so that the inferior edge of the tape is level with both landmarked points.

9. Have the CAF personnel stand with feet shoulder-width apart and arms crossed over their chest in a relaxed manner.

10. Ensure that the measuring tape is still in the proper position. (Figs. 16–18)

11. Apply tension to the tape until it is snug but not tight (no indentations on the skin).

12. At the end of a normal expiration, take the CAF personnel’s WC measurement by using the cross-handed technique to bring the zero line of the tape in line with the measuring aspect of the tape. The measurement must be taken at eye-level, to ensure accuracy. (Figs. 19–21)

13. Take the measurement to the nearest 0.5 cm.

14. Tap the Waist Circumference field to enter the measurement.

15. Tap DONE.
PART V: FORCE EVALUATION

OVERVIEW

The FORCE Evaluation assesses a CAF personnel’s ability to successfully complete the six common military tasks as described in the DAOD 5023 series. The FORCE Evaluation is comprised of four tasks which must all be met to be successful. The Minimum Physical Fitness Standards (MPFS) are outlined in Table 3 below.

<table>
<thead>
<tr>
<th>Task</th>
<th>Minimum Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 metre Rushes</td>
<td>51.0 seconds or less</td>
</tr>
<tr>
<td>Sandbag Lift</td>
<td>30 repetitions in 3 minutes 30.0 seconds or less</td>
</tr>
<tr>
<td>Intermittent Loaded Shuttles</td>
<td>5 minutes 21.0 seconds or less</td>
</tr>
<tr>
<td>Sandbag Drag</td>
<td>Complete 20 m drag without stopping</td>
</tr>
</tbody>
</table>

Table 3: FORCE Minimum Physical Fitness Standards

INFORMATION BRIEFING

1. Before the warm-up, a Qualified FORCE Evaluator will provide a clear explanation of each task using the provided script (see Tools 8–12). The FORCE Evaluator will also provide an overview of the Fitness Profile, discuss the objectives of the FORCE Evaluation, the MPFS, general technical information highlighting ideal technique, mandatory rest requirement of five minutes, the Emergency Action Plan (EAP), and provide an opportunity for CAF personnel to ask questions about the evaluation.

2. During the explanation, an assistant (if available) will demonstrate each task as mentioned in the scripts. The assistant demonstrating the tasks must be physically capable of precisely conducting each evaluation protocol while:
   a. Maintaining a neutral spine and proper knee alignment during the movements (see Tool 13: Back Injury Prevention for more information).
   b. Conducting the task at an appropriate pace for demonstrating a protocol.
   c. Maintaining various isometric positions within the protocol for explanatory purposes

3. The demonstration will include a minimum of:
   a. 40 m of the 20 m Rushes
   b. Four Sandbag Lifts
   c. One Intermittent Loaded Shuttle
   d. 10 m of the Sandbag Drag
WARM-UP / EVALUATION PREPARATION

1. Prior to the evaluation, all CAF personnel shall undergo a warm-up led by a Qualified FORCE Evaluator (See Tool 14: Warm-up / Evaluation Preparation).

2. To access the warm-up, tap the Warm-Up button on the FORCE Evaluation homepage.

The warm-up includes:

a. Mandatory light aerobic activity (2–3 minutes). To include:
   i. 20 m x walking: easy arm circles 10 m in each direction
   ii. 10 m x walking: arms across chest and to back
   iii. 10 m walking: arms up and down
   iv. 20 m x walking knee lifts
   v. 20 m x walking butt kicks
   vi. 20 m x walking Frankenstein (alternating straight leg raise to opposite hand)
   vii. 2 x 20 m progressive jogging
   viii. 20 m side steps, alternating directions
   ix. 1 x 20 m carioca (cross-overs), alternating directions

b. Mandatory dynamic movements (2–3 minutes) performed in a stationary position. During this phase of the warm-up, use this time to coach and correct on proper lifting techniques as described in Tool 13: Back Injury Prevention. Include the following:
   i. 5 x side reaching side bends (knees and hips unlocked)
   ii. 3 x squats
   iii. 3 x side lunges forward / backward complex
   iv. 3 x side alternating side / lateral step lunges
   v. 3 side Spiderman
   vi. 5 x hand release push-up to get up

b. A reduced version of each protocol at the discretion of the CAF personnel, which can include:
   i. 4 Sandbag Lifts
   ii. 10 m of the Intermittent Loaded Shuttles
   iii. 10 m of the Sandbag Drag
   iv. 40 m of the 20 m Rushes at 50% pace
**EVALUATION PROCEDURES**

