# TABLE OF CONTENTS

## CHAPTER 1 - INTRODUCTION
- GENERAL ........................................................................ 7
- AIM .................................................................................. 9
- REFERENCES ........................................................................ 9
- REQUIREMENT AND RESPONSIBILITIES ................................. 9

## CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT
- OVERVIEW ........................................................................ 11
- SECURITY ........................................................................... 11

### PART I - PRE-EVALUATION ADMINISTRATION
- RESERVATION WEBSITE ..................................................... 12
- PRE-EVALUATION INSTRUCTIONS FOR CAF PERSONNEL .......... 12
- QUALIFIED FORCE EVALUATOR RESPONSIBILITIES ............. 13
- EMERGENCY PROCEDURES ................................................ 14

### PART II - EVALUATION SET-UP
- EQUIPMENT FOR THE FORCE EVALUATION ............................ 14
- EVALUATION CENTRE SET-UP ............................................ 15
- FITNESS EVALUATION SYSTEM – INITIAL SET-UP ..................... 19
- FORMeFIT GYM SYSTEM SET-UP ............................................. 21

### PART III - REGISTRATION
- REGISTERING SCHEDULED CAF PERSONNEL ON THE IPAD ......... 23
- REGISTERING NON-SCHEDULED CAF PERSONNEL ....................... 24
- FORMeFIT HEALTH QUESTIONNAIRE ......................................... 25

### PART IV - WAIST CIRCUMFERENCE
- OVERVIEW ........................................................................ 28
- WAIST CIRCUMFERENCE PROCEDURE ..................................... 29

### PART V - FORCE EVALUATION
- OVERVIEW ........................................................................ 32
- INFORMATION BRIEFING .................................................... 32
- WARM-UP / EVALUATION PREPARATION .................................. 33
- EVALUATION PROCEDURES .................................................. 34

### PART VI - FORCE EVALUATION RESULTS AND COOL DOWN
- ......................................................................................... 46

### PART VII - FITNESS PROFILE, FORCE EVALUATION DEBRIEF,
FITNESS PROGRAMMING AND PENSIONABLE ACTIVITIES
- ......................................................................................... 48

### PART VIII - FORCE EVALUATION RESULTS VERIFICATION
- ......................................................................................... 54

### PART IX - UPLOADING FORCE EVALUATION RESULTS
- ......................................................................................... 55
# Chapter 3 - The Force Evaluation Using DND 279

**Part I - Pre-Evaluation Administration**  
Evaluation Schedule ........................................... 57  
Pre-Evaluation Instructions for CAF Personnel ........... 57  
Qualified Force Evaluator Responsibilities ............... 57  
Emergency Procedures ......................................... 59  

**Part II - Evaluation Set-Up**  
Equipment for the Force Evaluation ....................... 59  
Evaluation Centre Set-Up ..................................... 60  

**Part III - Registration**  
Information Security ............................................ 64  

**Part IV - Waist Circumference**  
Overview ........................................................... 68  
Waist Circumference Procedure ............................... 69  

**Part V - Force Evaluation**  
Overview ........................................................... 72  
Information Briefing ............................................. 72  
Warm-Up / Evaluation Preparation ........................... 73  
Evaluation Procedures .......................................... 74  

**Part VI - Force Evaluation Results and Cool Down**  
DND 279 Section C – Force Evaluation ..................... 83  
DND 279 Section D – Results .................................. 83  
Cool-Down ......................................................... 84  

**Part VII - Force Evaluation Debrief, Programming and Pensionable Activities**  
Fitness Profile .................................................... 84  
Force Evaluation Fitness Profile Debrief .................... 87  

**Part VIII - Processing Force Evaluation Information**  
Force Program Form (DND 279) ............................... 90  

# Chapter 4 - CAF Supplementary Physical Training Program  
General ............................................................. 91  
Goal ................................................................. 91  
Objectives ......................................................... 91  
Referrals ........................................................... 92  

**Part I - Administration** ........................................ 92  

**Part II - Pre-Participation – Volunteers** .................. 94
<table>
<thead>
<tr>
<th>TOOL</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>TOOL 6: SANDBAG DRAG SURFACE CALIBRATION</td>
<td>147</td>
</tr>
<tr>
<td>7</td>
<td>TOOL 7: BLOOD PRESSURE PROCEDURES</td>
<td>150</td>
</tr>
<tr>
<td>8</td>
<td>TOOL 8: WELCOME SCRIPT</td>
<td>152</td>
</tr>
<tr>
<td>9</td>
<td>TOOL 9: 20 METRE RUSHES SCRIPT</td>
<td>154</td>
</tr>
<tr>
<td>10</td>
<td>TOOL 10: SANDBAG LIFT SCRIPT</td>
<td>155</td>
</tr>
<tr>
<td>11</td>
<td>TOOL 11: INTERMITTENT LOADED SHUTTLES SCRIPT</td>
<td>156</td>
</tr>
<tr>
<td>12</td>
<td>TOOL 12: SANDBAG DRAG SCRIPT</td>
<td>157</td>
</tr>
<tr>
<td>13</td>
<td>TOOL 13: BACK INJURY PREVENTION</td>
<td>158</td>
</tr>
<tr>
<td>14</td>
<td>TOOL 14: WARM-UP / EVALUATION PREPARATION</td>
<td>170</td>
</tr>
<tr>
<td>15</td>
<td>TOOL 15: FORCE EVALUATION FORM (DND 279)</td>
<td>173</td>
</tr>
<tr>
<td>16</td>
<td>TOOL 16: DND 663 GENERAL SAFETY HAZARDOUS OCCURRENCE INVESTIGATION REPORT (HAZOR)</td>
<td>174</td>
</tr>
<tr>
<td>17</td>
<td>TOOL 17: FORCE EVALUATION TRACKING SHEET</td>
<td>177</td>
</tr>
<tr>
<td>18</td>
<td>TOOL 18: TESTING CENTRE LOCATION CODES</td>
<td>178</td>
</tr>
<tr>
<td>19</td>
<td>TOOL 19: SUPPLEMENTARY PHYSICAL TRAINING PROGRAM INTAKE SHEET</td>
<td>179</td>
</tr>
<tr>
<td>20</td>
<td>TOOL 20: SUMMARY OF FORCE PERFORMANCE AND RECOMMENDATION MEMO</td>
<td>180</td>
</tr>
<tr>
<td>21</td>
<td>TOOL 21: DND 728 (DOCUMENT TRANSIT AND RECEIPT)</td>
<td>181</td>
</tr>
<tr>
<td>22</td>
<td>TOOL 22: SUPPLEMENTARY PHYSICAL TRAINING AUTHORIZATION FORM</td>
<td>182</td>
</tr>
<tr>
<td>23</td>
<td>TOOL 23: INFORMED CONSENT FORM</td>
<td>183</td>
</tr>
<tr>
<td>24</td>
<td>TOOL 24: SUPPLEMENTARY PHYSICAL TRAINING PROGRAM STATEMENT OF UNDERSTANDING</td>
<td>184</td>
</tr>
<tr>
<td>25</td>
<td>TOOL 25: SUPPLEMENTARY PHYSICAL TRAINING PROGRAM ANNUAL REPORT</td>
<td>185</td>
</tr>
<tr>
<td>26</td>
<td>TOOL 26: MONTHLY PROGRESS REPORT</td>
<td>186</td>
</tr>
<tr>
<td>27</td>
<td>TOOL 27: SUPPLEMENTARY PHYSICAL TRAINING PROGRAM EVALUATION</td>
<td>187</td>
</tr>
</tbody>
</table>
FOREWORD

1. We are pleased to launch the second edition of the CAF FORCE Operations Manual. The inclusion of the Fitness Profile and the subsequent adoption of an electronic scheduling, collecting and reporting system (FORMeFIT) represent a paradigm shift in Canadian Armed Forces (CAF) fitness evaluating and programming. Combined, these tools not only increase our organizational ability to report on the fitness status of units and individuals, but they will also assist PSP Fitness Staff in counselling CAF personnel on improving both their operational and health-related fitness.

2. In order for these new program elements to be successful it is essential that the protocols found within this manual are adhered to and performed to maximum capacity by CAF personnel. Only then will the FORCE Evaluation and its Fitness Profile provide a true indication of operational and health-related fitness.

3. While the evaluation protocols are relatively simple and require minimal equipment, it is critical that all FORCE evaluators familiarize themselves with the instructions and processes in order to ensure test validity and reliability across the CAF. The FORCE Evaluation can have career implications for CAF personnel and, therefore, should be administered with care and attention.

4. Information gathered from the FORCE Evaluation, combined with the DFit.ca tool, provides a solid foundation for evaluating and exercise prescription in the CAF. However, only with concerted effort from the Chain of Command, support and guidance from local PSP Fitness and Health Promotion professionals and commitment from CAF personnel, will the CAF successfully build on its culture of fitness.

5. Should you have any questions with the protocols or descriptions found within this Operations Manual you are asked to contact your responsible PSP Fitness and Sports Manager or the Directorate of Fitness, Sports and Health Promotion office at Dfit-Cphysd@forces.gc.ca.

Mark B. Watson
Commodore, RCN
Director General Morale and Welfare Services
CHAPTER 1

INTRODUCTION

GENERAL

1. The acronym “FORCE” stands for “Fitness for Operational Requirements of Canadian Armed Forces Employment”. The FORCE Program is the Canadian Armed Forces (CAF) fitness program.

2. The FORCE Evaluation on its own is not a physical fitness test. It is a measure of operational fitness – a reflection of the CAF minimal physical employment standard related to common defence and security duties known as the Universality of Service principle.

3. Some trades within the CAF require higher levels of fitness or operational readiness, but the minimum standards for the FORCE Evaluation are meant to reflect the baseline CAF physical employment standard that everyone must meet.

4. The FORCE Evaluation is designed to capture the movement patterns, energy systems, and muscle groups recruited in the performance of common military duties. Common duties include tasks that anyone within the CAF could be called upon to perform regardless of environment, age, gender, rank or occupation, and are represented by an evaluation known as the Common Military Task Fitness Evaluation (CMTFE).

5. The CMTFE includes the following tasks:
   a. Escape to Cover
   b. Vehicle Extrication
   c. Picking and Digging
   d. Stretcher Carry
   e. Sandbag Fortification
   f. Pickets and Wire Carry

6. The scientific relationship between the CMTFE and the FORCE Evaluation allows the performance and standards of the six common military tasks of the CMTFE to be reflected by the four tasks of the FORCE Evaluation.

7. In order to include an assessment of “general physical fitness” (related to health rather than being a predictor of physical job performance) a measure of waist circumference and an estimation of cardio-respiratory fitness have been added to the FORCE Evaluation. These measures of operational fitness and health-related fitness are collectively known as the FORCE Fitness Profile.
8. The FORCE Program has three parts:

a. **Evaluation:** This includes the following four tasks, directly linked to the CMTFE:
   
   i. 20 m Rushes
   ii. Sandbag Lift
   iii. Intermittent Loaded Shuttles
   iv. Sandbag Drag

   The FORCE Evaluation has also been broadened to include the Fitness Profile, which has three components:
   
   i. Operational Fitness
      
      • Predicts one’s ability to meet or exceed the minimal physical rigours of military service.
   
   ii. Health-Related Fitness
      
      • Combination of aerobic capacity and waist circumference. Unlike operational fitness, health-related fitness is for informational purposes only, and it will not have a negative impact on career progression.
   
   iii. FORCE Incentive Program
      
      • Compares CAF personnel to their peers of the same age increment and gender.

b. **Programs:** This includes fitness programs created by qualified PSP fitness staff, or fitness programs generated from www.DFit.ca that are designed to prepare CAF personnel for the physical rigors of operations. It also includes Unit PT and programs provided by Health Promotion.

c. **Fitness and Wellness Participation:** This includes fitness programs created by qualified PSP fitness staff, or fitness programs generated from www.DFit.ca that are designed to prepare CAF personnel for the physical rigors of operations. It also includes Unit PT and programs provided by Health Promotion.
AIM

1. This manual describes the FORCE Program and provides guidance and direction on how to administer the program for CAF personnel. The FORCE Program is in line with DAOD 5023-2.

REFERENCES

1. The following orders, directives, and publications are associated with the FORCE Program and can be found on the DWAN at: http://www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives/index.page.
   a. DAOD 2007-1, General Safety Program
   b. DAOD 5023-0, Universality of Service
   c. DAOD 5023-1, Minimum Operational Standards Related to Universality of Service
   d. DAOD 5023-2, Physical Fitness Program
   e. DAOD 5045-0, Canadian Forces Personnel Support Programs

2. The Health Services Group Instructions 4000-21 can be found at:

3. The following information can be found on the CFMWS website at www.cfmws.com:
   a. FORCE homepage
   b. Blood Pressure and Heart Rate Screening for CAF fitness Evaluations, 13 Dec. 2013

4. Terms of Reference - Physical Fitness Evaluation Review Committee (PFERC) – Contact CAF Fitness Manager at 613-996-6304.

REQUIREMENT AND RESPONSIBILITY

1. As directed in DAOD 5023-2, CAF personnel are required to meet the FORCE Evaluation standard on an annual basis.
   a. Directorate of Military Career Policy and Grievance (DMCPG): The Office of Primary Interest (OPI) for fitness policy covered under DAOD 5023-2, Physical Fitness Program.
   b. Chief of Military Personnel Command (CMPC): The OPI for CAF Physical Fitness Programs.
   c. CFMWS / DFit: On behalf of CMP, acts as the primary advisor on all matters pertaining to CAF physical fitness.
d. **Managers, Fitness and Sports (MFS) (or equivalent) and Senior Manager, PSP**: Responsive to the needs of the Commanding Officers (COs) by planning and organizing CAF physical training programs. They ensure protocols, as described in the FORCE Program Operations Manual, are being followed accurately and that all Qualified FORCE Evaluators (both PSP fitness staff and CAF personnel) remain current on any protocol changes or upgrade workshops. This will include annual site visits to perform audits on non-PSP Qualified FORCE Evaluators.

e. **Chain of Command (CoC)**: The primary responsibility rests with the CoC to ensure that all CAF personnel actively participate in a regular exercise program.

f. **Commanding Officers**: Responsible for fitness programs conducted in accordance with CAF policy and Command direction.

g. **Qualified FORCE Evaluators**:
   i. **PSP Fitness Staff**: Responsive to their MFS to effectively conduct the FORCE Evaluation.
   ii. **Qualified CAF FORCE Evaluators**: Responsive to both their CoC and the local MFS to effectively conduct the FORCE Evaluation.

h. **Health Care Provider**: Advises the CoC on the medical aspects of physical training, including the capability of CAF personnel to participate in the FORCE Program or CMTFE if needed.
OVERVIEW

1. The FORMeFIT System has two components:
   a. The Reservation Website (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.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

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>
<th>Job Positions</th>
<th>Necessary Qualifications</th>
<th>Lead Evaluator</th>
<th>Explain Fitness Profile</th>
<th>Educate Participant on Programs Available</th>
<th>Exercise Prescription</th>
<th>Sign iPad (Fitness Evaluation System)</th>
<th>Upload Results (Fitness Evaluation System)</th>
<th>Sign DND 279</th>
</tr>
</thead>
<tbody>
<tr>
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<td>PSP Fitness and Sports Level 1</td>
<td>✓</td>
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<thead>
<tr>
<th>Qualified CAF FORCE Evaluators</th>
<th>Job Positions</th>
<th>Necessary Qualifications</th>
<th>Lead Evaluator</th>
<th>Explain Fitness Profile</th>
<th>Educate Participant on Programs Available</th>
<th>Exercise Prescription</th>
<th>Sign iPad (Fitness Evaluation System)</th>
<th>Upload Results (Fitness Evaluation System)</th>
<th>PSP Fitness Staff Present</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CAF Personnel Evaluating Regular Force</td>
<td>FORCE Evaluator Performance Objective after April 2016</td>
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*Only DND 279 Evaluations until April 2017

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](image)

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](image)
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](image)

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](image)
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](image)

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](image)

**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 “pigtails” facing towards the CAF personnel.

![Figure 7: Starting position for Sandbag Drag](image)

![Figure 8: Set-up for Sandbag Drag](image)

**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.
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.
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.

