

# CHAPTER 4

## CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM

### GENERAL

1. As per DAOD 5023-2, if CAF personnel fail to complete the FORCE Evaluation or the CMTFE, or are not evaluated, the CAF personnel's CO shall examine the circumstances to determine the reasons.
2. If the CO determines that the CAF personnel did not meet the Minimum Physical Fitness Standard (MPFS) or was not evaluated for reasons within the CAF personnel's control, the CO shall:
  - a. Initiate Remedial Measures (RM) under DAOD 5019-4, Remedial Measures.  
and
  - b. If appropriate, direct remedial physical fitness training as set out in the Remedial Physical Fitness Training and Re-evaluation block of DAOD 5023-2.
3. If the CO determines that the CAF personnel did not meet the MPFS or was not evaluated for reasons outside the CAF personnel's control, the CO shall ensure that the CAF personnel is evaluated as soon as possible.
4. The Supplementary Physical Training Program (SPTP) is designed primarily for CAF personnel who did not meet the MPFS on their annual fitness evaluation and require supervised fitness training.
5. CAF personnel who are identified by a medical officer as unable to perform at the level of physical training offered at the unit may be a candidate for the SPTP. The program provides direct supervision of all exercise sessions and can be modified to meet the needs of all participating CAF personnel.

### GOAL

1. The primary goal of this program is to increase the participating CAF personnel's fitness level so they can successfully achieve the MPFS. The secondary goal of the program is to improve the fitness levels of CAF personnel in order to successfully integrate them back into their unit's level of physical training.

### OBJECTIVES

- a. Provide an exercise program that is safe for CAF personnel to participate in. This includes dealing with differences in individuals' current fitness levels, medical restrictions, and goals.
- b. Provide an exercise program that is progressive so as to ensure an increase in the fitness level of all participants.
- c. Provide education to participating CAF personnel when dealing with related lifestyle concerns, (example: weight management, smoking cessation).

## CHAPTER 4 - CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM

- d. Work with medical care providers to improve the fitness level of CAF personnel who are on temporary or permanent medical restrictions but who are still able to exercise with supervision.
- e. To demonstrate to the CoC the value of the time spent by individual CAF personnel on the program, through individual progress reports and reintegration to unit level PT.

### REFERRALS

1. All referrals must be approved by the CAF personnel's CO prior to the start of the SPTP. SPTP referrals can be from the following sources:
  - a. **Self:** If a CAF personnel did not meet the MPFS / FORCE Evaluation / or unit physical training expectations because of a lack of proficiency, they can consult with a PSP Physical Fitness Instructor regarding the SPTP prior to conducting a re-evaluation of their physical fitness. CAF personnel may also voluntarily join the program to improve their personal fitness level.
  - b. **Commanding Officer:** A CAF personnel's CO may advise them to take part in the SPTP to prepare for a fitness evaluation / re-evaluation, or to meet unit physical training expectations. If a CAF personnel does not meet the standard of a physical fitness evaluation administered at the unit level, it is the CO's responsibility to make the referral to the SPTP.
  - c. **Manager, Fitness and Sports:** CAF personnel that lack proficiency in the basic fitness tasks may be referred to the SPTP by a Manager, Fitness and Sports (MFS). The MFS will be made aware of all CAF personnel who have not met MPFS from a Qualified FORCE Evaluator.

### PART I: ADMINISTRATION

#### Pre-participation Process – Did Not Meet MPFS

1. Immediately following an unsuccessful attempt on the FORCE Evaluation the CAF personnel is informed about:
  - a. Their FORCE Evaluation results.
  - b. The administrative process that PSP uses to notify the CAF personnel's CoC when they have not achieved the MPFS.
2. When PSP is not available, a Qualified FORCE Evaluator will fill out the CAF personnel's DND 279 and Part A of **Tool 19: Supplementary Physical Training Program Intake Sheet** with the CAF personnel.
3. When PSP is not available a Qualified FORCE Evaluator starts the administrative process by sending the CAF personnel's DND 279 and the Supplementary Physical Training Program Intake Sheet (**Tool 18**) to the local PSP Supplementary Physical

## CHAPTER 4 - CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM

Training Coordinator (SPTC). The SPTC is a PSP fitness staff who has been delegated by the MFS to take care of the administration of the SPTP.