**Important Information:**

1. The following information pertains to all four tasks when using the Fitness Evaluation System:
   a. You can view completed reps of each individual task. They are located below the timer in the top-right corner of the screen.
   b. The system will track the CAF personnel’s five minute mandatory rest period between each task.
   c. If you want to confirm the results, tap **Back** to get to the FORCE Evaluation page, and then tap **Results**.

   **NOTE:** If you notice a discrepancy with one of the recorded times, see an evaluator with adequate permissions to manually adjust the time. See Part VI: FORCE Evaluation Results and Cool Down.

   d. If, at any time, the CAF personnel does not complete a task due to an issue / incident (injury, failure, did not follow protocols, etc.), tap the orange button labelled **Incomplete**. Then, tap the + button beside the corresponding incident, and add a comment.

   e. In the event that the CAF personnel completes the task and there was an issue / incident (injury, fall, etc.), tap the + button beside the corresponding incident, and add a comment.

   f. After each completed task, CAF personnel will be asked to subjectively select their Rate of Perceived Exertion (RPE) using the Borg Scale (Figure 22), taking into account personal fitness level, environmental conditions and general fatigue levels. While the RPE is not part of the evaluation results, the data will be used for research purposes.

![Borg's Scale](#)

**Figure 22: Rating of Perceived Exertion (RPE) Borg Scale**
Task Termination

A task is terminated when one of the following scenarios occurs:

- The CAF personnel successfully completes the task.
- The CAF personnel chooses not to continue. Reasons for this could be fatigue, pain, injury, etc.
- The evaluator becomes concerned for the CAF personnel’s safety due to immediate signs of serious distress. In the event of a medical issue, activate EMS.

NOTE: If it is evident that a CAF personnel will not complete a task within the standard, the Qualified FORCE Evaluator will allow them to continue until they complete the task. It is also strongly encouraged that the CAF personnel completes all tasks of the FORCE Evaluation in order to provide specific exercise prescription and training recommendations.
20 metre RUSHES PROTOCOL

General Information
The purpose of the 20 m Rushes is to assess the CAF personnel’s ability to move quickly over short distances while changing body position every 10 m. This task is a simulation of escape to cover in the form of a sprint agility evaluation with no equipment.

NOTE: The CAF personnel may wear knee pads throughout the evaluation.

20 m Rushes (20 mR) Protocol
1. Tap 20 mR.
2. Select the CAF personnel you will be evaluating.
3. The CAF personnel starts by lying on the floor in the prone position at one end of the 20 m course. The CAF personnel lies facing the opposite end, with their shoulders and hands behind the start line. The CAF personnel will raise both hands off the floor.
4. Once you and the CAF personnel are ready, tap Start to initiate the countdown.
   NOTE: The green Start button is located in the top-right corner.
5. The CAF personnel remains in the starting position until the evaluator gives the “Go” command.
6. In conjunction with the iPad, count aloud “5, 4, 3, 2, 1,” and when the iPad reads 00:00, say “Go” to indicate that the evaluation has begun, at which point the CAF personnel gets up off the floor and sprints to the 10 m line.
7. At the 10 m line, the CAF personnel touches one foot on or over the line, and then gets down into the prone position, perpendicular to the line, with shoulders and hands facing forward on or behind the line.

8. Once in the prone position, and perpendicular to the line, the CAF personnel lifts their hands, forearms, and elbows off the floor (referred to as a “hand release”). Tap the large area labelled **Tap here for each hand raise and finish line**.

   **NOTE:** You will tap this area after each successful hand release.

9. The CAF personnel must then get up and sprint another 10 m to the 20 m line. At the 20 m line, the CAF personnel touches one foot on or over the line, and then gets down into the prone position, perpendicular to the line, with shoulders and hands facing forward on or behind the line. The CAF personnel will then perform another hand release.