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.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

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)

![Figure 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)

![Figure 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)

![Images of measurements](Figures 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)

![Images of measurements](Figures 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

c. 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
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

d. Additional 1–2 minute warm-up period, at the CAF personnel’s discretion.

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.

![Figure 22: Rating of Perceived Exertion (RPE) Borg Scale](image)
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.
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.
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.
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.

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.
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

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](image)

**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
CHAPTER 2 - THE FORCE EVALUATION USING FORMeFIT

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.
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”.

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)

   **Figure 26: FORCE Evaluation**

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.
PART I: PRE-EVALUATION ADMINISTRATION

EVALUATION SCHEDULE

1. 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.

PRE-EVALUATION INSTRUCTIONS FOR CAF PERSONNEL

1. A minimum of 48 hours prior to the FORCE Evaluation, CAF personnel must be informed of the following guidelines:

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

3. Non-compliance with the above instructions does not necessarily mean evaluation postponement; however, CAF personnel must be informed that it can have a negative effect on their results.

4. The dress requirement for the FORCE Evaluation is standard PT kit. CADPAT can be worn as directed by the CoC. Knee pads can be worn for the FORCE Evaluation 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

1. 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 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 the table below for more information.
NOTE: To obtain a list of CAF FORCE Evaluators, contact the National PSP Training Centre (705-424-1200 ext. 3127).

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

3. 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 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.

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

<table>
<thead>
<tr>
<th>Job Positions</th>
<th>Necessary Qualifications</th>
<th>Lead Evaluator</th>
<th>Explain Fitness Profile</th>
<th>Educate Participant on Programs Available</th>
<th>Exercise Prescription</th>
<th>Sign iPad (Fitness Evaluation System)</th>
<th>Upload Results (Fitness Evaluation System)</th>
<th>Sign DND 279</th>
</tr>
</thead>
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<td>FSI FC RAFS PES SCS</td>
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<td>PSP Fitness and Sports Level 1</td>
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<th>Upload Results (Fitness Evaluation System)</th>
<th>PSP Fitness Staff Present</th>
<th>Sign DND 279</th>
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<td>FORCE Evaluator Performance Objective after April 2016</td>
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<tr>
<td>CAF Personnel Evaluating Reserve Force and OUTCAN</td>
<td>FORCE Evaluator Performance Objective after April 2016</td>
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<td>✓</td>
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<td>✓ ✓</td>
</tr>
</tbody>
</table>

*Only DND 279 Evaluations until April 2017
EMERGENCY PROCEDURES

1. When the FORCE Program is properly administered, there are minimal risks to 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. 25 m length by 2 m wide flat floor surface
2. 2 m wide by 2 m high sturdy and flat wall surface
3. 8 x FORCE 20 kg sandbags (plus two spare sandbags, if possible)
4. 1 x 10 kg plate
5. 1 x FORCE strap
6. 6 x carabiners
7. 9 x pylons
8. 2 x rolls of floor tape
9. Stopwatch with recorded splits
10. Measuring tape (minimum 10 m in length)
11. Heys xScale Pro model luggage scale
12. Clipboard
13. Pens
14. Blood Pressure cuff and stethoscope or automatic blood pressure machine (LifeSource UA-767Plus)
CHAPTER 3 - THE FORCE EVALUATION USING DND 279

15. Metric measuring tape (Keuffel-Esser anthropometric tape or equivalent non-stretch tape)
16. Clothes pins (optional)
17. Folding gym mats
18. FORCE protocol scripts (Tools 7-11)
19. FORCE Program Operations Manual
20. FORCE Program forms (DND 279)
21. 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 lead evaluator will adjust the weight. See Tool 4: Sandbag Filling Process for more information.

3. The Sandbag Drag must be calibrated before each FORCE Evaluation. Record the calibration information in Tool 5: Calibration Log. See Tool 6: Sandbag Drag Surface Calibration for more information.
20 metre 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 of floor tape (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 cone 10 m from the start line.

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 the 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 sandbags “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.
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 (20 m measurement is taken from the middle of the line to the middle of the 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 “pigtail” to ensure it is tight and will not come loose during the evaluation.

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 (measurement is taken from the middle of the line to the middle of the 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 handles on the sandbags that will be dragged by the CAF personnel.
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 sandbag by criss-crossing the carabiners in order to stop sideways movement.

![Figure 5: Carabiners and strap](image)

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](image)

**NOTE:** Any surface not listed in Tool 6 must be approved by DFIT. Please contact the 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**

**PART III: REGISTRATION**

**INFORMATION SECURITY**

The FORCE Program Form (DND 279) is a protected B document and should be treated as such.

**DND 279 SECTION A – Service Particulars**

1. Firmly and legibly print all service particulars in the boxes located on the FORCE Program Form (DND 279). If a number has fewer digits than the allocated spaces on the form, use zeros, beginning at the left side (for example, record DOB 7 Mar 1960 as 1960/03/07). Each location is represented by a four-digit location code. To determine your location code, see Tool 18: Testing Centre Location Codes.
2. CAF personnel must present their military ID to validate the information entered on the DND 279.

DND 279 SECTION B – Health Questionnaire

1. Prior to attempting the FORCE Evaluation, all CAF personnel must complete the Health Questionnaire in Section B of the DND 279. See the figure below. The Health Questionnaire consists of three questions which the CAF personnel will carefully read and answer honestly. This procedure is necessary to identify potential health issues that require a medical consultation prior to an evaluation.

2. 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.
3. If the CAF personnel has a valid PHA, proceed to Part IV – Waist Circumference.

4. 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 lower than to 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, they 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, their pre-evaluation BP is over the normal range. Measure their BP again in five minutes. If their BP is over the normal range again, the CAF personnel is not fit for evaluation. Advise the CAF personnel that their BP reading is slightly above the normal range and refer them to their Health Care Provider (see below). Verbally tell the CAF personnel that there is no cause for alarm and that consulting a Health Care Provider serves as a simple safety precaution.

**Referral to a Health Care Provider**

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

2. 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.
Referral Process

1. 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. 9–10). 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.

Figures 9–10
WAIST CIRCUMFERENCE PROCEDURE

1. Have the CAF personnel clear the abdomen and hip bone area (iliac crest) of all clothing and accessories. Use a clothes pin (optional) to keep the shirt clear of the abdomen area. (Fig. 11)

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.
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. 13)

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. 14)
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 interior 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. 15–17)

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. 18–20)
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 all must be met to be successful. The Minimum Physical Fitness Standards (MPFS) are outlined 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 2: 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 script. 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).
   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). The warm-up will include:
   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. 1 x 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 x side Spiderman
vi. 5 x hand release push-up to get up
c. 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
d. Additional 1–2 minute warm-up period, at the CAF personnel’s discretion.

EVALUATION PROCEDURES

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 completion of the task. It is also strongly encouraged that the CAF personnel complete all tasks of the FORCE Evaluation in order to provide specific exercise prescription and training recommendations.

20 m 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 positions every 10 m. This task is a simulation of escape to cover in the form of a sprint agility evaluation with no equipment.
20 m Rushes Protocol

1. 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.

2. The CAF personnel remains in the starting position until the evaluator gives the “5, 4, 3, 2, 1, Go” command.

3. Once the command is given, the CAF personnel gets up off the floor and sprints to the 10 m line.

4. 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.
5. Once in the prone position, the CAF personnel lifts their hands, forearms, and elbows off the floor (referred to as a “hand release”).

6. 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.

7. The CAF personnel will then get up, turn around, and sprint back to the 10 m line. At the 10 m line, the CAF personnel repeats steps 4–7 until they have covered 4 x 20 m and completed seven hand releases.

8. 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.

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

10. 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, you will stop the CAF personnel then immediately, retrain on the protocol and then permit 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.

11. When the CAF personnel’s foot is on or crosses over the 20 m line after completing 80 m, stop the clock.

12. 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.

13. 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 20 m Rushes standard 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 20 m Rushes standard twice in one evaluation session 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 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 Protocol

1. 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 “5, 4, 3, 2, 1, Go” command.

2. Once the command is given, 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”.
NOTE: Grasping the sandbag straps or putting their finger through the eyelet to lift the sandbag is not permitted.

3. 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.

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

5. 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.

6. The CAF personnel must not throw the sandbag at the wall. They must have contact with the sandbag when it touches the wall.
CHAPTER 3 - THE FORCE EVALUATION USING DND 279

7. Improper lifts (paragraphs 6–10) will not count.

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

9. Once the CAF personnel has performed 30 successful lifts, stop the clock.

10. The time to completion is recorded to the nearest tenth of a second.

11. During 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 chooses to stoop or twist, you should emphasize that they should keep their back as straight as possible while facing the wall approximately at the vertical line.

**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 Shuttles 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 Shuttles Protocol**

1. In an upright position the CAF personnel stands directly behind the sandbag.

2. On the “5, 4, 3, 2, 1, Go” command, the CAF personnel 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.
3. The CAF personnel must walk (one foot remains in contact with the floor at all times) when carrying the sandbag.

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

5. 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.

6. 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.

7. The CAF personnel must not throw the sandbag.

8. 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.

9. Once the CAF personnel has dropped the sandbag past the start line, they 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.

10. **Running is permitted during the unloaded trips ONLY.**
11. 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.

12. 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.

13. After the CAF personnel touches or crosses the line for the last time, stop the clock.

14. The time to completion is recorded to the nearest tenth of a second.

15. 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 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 Drag 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 Protocol**

1. 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 “pigtail”.

![Diagram of sandbag drag protocol]
2. 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 so that the straps are taut.

3. The CAF personnel will not use the “carry” sandbag handles or straps to drag the sandbags.

4. Once the CAF personnel initiates movement, the evaluation begins.

5. 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.

6. Once the first row of sandbags crosses the finish line, call “Clear” and stop the clock. Time to completion, for Fitness Profile purposes, is recorded to the nearest tenth of a second.

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

2. CAF personnel who did not meet the Sandbag Drag standard for 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

DND 279 SECTION C – FORCE EVALUATION

1. For all four tasks (20 m Rushes, Sandbag Lift, Intermittent Loaded Shuttles and Sandbag Drag), select **Met** if the CAF personnel met the standard. Select **Did not meet** if the CAF personnel did not meet the standard. Record the CAF personnel’s time for each task as indicated in the section below of the DND 279 form.

**NOTE:** The Sandbag Drag time is for Fitness Profile purposes only.

DND 279 SECTION D – RESULTS

1. **Met standard:** Insert an “x” in the box if the CAF personnel has met the standard, and record the year.

2. **Did not meet standard:** Insert an “x” in the box if the CAF personnel has not met one or more task standard, and record the year.
   
a. In this case, the CAF personnel must register for the Supplementary Physical Training Program. See Ch 4: CAF Supplementary Physical Training Program for more information.

**NOTE:** In the event that a CAF personnel becomes injured while attempting the FORCE Evaluation and is unable to continue, indicate “Did not meet standard” and identify the following business day as the next annual evaluation.

3. Incentive program: Insert an “x” in the corresponding box. If there are time constraints, the CAF personnel’s copy does not require Incentive Program results. CAF personnel may go to www.cfmws.com/FORCEprogram to determine where they plot on the Fitness Profile.

**NOTE:** Section D of Original / UPR copy must be filled out by PSP fitness staff, or a Qualified FORCE Evaluator where PSP fitness staff are not present. Section F must be signed by a Qualified FORCE Evaluator with signing authority prior to entering the results into HRMS.
CHAPTER 3 - THE FORCE EVALUATION USING DND 279

4. **DND 663 - General Safety Hazardous Occurrence Investigation Report (HAZOR) initiated:** Insert an “x” in the corresponding box if a DND 663 was initiated, due to the occurrence of a physical incident. See Tool 16: DND 663 General Safety Hazardous Occurrence Investigation Report (HAZOR) and DAOD 2007-1 for more information.

5. **Next evaluation before:** The FORCE Evaluator will indicate in this section of the DND 279 the appropriate date for the CAF personnel’s next annual evaluation. The FORCE Evaluation is valid for 365 days from the date the evaluation was completed. However, the reporting period is from April 1st to March 31st.

6. CAF personnel who do not meet the MPFS will be advised by the CoC if administrative procedures will apply in accordance with DAOD 5023-2.

**COOL-DOWN**

A supervised walk within the evaluation area should take place allowing the CAF personnel’s HR to slow down. If requested by CAF personnel, time and guidance will be provided to perform stretches concentrating on the musculature of the upper and lower extremities.

**PART VII: FORCE EVALUATION DEBRIEF, 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.

5. By adding a simple but reliable measure of body composition, waist circumference, 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.

6. Therefore, this new prediction of aerobic capacity or cardio-respiratory endurance with the addition of the waist circumference 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.

7. 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.

8. The Fitness Profile graph below depicts the three distinct components of the Fitness Profile:
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 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 5-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 colours represent:

- **Bronze**: Set at the 50th percentile of each age-gender category. This means that they have an operational fitness level that is above the mean or average of their 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 their 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 their age and gender category.

• **Platinum**: The highest level of the Incentive Program and is set at three standard deviations from the mean, which results in these individuals being in the top 0.1% of their age and gender category.

**FORCE EVALUATION FITNESS PROFILE DEBRIEF**

The Fitness Profile must be calculated by using the Fitness Profile Calculator found on www.cfmws.com/FORCEprogram to determine where the participant plots on the chart.

If the Fitness Profile Calculator is available, 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.
CHAPTER 3 - THE FORCE EVALUATION USING DND 279

NOTE: Some CAF personnel may reach an incentive level but their score may still indicate that they could improve their health-related fitness.

1. 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.

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.

DND 279 SECTION E – Fitness Program

If the CAF personnel has met the standard: Insert an “x” in the corresponding box, instructing CAF personnel to get a fitness program generated by PSP Fitness Staff or DFit.ca (under self-supervision).

If the CAF personnel did not meet the standard: Insert an “x” in the corresponding box, instructing CAF personnel to get a fitness program generated by PSP Fitness Staff (under direct supervision).

NOTE: Direct supervision implies direct monitoring / reporting of a CAF personnel’s exercise program by certified PSP fitness staff. At locations where there are no PSP fitness staff, COs should seek direct consultation from PSP staff from their ASU and provide direct supervision with local military personnel who have approved fitness credentials (BFTA, AFTA, UFSO). Re-evaluation procedures must follow all DAOD 5023-2 directives and guidelines set out in this manual.
CHAPTER 3 - THE FORCE EVALUATION USING DND 279

PSP Physical Training Programming

CAF personnel should be directed 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.

www.cfgateway.ca

DND 279 SECTION F – Certification of Evaluation and Prescription

The FORCE Evaluator will print and sign their name in the space provided.

DND 279 SECTION G – Certification of Understanding

The CAF personnel signs and acknowledges the prescription and the recommendation to maintain a CAF FORCE record book which can be done online at DFit.ca. In cases where the CAF personnel refuses to sign, the evaluator can note “CAF personnel refused to sign” in this section, and then distribute the required copies.
CHAPTER 3 - THE FORCE EVALUATION USING DND 279

Pensionable Activities

1. It is important that the DND 279 be completed in accordance with proper procedures (outlined in this chapter), as the completed form provides the CAF direction regarding approved fitness programming. The DND 279 and the programs developed by PSP fitness staff and/or from 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 that 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 or 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: PROCESSING FORCE EVALUATION INFORMATION

FORCE PROGRAM FORM (DND 279)

1. The FORCE Program form (DND 279) will be the only form used to record CAF personnel evaluation results and exercise prescription. In accordance with the Privacy Act, once completed, the DND 279 is a protected A document and must be treated as such.