4. Once the information is received from the Qualified FORCE Evaluator the local MFS will ensure:
  - a. Results of the CAF personnel's FORCE Evaluation from their DND 279 get entered into HRMS as per normal procedures.
  - b. SPTC fills out **Tool 20: Summary of FORCE Performance and Recommendation Memo** and **Tool 22: Supplementary Physical Training Authorization Form**.
  - c. All three documents are reviewed for accuracy and the MFS signs the Summary of FORCE Performance and Recommendation Memo (**Tool 20**).
  - d. Completed **Tool 21: DND 728 (Document Transit and Receipt)**, all three forms and a return envelope are attached together with a paperclip and are placed unfolded into a **DND 323** (1-82) envelope in the following order:
    - i. Completed **DND 728**
    - ii. Signed Summary of FORCE Performance and Recommendation Memo (**Tool 20**)
    - iii. Completed **DND 279**
    - iv. Supplementary Physical Training Authorization Form (**Tool 22**)
    - v. Envelope with the SPTC's typed return mailing information that includes:
      1. The SPTC's title (Mr. Mrs. Ms., etc.), first and second initial and last name.
      2. The SPTC's job title.
      3. Personnel Support Programs and the name of the SPTC's base.
      4. The building name and number (**in bold**) where the SPTC is located on their Base / Wing.
      5. The civic address of the Base / Wing.

Example:

Mr. M. J. Raque  
Supplementary Physical Training Coordinator  
Personnel Support Programs (PSP) 4 Canadian Division Support Group  
**Building P-118 (Dundonald Hall Gym)**  
Garrison Petawawa  
PO Box 9999, Stn. Main  
Petawawa, ON, Canada K8H 2X3

## CHAPTER 4 - CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM

- e. Information is mailed as per protected B protocols to the CO of the CAF personnel who failed to achieve the standard.
- f. Mailing information will include the following typed information:
  - i. First and second initial and last name of the CO.
  - ii. The CO's full rank (no short form).
  - iii. The CO's title.
  - iv. The CO's full unit (no short form).
  - v. The building number (**in bold**) where the CO is located on their Base / Wing.
  - vi. The civic address of the Base / Wing.

Example:

B. R. Loblaw  
Lieutenant-Colonel  
Commanding Officer  
The Royal Canadian Dragoons  
**Building C-103 (RCD HQ)**  
National Defence  
P.O. Box 9999, Stn. Main  
Petawawa, ON, Canada K8H 2X3

- g. SPTC contacts the CAF personnel by phone or through email to arrange a date for the CAF personnel to begin SPTP once the CO has returned the signed Supplementary Physical Training Authorization form ([Tool 22](#)).

### **PART II: PRE-PARTICIPATION – VOLUNTEERS**

1. All following forms and protocols must be completed and submitted to the SPTC prior to participating in the SPTP:
  - a. Interview: To determine if the CAF personnel is a suitable candidate for the SPTP, a consultation with a PSP fitness staff is required. The SPTP Intake Sheet ([Tool 19](#)) will identify the CAF personnel's past and current fitness level, their goals, their lifestyle choices, etc.
  - b. Informed Consent: The CAF personnel is required to read and sign the Informed Consent Form ([Tool 23](#)), and have their Commanding Officer's signature on the form prior to beginning the SPTP. The form is kept in the CAF personnel's file in the PSP Fitness Department as protected B information.