10. The CAF personnel will then get up, turn around, and sprint back to the 10 m line. The CAF personnel repeats steps 7–10 until they have covered 4 x 20 m and completed seven hand releases.
11. If the CAF personnel does not touch the 20 m line with at least one foot, you will call out “Touch the line”. The CAF personnel must immediately correct the mistake by touching the line.

12. If the CAF personnel does not place their hands and shoulders on or behind the line, you will call out “Hands and shoulders on or behind the line”. To correct the mistake, the CAF personnel must immediately place their hands and shoulders on or behind the line.

13. Any time the CAF personnel does not perform a hand release, you will call “Hands” to indicate that the CAF personnel has not performed a proper hand release. The CAF personnel must immediately correct the mistake by performing a proper hand release.

**NOTE:** The CAF personnel is not permitted to dive or drop into the prone position at any point during the test. If diving or dropping to the prone position occurs, the CAF personnel will be stopped immediately, retrained on the protocol and then permitted to restart the evaluation. This will not constitute an attempt at the evaluation. The CAF personnel must move to and from the prone position with control.

14. When the CAF personnel’s foot is on or crosses over the 20 m line after completing 80 m, tap the large area labelled **Tap here for each hand raise and finish line.** This will stop the clock and record the time of the evaluation. Immediately after your last tap the Borg Scale appears.

15. Record the CAF personnel’s RPE by tapping the appropriate number provided by the CAF personnel (6–20).

16. The time to completion is recorded to the nearest tenth of a second. For example, the pass criteria will be 0:51.0. Did not meet standard will be 0:51.1.

17. If you are evaluating another CAF personnel on this task, tap **Select New Participant**. If you are not evaluating another CAF personnel, tap **Back** in the top-left corner to return to the FORCE Evaluation page (results are saved automatically).
18. During the FORCE Evaluation, a mandatory rest period of a minimum of five minutes is required prior to attempting the next task.

**Did not Meet Standard**

- CAF personnel who did not meet the 20 m Rushes standard can re-attempt the evaluation a maximum of one time during their evaluation session, after a minimum five minute break.
- CAF personnel who did not meet the 20 m Rushes standard twice in one evaluation must re-attempt the FORCE Evaluation after proper Remedial Physical Fitness Training as per DAOD 5023-2.

**Sandbag Lift Protocol**

**General Information**

Material handling, such as the use of sandbags, is an important aspect of military service. This task is designed to assess the CAF personnel’s physical capability with military material handling tasks. The sandbag weighs 20 kg and can represent a variety of environmental or trade-specific materials.

**Sandbag Lift (SBL) Protocol**

1. Tap SBL.
2. Select the CAF personnel you will be evaluating.
3. In an upright position, have the CAF personnel stand directly behind one of the sandbags, facing the wall, so that the line on the floor is positioned between both feet. They will remain in this position until you give the “Go” command.
4. Once you and the CAF personnel are ready, tap Start.
   
   **NOTE:** The green Start button is located in the top-right corner.

5. In conjunction with the iPad, count aloud “5, 4, 3, 2, 1,” and when the iPad reads 00:00, say “Go” to indicate that the evaluation has begun. The CAF personnel picks up the first sandbag with two hands and lifts the sandbag to touch the midline on or above the intersecting lines at 1.0 m above the floor. If the sandbag is not horizontal when it touches the wall, the bottom of the sandbag must clear the 1.0 m line on the wall. The CAF personnel may lift the sandbag using the “pigtail”. However, grasping the sandbag straps or putting their finger through the eyelet to lift the sandbag is not permitted.
6. Each time the bag touches the wall, as per the protocol, tap the large area labelled **Tap here each time a bag touches the wall.**

7. Once the CAF personnel touches the sandbag’s midline on or above the intersecting lines on the wall, they can release the sandbag and let it fall to the floor.

8. The CAF personnel then shifts sideways so that the other line on the floor is positioned between both feet.

9. The CAF personnel picks up the second sandbag and touches the sandbag’s midline on or above the intersecting lines on the wall before releasing it and shifting sideways back to the first vertical line and the first sandbag.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFit

10. The CAF personnel must not throw the sandbag at the wall. They must have contact with the sandbag when it touches the wall.

11. Improper lifts (paragraphs 6–10) will not count. If this is the case, do not tap the **Tap here each time a bag touches the wall** area and correct the CAF personnel’s technique.