2. Completed DND 279 forms will be distributed in accordance with the following procedures:
   a. Copy 1: Unit to retain the UPR
   b. Copy 2: CAF personnel
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:
   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.
   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.
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
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.
GENERAL

Health-related fitness includes components of fitness that exhibit a relationship with health and wellness status. Positive health and wellness are associated with the capacity to enjoy life, to withstand challenges, and to live in the absence of disease.

The underlying concept of health-related fitness is that better status in each of the constituent components is associated with lower risk for the development of disease and / or functional disability. As previously mentioned, health-related fitness will be assessed by a measure of waist circumference and an estimation of cardiorespiratory fitness in the context of the Fitness Profile.

Heart attack, stroke, and cancer are the major causes of death and disability among Canadian adults. Physical inactivity, cigarette smoking, improper dietary habits, and inappropriate responses to stress all contribute to these health issues.

LIFESTYLE ASSESSMENT

The Canadian Society for Exercise Physiology’s FANTASTIC Lifestyle Checklist covers a broad range of issues that have a powerful influence on health. The FANTASTIC Lifestyle Checklist is a tool that encourages CAF personnel to reflect on their habits and attitudes. This resource is available if required. CAF personnel may wish to discuss this questionnaire with their evaluator. CAF evaluators may contact their local PSP fitness staff for additional resources.

Depending on the result on the Fitness Profile, CAF personnel can be referred to either or both of PSP Fitness Programs and / or Health Promotion services.

STRENGTHENING THE FORCES HEALTH PROMOTION PROGRAM

Strengthening the Forces (STF), the CAF’s health promotion program, is designed to enable CAF personnel to increase control over and to improve their overall health and well-being. Strengthening the Forces provides information and programming in the following core components:

b. Addiction Awareness and Prevention – Alcohol, Other Drugs, and Gambling Awareness Program, Butt Out Tobacco Cessation Program
c. Social Wellness – Stress Take Charge, Mental Fitness & Suicide Awareness, Managing Angry Moments, Inter-Comm: Dealing with Conflict and Improving Communication in Personal Relationships
d. Nutritional Wellness – Weight Wellness, Top Fuel for Top Performance

The most current brochures and materials related to the above programs can be accessed through local Health Promotion delivery offices and by ordering through the Canadian Forces supply system. For more information on these programs, go to: http://www.forces.gc.ca/en/caf-community-health-services-wellness/index.page.
GENERAL

The purpose of the Primary Reserve Operational Fitness Standard (PROFS) is to assess the physical fitness level of the Reserve applicant against the CAF Minimum Physical Fitness Standard (MPFS) prior to enrolment.

As of April 1st 2014, the FORCE Evaluation is conducted by unit recruiters or other CAF personnel designated by the unit who are FORCE Evaluator qualified. PSP fitness staff who are Qualified FORCE Evaluators may also conduct FORCE Evaluations for Reserve applicants.

The form used is the DND 2212 (Annex 6A). Be advised that there are differences between DND 2212 and the DND 279.

PART I: PRE-EVALUATION ADMINISTRATION

PRE-EVALUATION INSTRUCTION FOR RESERVE APPLICANTS

See Ch. 3, Pre-evaluation Instructions for CAF Personnel for the pre-evaluation instructions. A handout copy of the Pre-Evaluation Information & Instructions for Applicants is attached in Annex 6B.

QUALIFIED FORCE EVALUATOR RESPONSIBILITIES

As described in Ch. 3, only qualified FORCE Evaluators will administer PROFS.

EMERGENCY PROCEDURES

As described in Ch. 3.

CONSENT FORM

Applicants must sign the applicable consent forms and waivers before proceeding with the evaluation (Annex 6C through Annex 6F).

PART II: EVALUATION SET-UP

EQUIPMENT FOR PROFS

See Ch. 3, Equipment for the FORCE Evaluation.

EVALUATION CENTRE SET-UP

1. See Ch. 3, Part II: Evaluation Set-up.

PART III: REGISTRATION

INFORMATION SECURITY

The Primary Reserve Operational Fitness Standard Fitness Evaluation form (DND 2212) is a protected B document and should be treated as such. It is imperative that you clearly fill out the DND 2212, and follow the established guidelines to reduce extra work.

DND 2212 BLOCK A – APPLICANT’S PARTICULARS

1. Have the applicant complete Block A of the Primary Reserve Operational Fitness Standard Fitness Evaluation form (DND 2212).

2. Verify that the information required in Block A is complete and accurate. Check the applicant’s Photo ID, which can be a Driver’s License, Health Card, or Student ID. Place a checkmark in Block A: Photo ID. Do not proceed with the evaluation if you cannot confirm the applicant’s identity.

3. Have the applicant read and sign the Consent for Evaluation Form – Adult (Age of Majority) (Annex 6C) or Consent for Evaluation Form – Youth (Not of Age of Majority) (Annex 6D). **Applicants who are under the age of majority must present a consent form which has been signed by their parents / guardian. If they do not present the form, you cannot evaluate them.** Place a checkmark in the appropriate box indicating which form is completed.

4. Have the applicant read and sign the Release of Liability for the Primary Reserve Applicant Physical Fitness Evaluation Waiver (Annex 6E) or Release of Liability for the Primary Reserve Applicant Physical Fitness Evaluation Waiver for Minor (Annex 6F). **Applicants who are under the age of majority must present a waiver form which has been signed by their parents / guardian. If they do not present the form, you cannot evaluate them.**
DND 2212 BLOCK B – HEALTH QUESTIONNAIRE

1. Have the applicant complete the Health Questionnaire and sign Block B of the DND 2212.

2. Prior to attempting the evaluation, all applicants must complete the Health Questionnaire which consists of nine questions. Instruct applicants to carefully read and honestly answer all questions. This procedure is necessary to identify potential issues that require a medical consultation prior to an evaluation.

3. If the applicant answers “NO” to all the questions, you can proceed to complete Block C – Evaluator’s Observation and Block D – Blood Pressure.

4. If the applicant answers “YES” to any of the questions in Block B, only Block D needs to be completed.
BLOCK D (BLOOD PRESSURE)

1. Evaluators will complete Block D – Blood Pressure once they have verified the applicant’s Blood Pressure (BP). If the BP meets the pre-screening criteria (less than or equal to 144 / 94 mmHg), the applicant is cleared and can proceed with the evaluation.

2. Applicants with BP above the pre-screening criteria (less than or equal to 144 / 94 mmHg) can wait five minutes and have their BP taken a second time. Note all measures taken on the form (DND 2212). If their BP meets the pre-screening criteria they can proceed with the evaluation.

3. If, on the second attempt, their BP does not meet the pre-screening criteria, refer the applicant to their physician with a Physician Referral Report. Explain briefly to the applicant that the BP readings are slightly out of the range for which the evaluation was designed and that the evaluation will not continue at that moment (unless cleared by a licensed physician in the applicant’s Physician Referral Report).

4. Refer to Tool 7 for Blood Pressure measurement procedures.

   **NOTE:** Evaluators will use an Automated Blood Pressure machine to measure BP.

5. Following the completion of Block D, the applicant will return to their physician with Annex 6– G (Physician Referral Report) for clearance. An applicant who is referred to their physician should be told that there is no cause for alarm, but that the Health Appraisal is designed to work as a safety precaution.

DND 2212 BLOCK C – EVALUATOR’S OBSERVATIONS

1. Although the Health Questionnaire in Block B identifies most concerns for which a fitness evaluation would be inappropriate for the applicant, you may also make some general observations during the screening process.
CHAPTER 6 - PRIMARY RESERVE OPERATIONAL FITNESS STANDARD

The evaluation shall not proceed if the applicant:

a. Demonstrates difficulty breathing at rest.
b. Coughs persistently.
c. Is ill or has a fever.
d. Has lower-extremity swelling.
e. Has another reason, which you believe would predispose them to unnecessary discomfort or risk.

2. The evaluator has the obligation and authority to deny the evaluation if they assess that the applicant would be at risk, for any reason, if the applicant were to undertake the evaluation.

3. The evaluator will confirm that the applicant has followed the Pre-Evaluation Instructions. If the instructions were not adhered to, advise the applicant that the results of the evaluation may be negatively affected. Based on the evaluator’s judgement, they may also consider the possibility of not proceeding with the evaluation because of these observations.

Referral to a Physician

1. Refer applicants to a Physician using the Physician Referral Report at Annex 6-G, when:

   a. The applicant answers “YES” to any of the nine questions of the Health Questionnaire on the DND 2212 (Block B).

   or

   b. Their measured blood pressure exceeds 144 / 94 mmHg after two attempts (Block D).

   or

   c. The applicant develops any symptoms, which in the experience of the evaluator or the applicant are outside of those normally encountered.

   or

   d. The evaluator becomes concerned for the applicant’s safety due to immediate signs of serious distress.

NOTE: Do not attempt to diagnose or discuss in detail why the applicant had a “YES” response or why their blood pressure is above the criteria for pre-screening. The FORCE Evaluation is physically demanding and can be an inappropriate evaluation for some applicants.
2. The Physician Referral Report will indicate that the attending physician has cleared the applicant for evaluation. In the case of an applicant’s BP not meeting the pre-screening criteria, their resting BP at the time of the referral examination will be entered on the form, along with any notes that the physician wishes to convey to you.

3. The Physician Referral Report will be valid for a maximum of six months unless a shorter period is stated.

Referral Process

1. If a Physician Referral Report is being submitted as part of the evaluation process, check the appropriate box in Block B.

2. The evaluator will compare the findings of the assessment to those of the examining physician:
   a. If the findings are similar to those explained in the Physician Referral Report, and all other considerations are acceptable, proceed with the evaluation.
   b. If the findings are significantly different than the ones of the examining physician, the evaluator has the obligation not to proceed with the evaluation at that time. For example, it is reported on the Physician's Report Form fit for evaluation with BP up to 150 / 95 mmHg and the evaluator's measurements were 180 / 100 mmHg.

3. If the evaluator is satisfied that it is safe to proceed with the evaluation, they can proceed to collect the following data and administer the evaluation.

PART IV: MINIMUM PHYSICAL FITNESS STANDARDS

See Ch. 3, Part V. Table 2

PART V: FORCE EVALUATION

INFORMATION BRIEFING


WARM-UP / EVALUATION PREPARATION

See Tool 14: Warm-up / Evaluation Preparation for more details.

EVALUATION PROCEDURES

See Ch. 3, Part V for Evaluation Procedures.
CHAPTER 6 - PRIMARY RESERVE OPERATIONAL FITNESS STANDARD

NOTE:

1. The applicant must complete all tasks of the evaluation once started, even if they failed one or more tasks (i.e., administer the Rushes even if the applicant did not meet the standard for the Sandbag Drag).

2. In the event of a previous failure, the applicant must complete the full evaluation upon re-evaluation.

There is no authorized alternate or modified protocol for PROFS. Applicants unable to perform the FORCE Evaluation will not be able to enroll in the CAF Reserves.

PART VI: EVALUATION RESULTS

Complete Block E – FORCE Evaluation of the DND 2212 form according to the instructions in Ch. 3, Part VI.

Block E - Force Evaluation - Évaluation

<table>
<thead>
<tr>
<th>Task</th>
<th>Standard</th>
<th>Met</th>
<th>Did not meet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandbag Lift - Soulever des sacs de sable</td>
<td>Standard</td>
<td>Met</td>
<td>Did not meet</td>
</tr>
<tr>
<td>Time/Temp (min)</td>
<td>3 min 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermittent Loaded Shuttle</td>
<td>Standard</td>
<td>Met</td>
<td>Did not meet</td>
</tr>
<tr>
<td>Course - navette intermittente avec charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time/Temp (min)</td>
<td>5 min 21 s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 metre Rushes - Course de 20 metres</td>
<td>Standard</td>
<td>Met</td>
<td>Did not meet</td>
</tr>
<tr>
<td>Time/Temp (min)</td>
<td></td>
<td></td>
<td>51 s</td>
</tr>
<tr>
<td>Sandbag Drag - Traction de sacs de sable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time/Temp (min)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. **Met standard**: Insert an “x” in the corresponding box.

b. **Did not meet standard**: Insert an “x” in the corresponding box.

1. If a fitness evaluation is terminated by either an applicant or the evaluator, the result will be recorded as a failure. The applicant may re-attempt the fitness evaluation after a minimum of 30 days has passed from the initial attempt. The evaluator has the discretion to make alternate arrangements depending on specific cases. After the first re-test, the applicant will be responsible for covering any costs associated with the administration of the evaluation.

2. The evaluation results are valid for a period of 365 days.

DND 2212 Block F - Certification of Evaluation

Block F - Bloc F / Certification of Evaluation - Attestation d'évaluation

<table>
<thead>
<tr>
<th>Applicant name (print) - Nom de l'aspirant(e) (en lettres-maîtresses)</th>
<th>Applicant signature - Signature de l'aspirant(e)</th>
<th>Date (yyyy/mm/dd)</th>
</tr>
</thead>
</table>

Have the applicant print and sign their name in the appropriate space.
PART VII: PROCESSING FORCE EVALUATION INFORMATION

1. We recommend that you encourage the applicant to continue with their physical fitness training program, stressing that a high level of physical fitness will help with the rigours of CAF Basic Training.

DISTRIBUTION OF THE DND 2212 FORM

1. The evaluator is responsible for recording the evaluation results on the DND 2212 form and for delivering the original evaluation results.

2. Copy 1: Along with the Consent for Evaluation Form (adult or youth), and Physician Referral Report (if provided): CFRC for which the evaluation was performed.

3. Copy 2: Applicant.

4. Copy 3: Along with the Release of Liability for the FORCE Reserve Applicant Program Evaluation Waiver of Claims, Assumption of Risks and Indemnification Agreement: Unit to retain for UPR.

5. Only the original 3-copy DND 2212 form is to be used; no photocopies are permitted. The evaluator is responsible for ordering the form available through the Government of Canada Cataloguing System.
### Primary Reserve Operational Fitness Standard (PROFS)

**Normes de condition physique opérationnelle de la Première réserve (NCPOPR)**

<table>
<thead>
<tr>
<th>Block A - Bloc A / Applicants' particulars - Renseignements sur l'aspirant(e)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Surname</strong> - Nom</td>
</tr>
<tr>
<td><strong>Photo / Carte photo</strong></td>
</tr>
<tr>
<td><strong>Recruiting centre</strong> - Centre de recrutement</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Block B - Bloc B / Health questionnaire - Questionnaire sur la santé</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant's signature</strong> - Signature de l’aspirant(e)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block C - Bloc C / Evaluator's observation - Observations de l’évaluateur</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Difficulty breathing at rest</strong> - Difficulté à respirer au repos</td>
</tr>
<tr>
<td><strong>Persistent cough</strong> - Toux persistante</td>
</tr>
<tr>
<td><strong>Lower extremity swelling</strong> - Enflure des membres inférieurs</td>
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<tr>
<td><strong>Other</strong> - Autres</td>
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<table>
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<tr>
<th>Block D - Bloc D / Blood pressure - Tension artérielle</th>
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</thead>
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<td><strong>Resting blood pressure</strong> - Tension artérielle au repos</td>
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<tr>
<td><strong>Systolic</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block E - Bloc E / FORCÉE Evaluation - Évaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>20-metre Rushes</strong> - Course de 20 mètres</td>
</tr>
<tr>
<td><strong>Time/Temps</strong></td>
</tr>
<tr>
<td><strong>Distance / Distance</strong></td>
</tr>
<tr>
<td><strong>Mét / Satisfait</strong></td>
</tr>
<tr>
<td><strong>Did not meet - N'a pas satisfait</strong></td>
</tr>
<tr>
<td><strong>Met / Satisfait</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block F - Bloc F / Certification of Evaluation - Attestation d'évaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant’s signature</strong> - Signature de l’aspirant(e)</td>
</tr>
</tbody>
</table>

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**CHAPTER 6 - ANNEX 6A**
PRIMARY RESERVE OPERATIONAL FITNESS STANDARD
PRE-EVALUATION INFORMATION AND INSTRUCTIONS
FOR APPLICANTS

Primary Reserve Operational Fitness Standard (PROFS)
Pre-Evaluation Information and Instructions for Applicants

Name of applicant: ________________________________
Evaluation date (yyyy-mm-dd): __________ Time (hh:mm): __________ Location: ________________________________
Evaluator: ________________________________ Telephone: ________________________________

Evaluation:
The FORCE evaluation for Primary Reserve applicants will consist of:

a. Sandbag Lift: 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;
b. Intermittent Loaded Shuttles: 10 consecutive shuttles (1 shuttle = 20 m there, 20 m back), alternating between loaded shuttles with a 20 kg sandbag and unloaded shuttles, totaling 400 m;
c. Sandbag Drag: Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping; and
d. 20 metre Rushes: Starting from the prone position, complete two shuttle sprints (1 shuttle = 20 m there, 20 m back) dropping to the prone position every 10 m for a total of 80 m.