## **CHAPTER 4 - CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM**

### **PART III: ROLES AND RESPONSIBILITIES**

#### **PARTICIPANT**

1. The participant understands that non-compliance will be immediately communicated to their supervisor and their RSM / CO. The participant must comply with the following:
  - a. Arrive on time for all classes.
  - b. Wear the appropriate PT gear for the day's activity and bring indoor PT gear on pool days in case of pool closure.
  - c. Sign in.
  - d. Inform the SPTC as soon as possible by email of any absences, expected or otherwise.
  - e. In the case of such approved absences, the participants must complete their day's workout as prescribed on their own time, or during an alternately approved time. In the participant's weekly reports they must attach an electronic copy of their completed workout logs.
  - f. Comply with the program, and put forth their best effort.

#### **PSP FITNESS STAFF**

1. MFS must ensure that:
  - a. All CAF personnel review and sign the Supplementary Physical Training Program Statement of Understanding (**Tool 24**).
  - b. Staff and facilities are provided to run five organized, one-hour physical training sessions per week.
  - c. The PSP Supplementary Physical Training Authorization forms are being tracked for:
    - i. CAF personnel authorized to participate in the program.
    - ii. CAF personnel not authorized to participate in the program.
    - iii. Those SPTA Forms that have not been returned.
2. Ensure that the Supplementary Physical Training Program will focus on, but is not limited to, improving:
  - a. Movement Preparation
  - b. Strength
  - c. Cardiovascular Fitness
  - d. Muscular Endurance
  - e. Core Stabilization

## CHAPTER 4 - CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM

- f. Flexibility / Mobility
  - g. Speed, Agility
  - h. Power
3. Ensure that attendance is tracked daily by the SPTC.
  4. Report absenteeism and / or non-compliance immediately to whomever the CO has designated as their point of contact for their unit.
  5. Ensure that monthly progress reports are sent to the CAF personnel's CO unless the CO has asked for alternative arrangements.
  6. Ensure that CAF personnel are re-evaluated immediately following 12 weeks on the SPTP.
  7. Contact the CAF personnel's CO explaining they have either:
    - a. Met MPFS.  
or
    - b. Failed a second time and will require an additional 12 weeks of SPTP.  
or
    - c. Failed a third time and will require a CMTFE after an additional 12 weeks of SPTP.
  8. Ensure that the Supplementary Physical Training Program Annual Report ([Tool 25](#)) is completed and sent to the CAF Fitness Manager no later than May 31.

### CAF CHAIN OF COMMAND

1. The CAF Chain of Command must ensure the following:
  - a. Follow DAOD 5023-2.
  - b. Review the Summary of FORCE Performance and Recommendation Memo ([Tool 20](#)).
  - c. Sign and return the Supplementary Physical Training Authorization Form ([Tool 22](#)).
  - d. Sign and return Informed Consent Form ([Tool 23](#)), when applicable.
  - e. Review monthly reports.
  - f. Provide written documentation to the SPTC if participants have CO approval to not attend remedial PT, when applicable.



## **CHAPTER 4 - CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM**

### ***PART IV: PROGRESS REPORTS***

1. The CAF personnel and their Commanding Officer / Supervisor will receive a Monthly Progress Report (**Tool 26**) from the local MFS. This report will be distributed to the Commanding Officer / Supervisor and the CAF personnel and it will contain an update on their fitness progress and attendance.
2. A copy of their progress report will be kept in the CAF personnel's file in the PSP Fitness Department as protected B information. At the end of each month a baseline fitness evaluation is administered to the participants. These results will show the participants and their supervisors their progress from month-to-month. Once CAF personnel have successfully completed the SPTP their file should be kept for a period of three years. After three years the file shall be destroyed.

### ***PART V: PROGRAM EVALUATION AND PARTICIPANT FEEDBACK***

1. When exiting the program, the CAF personnel will be required to complete a program evaluation. The program evaluation can be done in three ways:
  - a. Participant feedback through verbal communication with the Fitness and Sports Staff on an on-going basis.
  - b. Participant feedback through the use of a Supplementary Physical Training Program Evaluation (**Tool 27**). All data from **Tool 27** should be compiled, analysed and included as part of the Supplementary Physical Training Program Annual Report (**Tool 25**).
  - c. Fitness and Sports Staff feedback through regular meetings to discuss the progress of the program and any changes that need to be made.