12. You can, at your discretion, reposition or replace the sandbags due to safety concerns.

13. Once the CAF personnel has performed 30 successful lifts, the clock will automatically stop and the time will be recorded.

14. After tapping the area labelled **Tap here each time a bag touches the wall for the 30th time**, the Borg Scale appears.

15. Record the CAF personnel’s RPE by tapping the appropriate number provided by the CAF personnel (6–20).

16. If you are evaluating other CAF personnel on this task, tap **Select New Participant**. If you are not evaluating other CAF personnel, tap **Back** in the top-left corner to return to the FORCE Evaluation page (results are saved automatically).

17. During the performance of the FORCE Evaluation, a mandatory rest period of a minimum of five minutes is required prior to attempting the next task.

   **NOTE:** You should encourage proper lifting technique but you cannot terminate the evaluation due to poor lifting technique. If the CAF personnel choose to stoop or twist, the evaluator should emphasize that they should keep their back as straight as possible while facing the wall.

**Did Not Meet Standard**

CAF personnel who did not meet the Sandbag Lift standard will not be permitted a second attempt. They must re-attempt the FORCE Evaluation after proper Remedial Physical Fitness Training as per DAOD 5023-2.

**Intermittent Loaded Shuttle Protocol**

**General Information**

Carrying objects is a common task with a variety of military applications, as equipment and supplies need to be moved from one location to another. This task is designed to measure the CAF personnel's physical capability to perform repeated carries.
Intermittent Loaded Shuttle (ILS) Protocol

1. Tap **ILS**.

2. Select the CAF personnel you will be evaluating.
   
   **NOTE:** If you are evaluating more than one CAF personnel, tap **3 Person ILS**.
   
   a. Tap **Select Participant 2** and select the CAF personnel you will be evaluating.
   
   b. To load a third CAF personnel, tap **Select Participant 3** and select the CAF personnel you will be evaluating.

3. The CAF personnel should stand in an upright position directly behind the sandbag.

4. Once you and the CAF personnel are ready, tap the appropriate green **Start** button.
   
   a. If you are evaluating more than one CAF personnel, you have two options:
      
      i. To start multiple CAF personnel together, tap **Start All**.
      
      ii. To start individually, tap the **Start** button corresponding with that CAF personnel.

5. In conjunction with the iPad, count aloud “5, 4, 3, 2, 1,” and when the iPad reads 00:00, say “Go” to indicate that the evaluation has begun. The CAF personnel then safely picks up the sandbag, carries it to the opposite end of the 20 m course, travels around the cone, and returns back to the start line.

6. The CAF personnel must walk (one foot remains in contact with the floor at all times) when carrying the sandbag.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

7. The CAF personnel can carry the sandbag using any safe technique, including the use of the straps or “pigtail”.

8. The CAF personnel must place at least one foot on or over the start line before dropping the sandbag behind the line (outside the 20 m zone). If the CAF personnel does not place at least one foot on or over the start line, they must immediately return to touch or cross the start line before continuing. If the CAF personnel drops the sandbag inside the 20 m zone, they must immediately pick up the sandbag and drop it behind the start line. These requirements must be met in order to complete this protocol.

9. If any CAF personnel runs during a loaded shuttle, direct them to “stop”. Forward movement must stop completely before you can permit the CAF personnel to continue. Timing of the evaluation will not be stopped.

10. The CAF personnel must not throw the sandbag.

11. Unless it becomes a safety hazard, you must not reposition the sandbag to move it closer to the 20 m line. The CAF personnel must pick up the sandbag from wherever they dropped it behind the line.

12. Once the CAF personnel has dropped the sandbag past the start line, they must perform an unloaded trip to the opposite end of the 20 m course, travel around the cone, and return back to the start line. If the CAF personnel fails to touch the line or go around the cone, direct them to correct the fault. Timing of the evaluation will not be stopped.

13. Running is permitted during the unloaded trips ONLY.

14. The CAF personnel alternates loaded and unloaded shuttles for a total of five sets (each set equals the combination of one loaded shuttle and one unloaded shuttle) and covers a total distance of 400 m.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

a. Each time the CAF personnel returns to the start position, tap the large area labelled **Tap here after each shuttle run (40 m)**. The current trip is displayed in the top-right corner (Shuttle 1 Loaded, Shuttle 1 Unloaded, Shuttle 2 Loaded, etc.). If you are evaluating more than one CAF personnel, each time they return to the start position, tap the corresponding button to indicate their current trip (Shuttle 1 Loaded, Shuttle 1 Unloaded, Shuttle 2 Loaded, etc.).