Visit www.cfmws.com/FORCEprogram for more information on the FORCE Evaluation.

Pre-Screening:
You will complete a health questionnaire and will receive a pre-evaluation blood pressure check by your evaluator.

Informed Consent:
You will be required to read and sign a consent form prior to performing the evaluation. If you are legally considered a minor, you must present a properly signed youth consent form in order to do the evaluation.

Dress Requirement:
You should dress in running shoes, non restrictive clothing such as shorts and a T-shirt. Clothing must be appropriate for a military environment (for example, shoulders covered and shorts to mid-thigh).

Proof of Identification:
Bring valid photo ID, such as: current driver’s license, photo health card, photo student card, etc.

Pre-Evaluation Instructions:
To ensure an accurate evaluation, please adhere to the following instructions:

Physical Exercise:
- No strenuous physical activity minimum six hours before the evaluation.

Food and Beverages:
- Refrain from consuming alcohol for at least six hours before your evaluation.
- Refrain from eating a large meal or taking stimulants (tea, coffee, energy drinks, and pharmaceuticals) for at least two hours before your evaluation.
- Refrain from smoking for at least two hours before your evaluation.

Note:
The results of your evaluation may be negatively affected if the conditions concerning dress, food, smoking, beverages, and exercise are not followed. If you clearly ignored these instructions, the evaluator may cancel your evaluation.
Primary Reserve Operational Fitness Standard (PROFS) Consent for Evaluation Form - Adult (Age of Majority)

I, ______________________________ , the undersigned, do hereby acknowledge:

My consent to perform the Canadian Armed Forces Primary Reserve Applicant Physical Fitness Evaluation, which consists of:

a. **Sandbag Lift**: 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;

b. **Intermittent Loaded Shuttles**: 10 consecutive shuttles (1 shuttle = 20 m there, 20 m back), alternating between loaded shuttles with a 20 kg sandbag and unloaded shuttles, totaling 400 m;

c. **Sandbag Drag**: Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping; and

d. **20 metre Rushes**: Starting from the prone position, complete two shuttle sprints (1 shuttle = 20 m there, 20 m back) dropping to the prone position every 10 m for a total of 80 m.

My understanding that the results of this evaluation will determine my physical readiness for enrolment in the Canadian Armed Forces and subsequent Basic Training;

That I have read, understood, and completed the Health Questionnaire and answered NO to all questions or received clearance to participate from a licensed physician (must present a signed copy of the Physician’s Referral Report).

My understanding that my blood pressure will be measured prior to the evaluation;

My understanding that there are small but potential risks during the evaluation (for example, episodes of transient light headiness, fainting, abnormal blood pressure, chest discomfort, leg cramps, nausea, and on extremely rare occasions, heart attacks), and I assume willingly those risks;

My obligation to immediately inform the evaluator of any pain, discomfort, fatigue, or any other symptoms that I may suffer during and immediately after the evaluation;

My understanding that I may stop any further testing at any time if I so desire, and that the evaluation may be terminated by the evaluation upon observation of any symptoms of undue distress or abnormal response;

My understanding that I may ask any questions or request further explanation or information about the procedures at any time before, during or after the evaluation;

Signature: ___________________________ Date (yyyy-mm-dd): _____________

Witness: ___________________________ Date (yyyy-mm-dd): _____________
Primary Reserve Operational Fitness Standard (PROFS) Consent for Evaluation Form - Youth (Not of Age of Majority)

I, __________________________, the undersigned, do hereby acknowledge:

That I am the parent/legal guardian of the dependent named below;

My consent for my dependent to perform the Canadian Armed Forces Primary Reserve Applicant Physical Fitness Evaluation, which consists of:

a. Sandbag Lift: 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;

b. Intermittent Loaded Shuttles: 10 consecutive shuttles (1 shuttle = 20 m there, 20 m back), alternating between loaded shuttles with a 20 kg sandbag and unloaded shuttles, totaling 400 m;

c. Sandbag Drag: Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping, and

d. 20 metre Rushes: Starting from the prone position, complete two shuttle sprints (1 shuttle = 20 m there, 20 m back) dropping to the prone position every 10 m for a total of 80 m.

My understanding that the results of this evaluation will determine my dependent's physical readiness for enrolment in the Canadian Armed Forces and subsequent Basic Training;

My understanding that my blood pressure will be measured prior to the evaluation;

My understanding that there are small but potential risks during the evaluation (for example, episodes of transient light headedness, fainting, abnormal blood pressure, chest discomfort, leg cramps, nausea, and on extremely rare occasions, heart attacks), and I on behalf of my dependent, assume willingly those risks;

The obligation of my dependent to immediately inform the evaluator of any pain, discomfort, fatigue, or any other symptoms that they may suffer during and immediately after the evaluation;

My understanding that my dependent may stop any further testing, if they desire, and that the evaluation may be terminated by the evaluator upon observation of any symptoms of undue distress or abnormal response;

My understanding that my dependent and I can ask any questions or request further explanation or information about the procedures at any time before, during or after the evaluation;

I hereby agree to assume full responsibility to instruct my dependent of the risks that I have assumed and about their responsibilities and options before, during and after the evaluation, as explained in this Consent Form.

Name of dependent: __________________________ Date (yyyy-mm-dd): __________

Parent/Legal guardian's signature: __________________________ Date (yyyy-mm-dd): __________

Witness: __________________________ Date (yyyy-mm-dd): __________

I have read and understood this form in its entirety and I agree to participate in the Canadian Armed Forces Primary Reserve Applicant Physical Fitness Evaluation given these risks and responsibilities. I confirm that the information provided in the Health Questionnaire above is true to the best of my knowledge.

Dependent's signature: __________________________ Date (yyyy-mm-dd): __________

Witness: __________________________ Date (yyyy-mm-dd): __________

Remember: This form, properly completed, must be given to the Evaluator or you will not be permitted to take the test.
CHAPTER 6 - ANNEX 6E

RELEASE OF LIABILITY FOR THE PRIMARY RESERVE OPERATIONAL FITNESS STANDARD WAIVER

Release of Liability for the Primary Reserve Operational Fitness Standard (PROFS) Waiver of Claims, Assumption of Risks and Indemnification Agreement

I, ________________________, a person taking part in the physical fitness evaluation of Canadian Armed Forces Primary Reserve Applicants, realizing the potential hazards associated with military equipment and facilities, on behalf of myself, my heirs, devisees, successors, assigns, executors and administrators, in consideration of being permitted to participate in the FORCE evaluation which will consist of a health screening, familiarization of the FORCE evaluation components, standardized warm-up, optional mobility preparation, performance of the FORCE Evaluation Sandbag Lift, Intermittent Loaded Shuttles, Sandbag drag, and 20m rushes, and a standardized cool-down, acknowledging that additional information can be obtained from the FORCE Ops Manual, hereby,

a. waive all claims of any nature or kind whether in contract, tort, negligence or otherwise, against Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces, all in their service, employment and private capacities, in any manner arising out of, based upon, occasioned by or attributable to the activities of them, including negligence on their part, or any action taken or things done or maintained by virtue thereof;

b. having determined that the activities involve potential hazards and may result in physical and/or psychological harm or damage to my property, and wishing in any event to carry out the activities, voluntarily assume any risks that may be associated with the activity;

c. at all times indemnify and save harmless Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees, and members of Her Canadian Forces from and against all claims and demands, loss, costs, damages, action, causes of action, suits, or other proceedings by whomsoever made, brought, or prosecuted in a manner related to any loss, property damages, personal injury or death, resulting from, occasioned by or attributable in any way to my presence on Her Majesty’s property;

d. covenant that I will not commence or maintain against any person, any action or proceeding which will give rise to a claim against Her Majesty the Queen in rights of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces for contribution or indemnity;

e. confirm that I have attained the age of 18 years;

f. agree that this release shall bind my heirs, executors, administrators and assigns; and

g. acknowledge having read this Waiver of Claims, Assumption of Risks and Indemnification Agreement and indicate my acceptance of this document by my signature;

Dated at ________________________, this ______ day of ____________ 20_______

Name of Applicant ___________________________ Signature of Applicant ___________________________

Name of Witness ___________________________ Signature of Witness ___________________________

Formulaire disponible en français - DND 4023-F

DND 4023-E (08-2014)
Design: Forms Management 613-995-9944 / 613-947-8944
RELEASE OF LIABILITY FOR THE PRIMARY RESERVE OPERATIONAL FITNESS STANDARD WAIVER FOR MINOR

Release of Liability for the Primary Reserve Operational Fitness Standard (PROFS) Waiver for Minor Applicant of Claims, Assumption of Risks and Indemnification Agreement

I, ________________________, THE PARENT/GUARDIAN HAVING FULL LEGAL RESPONSIBILITY FOR DECISIONS REGARDING MY CHILD/WARD, ________________________, A MINOR TAKING PART IN THE PHYSICAL FITNESS EVALUATION OF CANADIAN ARMED FORCES PRIMARY RESERVE APPLICANTS, realizing the potential hazards associated with military equipment and facilities, on behalf of my child/ward, his/her heirs, devisees, successors, assigns, executors and administrators, in consideration of being permitted to participate in the FORCE evaluation which will consist of a health screening, familiarization of the FORCE evaluation components, standardized warm-up, optional mobility preparation, performance of the FORCE Evaluation Sandbag Lift, Intermittent Loaded Shuttles, Sandbag drag, and 20m rushes, and a standardized cool-down, acknowledging that additional information can be obtained from the FORCE Ops Manual, hereby,

a. waive all claims of any nature or kind whether in contract, tort, negligence or otherwise, against Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces, all in their service, employment and private capacities, in any manner arising out of, based upon, occasioned by or attributable to the activities of them, including negligence on their part, or any action taken or things done or maintained by virtue thereof;

b. having determined that the activities involve potential hazards and may result in physical and/or psychological harm or damage to my child’s/ward’s property, and my child/ward wishing in any event to carry out the activities, voluntarily assume any risks that may be associated with the activity;

c. at all times indemnify and save harmless Her Majesty the Queen in right of Canada, Her officers, servants, agents, employees, and members of Her Canadian Forces from and against all claims and demands, loss, costs, damages, action, causes of action, suits, or other proceedings by whomsoever made, brought, or prosecuted in a manner related to any loss, property damages, personal injury or death, resulting from, occasioned by or attributable in any way to my child’s/ward’s presence on Her Majesty’s property;

d. covenant that neither I, on my own behalf, or on behalf of my child/ward, nor my child/ward will commence or maintain against any person, any action or proceeding which will give rise to a claim against Her Majesty the Queen in rights of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces for contribution or indemnity;

e. agree that this release shall bind my child’s/ward’s heirs, executors, administrators and assigns; and

f. acknowledge having read this Waiver of Claims, Assumption of Risks and Indemnification Agreement and indicate my child’s/ward’s acceptance of this document by my signature;

Dated at ________________________, this _________ day of ______________ 20 _______

Name of Parent/Guardian of Applicant  ________________________

Signature of Parent/Guardian of Applicant  ________________________

Name of Minor Applicant  ________________________

Signature of Minor Applicant  ________________________

Name of Witness  ________________________

Signature of Witness  ________________________

DND 4024-E (08-2014)
Design: Forms Management 613-995-9944 / 613-947-8944

Formulaire disponible en français - DND 4024-F
Demanding physical activity is a way of life for Canadian Armed Forces members. Examples of the physically demanding tasks that Canadian Armed Forces members must be capable of performing are: dig a personal trench; run at a speed other than own pace with distances up to 6 km; march for a lengthy period while carrying a rucksack and a personal weapon; carry one end of a stretcher bearing a 90 kg load; perform physical training without significant restrictions; perform obstacle course training (scaling 2 m and 4 m walls, climbing 4 m netting, and traversing a 4 m ditch hand-over-hand); and work effectively in extremes of temperature for long periods of time.

CAF Reserve Enrollment and Basic Training Program

The Canadian Armed Forces, as part of the enrollment process for Primary Reservists, requires each applicant to undertake a physical fitness evaluation to determine if they are fit enough to participate in its Basic Training Program.

The CAF Primary Reserve Applicant Physical Fitness Evaluation includes:

- **Sandbag Lift**: 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;
- **Intermittent Loaded Shuttles**: 10 consecutive shuttles (1 shuttle = 20 m there, 20 m back), alternating between loaded shuttles with a 20 kg sandbag and unloaded shuttles, totaling 400 m;
- **Sandbag Drag**: Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping; and
- **20 metre Rushes**: Starting from the prone position, complete two shuttle sprints (1 shuttle = 20 m there, 20 m back) dropping to the prone position every 10 m for a total of 80 m.

Before applicants undergo the evaluation, they must complete a Health Questionnaire and their blood pressure is measured. During this process, your patient:

- Answered “Yes” to one or more of the questions on their questionnaire (see attached form).

**Specific concern:**

- Had a resting blood pressure of / (above the safety cut-off of 144/94 mm Hg).

Therefore, your patient requires clearance from their physician before attempting the physical fitness evaluation.

Your assessment of the applicant’s condition with respect to participation in the evaluation and program is required.

**Blood pressure** / mm Hg

**Recommendations:**

Based upon my review of their current health status, I find the above applicant to be Please select to undergo the physical fitness evaluation and strenuous physical training as described above.

**Date** (yyyy-mm-dd): ___________________________  **Signature:** ___________________________

**Telephone:** ___________________________  **Physician:** ___________________________

Any costs related to completing this form are the financial responsibility of the applicant.

Detailed Medical Assessment:

A clarification of the applicant’s positive response(s) may also be required for inclusion in the CAF applicant medical record. If not done already, a separate statement including the diagnosis, test results, current treatment, medical restrictions, and planned follow-up (as applicable) should be forwarded to the CFRC.

Attention: Recruiting Medical Officer.

Any costs related to completing this assessment are the financial responsibility of the applicant.
TOOL 1 - ACRONYMS

AED   Automated External Defibrillator
AFTA  Advanced Fitness Training Assistant
AR    Administrative Review
ASU   Area Support Unit
BFTA  Basic Fitness Training Assistant
BP    Blood Pressure
PROFS Primary Reserve Operational Fitness Standard
CFMWS Canadian Forces Morale and Welfare Services
CDS   Chief of the Defence Staff
CEP   Certified Exercise Physiologist
CAF   Canadian Armed Forces
CFHS Chit Canadian Forces Health Services Chit (Medical Chit)
CMPC  Chief Military Personnel Command
CMTFE Common Military Task Fitness Evaluation
CO    Commanding Officer
CoC   Chain of Command
CPAFLA Canadian Physical Activity Fitness and Lifestyle Approach
CPT   Certified Personal Trainer
CSEP  Canadian Society for Exercise Physiology
DFit  Director of Fitness
DMed Pol Director of Medical Policy
DMCA  Director Military Careers Administration
DMCPG Directorate of Military Career Policy and Grievance
EAP   Emergency Action Plan
FL    Fitness Leader
FC    Fitness Coordinator
FORCE Fitness for Operational Requirements of CAF Employment
FSI   Fitness and Sports Instructor
HR    Heart Rate
HRMS  Human Resource Management System
MEL   Medical Employment Limitation
MFS   Manager, Fitness and Sports
MPFS  Minimal Physical Fitness Standards
OPI   Office of Primary Interest
PER   Personal Evaluation Report
PES   Physical Exercise Specialist
PHA   Periodic Health Assessment
PSP   Personnel Support Programs
PROFS Primary Reserve Operational Fitness Standard
RAFS  Regional Adapted Fitness Specialist
RM    Remedial Measures
SCS   Strength and Conditioning Specialist
SPTC  Supplementary Physical Training Coordinator
STF   Strengthening the Forces
UoFS  Universality of Service
URP   Unit Personnel Records
WC    Waist Circumference
# Formefit Reservation

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>118</td>
</tr>
<tr>
<td>User Accounts</td>
<td>119</td>
</tr>
<tr>
<td>Logging in for the first time</td>
<td>119</td>
</tr>
<tr>
<td>User roles and permissions</td>
<td>120</td>
</tr>
<tr>
<td>Editing your own profile</td>
<td>123</td>
</tr>
<tr>
<td>Changing your password</td>
<td>124</td>
</tr>
<tr>
<td>Signing off</td>
<td>125</td>
</tr>
<tr>
<td>Information Menu Item</td>
<td>125</td>
</tr>
<tr>
<td>Events</td>
<td>125</td>
</tr>
<tr>
<td>Creating an event</td>
<td>125</td>
</tr>
<tr>
<td>Adding a note</td>
<td>131</td>
</tr>
<tr>
<td>Adding / Removing CAF personnel to / from an event</td>
<td>132</td>
</tr>
<tr>
<td>Viewing an event</td>
<td>135</td>
</tr>
<tr>
<td>Editing an event</td>
<td>136</td>
</tr>
<tr>
<td>Deleting an event</td>
<td>138</td>
</tr>
<tr>
<td>Forgot your password?</td>
<td>138</td>
</tr>
</tbody>
</table>
RESERVATION WEBSITE

OVERVIEW

The Reservation website (https://formefitreservation.cfmws.com/en-CA) was developed in order for PSP fitness staff and military unit coordinators to schedule CAF personnel for PSP managed fitness evaluations (currently just FORCE Evaluations).

PSP fitness staff are able to create events on a certain date and time, assign an event centre, set the event capacity and add CAF personnel. It is possible to change event details or delete events, as well as reserve events for a particular department and create recurring events. The CAF personnel data is sourced from HRMS and is updated on a regular basis.

Prior to conducting a fitness evaluation, PSP fitness staff securely import this event data (including CAF personnel) into the Fitness Evaluation System. Please note that unit coordinators can only add or remove CAF personnel from their Dept / Unit to events.

Understanding your permissions

The Permissions table in Annex 1A is a high-level view of seeing what you and other users can do when it comes to managing events and other users.

Splash Page:
USER ACCOUNTS

Logging in for the first time

After an Administrator registers you for the Reservation website, you will receive an email informing you that you have been given access.

1. Follow the instructions in the email, and then log in to the Reservation website.

2. The Calendar page appears. To access the screen below, select Home.

- **Manage Events**: Click here to create an event (PSP fitness staff only).
- **Manage Data**: Only available to PSP HQ.
- **Manage Users**: Click here to add / edit users (Managers, Fitness and Sports).
User roles and permissions

The Reservation website is a “role-based” application. Each position is assigned a role, and this role determines what they can and cannot do. The table below lists the various user roles for the Reservation website and their permissions.

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>What can they do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Admin</td>
<td>Manager, Fitness and Sports</td>
<td>• Create, edit, deactivate, and activate other Local Admins, Local Access, and Unit Access from their own locations.</td>
</tr>
<tr>
<td></td>
<td>Fitness Coordinator</td>
<td>• Can edit the User Profile for other Local Admins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can only modify default location within assigned locations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cannot edit their Role / Position.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cannot modify another user’s password.</td>
</tr>
<tr>
<td>Local Access</td>
<td>PSP Fitness Staff</td>
<td>• Can only modify default location within assigned locations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cannot create, edit, deactivate, or activate users.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cannot edit the User Profile for other users.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cannot edit their Role / Position.</td>
</tr>
<tr>
<td>Unit Access</td>
<td>CAF Unit Coordinator</td>
<td>• Cannot create, edit, deactivate, or activate users.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cannot edit the User Profile for other users.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cannot edit their Role / Position.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For their own User Profile, they cannot edit their Base / Wing or Dept (UIC).</td>
</tr>
</tbody>
</table>

**NOTE:** If posted, contact Local Fitness Coordinator to make arrangements to change location in the user profile.
Adding a new user

1. From the Home page, select Manage users.

**NOTE:** If you don’t see Manage users on the Home page, then you don’t have permission to manage another user’s profile.

The Users page appears.

2. Click the **Add New User** button.

The Add New User page appears.
3. Enter details in the fields.

**NOTE:**

- By default, the ‘CAF Unit Coordinator’ is prefilled in the **Position** field and ‘Unit Access’ is prefilled in the **Role** field. You can select a different position.

- When you select a position, FORMeFIT automatically inserts a default user role in the **Role** field. Depending on the user’s position, you might be able to select a different value in the **Role** field.

**Selecting a location for a new user**

<table>
<thead>
<tr>
<th>Role of the user you are adding</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Local Admin and Local Access** | When creating user accounts for Local Admin and Local Access roles, you can:  
  • Assign one or more locations.  
  • Assign a default location.  
  **Important:** The system automatically prefills your default location. Make sure to select the correct location from the **Default** list for the user you are adding.  
  1. Click the link in the **Base / Wing** field, and use the location selector to add the necessary location(s) for the user.  
  2. After you click **Done**, select a default location for the user. |

![Location Selector window](image)
4. Click the Add button at the bottom of the page to finish adding the user.

**NOTE:** In some circumstances due to the DND database a Dept (UIC) may not be assigned to the correct location and therefore unavailable for selection. Therefore PSP will need to coordinate with the Unit Coordinator using other means (email / phone) and add / remove CAF personnel to an event on their behalf. Please make PSP HQ aware of these circumstances.

**Editing your own profile**

1. To edit your own profile, click the arrow to the right of your name located in the top-right corner of any page.

A drop-down menu appears.
2. Select **Edit profile**. The Edit Profile page appears.

Correspondence: This sets the default language for any correspondence (emails) that will be sent to you from the Reservations website.

3. Enter details in the fields, and then click **Save**.

**Changing your password**

**IMPORTANT:** Users cannot change another user’s password.

1. To change your password, click the arrow to the right of your name located in the top-right corner of any page. A drop-down menu appears.

2. Click **Change password**. The Change Password page appears.

3. Follow the on-page instructions, and then click the **Change password** button.
Signing off

1. To sign off, click the arrow to the right of your name located in the top-right corner of any page, and then click **Sign off**.

The Information menu item contains several items:

- **About**: An overview page describing the Reservation website.
- **Contact**: A contact page containing contact info for general enquiries and technical issues.
- **FAQ**: An FAQ page to help answer Frequently Asked Questions.

### EVENTS

**Creating an event**

<table>
<thead>
<tr>
<th>Your Role</th>
<th>Scheduling an event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Admin</td>
<td>Can schedule an event for the locations that are specified in their user profile.</td>
</tr>
<tr>
<td>Local Access</td>
<td>Can schedule an event for the locations that are specified in their user profile.</td>
</tr>
<tr>
<td><strong>NOTE:</strong> If you're associated with more than one Base / Wing, select a location from the calendar using the Base / Wing list where you want to schedule the event.</td>
<td></td>
</tr>
<tr>
<td>Unit Access</td>
<td>Cannot schedule an event.</td>
</tr>
</tbody>
</table>
1. Sign in to the Reservation website using your email address and password, and then click the **Sign in** button. The calendar page appears showing the current month for your default location.

**Calendar View:**

The Base / Wing list displays all locations available to the user.

**NOTE:** Unit Access users are assigned one Base/Wing.

To change the calendar view, select one of these options.

The Legend shows additional information about the event.

- The ‘#’ symbol indicates that the event is restricted to specific Depts / Units.
- The ‘*’ symbol indicates that the event has notes.
- The coloured dots refer to evaluation centres

In the example below, the current month is ‘May’, the Base / Wing is ‘Bagotville’, and the current date, ‘May 13’, is highlighted in light green.
2. Go to the day (current day or one in the future) when you want to create an event.

**NOTE:** To view an upcoming month, click the arrow (>>) at the top of the page.

**List View:**

The List view gives a broad overview of event details at a Base/Wing. You can click the **Details** link to the right of an event to view more details. The option to sort is provided for all red column headers.

**NOTE TO PSP STAFF:** If you are associated with more than one Base/Wing, you can select a different location from the Base/Wing list. Event details for that Base/Wing will then appear in the List view.

3. Click the plus symbol (+) for the selected day.
The Create page appears:

![Create page screenshot]

4. Enter your scheduling preferences in the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td>This field shows the date the event will be conducted.</td>
</tr>
<tr>
<td></td>
<td>To change the date, click the Calendar icon and select a new date.</td>
</tr>
<tr>
<td><strong>Start Time</strong></td>
<td>This is the event’s start time. Its default setting is ‘08:00’.</td>
</tr>
<tr>
<td></td>
<td>To set the start time, select a value from the drop-down menu.</td>
</tr>
</tbody>
</table>
### TOOL 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Recurring** | This field indicates if the event is a ‘Single’, ‘Weekly’, or ‘Bi-Weekly’ event.  
  a. If you are scheduling a recurring event, select the applicable value, either ‘Weekly’ or ‘Bi-Weekly’.  
  b. Select the number of times you want this event to occur.  
  For example, if you selected ‘Weekly’ in Step A and selected ‘4 times’ in Step B, then this event will be scheduled once a week for four weeks at the same time and at the same evaluation centre.  

**NOTE**: Once created, recurring events are saved as single events. Therefore, future edits may be time consuming, as you will have to edit them one at a time. |
| **Duration** | This field indicates the event’s duration. Its default setting is ‘1h’.  
  If the event will take more than one hour, select a value from the drop-down menu. |
| **Reserved For** | The default setting is an event that is open to all CAF personnel. However, the event can be reserved for just Regular or Reserve personnel if required.  
  • For example, if you select **Reg**, your event will be restricted to Regular CAF personnel only. You can further restrict the event to one (or more) specific Reg Force Department(s) by clicking on the “Reserved for Reg Dept (UIC)...” link. This restriction prevents CAF personnel from any other Department from being scheduled. |
5. Once you are satisfied with your selections, click the **Save** button at the bottom of the page.

Either:

- The calendar page appears showing the event you just added along with the capacity.

**OR**

- A warning message appears informing you that there is a time conflict with an already scheduled event.
Conflicting Event:

At this point, you have two options:

• Change the start time (and possibly the date) so that there is no longer a time conflict.

  OR

• Click the Save button knowing that two events have the same start time.

**NOTE:** If PSP fitness staff have more than one FORMeFIT system, a conflicting event will not have a negative impact if the event is taking place at a different evaluation centre.

Adding a note

You can add a note to an event scheduled in the future or even one that occurred in the past. Once notes have been added they cannot be edited or deleted.

1. From the Calendar page, go to the event, and then click the Event Details link. The Event Details page appears.
2. Insert the cursor in the New note text box, add the note, and then click the Add button. Your entry appears under the Notes window with the date and time you added the note.

For example, PSP fitness staff could notify all unit coordinators that the evaluation centre may need to change due to gym repairs. It is the responsibility of Unit Coordinators to notify all affected CAF personnel.

Adding / Removing CAF personnel to / from an event

<table>
<thead>
<tr>
<th>Role</th>
<th>User Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Admin / Access</td>
<td>• Can add and remove CAF personnel from any Base / Wing.</td>
</tr>
<tr>
<td></td>
<td>• Can remove CAF personnel added by other users.</td>
</tr>
<tr>
<td>Unit Access</td>
<td>Can only search for, view, add and remove CAF personnel from their own Dept / Unit. Cannot see events reserved for other Dept(s) / Unit(s).</td>
</tr>
</tbody>
</table>

**Viewing and Removing CAF personnel in the Event Details screen:**

• Can view all CAF personnel scheduled for all events at their Base / Wing.

• Can only remove CAF personnel belonging to their assigned Dept / Unit.

1. From the calendar, go to the event to which you want to add one or more CAF personnel, and then click the Event Details link. The Event Details page appears.
2. Click the **Event Participants** tab, and then click the **Add Participants** button. The Add Participants page appears.

3. Enter surname or first name or service number in the search field, and then click the **Search** button.

**About the Basic Search**

The search results list appears. By default, the search results list is sorted based on next evaluation date, but you can sort by any column that is highlighted in red.

4. Once you are satisfied that you have found the correct CAF personnel, click **Add**.

5. If you are unable to find correct CAF personnel using basic search, click **Advanced search**.
6. Enter information in any of the fields, and then click the **Search** button.

**NOTE:** The last 3 digits of a SN or the first few characters of a surname may be sufficient.

7. Click the **Add** button to add CAF personnel to the event.

8. Continue searching and adding CAF personnel. Once you have the required number, click the **Event Details** tab at the top of the page. The Event Details page appears.

**NOTE:** To see the CAF personnel you added, click the **Event Participants** tab.

---

**Already Scheduled CAF personnel**

If the CAF personnel you added to an event is already scheduled for an evaluation within one year of the current evaluation, a warning window appears.
Either:

- Click **Yes** to add the CAF personnel to the event.

  OR

- Click **No** to remove the CAF personnel to the event.

**Removing a CAF personnel from an Event**

1. To remove a CAF personnel from an event, locate the CAF personnel from the Event Participants list and click the corresponding **Remove** link. The Confirm Remove window appears.

2. Click the **Remove** button. The CAF personnel is removed from the event.

**Viewing an event**

<table>
<thead>
<tr>
<th>Role</th>
<th>User Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Admin / Access</td>
<td>For the Base / Wing specified in their user profile, these roles can view any event in the Schedule’s calendar. (e.g., ‘Reserved for all’ and ‘Reserved for Dept(s) / Unit(s)’).</td>
</tr>
<tr>
<td>Local Access</td>
<td>For the Base / Wing specified in their user profile, these roles can view any event in the Schedule’s calendar. (e.g., ‘Reserved for all’ and ‘Reserved for Dept(s) / Unit(s)’).</td>
</tr>
<tr>
<td>Unit Access</td>
<td>For the Base / Wing specified in their user profile, these roles can view “Reserved for all” events and events reserved for their own Dept / Unit, but cannot view events which have been reserved for Dept(s) / Unit(s) other than their own.</td>
</tr>
</tbody>
</table>
1. From the Calendar page, click the **Event Details** link for the event you want to view.

   The Event Details page appears.

### Editing an event

<table>
<thead>
<tr>
<th>Role</th>
<th>User Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Admin / Access</strong></td>
<td>• Can edit any event in the Schedule’s calendar.</td>
</tr>
<tr>
<td></td>
<td>• Can edit any field on the Edit Event screen except Base / Wing.</td>
</tr>
<tr>
<td></td>
<td>• When updating events, can search for, view, add / remove CAF personnel from any Base / Wing. This includes removing CAF personnel added by other users.</td>
</tr>
<tr>
<td><strong>Local Access</strong></td>
<td>• Can edit any event in the Schedule’s calendar.</td>
</tr>
<tr>
<td></td>
<td>• Can edit any field on the Edit Event screen except Base / Wing.</td>
</tr>
<tr>
<td></td>
<td>• When updating events, can search for, view, add / remove CAF personnel from any Base / Wing. This includes removing CAF personnel added by other users.</td>
</tr>
<tr>
<td><strong>Unit Access</strong></td>
<td>• Cannot edit basic event details (e.g., date, start time, evaluation centre, capacity, etc.)</td>
</tr>
<tr>
<td></td>
<td>• Can add / remove CAF personnel from their Dept(s) / Unit(s)</td>
</tr>
</tbody>
</table>

1. From the calendar, go to the event you want to edit and click the **Event Details** link.
The Event Details page appears.