15. The CAF personnel is permitted to set the sandbag down at any point to rest. However, their recorded time will continue to elapse during this time.

16. After the CAF personnel touches or crosses the line for the last time, tap **Tap here after each shuttle run (40 m)**. This will stop the clock and automatically record the time of the evaluation. Immediately after the final tap, the Borg Scale appears.

a. If you are evaluating more than one CAF personnel, tap the corresponding **Tap Here** and the Borg Scale appears.

17. Record the CAF personnel’s RPE by tapping the appropriate number provided by the CAF personnel (6–20).

18. If you are evaluating other CAF personnel on this task, tap **Select New Participant**. If you are not evaluating other CAF personnel, tap **Back** in the top-left corner to return to the FORCE Evaluation page (results are saved automatically).

19. During the FORCE Evaluation, a mandatory rest period of a minimum of five minutes is required prior to attempting the next task.

**Did not Meet Standard**

1. CAF personnel who did not meet the Intermittent Loaded Shuttles standard will not be permitted a second attempt. They must re-attempt the FORCE Evaluation after proper Remedial Physical Fitness Training as per DAOD 5023-2.

**Sandbag Drop Protocol**

**General**

Pulling strength is an important component of many common military tasks. This task is designed to evaluate the CAF personnel’s ability to drag a load continuously over a 20 m distance.

**Sandbag Drag (SBD) Protocol**

1. Tap **SBD**.

2. Select the CAF personnel you will be evaluating.
3. The main body of the first row of “dragging” sandbags is placed behind the 20 m line. The main body of the sandbag does not include the “pigtails”.

4. Tap **CALIBRATION (SBD)** and select the appropriate floor being used for the drag. See Tool 6: Sandbag Drag Surface Calibration for more information.

5. The CAF personnel picks up the “carry” sandbag in a cradle carry (hands underneath, fingers laced or crossed) and adjusts the sandbag in their arms to ensure that the straps from the “carry” sandbag are pointing downwards. The CAF personnel then walks backwards until the straps are taut.
6. The CAF personnel will not use the “carry” sandbag handles or straps to drag the sandbag. Once the CAF personnel initiates movement, tap Start.

**NOTE:** The green Start button is located in the top-right corner (there is no count down for this task).

7. Once started, the CAF personnel must move backwards continuously (without stopping), and must drag the sandbags to the opposite end of the 20 m course.

8. Once the first row of sandbags crosses the finish line, the evaluator calls “Clear” and taps **Tap here when the 20 m distance has been covered successfully, otherwise tap “Incomplete”**.

9. Immediately after tapping **Tap here when the 20 m distance has been covered successfully, otherwise tap ‘Incomplete’**, the Borg Scale appears.

10. Record the CAF personnel’s RPE by tapping the appropriate number provided by the CAF personnel (6–20).

11. If the CAF personnel did not complete the 20 m, tap the orange **Incomplete** button located in the top-right corner. The Borg Scale does not appear and their RPE is not recorded.

12. If you are evaluating other CAF personnel on this task, tap **Select New Participant**. If you are not evaluating other CAF personnel, tap **Back** in the top-left corner to return to the FORCE Evaluation page (results are saved automatically).

13. During the performance of the FORCE Evaluation, a mandatory rest period of a minimum of five minutes is required prior to attempting the next task.

**Did not Meet Standard**

1. CAF personnel who did not meet the Sandbag Drag standard due to slipping or falling only, can re-attempt the evaluation a maximum of one time during their evaluation after a minimum five minute break.

2. CAF personnel who did not meet the Sandbag Drag standard for other reasons other than slipping or falling must re-attempt the FORCE Evaluation after proper Remedial Physical Fitness Training as per DAOD 5023-2.

**PART VI: FORCE EVALUATION RESULTS AND COOL DOWN**

**Modifying Individual Results**

1. If a participant’s results are incorrect due to user or technical issues, they can be edited by PSP fitness staff with Modify Access permissions or above.
2. Tap the **Results** button on the FORCE Evaluation page.