2. Click the **Edit Event** button. The Edit Event page appears.

**NOTE:** If there are already participants scheduled for the event, a warning message appears, reminding you to notify all participants.

3. Make the applicable changes, and then click the **Save** button. A warning message appears.

Either:
- Remove or notify the affected CAF personnel.
  - or
- Proceed by clicking the **Save** button.
  - or
- If you made a mistake, click the **Back to Details** link. Your change will not be saved.
IMPORTANT: All recurring events are saved as single events and selecting multiple events is not possible. Therefore, each event needs to be edited individually.

Deleting an event

<table>
<thead>
<tr>
<th>Role</th>
<th>User Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Admin / Access</td>
<td>For the Base(s) / Wing(s) the user has access to, they can delete the following:</td>
</tr>
<tr>
<td></td>
<td>• Events they have created.</td>
</tr>
<tr>
<td></td>
<td>• Events another Local Admin has created at the same Base / Wing.</td>
</tr>
<tr>
<td></td>
<td>• Events Local Access have created at the same Base / Wing.</td>
</tr>
<tr>
<td>Local Access</td>
<td>For the Base(s) / Wing(s) the user has access to, they can only delete events they have created.</td>
</tr>
<tr>
<td>Unit Access</td>
<td>Cannot delete any events.</td>
</tr>
</tbody>
</table>

IMPORTANT: There is no “undo” if you mistakenly delete an event!

1. From the Calendar page, click the Event Details link for the event that you want to delete. The Event Details page appears.
2. Click the Delete Event button.

The Confirm Delete window appears.

3. Click Delete. The event is deleted from the Calendar page.

FORGOT YOUR PASSWORD?
As long as you know the email address that is associated with your Reservation website account, you will be able to log in again.

1. From the Sign In page, click Forgotten your password? and then follow the instructions on the page.
RESERVATION WEBSITE PERMISSIONS SUMMARY

MANAGE ACCOUNTS

<table>
<thead>
<tr>
<th></th>
<th>IT</th>
<th>HQ Admin (PSP)</th>
<th>Local Admin</th>
<th>Local Access</th>
<th>Unit Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create user account</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Edit user account details</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Deactivate user account</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Activate user account</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View / search for users</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Manage User Accounts

NOTE:

• Local Admin cannot view and manage users above them in the role hierarchy (only their own role and below).

• IT and HQ Admin can view and manage each other and roles below them.

MANAGE EVENTS

<table>
<thead>
<tr>
<th></th>
<th>IT</th>
<th>HQ Admin (PSP)</th>
<th>Local Admin</th>
<th>Local Access</th>
<th>Unit Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create events</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Edit event details (Date, Time, Duration, Evaluation Centre, Reg / Res, Unit reservation, Capacity)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Delete event</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Their events only</td>
</tr>
</tbody>
</table>

Their events, other Local Admin + Local Access only
<table>
<thead>
<tr>
<th></th>
<th>IT</th>
<th>HQ Admin (PSP)</th>
<th>Local Admin</th>
<th>Local Access</th>
<th>Unit Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>View events</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cannot see events reserved for other Dept(s) / Unit(s)</td>
</tr>
<tr>
<td>Search for / add CAF personnel to an event</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Only CAF personnel from their Dept(s) / Unit(s)</td>
</tr>
<tr>
<td>Remove CAF personnel from an event</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Only CAF personnel from their Dept(s) / Unit(s)</td>
</tr>
<tr>
<td>View CAF personnel in an event</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add notes to an event</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>NOTE:</strong> For audit trail purposes, notes cannot be edited or deleted.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Change Base / Wing (in calendar + user profile)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
## Issue / Problem

### Device does not turn on...

<table>
<thead>
<tr>
<th>Possible Causes</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAPTOP</td>
<td>• Check that all power cable connections are secure.</td>
</tr>
<tr>
<td>• Socket / Outlet</td>
<td></td>
</tr>
<tr>
<td>• Power Adapter</td>
<td></td>
</tr>
<tr>
<td>LAPTOP</td>
<td>1. Remove the bottom cover and release the clips securing the battery.</td>
</tr>
<tr>
<td>• Battery issue</td>
<td>2. Pull the tab to remove the battery.</td>
</tr>
<tr>
<td></td>
<td>3. Hold down the power button.</td>
</tr>
<tr>
<td></td>
<td>4. Replace the battery and try to turn the power on again.</td>
</tr>
<tr>
<td>LAPTOP</td>
<td>• Contact CFMWS IT.</td>
</tr>
<tr>
<td>• Motherboard issue</td>
<td></td>
</tr>
<tr>
<td>ROUTER</td>
<td>• On / Off switch is located on the side near the top antenna.</td>
</tr>
<tr>
<td>• Switch</td>
<td></td>
</tr>
<tr>
<td>ROUTER</td>
<td>• The power bar also has an illuminated power switch.</td>
</tr>
<tr>
<td>• Switch</td>
<td></td>
</tr>
<tr>
<td>ROUTER</td>
<td>• Ensure the adapter is firmly pushed into the socket behind the laptop.</td>
</tr>
<tr>
<td>• Power supply loose</td>
<td></td>
</tr>
<tr>
<td>ROUTER</td>
<td>• Contact CFMWS IT.</td>
</tr>
<tr>
<td>• Hardware failure</td>
<td></td>
</tr>
<tr>
<td>iPad</td>
<td>• Connect to a charger – ensure the USB charger is firmly in the socket beneath the laptop.</td>
</tr>
<tr>
<td>• Battery</td>
<td></td>
</tr>
<tr>
<td>iPad</td>
<td>• Contact CFMWS IT.</td>
</tr>
<tr>
<td>• Hardware Failure</td>
<td></td>
</tr>
<tr>
<td>AIRCARD</td>
<td>• Properly shut down the system and re-launch the software. If the software still does not auto launch, contact CFMWS IT.</td>
</tr>
<tr>
<td>• Power supply loose</td>
<td></td>
</tr>
</tbody>
</table>
### TOOL 3

<table>
<thead>
<tr>
<th>Issue / Problem</th>
<th>Possible Causes</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Device does not turn on...</strong></td>
<td>AIRCARD</td>
<td>• To verify, select the FORMeFIT shortcut from the desktop.</td>
</tr>
<tr>
<td></td>
<td>• Power supply cord loose</td>
<td></td>
</tr>
<tr>
<td><strong>Software does not auto launch</strong></td>
<td>LAPTOP</td>
<td>• Properly shut down the system and re-launch the software. If the software still does not auto launch, contact CFMWS IT.</td>
</tr>
<tr>
<td></td>
<td>• Did not shut down properly</td>
<td>• Select the FORMeFIT shortcut from the desktop.</td>
</tr>
<tr>
<td>iPad</td>
<td>1. Select the “Extras” folder from the home screen.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Select <strong>FM GO</strong>, and then <strong>Hosts</strong>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Select <strong>FORMeFIT</strong>.</td>
<td></td>
</tr>
<tr>
<td><strong>Connectivity</strong></td>
<td>iPad</td>
<td>• Turn iPad off / on or wait for a Wi-Fi symbol in the top-left corner of the iPad.</td>
</tr>
<tr>
<td>(Devices are not communicating with each other)</td>
<td>• Single iPad not connecting to router</td>
<td>• Go to Settings and select Wi-Fi to see if it is connected to the same network as the other iPads.</td>
</tr>
<tr>
<td></td>
<td>• No iPads are connecting to router</td>
<td>• Contact CFMWS IT.</td>
</tr>
<tr>
<td></td>
<td>iPad</td>
<td>• Check the network cable</td>
</tr>
<tr>
<td></td>
<td>• No iPads are connecting to router</td>
<td>• connection from the laptop to the router.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Switch the router radio button off / on (top left covered by foam).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Turn the laptop off / on.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Contact CFMWS IT.</td>
</tr>
<tr>
<td></td>
<td>AIRCARD</td>
<td>• Check the power supply.</td>
</tr>
<tr>
<td></td>
<td>• Disconnected</td>
<td>• Check USB connections on the aircard.</td>
</tr>
</tbody>
</table>
### Connectivity
*(Devices are not communicating with each other)*

<table>
<thead>
<tr>
<th>Possible Causes</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRCARD</td>
<td>• Move the kit away from potential interference.</td>
</tr>
<tr>
<td>• Reception</td>
<td>• Attach external antenna.</td>
</tr>
<tr>
<td></td>
<td>• Contact CFMWS IT.</td>
</tr>
<tr>
<td>NETWORK</td>
<td>• Wait 10 minutes for update.</td>
</tr>
<tr>
<td>• Maintenance</td>
<td>• Postpone the event or switch to manual entry of data</td>
</tr>
<tr>
<td>• All connectivity down</td>
<td>and validate once connectivity has been re-established.</td>
</tr>
<tr>
<td></td>
<td>• Contact CFMWS IT.</td>
</tr>
</tbody>
</table>

### Unable to access reservation website

<table>
<thead>
<tr>
<th>Possible Causes</th>
<th>Possible Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROWSER / 9Link</td>
<td>• Use Internet Explorer 11 or Chrome</td>
</tr>
<tr>
<td>• Unsupported</td>
<td>• <a href="https://formefitreservation.cfmws.com">https://formefitreservation.cfmws.com</a></td>
</tr>
<tr>
<td>• Incorrect Link</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>• Select the “Forgotten your password” link on the login screen, enter email address and wait for an activation email.</td>
</tr>
<tr>
<td>• Forgotten Password</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>• Contact CFMWS IT.</td>
</tr>
<tr>
<td>• Forgotten / not receiving email</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>• Contact Local PSP (Manager, Fitness and Sports / Fitness Coordinator) to activate account or grant access to new location.</td>
</tr>
<tr>
<td>• Deactivated</td>
<td>• Contact PSP HQ.</td>
</tr>
<tr>
<td>ACCOUNT</td>
<td>• Contact Local PSP (Manager, Fitness and Sports / Fitness Coordinator) to grant access to new location or Dept (UIC).</td>
</tr>
<tr>
<td>• Limited access</td>
<td>• Contact PSP HQ.</td>
</tr>
<tr>
<td>NETWORK</td>
<td>• Wait 10 minutes and try again.</td>
</tr>
<tr>
<td>• Maintenance</td>
<td>• Contact CFMWS IT.</td>
</tr>
</tbody>
</table>
## Issue / Problem

<table>
<thead>
<tr>
<th>Unable to add CAF personnel</th>
<th>Unable to find CAF personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EVENT</strong></td>
<td><strong>BASIC SEARCH</strong></td>
</tr>
<tr>
<td>• Already conducted</td>
<td>• Restricted to conditions of event</td>
</tr>
</tbody>
</table>

### Possible Causes

<table>
<thead>
<tr>
<th>Unable to add CAF personnel</th>
<th>Unable to find CAF personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVANCED SEARCH</strong></td>
<td><strong>ADVANCED SEARCH</strong></td>
</tr>
<tr>
<td>• Other evaluations</td>
<td>• Event restrictions</td>
</tr>
</tbody>
</table>

### Possible Solutions

<table>
<thead>
<tr>
<th>Unable to add CAF personnel</th>
<th>Unable to find CAF personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DND HRMS Data Error</strong></td>
<td><strong>DND HRMS Data Error</strong></td>
</tr>
<tr>
<td>• Contact HRMS or Local Orderly room to update info.</td>
<td>• CAF personnel can still be scheduled and evaluated.</td>
</tr>
<tr>
<td>• Participant Info (including D.O.B) can be corrected to ensure an accurate debrief but will not upload to DND until the error has been resolved within HRMS and re-validated.</td>
<td></td>
</tr>
</tbody>
</table>
1. Insert the plastic inner sleeve into the black outer sleeve.

2. Place 20 kg of playground sand inside the plastic inner sleeve.

3. Weigh the bag with a calibrated floor scale. The weight must be 20 kg, plus or minus 0.2 kg.

4. Remove the air from the plastic inner bag.

5. Twist the top of the plastic inner bag and seal it with duct tape.

6. Feed the rope through the loops and tie off the sleeve tightly.
### FORCE Calibration Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Equipment (Drag force for SBD &amp; Sandbags)</th>
<th>Measurement (Weight &amp; Drag Force)</th>
<th>Adjustment (add / subtract weight)</th>
<th>Floor surface</th>
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20 m Sandbag Drag

1. This component of the FORCE Evaluation has a strong predictive relationship with the common operational task of extricating a casualty from a vehicle. The performance standard is based on this predictive relationship and equates to safely removing a CAF personnel of average weight.

Research

2. Dragging four sandbags across the foam mat surface requires a minimal force of 330N (33.6 kg / 75 lbs) and is linked with the performance standard for the Vehicle Extrication task of an 86 kg (~190 lb) casualty rescue. Various sandbag configurations have been tested to ensure 330N is maintained across the most common indoor testing surfaces.

Approved Surfaces

3. To be appropriate for a valid FORCE Evaluation, the chosen surface should be clean, dry, hard, flat, smooth, and uniform across a 25 m section. Hardwood gym floors, polished concrete floors, rubber cushioned flooring, vinyl tile, taut vinyl mats and rubberized tracks have all been tested and approved for use with minor weight modifications to ensure a consistent drag force.

Adjustments

4. Additional weight may need to be added to achieve the required drag force. The force required to move the sandbags is much less than the weight added, and therefore adding full sandbags and / or 10 kg Olympic plates should be sufficient for all approved surfaces.

Surfaces to Avoid

5. Carpets, rough concrete, asphalt, grass, and ceramic tile have not been approved because the force is too variable or causes significant damage to the sandbag’s fabric.

6. Alternative options are being researched and additional suggestions will be considered.
**Additional Variables**

7. In addition to selecting an appropriate testing surface, evaluators need to be aware of the other factors that could significantly influence the physical demand of the drag.
   - Temperature / humidity
   - Degradation in the sandbag or floor surface
   - Peeling floor tape
   - Water leaks or spills
   - Uneven floor surface

8. In addition to a visual check of the evaluation area, a verification test drag is required prior to each evaluation session using a Heys xScale Luggage Scale.

**Scale**

9. The Heys xScale Luggage Scale.

**Calibration**

10. Verify that the Heys xScale Luggage Scale is in good condition and accurately measures the weight of a 20 kg sandbag (compare values with calibrated weighing scales).

11. Connect sandbags weighing 20 kg (+/- 0.2 kg) as shown in Figure 1 below.

12. Hook the Heys xScale to the red straps that connect the sandbags and drag SLOWLY until a stable reading is obtained. Ideally, the Heys xScale will beep once a stable signal has been detected. Measurements should be recorded while the Heys xScale is held at 1 m from the ground.

*Figure 1: Sandbags*
13. Figure 2 below shows how to hold the Heys xScale. The two-handed method is preferred to minimize interference with the chain and sensor.

![Figure 2: Technique for holding the scale](image)

14. To accurately replicate the minimum drag force required for a valid FORCE Evaluation, the Heys xScale screen should read 33.6 kg (±1 kg).

**Record Keeping**

15. Keep a record of all surfaces used for official FORCE Evaluations and any ongoing adjustments required using Tool 5: Calibration Log.
BLOOD PRESSURE PROCEDURES

1. Have CAF personnel sit for five minutes with their back against the chair rest, feet flat, legs and ankles uncrossed, and their left arm comfortably supported.