3. Tap the time you need to change for the participant.

4. Enter your password.

5. Tap **OK**.

6. Enter the correct time in seconds.

7. Enter a comment to explain the issue.

8. Tap **OK**.

**NOTE:** Users with “collect” permission do not have access to this function. All user modifications are tracked at PSP HQ.

**FORCE Results**

1. To view the overall progression of all participants, select **Results** on the FORCE Evaluation homepage at any time.

2. The individual task times and scores out of 100 will appear, as well as a running total for all completed tasks. The headers can be used to sort the results and identify any irregularities.

**NOTE:** Red values indicate the MPFS has not been met.

Group results for each FORCE Evaluation can be displayed using either the iPad or laptop.

**NOTE:** Displaying results for all CAF personnel is not authorized and should be limited to discussions with the CO for events restricted to their Dept / Unit.

As each participant completes the FORCE Evaluation, they will appear on the list of participants available to be debriefed.

3. From the **Participants** screen, indicate whether or not the participant has declined the warm-up, cool-down, or debrief by selecting the appropriate box.

**Cool-down**

1. Tap the **Cool Down** button.

   A supervised walk within the evaluation area should take place allowing the CAF personnel’s heart rate to slow down. If requested by the CAF personnel, time and guidance will be provided to perform stretches concentrating on the musculature of the upper and lower extremities.
PART VII: FITNESS PROFILE, FORCE EVALUATION DEBRIEF, FITNESS PROGRAMMING AND PENSIONABLE ACTIVITIES

Fitness Profile

1. The purpose of the FORCE Evaluation is to ensure that all CAF personnel have the required physical abilities and capabilities to meet the demands of service which are defined by the Universality of Service principle.

2. Physical fitness is generally comprised of five broad components:
   a. Muscular Strength (evaluated in the Sandbag Drag and Sandbag Lift)
   b. Muscular Endurance (evaluated in the Sandbag Lift and Intermittent Loaded Shuttles)
   c. Flexibility (evaluated in the Sandbag Lift and 20 m Rushes)
   d. Cardio-Respiratory Endurance
   e. Body Composition

3. Although the FORCE Evaluation was not designed to be a fitness evaluation per se, muscular strength, muscular endurance and flexibility are evaluated during the FORCE Evaluation and when performed at one’s maximal capacity, it becomes aerobically challenging.

4. Researchers from the PSP Directorate of Fitness compared maximal performances on the FORCE Evaluation with a maximal aerobic capacity (VO2 max) test performed on a treadmill and found that FORCE performances were strongly correlated to VO2 max results. By adding a simple but reliable measure of body composition, waist circumference (WC), they were able to create a strong prediction of one’s aerobic capacity by using their times on the four components of the FORCE Evaluation, combined with their age and gender.

5. Therefore, this new prediction of aerobic capacity or cardio-respiratory endurance with the addition of WC provided the missing elements to transform the FORCE Evaluation from a physical employment standard to a robust fitness evaluation that could now provide additional health-related fitness information to CAF personnel.

6. The medical literature is clear on the fact that poor aerobic capacity and obesity are independent predictors of morbidity and mortality from chronic diseases such as diabetes and heart disease. By having a predicted measure of aerobic capacity and of body composition included in the FORCE Evaluation results, it is now possible to demonstrate to all CAF personnel that poor physical fitness may increase their chances of developing such diseases later in life. The CAF have everything to gain from ensuring that their personnel are fit and healthy throughout their careers and beyond.
7. The Fitness Profile graph below depicts the three distinct components of the Fitness Profile:

![Fitness Profile Graph]

**Figure 23: The Fitness Profile graph**

8. i. **Operational Fitness**: Represented on the vertical axis, is measured using performances on the four components of the FORCe Evaluation (weighted equally in the operational fitness score). That score predicts one’s ability to meet or exceed the minimal physical rigours of military service.

   ii. **Health-Related Fitness**: Represented on the horizontal axis, is obtained by the combination of the predicted aerobic capacity explained above and the waist circumference (weighted at 75% and 25% respectively in the health-related fitness score). The combination of the two scores results in a coordinate on the FORCe Fitness Profile graph. Each colour represents a certain fitness status.