2. Ensure the CAF personnel’s clothing does not impede blood flow. Ask CAF personnel to change their shirt if required.

3. Choose an appropriately sized blood pressure cuff and apply it to the CAF personnel’s left arm.

4. Place the cuff around the bare left upper arm with the lower margin two or three centimetres above the antecubital space (bend of the elbow), with the upper edge of the cuff level with the heart.

5. Wrap the cuff evenly around the arm, tightly enough that you can slip two fingers under the cuff’s top edge.

Manual BP Procedures for PSP Evaluators or Trained Health Care Staff:

1. Locate and note the brachial artery and the antecubital space by palpation.

2. Position the stethoscope in your ears with the earpiece pointing forward.

3. Locate the radial artery.

4. Close the valve on the air pump by turning the thumbscrew in a clockwise direction until it is tight.

5. Inflate the cuff quickly until the radial artery pulse can no longer be felt. Continue to inflate the cuff to a level 20 to 30 mmHg above the level of the radial pulse (normally not above 180 mm Hg).

6. Quickly position the diaphragm of the stethoscope over the brachial artery. Apply a minimum amount of pressure on the diaphragm of the stethoscope so as not to distort the artery. The diaphragm should be in complete contact with the skin. The stethoscope should not touch the cuff or its tubing.

7. Release the cuff pressure at a rate of approximately 2 mmHg per second.

8. Establish the systolic BP by listening for the first perception of sound (Korotkoff sound).

9. Note the exact numerical line on the scale where you hear this sound.

10. Establish the diastolic BP when the sounds stop their tap-like quality and are fully muffled.

11. Deflate the cuff to zero pressure and remove it from the CAF personnel’s arm.
Automatic BP Procedures:

1. Instruct the CAF personnel to sit very still and to not move their arm, hand, fingers or body during the measurement of their BP. Any movement could produce a false measure of BP or prevent the automatic blood pressure machine from reading BP.

2. Press the button to start the machine.

3. Once the automatic blood pressure machine has finished measuring the CAF personnel's BP, remove the cuff from the CAF personnel's arm.

**NOTE:** Consult the Automatic BP user manual for any error messages.

A CAF personnel whose pre-evaluation BP is between 141 / 91 mm Hg and 150 / 100 mm Hg is permitted to perform the FORCE Evaluation without restrictions.

The FORCE Evaluator will advise the CAF personnel that their BP reading is slightly above the normal range and will encourage them to consult with their Health Care Provider.

Verbally tell the CAF personnel that there is no cause for alarm and that consulting a Health Care Provider serves as a simple safety precaution.
**WELCOME SCRIPT**

1. Welcome to your FORCE Evaluation.

2. In the event of an emergency, we will use this exit to safely evacuate the building.

   **NOTE:** It is the responsibility of all Qualified FORCE Evaluators to be familiar with their facilities’ Emergency Action Plan.

3. If you have any injuries, please inform an evaluator before you begin your FORCE Evaluation.

4. If you need to use the restroom during your Evaluation, please inform an evaluator so they are aware.

5. The FORCE Evaluation is made up of four tasks:
   
   a. 20 m Rushes
   
   b. Sandbag Lift
   
   c. Intermittent Loaded Shuttles
   
   d. Sandbag Drag

6. You must complete the Evaluation in the order just mentioned, starting with the 20 metre Rushes.

7. FORMeFIT users ONLY: As soon as you finish a task, we will ask you to point to your Rate of Perceived Exertion (RPE) on the Borg Scale (6–20). This reflects how hard you feel you worked on that specific task.

8. A task is terminated when one of the following scenarios occurs:
   
   a. You successfully complete the task.
   
   b. You choose not to continue. Reasons for this could be fatigue, pain, injury, etc.
   
   c. Your evaluator becomes concerned for your safety due to immediate signs of serious distress.
9. Upon completion of the FORCE Evaluation you will have a Fitness Profile which demonstrates your operational and health-related fitness (show graph). Your result on each component of the FORCE Evaluation makes up your Operational Fitness score, which moves you up and down on the graph. Your Health-Related Fitness score is made up of your waist circumference and your predicted aerobic capacity, which moves you left and right on the graph. Your aerobic capacity is calculated based on your times on each component of the FORCE Evaluation, your age, gender, and body composition. There are five general areas of the Fitness Profile that you can be plotted into based on your results:

   a. Incentive Level – (Bronze, Silver, Gold, Platinum)
   b. Green – Met Standard and high level of Health-Related Fitness
   c. Yellow – Met Standard and marginal level of Health-Related Fitness
   d. Orange – Met Standard and low level of Health-Related Fitness
   e. Red – Did Not Meet Standard

10. To get your best overall score on the Fitness Profile, maximal effort on all four tasks is required in order to accurately predict your aerobic capacity.

11. Non-FORMeFIT users can access the Fitness Profile Calculator at www.cfmws.com/FORCEprogram.
1. The purpose of the 20 m Rushes is to assess your physical capability to move quickly over short distances while getting in and out of the prone position repeatedly.

2. You must cover a total distance of 80 m in 51.0 seconds or less.

3. To start, you will lie down in the prone position with your hands and shoulders on or behind the line with your hands raised.

4. On “5, 4, 3, 2, 1, GO,” you will get up and run to the 10 m line.

5. You will touch one foot on or over the line, get down into the prone position, perpendicular to the line, with your hands and shoulders on or behind the line, and perform a hand release.

6. After your hand release, you will get up, run to the 20 m line, touch one foot on or over the line, get down into the prone position, perpendicular to the line, with your hands and shoulders on or behind the line, and perform a hand release.

7. After your hand release at the 20 m line, you will get up, turn around, and run back to the 10 m line.

8. You will repeat this sequence every 10 m until you have covered 4 x 20 m and have completed seven hand releases.

9. Once your foot touches or crosses the 20 m line on your last trip, your time is stopped and recorded to the nearest tenth of a second.

10. If there is a fault, you must correct it before continuing. Faults include:
   - Not touching your foot to the line.
   - Not performing a hand release.
   - Your hands and shoulders over the line.

11. If you do not meet the standard, you can re-attempt a maximum of one time, after a five minute break.

12. **You are not allowed to dive or drop into the prone position.**
   - If you dive or drop into the prone position, we will stop the evaluation immediately. We will retrain you on the protocol and you can restart with no penalty (it will still be your first attempt).
1. The purpose of the Sandbag Lift is to assess your physical capability with various materials handling tasks.

2. You must complete 30 successful lifts in 3 minutes and 30.0 seconds or less.

3. You will start by facing the wall with the line on the floor in between your feet. If, during a lift, part of your foot is touching that line, that lift will not count.

4. On “5, 4, 3, 2, 1, GO,” you will pick up the sandbag with two hands and press it against the wall.

5. The midline of the sandbag must come to the intersecting lines on the wall, or above. Otherwise, that lift will not count.

6. If the sandbag is not horizontal at the time of contact, the entire sandbag must be above the intersecting lines on the wall.

7. You are not allowed to throw the sandbag at the wall. That lift will not count. Both hands must be in contact with the sandbag when it is in contact with the wall, to demonstrate control.

8. Once you have completed a successful lift, you may allow the sandbag to drop to the floor.

9. You will move side to side, with the line on the floor in between your feet at all times, completing a total of 30 lifts.

10. Once the 30th sandbag touches the wall at the appropriate height, your time is stopped and recorded to the nearest tenth of a second.

11. You are not allowed to pick up the sandbag with the strap. Also, for safety concerns, you are not allowed to lift the sandbag up by placing a finger through the eyelet. That lift will not count.

12. You are, however, allowed to use the bundle of material at the end (“pigtail”), as well as the material around the eyelet.

13. We suggest lifting with proper form. However, we will not stop you for improper form unless it becomes a safety concern.

   - A good cue for proper form is: If you can see the line on the wall as you lift, your spine is in a neutral position, your core is engaged, and you are lifting with your legs. If you are looking down at the sandbag, your spine is not in a neutral position and your core is not engaged, which puts you at risk of injury.
INTERMITTENT LOADED SHUTTLES SCRIPT

1. The purpose of the Intermittent Loaded Shuttles is to assess your physical capability to repeatedly carry loads.

2. You must complete 10 shuttles total (40 m each) – alternating five loaded and five unloaded – in 5 minutes and 21.0 seconds or less.

3. You can pick up and carry the sandbag using any safe technique.

4. Standing upright behind the start line, on “5, 4, 3, 2, 1, GO,” you will pick up the sandbag and perform one loaded shuttle, going around the 20 m cone and back to the start line.

5. If you do not go around the cone, we will direct you to correct the fault.

6. During your loaded shuttles, you must walk. If you start to run, we will direct you to stop completely. Once you have stopped, you can proceed to walk.

7. Once you are back to the start, you must touch one foot on or over the line then place the sandbag entirely over the line.

8. Once the sandbag is clear of the line, you will go on your unloaded shuttle.

9. During your unloaded shuttles, you may walk, jog, or run.

10. Once you have returned from your unloaded shuttle, you have completed two out of your 10 shuttles.

11. If you forget to touch one foot on or over the line, we will direct you to correct the fault.

12. If you forget to place the sandbag over the line, we will direct you to pick the sandbag up, and correct the fault.

13. You may set the sandbag down at any point to rest, but your time will not be stopped.

14. Once you have crossed the start line after your final shuttle, your time is stopped and recorded to the nearest tenth of a second.
1. The purpose of the Sandbag Drag is to assess your physical capability to drag a load over a distance of 20 m.

2. You must drag the sandbags a distance of 20 m. There is no time limit to this task; however, it must be done continuously, without using the handles or strap and without stopping.

3. To start, you will pick up the sandbag and hold it using a cradle carry (both hands underneath the sandbag).

4. Ensure the sandbag is high on your chest with the straps coming out from the bottom, without it wrapping around the sandbag.

5. Once you are ready, walk back until you feel tension in the strap. Once you feel tension in the strap, you may begin.

6. Your time starts when you initiate movement to begin.

7. Once your movement has started, you must drag the sandbags to the opposite 20 m line, without stopping.

8. Once the front row of sandbags touches the 20 m line, you will hear the command “CLEAR”.

9. Once you hear the command “CLEAR,” your time is stopped and recorded to the nearest tenth of a second.

10. If you do not cover the 20 m due to lack of control (for example, you fall down), you may wait five minutes and reattempt once.

11. If you do not cover the 20 m due to fitness (for example, you cannot move the sandbags), your task is terminated and there is no reattempt.
BACK INJURY PREVENTION

The Four Rules of Safe Lifting:

1. Keep a neutral spine
2. Centre of gravity
3. Knee tracking over the second toe
4. Balance

Neutral Spine:

- Ability to maintain the spine in its natural curves.
- Contracting the supporting muscles to resist any force that tends to bend or twist the spine.
- Preserve alignment between the shoulders and hips.
Centre of Gravity:

- Maintain weight of the body and objects over the optimal point of control.
- Focus on the big muscle groups to initiate the movement.
- Contract the supporting muscles to provide support.

Knees Tracking over the Second Toe:

- Knees must keep track of the toes to create “pillars” during the movement.
- Hips must initiate the movement.
Balance:

- Ensure the hips dominate the movement pattern.
- Execute the movement pattern under control.
- Keep the object being lifted close to the body.

Lunging:
Safe Lifting Corrections:
Incorrect lifting techniques to watch out for and correct:

1. Back-dominant lift
2. Break in the lumbar spine
3. Break in the thoracic spine
4. Poor knee alignment
5. Limited ankle mobility
6. Knee-dominant lift
7. Poor lateral balance

Following are examples of some common lifting errors, risks, and their subsequent corrections.

1. Back-Dominant Lift

Error:
Instead of having a neutral spine, the entire spine is rounded, from the cervical to the lumbar region. This can occur when the load is too close to the body (Fig. 1) or too far from the body. (Fig. 2)

Figures 1–2
Injury Risk:
Disk impingement resulting from spinal flexion and excessive load on the spine.

Correction:
Bend the knees and hips to load the hips (not the spine). Have the CAF personnel squat close to and facing a wall to help them understand how to position their back to safely lift the load. (Fig. 3)

2. Break in the Lumbar Spine (Excessive Lumbar Flexion)

Error:
The neutral spine in the lumbar region is compromised at the end of the lift. This error is caused by a narrow stance, going too low in the movement, or having trouble keeping the spine in a neutral position.
Injury Risk:
Disk impingement, resulting from spinal flexion and excessive load on the spine.

Correction:
Have the CAF personnel go into the table position (Fig. 5) and get them to arch their back to see where the break in the neutral lumbar spine occurs.

Once the break occurs, have them widen their stance to find the optimal degree (position) in which it is safe for them to squat and still maintain a neutral lumbar spine. (Fig. 6)
TOOL 13

Encourage the CAF personnel to stop going too low and help them find the best degree at which they can maintain a neutral spine. (Figs. 7–8)

Figures 7–8

3. **Break in the Thoracic Spine (Excessive Thoracic Flexion)**

**Error:**
The neutral spine is compromised in the thoracic region. A lack of strength or control in the posterior chain muscles causes the spine to curve. (Fig. 9)

Figure 9

**Risk:**
Disk impingement resulting from spinal flexion and excessive load on the spine.

**Correction:**
Encourage the CAF personnel to use their latissimus dorsi muscles to stabilize the core when bending down to lift the load.
The wall exercise (Fig. 10) is one method to enforce a neutral spine. However, CAF personnel will need to lift loads from off the ground and consciously stabilize their back muscles to help maintain a neutral spine. (Fig. 11)

4. Poor Knee Alignment

*Error:*
The knee does not align (“track”) in the direction of the second toe. (Fig. 12) This error can be caused by:

- Poor mobility due to leg muscle imbalances.
- Not knowing how to control leg muscular contractions in order to maintain a straight movement during the flexion phase of the knees, hips, and ankles. (Figs. 12–14)
Risk:
Excessive pressure is exerted on the following joints: Knees, hips, and/or ankles.

Correction:
Depending on the type of error, have the CAF personnel use a resistance band to force the knees outwards or inwards. (Fig. 15)

Figure 15

5. Limited Ankle Mobility

Error:
The heels leave the ground during the lifting phase. (Figs. 16–17) This error occurs when the CAF personnel’s centre of gravity is misaligned, causing the load to be centered over the toes or the ball of the foot.

Figures 16–17
Risk:
Excessive pressure is exerted on the knee joints.

Correction:
Centre the load over the arch of the foot. (Fig. 18) Have the CAF personnel place their heels firmly on the ground. Encourage them to activate their glutes to ensure a strong stance. The wall exercise is useful as it forces the CAF personnel to keep their knees tracking their toes and the centre of gravity closer to the body. (Fig. 19) Placing an object such as a weight under their heels might improve their centre of gravity.

6. Knee-Dominant Lift

Error:
The majority of the weight is loaded on the knee joints. (Fig. 20) This error sometimes occurs when the knees are not aligned with the direction of the toes (“tracking”). (Fig. 21)
**Risk:**
Excessive pressure is exerted on the knee joints.