   - **Red zone**: Represents CAF personnel who fail to meet the minimum standard on any of the FORCe Evaluation components. This results in being assigned to a directly supervised training program designed by PSP fitness staff. CAF personnel who fail will need to be re-evaluated in 12 weeks. See DAOD 5023-2 for more information.

   - **Orange zone**: Represents CAF personnel who have met the physical requirements of Universality of Service but have poor health-related fitness. This can be a product of low aerobic capacity and / or some level of obesity.

   - **Yellow zone**: Represents CAF personnel who have met the requirements to serve in the CAF but are not necessarily as physically fit as they could be.

   - **Green zone**: Represents where all CAF personnel should be. Not only have they met the Universality of Service principle, but their fitness level is also contributing to reducing their risk of developing a chronic disease associated with sedentary behavior and / or obesity.
iii. **FORCE Incentive Program.** Using over 35,000 FORCE Evaluation results, researchers developed unique scoring tables on each component of the FORCE Evaluation for each gender and for every five-year increment of age (e.g., 26–30, 41–45). This is meant to compare CAF personnel to their age and gender peers. The four different levels are:

- **Bronze:** Set at the 50th percentile of each age-gender category. This means that you have an operational fitness level that is above the mean or average of your age and gender category.
- **Silver:** Set at one standard deviation above that mean and represents a performance level that is better than the 84th percentile of your age and gender category.
- **Gold:** Set at two standard deviations above the mean and represents a performance level that is above the 98th percentile of your age and gender category.
- **Platinum:** Is the highest level of the Incentive Program and is set at three standard deviations from the mean which results in being in the top 0.1% of your age and gender category.

**FORCE Evaluation Fitness Profile Debrief**

**iPad**

1. Once you have collected all of the results, tap the **Debrief** button on the FORCE Evaluation page.
2. Select the CAF personnel you wish to debrief.
3. Verify the CAF personnel’s name and SN with their military ID.
4. Check for incidents / declined warm-up / declined cool-down. If there was an incident selected, there will also be a recommendation on how to improve.
5. Tap the **Fitness Profile** button to determine where the participant plots on the chart. A pop-up appears if the coordinates cannot be calculated. Reasons for this include: Missing WC measurement, multiple results, etc.
6. The Fitness Profile appears for the selected participant.
7. Discuss the results highlighting the CAF personnel’s strengths and areas in which they could improve. Explain which of the five general areas they fell into:
   a. Incentive Level - (Bronze, Silver, Gold, Platinum)
   b. Green - Met Standard and has a high level of Health-Related Fitness
   c. Yellow - Met Standard and has a marginal level of Health-Related Fitness
d. Orange - Met Standard and has a low level of Health-Related Fitness

e. Red - Did Not Meet Standard

**NOTE:** Some CAF personnel may reach an incentive level but their score may still indicate that they could improve their Health Related Fitness score.

**NOTE:** Tap Show / Hide Labels, located in the upper-right corner of the Fitness Profile page to reveal graph labels.

8. Provide CAF personnel with a brief explanation of the following:

a. **Operational Fitness score (plots up and down):** This represents the CAF personnel’s ability to meet or exceed the minimal physical rigours of military service.

b. **Health-Related score (plots left and right):** This is a combination of the CAF personnel's predicted aerobic capacity and waist circumference (weighted at 75% and 25% respectively).

c. By improving both their Operational Fitness (four task times) and Health-Related scores (VO2 max and waist circumference), the CAF personnel will see their plot point move up and towards the right-hand side of the Fitness Profile graph.

d. The amount of points that are required to move to the next level are located in the middle of the page.

e. **Goal setting:** The system automatically calculates a 5% improvement to all task times (not WC), in order to help CAF personnel efficiently set goals to improve their score for their next evaluation.

f. The date of the next FORCE Evaluation will be located in the lower-right corner of the screen. It will indicate one of the following:

i. **1 year:**
   - The CAF personnel met the standard, and is in charge of their own fitness in accordance with the DFit.ca programs that are provided by PSP fitness staff or the unit military fitness program.

ii. **12 weeks:**
   - The CAF personnel did not meet the standard, and is instructed to consult with local PSP fitness staff to generate a fitness program.

g. **Related Exercise Prescription:**

   - **Self (DFit.ca):** Automatically appears if the participant met the standard.
   - **Direct (PSP):** Automatically appears if the participant did not meet the standard.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

NOTE: If the CAF personnel did not meet the standard, explain the administrative process for not successfully completing their FORCE Evaluation as per Ch 4: CAF Supplementary Physical Training Program in accordance with DAOD 5023-2.

9. To capture the CAF personnel’s signature, which is a Certificate of Understanding, tap the white box labelled “Tap here to capture signature” and instruct them to sign the iPad using a fingertip.

10. Tap Accept located in the upper-right corner (or retake / cancel).

11. The Qualified FORCE Evaluator is also required to capture their signature using the second white box labelled “Tap here to capture signature” and sign the iPad using a fingertip.

12. Tap Accept located in the upper-right corner.

NOTE: For subsequent CAF personnel, Qualified FORCE Evaluators need only click the DONE button to apply a stored signature.

13. Repeat from Step 2 until all participants have been debriefed.

NOTE: Until the FORMeFIT system is fully adopted, CAF personnel who did not meet the MPFS for FORCE will require a paper copy of the DND 279 form, in accordance with the procedures outlined in Ch. 3: The FORCE Evaluation using DND 279.

PSP Physical Training Programming

Inform CAF Personnel to schedule an appointment with PSP fitness staff for personal fitness programming. Contact information can be found at the following website by selecting the appropriate base.

Figure 24: www.cfgateway.ca
Pensionable Activities

1. In order for the appropriate exercise prescription to automatically appear on the iPad, it is important that results are accurately captured and modified if needed, as they provide the CAF direction regarding approved fitness programming. The DND 279 and the programs developed by PSP fitness staff and/or DFit.ca may be considered when determining a disability pension for injuries sustained while participating in approved fitness programming.

2. Due to the unique nature of the CAF work environment, it is not always possible for CAF personnel to participate in a fitness program during normal working hours. When engaged in the FORCE Program on their own time, it is understood that CAF personnel are doing so in the interest of service to meet military operational requirements.

3. Regular physical training or sports activities which are not authorized or organized by the CAF may still be in the interests of service when they could reasonably be expected to assist CAF personnel in meeting the CAF’s fitness requirements.

4. Where the interests of CAF personnel and the interests of the service are considered to be relatively equal in the performance of unauthorized physical training / sports activity, a service-connection may be presumed. For more information on this topic, please visit www.veterans.gc.ca, type “Physical Training or Sport” in the search box, and select the first document: Policy Document – Veterans Affairs Canada.
PART VIII: FORCE EVALUATION RESULTS VERIFICATION

1. Select the Verify Results tab on the laptop.

   NOTE: Although each evaluator is responsible for the accuracy of the results, the lead evaluator assumes ultimate responsibility prior to uploading to DND.

2. Verify each of the FORCE task times for accuracy.

   NOTE: If you notice a discrepancy with one of the recorded times, you can manually adjust the time. This can also be completed anytime during the evaluation. See PART VI (pg 46 and 47) “Modifying Individual Results”.

The following scenarios will not affect verifying the results:

   - Decline warm-up
   - Decline cool-down
   - Decline the debrief

3. Once you are satisfied by the results for each participant, you can select the Verify checkbox.

4. Select the Verify All button in the top-right corner. If you make changes, it is important to revalidate the CAF personnel’s information.

   a. A prompt appears requesting confirmation the information is correct.
   b. It will prompt you to continue.
   c. It will identify who is and is not validated.
      i. It will prompt you to indicate if the information is correct.
      ii. It will prompt you to continue.
      iii. It will identify who is and is not validated.
PART IX: UPLOADING FORCE EVALUATION RESULTS

NOTE: You can only upload FORCE Evaluation results to DND (HRMS / GUARDIAN) using the laptop, not the iPad.

1. Click the **Upload** tab (this screen provides a summary of the event).

   ![Figure 26: FORCE Evaluation](image)

2. Click the **Upload Data** button in the top-right corner.

3. Wait for a confirmation message detailing what was or was not uploaded (for example, CAF personnel who have forgotten their ID will not be uploaded). Information will be kept in the local system for 30 days. See **Part III: Registration** for more information.