**NOTE:** There is a higher risk of injury to the knees versus the hip joints.

**Correction:**
Encourage the CAF personnel to correct their body position so that their knees track the toes and remain aligned with the toes. This will load the hip joint. The wall exercise is useful when trying to fix errors with knee-dominant lifts. The wall forces CAF personnel to push their hips out in order to properly execute the movement. (Fig. 22)

*Figure 22*
7. Poor Lateral Balance

**Error:**
Loss of balance due to poor mechanics or difficulty contracting muscles equally. (Figs. 23–24)

**Risk:**
Possible injuries to the following joints: Hips, knees, ankles, and back.

**Correction:**
To work both legs equally, encourage the CAF personnel to hold onto a chair while trying to maintain proper tracking with both knees. (Fig. 25) A resistance band can also be used to correct knee-tracking issues. (Fig. 26)
**WARM-UP / EVALUATION PREPARATION**

Mandatory light aerobic activity (2–3 minutes), performed with a 20 m set-up. All movements should be performed in a controlled manner. To include:

1. **20 m x walking:** easy arm circles, 10 m in each direction
2. **10 m x walking:** arms across chest and to back
3. **10 m walking:** arms up and down
4. **20 m x walking:** knee lifts
5. **20 m x walking:** butt kicks
6. **20 m x walking:** alternating single leg raise to opposite hand (every third step) (Frankenstein)
1. Reaching side bends x 5 side (knees and hips unlocked)

2. Squats x 3

3. Lunges x 3 side (forward / backward complex)

4. Alternating side / lateral step lunges x 3 side

7. 2 x 20 m progressive jogging

8. 1 x 20 m side steps, alternating directions

9. 1 x 20 m carioca (cross-overs), alternating directions

Mandatory dynamic (controlled) movements that reflect the movement patterns used during the evaluation (2–3 minutes) are performed in a stationary position:
5. Spiderman x side

6. Hand release push-up to get up x 5 (stand - hands down- step back into plank - hand release push-up – step up into standing)

A Reduced version of each protocol at the discretion of the CAF personnel, which can include:

1. 40 m of the 20 m Rushes at 50% pace
2. 4 Sandbag Lifts
3. 10 m of the Intermittent Loaded Shuttles
4. 10 m of the Sandbag Drag

Additional 1–2 minute warm-up period, at the CAF personnel’s discretion.
**FORCE EVALUATION FORM (DND 279)**

**Section A: Service Particulars**

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<th>Rank - Grade</th>
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<th>Military ID</th>
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**Section B: Health Appraisal**

1. **To the best of your knowledge do you have a medical condition or Medical Employment Limitation (MEL) which restrict you from participating in a maximal fitness evaluation or a progressive training program?**

   - Yes
   - No

2. **Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program?**

   - Yes
   - No

3. **Do you have a valid Periodic Health Assessment (PHA)?**

   - Yes
   - No

**Section C: FORCE Evaluation**

**Section D: Results**

**Section E: Fitness Program**

**Section F: Certification of Evaluation and Prescription**

**Section G: Certification of Understanding**

**Section H: Program Approval**

*The above fitness evaluation results, exercise prescription and the requirement to maintain an up-to-date physical fitness training record have been reviewed and are approved. - L’évaluation de la condition physique et la prescription d’exercices ci-dessus ont été révisées et approuvées.*

*The above fitness evaluation results, exercise prescription and the requirement to maintain an up-to-date physical fitness training record have been reviewed and are approved. - L’évaluation de la condition physique et la prescription d’exercices ci-dessus ont été révisées et approuvées.*

**Signature of Commanding Officer**

**Signature of CAF member**

**Date**

*Signature of Commanding Officer* - Signature du commandant

*Signature of CAF member* - Signature du membre des FAC

*Date* - YYAA MM DJ

*Pièce d’identité militaire* - ID SGPM

*UIC - CIU*

**Copy 1 - Unit Personnel Records (UPR) / Copie 1 - Dossiers du personnel de l’unité**
DND 663 GENERAL SAFETY HAZARDOUS OCCURRENCE INVESTIGATION REPORT (HAZOR)

GENERAL

1. Commanding Officers shall ensure that all accidents / incidents are investigated and documented using the DND 663 GENERAL SAFETY HAZARDOUS OCCURRENCE INVESTIGATION REPORT (HAZOR). The DND 663 is used to identify recommendations to prevent re-occurrence and to record remedial action taken.

2. A DND 663 is completed electronically or in hardcopy for the following:
   a. Accident, (Non-disabling, disabling and fatality); Incident; Contamination; Ergonomic; Exposure; Hazardous Condition; Spill / Release; and Other Types: Vehicle / Equipment Accident (The DND 663 is used to capture the injury and any days lost / restricted workdays) Violent Act (injuries inflicted on purpose by another person, self-inflicted injuries, or attempted suicides); Dangerous Occurrence (a serious accident that resulted in death, fire / explosion, loss of consciousness, multiple injuries, emergency procedure, or involved a pressure vessel or elevating device.)

CLARIFICATION ON THE DND 663 PROCESS

3. In the event of a workplace / field / authorized sports accident or incident, it is not enough that a supervisor completes the CF 98. A DND 663 must be completed for all accidents and incidents in accordance with the DND Safety Policy and Program.

COMPLETING THE DND 663

4. The DND 663 form with check boxes with this annex provides reminders for the investigator (Boxes 1 & 6) of the type and direct causes of the hazardous occurrence. Each numbered box on the form has the panels listed in BOLD print that provide guidance to which panel screen in the HRMS system the information should be entered. Once the information is entered into the HRMS system, the DND 663 can be printed, signed and distributed.

5. It is important to have all supporting documentation, notes, diagrams, pictures, etc., placed on file with the completed DND 663 form.
NOTE: For more information on accident reporting visit the VCDS Accident Reporting site: [http://vcds.mil.ca/sites/intranet-eng.aspx?page=11914](http://vcds.mil.ca/sites/intranet-eng.aspx?page=11914). For more specific information on completing the DND 663 go to Forms heading and select CAF Members or Civilian Employees depending on who the incident occurred with.

RESPONSIBILITY FOR COMPLETION

6. It is the Supervisor’s responsibility to complete the DND 663 within 14 days of the reported accident or incident. In the event that the supervisor is unsure or unaware of the proper procedure for completing the form, they must consult the UGSO for correct completion.

7. The completed DND will be forwarded to the Fmn GSO.
**DND 663**

## Hazardous Occurrence Report

### 1. Type of occurrence - Genre de situation
- Explosion
- Loss of Consciousness
- Ennourgement
- Disabling injury
- Emergency Procedure
- Measures of urgency

### 2. Department file no. - N° du dossier du département

### 3. Unit name and mailing address - Nom et adresse postale de l'unité

### 4. Description of what happened - Description des circonstances

### 5. Injured person's name (if applicable) - Nom de l'employé blessé (s'il y a lieu)

### 6. Direct causes of hazardous occurrence (contributing factors) - Causes directes de la situation comportant des risques (facteurs contribuants)

### 7. Corrective measures - Mesures correctives

### 8. Investigator's comments (optional) - Observations de l'enquêteur (optionnel)

### 9. Health and Safety Committee's or representative's comments - Observations du comité de sécurité et de santé ou du représentant

### 10. I conducted an administrative review of the content of this form - J'ai fait une révision administrative du contenu de ce formulaire.
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<td>4402</td>
<td>ASU Toronto (Canadian Forces College)</td>
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<td>CFB Gagetown</td>
<td>1001</td>
<td>8 Wing Trenton (South Gym)</td>
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<td>1401</td>
<td>9 Wing Gander</td>
<td>2801</td>
<td>CFB Valcartier (Centre des sports)</td>
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<td>1501</td>
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<td>2901</td>
<td>CFB Wainwright (Fitness Centre)</td>
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### Annex A

**Supplementary Physical Training Program Intake Sheet**

#### PART A: (To be filled out by CAF member)

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**Results: (to be filled out by FORCE Evaluator)**

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<td>Sandbag Drag</td>
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**Notes:**

#### PART B (to be filled out by PSP Fitness Staff)

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<td>Core Strength</td>
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**PLAN (FITT)**

- **Cardio Plan:**
- **Muscular Plan:**
- **Balance/Coordination Plan:**
- **Flexibility Plan:**

**PROJECTED FORCE Evaluation date:** ___________________________

**HEALTH PROMOTION**

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<td>Basic Relationship Training</td>
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<td>Butt Out: Smoking Cessation Program</td>
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ANNEX B

PROTECTED B

Memorandum

5595-3 (CFMWS/PSP)

Date

Distribution List

SUMMARY OF FORCE PERFORMANCE AND RECOMMENDATION

SN, Rank, Last Name, First two initials

Ref: A. DAOD 5023-2 – Physical Fitness Program

1. As indicated in Reference A, all CAF personnel are required to achieve the CAF Minimum Physical Fitness Standard (MPFS) in order to meet Universality of Service.

2. This letter is to inform the chain of command that Rank Name failed to meet MPFS during the FORCE Evaluation held at name of location, on (date).

3. Due to Rank Name not achieving the MPFS, I strongly recommend the member take part in the Remedial Physical Training Program delivered by my staff. The program titled Supplementary Physical Training Program (SPTP) operates Monday to Friday from xxx - xxx hrs, at the name of location in lieu of Unit PT. As per Reference A, Rank Name will be immediately re-evaluated upon completion of 12 weeks in the program.

4. Attendance in the SPTP is mandatory with participants being required to sign in daily. Attendance and monthly progress reports will be sent back to you and/or whomever you designate in the Supplementary Physical Training Authorization Form (attached) as our point of contact regarding Rank Name's progress.

5. Please fill out the attached Supplementary Physical Training Authorization Form and return it back to name of the SPTC at your earliest convenience.

6. For any additional information, please contact me at ext.#### or via email at (Manager of Fitness and Sports email).

Name of Fitness Manager
Manager of Fitness and Sports

1/2

PROTECTED B

Enclosures: (3)

Distribution List

Action

Commanding Officer (name of unit)

Information

RSM or Coxn or Squadron WO

Rank, first initial and last name of the member's supervisor.
**DND 728 (DOCUMENT TRANSIT AND RECEIPT)**

**TO - A**

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SUPPLEMENTARY PHYSICAL TRAINING AUTHORIZATION FORM

ANNEX C

PROTECTED A (when completed)

5595-3 (CFMWS/PSP)

PSP SUPPLEMENTARY PHYSICAL TRAINING AUTHORIZATION

References: A. DAOD 5023-2 – Physical Fitness Program

1. Due to Rank Name not achieving the Minimum Physical Fitness Standard (MPFS), IAW REF A para XX it is strongly recommended that the member be directly supervised by the local PSP Fitness Staff as part of the Remedial Physical Training Program. The program, titled Supplementary Physical Training Program (SPTP), operates day to day from xxx-xxx hrs, at the name of location in lieu of Unit PT.

2. The purpose of the PSP SPTP program is to better ensure the improvement of a member’s current fitness level, with the goal of becoming fit for duty, thereby increasing their chances of successfully completing the MPFS.

3. If granted permission to attend the SPTP program, it is expected that Rank Name will be made available to participate 5 days per week during the designated time the program operates. Attendance will be recorded daily, with absenteeism and/or non-compliance reported immediately to yourself and/or whomever you have designated as the point of contact for your Unit. Additionally, monthly feedback in the form of progress reports, as well as an attendance report will be provided to you and/or your designated point of contact.

4. As per REF A para XX, Rank Name will be immediately re-evaluated upon completion of 12 weeks in the program.

ACKNOWLEDGEMENT

5. I have read and understood the information above and:

☐ Grant Rank Name permission to fully participate in the Supplementary Physical Training Program led by PSP.

☐ Will not grant Rank Name permission to participate in the Supplementary Physical Training Program led by PSP.

6. The unit point of contact will be:

________________________________________________________________________

Rank, initial, last name and/or Rank, initial, last name

_________________________ __________________________ _____________

CO’s Name Printed CO’s Signature Date

PROTECTED A (when completed)
INFORMED CONSENT FORM

PROTECTED B

Memorandum

5595-3 (CFMWS/PSP)

/ / /

Commanding Officer/Supervisor

INFORMED CONSENT FOR VOLUNTEERING TO THE SUPPLEMENTARY PHYSICAL TRAINING PROGRAM

I, do hereby consent to participate in the Supplementary Physical Training Program to the best of my ability a minimum of 3 times (maximum of 5 times) a week for a 12-week period. I understand that lack of attendance/lateness will not be tolerated.

I understand the Supplementary Physical Training Program classes are directly supervised by PSP Fitness Staff, and may include activities in the pool, multi-plex, outdoors, weight room, and gymnasium.

I understand the classes will focus on enhancing my fitness level in the areas of cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition.

I understand that a monthly baseline fitness test will be administered to determine my progress. I understand that my Commanding Officer/Supervisor will receive a Monthly Progress Report, and I will also receive updates on my progress.

I understand that there are potential risks with physical activity, and it is my obligation to immediately inform the PSP Fitness Staff of any joint pain or discomfort, extreme fatigue, or any other symptoms that I may suffer during and immediately after the class.

Member: ________________________ _______________

(Signature) (Date)

Please sign and return this form to the PSP Fitness Staff indicating your acknowledgement of above mentioned member’s participation in the Supplementary Physical Training Program, and your understanding and agreement that appropriate time will be allocated for the member to attend the Supplementary Physical Training Program regularly and promptly.

Supervisor: ________________________ _______________

(Signature) (Date)

PROTECTED B

Acknowledgement of Entry: (PSP Fitness Department) (Date)

Manager of Fitness and Sports
SUPPLEMENTARY PHYSICAL TRAINING PROGRAM STATEMENT OF UNDERSTANDING

Supplementary Physical Training Program Statement of Understanding

PROGRAM OBJECTIVE: To improve the CAF member’s current fitness level to become fit for duty, thereby increasing their chances of successfully completing the Minimum Physical Fitness Standard (MPFS).

ROLE OF THE PSP FITNESS STAFF: To coordinate and deliver standardized, one hour, physical fitness programs five days per week for CAF personnel and to ensure that communications on the participant’s progress reports are provided to both the participant and their chain of command.

SCHEDULE:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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PARTICIPANT’S RESPONSIBILITIES

The Participant understands that their non-compliance will be immediately communicated to their supervisor and their RSM/CO. Participants must comply with the following:

1. Arrive on time for all classes.
2. Wear the appropriate PT gear for the day’s activity and bring indoor PT gear on pool days in case of pool closure.
3. Sign in.
4. Inform the SPTC as soon as possible by email of any absences, expected or otherwise. Upon the next class, the Participant must provide a copy of their med-chit or leave pass for all absences.
5. In the case of such approved absences, the Participant is still expected to complete their day’s workout as prescribed on their own time, or during and alternately approved time. In the Participant’s weekly report they must attach an electronic copy of their completed workout logs.
6. Comply with the program, and put forth their best effort.

/ / /  
Participant’s Name (Printed) Participant’s Signature dd / mm / yyyy
Memorandum

5595-3 (CFMWS/PSP)

Date

Distribution List

SUPPLEMENTARY PHYSICAL TRAINING ANNUAL REPORT

GENERAL

1. This report summarizes the ……..

OBSERVATIONS/OVERVIEW

*Explain the overview and observations within the program.*

PARTICIPANTS OVERVIEW

*Recap the participation overview*

LOGISTICS

*Explain how your staff delivered the program (please feel free to add schedules etc., to provide greater insight).*

CHALLENGES AND RECOMMENDATIONS

*List all challenges and recommendations.*

CONCLUSION

Name
Title
Base

PROTECTED B
## Annex F

### MONTHLY PROGRESS REPORT

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<th>Maintaining</th>
<th>Improving</th>
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<td>Power</td>
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<td>Compliance</td>
<td>Attendance</td>
<td>Attitude</td>
<td>Motivation</td>
<td>Progression</td>
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<td>Health Promotion Courses</td>
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<tr>
<td>General Comments</td>
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### Recommendations:

- [ ] No status change
- [ ] Change status to Personal Training Category
- [ ] Return to Unit PT

*NA – not assigned at this time*
Supplementary Physical Training Program Evaluation

Thank you for participating in the PSP Supplementary Physical Training Program (SPTP). We would appreciate your feedback. Your answers and comments will help with the future planning of this program.

1. Did the SPTP meet your needs?

2. What part(s) of the program were most valuable to you?

3. What part(s) of the program were least valuable to you?

4. If you could add or change something to the program what would it be?

5. Did the program offer a variety of classes to suit your needs? Are there any other activities/classes you would have liked to see offered in the program?

6. How prepared were the PSP Fitness Staff at the beginning of each class?

7. How were the PSP Fitness Staff at providing safety precautions during the classes?

8. Additional Comments: