



# OUTCAN Physical Fitness Program

## 1. Identification

- 1.1 Date of Issue **2011-12-08**
- 1.2 Application This is an order that applies to Canadian Forces (CF) members posted outside Canada (OUTCAN) who are supported by the VCDS Gp. Members outside of Canada, who are on operations commanded and or controlled by an operational command, are not OUTCAN CF members.  
This order is a directive that applies to employees of the Department of National Defence (DND) employed within the Vice Chief of the Defence Staff Group (VCDS Group).
- 1.3 Supersession n/a
- 1.4 Approval Authority This order is issued under the authority of the Chief of Staff (COS) VCDS.
- 1.5 Office of Primary Interest (OPI) COS VCDS / GMS / [Mil Pers Svcs 5](#)
- 1.6 Content
- [Definitions](#)
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## 2. Definitions

- 2.1 PSP Coordinators Located in [Ottawa](#) and [Germany](#) the PSP Coordinators are responsible the delivery of physical fitness education and awareness programs, remedial physical fitness programs as well as coordinating the implementation of physical fitness evaluations and training programs.
- 2.2 CF EXPRES Evaluators PSP employees travelling to the test site to administer the CF EXPRES test.
- 2.3 CF EXPRES Coordinators Those CF members at testing locations who liaise with PSP Coordinators to produce testing schedules and coordinate the logistical requirements for the CF EXPRES Program. Instructions for the coordination of a CF EXPRES test on site are contained in [Annex A](#) of this document.

- 2.4 Member(s) OUTCAN CF member(s) who are either under the command of the VCDS Gp or who are sponsored by any L1 and receive their personnel administration, including PSP support, from a VCDS Gp unit such as OUTCAN Coordinator Military Foreign Service Section (MFSS), Canadian Forces Support Unit – Europe (CFSU-E) or CFSU(CS). Instructions for the completion of a CF EXPRES test are found at [Annex B](#) of this document.

## 3. Policy Direction

- 3.1 Context Members must possess the level of physical fitness needed to function in complex and demanding environments. They must be able to perform general military, common defence and security duties, as well as meet the demands of their military occupation. The VCDS Gp physical fitness program provides members with the opportunity to participate in regular fitness activities and remain physically fit for duty. It is an integral part of generating a force that is operationally ready.
- 3.2 Policy Statement VCDS Gp Members shall attain and maintain the minimum fitness levels as set out in DAOD 5023-1, *Minimum Operational Standards Related to Universality of Service*. Failure to maintain these standards or allowing a fitness result to expire will result in remedial measures. Members are expected to maintain their currency with respect to CF EXPRES testing and shall schedule testing prior to the expiry of their current result.
- 3.3 Requirements It is the responsibility of the VCDS Gp leadership to embrace fitness personally, to promote optimum levels of fitness and health for all members and to facilitate the achievement of those levels.
- This document shall be read in conjunction with references listed in [Section 8](#).

## 4. OUTCAN Physical Fitness Program

- 4.1 CF EXPRES Program The CF EXPRES Program is the primary evaluation and exercise prescription tool for OUTCAN. This program includes four components: health appraisal, physical fitness evaluation, exercise prescription and exercise participation. Members who attain the minimum physical fitness standards meet the common fitness requirement of general military service. The exercise prescription component provides the member with a regular physical fitness training program. The CF EXPRES Program is administered and managed by Personnel Support Program (PSP) staff and CF EXPRES Coordinators.
- 4.2 LFCPFS The Land Force Command Physical Fitness Standard (LFCPFS) is available to those members wherever mandated by their Parent Command in support of employment with Canadian Army or deployment with a Force Employer.
- 4.3 Bona Fide Occupational Requirement (BFOR) Members on exchange with foreign military organizations, such as the United States Armed Services, must continue to meet the CF minimum physical fitness standards which in turn meet the requirements for a legally defensible BFOR. The creation and implementation of any physical fitness standard as a condition of service is strictly governed by the Charter of Human Rights. Only standards, such as the CF EXPRES evaluation, that have been assessed by Director General Personnel and Family Support Services will apply as the legally defensible physical fitness

standards. There exists, no foreign physical fitness tests have been assessed and validated by as a legally defensible test.

Members who must complete a foreign fitness test as part of their duties will not receive a waiver and must ensure their CF EXPRES results remain current.

#### 4.4 Online Exercise Prescription

As part of the CF EXPRES Program, PSP Coordinators provide members with an exercise prescription based on the results of the evaluation. Members can also access a physical fitness program at the [CF Online Exercise Prescription web-site \(www.CFEXPRES.ca\)](http://www.CFEXPRES.ca), which is available on the internet. This online program is an interactive tool that provides fitness recommendations to individuals that have recently completed the CF EXPRES evaluation.

#### 4.5 Access to Fitness Facilities

The [Military Foreign Services Instruction Manual – Chap 10 Section 19](#) outlines the allowances and benefits regarding access to physical fitness facilities.

## 5. Evaluation Results

#### 5.1 HRMS Fitness Panel - APRV

Commanding Officers will ensure physical fitness results are entered into the Human Resource Management System (HRMS) fitness panel after the test is completed. Leadership at all levels must maintain the capability to accurately track and report the fitness level of their members.

#### 5.2 Expired Results

Commanding Officers shall ensure all members are tested and shall be prepared to provide substantiation for those members who are without a HRMS entry and without a valid fitness evaluation.

Results for the **CF EXPRES** test are valid:

- for a period of 365 days beginning on the date the CF minimum physical fitness standards is achieved; or
- for a period of 730 days beginning on the date an incentive standard is achieved.

Results for the **LFCPFS** are valid for a period of 365 days from the date the LFCPFS was successfully completed.

#### 5.3 Quarterly Reporting

Commanding Officers will submit a report outlining testing results on a quarterly basis. Reports shall indicate whether or not remedial measures have been initiated for those members failing or having expired results. Reports are to be forwarded to [Mil Pers Svcs 7](#).

#### 5.4 Remedial Fitness Training

If the Commanding Officer determines that the failure was for reasons within the members' control, remedial measures will be initiated and the member directed to remedial physical fitness training where applicable. Members ordered to undergo remedial fitness training shall contact PSP Staff to obtain a prescribed physical fitness training program.

#### 5.5 LFCPFS

Members who attempt the LFCPFS in lieu of the CF EXPRES test and are unsuccessful shall, where the Commanding Officer determines the failure was due to factors within their control, be placed on remedial measures for a performance deficiency. Members shall be directed to PSP staff for remedial fitness training and shall schedule an CF EXPRES test 90 days from the date of failure of the LFCPFS.

## 6. Responsibilities Table

The...	Is/are responsible for...
Commanding Officers	<ul style="list-style-type: none"> <li>conducting physical fitness programs;</li> <li>ensuring that CF members are tested against the applicable physical fitness standard and ensuring results are entered into the HRMS fitness panel;</li> <li>referring a CF member to a CF medical care provider for a health assessment based on the CF members inability to meet the applicable physical fitness standard;</li> <li>informing CF members of the administrative consequences of failing to meet and maintain the MPFS;</li> <li>initiating administrative action as required;</li> <li>directing remedial physical fitness training as required; and</li> <li>informing DGMC, environmental chiefs of staff or equivalent staff, as applicable, of the need to conduct an AR.</li> </ul>
VCDS Gp Physical Fitness Manager	Located in NDHQ, the manager is responsible for the overall management of the OUTCAN physical fitness program.
VCDS Gp OUTCAN Physical Fitness Coordinator	Located in NDHQ, the physical fitness coordinator is responsible for the management and application of the fitness program for all OUTCAN members with the exception of those falling under the umbrella of Canadian Forces Support Unit-Europe (CFSU-E).
CFSU(E) PSP Manager	<p>Located in Geilenkirchen, Germany, the CFSU(E) PSP manager is responsible for the management and application of the fitness program for OUTCAN members located in Europe or falling under the administrative control of CFSU(E).</p> <ul style="list-style-type: none"> <li>Fitness, Sports and Recreation Director +49 (0)2451 717 201, or</li> <li>Physical Exercise Specialist, +49 (0)2451 717 205</li> </ul>
CF EXPRES Evaluators	<ul style="list-style-type: none"> <li>Administering the CF EXPRES test at the testing site</li> </ul>
CF EXPRES Coordinators	<ul style="list-style-type: none"> <li>See <a href="#">Annex A</a>, CF EXPRES Instructions – Coordinators</li> </ul>
Members	<ul style="list-style-type: none"> <li>Maintaining the minimum fitness standards as set out in DAOD 5023-1</li> <li>Maintaining currency. All OUTCAN members are expected to know the time frame for which their CF EXPRES results are valid and schedule testing before the results expire.</li> <li>See <a href="#">Annex B</a>, CF EXPRES Instructions – Members</li> </ul>
Mil Pers Svcs 7	Compiling quarterly returns and maintaining statistics for testing failures and expired results

## 7. Publication

### 7.1 Frequency of Publication

Annual or more frequent review and updates, as required.

### 7.2 Errors/Omissions or Suggestions

Users of VCDS Group Orders are encouraged to bring any errors, omissions or suggestions to the attention of [Mil Pers Svcs 7](#).

## 8. References

- 8.1 Source References
  - [VCDS Gp O 5023-1](#), VCDS Group Physical Fitness Program
  - [VCDS Gp O 5023-3](#), Remote Location - Fitness Testing Excusal
  - [COS VCDS Memo dated 8 Dec 2011](#), Fitness Testing - VCDS Gp
  - [DAOD 5023-1](#), Minimum Operational Standards Related to Universality of Service.
- 8.2 Related References
  - [CF EXPRES Operations Manual 4<sup>th</sup> Edition, 2010](#)
  - [Military Foreign Services Instruction, Chap 10, Section 19](#)
- 8.3 Annexes
  - [Annex A](#), CF EXPRES Instructions – Coordinators
  - [Annex B](#), CF EXPRES Instructions – Members
- 8.4 Forms
  - [Fitness Testing – Quarterly Returns](#)

## A.1 CF EXPRES Instructions – Coordinators

A.1.1 Responsibilities CF EXPRES Coordinators must:

### Pre Test

- **Mid-January:** liaise with [PSP Coordinators](#) to arrange the annual testing schedule including the number of testing sessions required throughout the year, point of contact information and dates
- **30 days** prior to the testing session: liaise with PSP Coordinators to confirm testing numbers and daily testing schedule;
- **30 days** prior to test notify PSP Coordinators regarding the number of members who require the step test - reconfirm as numbers change;
- coordinate and obtain adequate fitness facilities and equipment;
- assist CF EXPRES evaluators with local administrative and logistical requirements prior to and during the testing session;
- if the members have to travel to a testing site, direct members to the local MO if there are medical considerations or other reasons that may restrict the member from participating in a physical fitness evaluation or program;
- liaise with members within their geographical location (or beyond) to schedule and advise on CF EXPRES testing locations, dates and schedule information outlined in the [Testing Schedule](#). Note that it is the member's responsibility to initiate contact with the CF EXPRES coordinator
- if required, construct Ergometer step apparatus as per guidelines outlined in [CF EXPRES Operations Manual 4<sup>th</sup> Edition, 2010](#);
- distribute [Annex B: CF EXPRES Instructions – Members](#), including pre-evaluation instructions;

### Post Test

- notify PSP Coordinators if remedial training programs are required; and
- distribute completed DND 279 CF EXPRES Program form. For members in the United States and remote postings outside of Europe: a copy must be scanned and sent Protected B via encrypted PKI or mail, to the [VCDS Gp OUTCAN Physical Fitness Coordinator](#) for tracking purposes.

A.1.2 Travel Costs

- Members travelling to a testing location will follow the [CF Temporary Duty Travel Instructions](#) and shall use the most economical means of travel to destination. The applicable L1 will provide the financial code for travel.
- CF EXPRES Evaluators can obtain a financial code from the PSP Coordinators for the cost of Temporary Duty.

## A.2 Scheduling and Preparation for Testing

A.2.1 Annual Testing

PSP Coordinators will liaise with the local CF EXPRES Coordinators to promulgate an [Annual Testing Schedule](#) outlining the locations and dates for

**VCDS Group Order 5023-2**  
**Annex A: CF EXPRES Instructions - Coordinators**

- Schedule – FEB 1<sup>ST</sup>** fitness evaluations throughout the fiscal year. The list of members to be evaluated during the testing session must be sent to PSP Coordinators so that the number of CF EXPRES evaluators can be determined.
- A.2.2 Testing Session Schedule** CF EXPRES Coordinator shall confirm the schedule and number of members to be tested 30 days prior to the scheduled testing date.
- It is not efficient to conduct individualized evaluations. One CF EXPRES evaluator member can test three members per hour and two can test eight members per hour. The CF EXPRES Coordinator is asked to schedule members accordingly and include a 30 minute buffer between testing sessions to provide time to deal with unforeseen circumstances such as time required to meet pre test conditions (blood pressure, meet with MO) and administration.
- CF EXPRES Coordinators shall provide the requisite information and administrative support to those members outside their testing areas who wish to attend a scheduled test.
- A.2.3 Medical Considerations** CF EXPRES Coordinators shall direct members to a medical authority for assessment if there are any medical concerns. Medical concerns include, but are not limited to, high blood pressure, elevated heart rate, or musculoskeletal injury.
- A.2.4 Step-Test** Under certain circumstances, the modified Canadian Aerobic Fitness test (step-test) may be administered in lieu of the 20MSR. Members requiring the step-test must staff a request through the appropriate medical authorities. The request must include the following:
- Last completed [DND 279](#);
  - Last incomplete or medical DND 279; and
  - [DND 582](#) (CF 2018 also accepted).
- A.2.5 Step-Test Apparatus** Units can build a step-test apparatus at their respective bases using the dimensions in [CF EXPRES Operations Manual 4<sup>th</sup> Edition, 2010](#). Storage of the step test apparatus is the unit's responsibility. CF EXPRES evaluators require a separate testing session for those members who received the Medical Officer's exception. CF EXPRES coordinators wishing to have the apparatus shipped must contact their applicable PSP coordinator well in advance.



## B.1 CF EXPRES Instructions – Members

- B.1.1 Coordination** Members are to contact their respective [CF EXPRES Coordinator](#) to book their annual physical fitness evaluation. Members located in locations outside of the testing area are asked to contact the CF EXPRES Coordinator 60 days prior to their test date to ensure there are no limitations that will prevent the member from completing the test.
- B.1.2 Testing Schedule** It is the member's responsibility to consult the [Testing Schedule](#) and ensure that dates and locations are still valid. This schedule is updated regularly on the VCDS Gp Health and Fitness website ([intranet/internet](#)). Members posted to a non-testing site must liaise with the CF EXPRES Coordinator in their [testing area](#).
- B.1.3 Expired Results** It is incumbent upon the member to maintain fitness currency. Expired results will be recorded as a failure and remedial measures could be imposed.
- B.1.4 Travel to Testing Location** Members, who are travelling to a location where fitness testing is available while on temporary duty or leave, can schedule a fitness evaluation. Both CF EXPRES and PSP Coordinator's should be consulted prior to departure.
- B.1.5 Temporary Duty Costs** Travel claims for CF EXPRES testing are to be promulgated through the member's unit support orderly room. It is the responsibility of the L1 sponsor command, for those members requiring fitness evaluations, to approve and fund all costs related to this activity. VCDS Gp support organizations remain available to L1 sponsor commands for routine administrative related tasks.
- B.1.6 Pre-Evaluation Instructions** Members must adhere to the following protocol prior to being tested:
- no exercise **24** hours prior to the evaluation;
  - do not consume alcoholic beverages at least **24** hours prior to the evaluation;
  - do not eat, smoke, drink tea or coffee at least 2 hours prior to their evaluation;
  - dress in appropriate PT gear including a t-shirt and shorts/track pants;
  - and wear runners, cross training, or court shoes.

## B.2 Medical Considerations

- B.2.1 Pre-Screening** All members travelling to a test site must contact the CF EXPRES Coordinator 60 days prior to the evaluation date to ensure pre-screening. This will prevent members travelling great distances and incurring unnecessary expenses should they be unable to meet the pre-test criteria or be unable to complete the evaluation for medical reasons.
- B.2.2 Medical Chit** If an individual has a history of high resting heart rate or blood pressure or develops any symptoms which may affect their ability to perform the test, they



shall see the Medical Officer (MO)/Base Surgeon prior to the test and have a valid medical chit with them. It is important that Medical Officers (MO) or Physician Assistants (PA) include appropriate dates and timelines for each medical diagnosis/prescriptions, so that CF EXPRES evaluators can properly plan future evaluations and programs.

### B.2.3 Medications

A list of medications that may affect the test was prepared by the Surgeon General Branch and is available for immediate referral in the [CF EXPRES Operations Manual 4<sup>th</sup> Edition, 2010](#). Members who are on medication for various conditions should check with their local medical authority prior to an evaluation.

### B.2.4 Medical Point of Contact

NCR Surgeon Ottawa has overall responsibility for medical care for embassy/attaché positions as well as for Europe, but member care is provided on location.

- CF Health Services B Surg Ottawa, (613) 945-1505, is responsible to coordinate care for all embassy/attaché positions.
- B Surg, CFSU(E) Niederheid, +49 (0) 2451-717301, is responsible for onsite medical care in Geilenkirchen area,
- B Surg Casteau, +32 (0)6544 5959, is responsible for SHAPE / Belgium.

For the United States, care is normally provided on military bases or in the civilian community depending on location. Overall responsibility for members in the United States falls under CDLS(W) - Medical Advisor (202) 682-7772.

### B.2.5 Health Appraisal Questionnaire

The Health Appraisal Questionnaire is a screening device to identify personnel for whom fitness evaluation and physical activity might be inappropriate at this time. The two questions are:

1. To the best of your knowledge do you have a medical condition or Medical Employment Limitation (MEL) which restricts you from participating in a maximal fitness evaluation or a progressive training program?
2. Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program?

These questions must be answered by members **60 days** prior to travelling to a testing site. A “YES” to any of the questions requires that the individual consult a medical officer or private physician prior to travelling to a testing site. Contact the CF EXPRES or PSP Coordinator if you have any questions or concerns regarding the Health Appraisal Questionnaire.

## B.3 Alternative and Modified Testing Protocol

### B.3.1 Alternative Aerobic Protocol (mCAFT Only)

In some instances, due to orthopaedic or physiological difficulties, it may not be possible for a member to perform the 20 MSR. Members must make an application to utilize the mCAFT (step test) through their local MO and/or Base Surgeon, as a permanent alternative aerobic testing protocol. The mCAFT will only be offered to individuals in possession of a Medical Examination Form (DND 582) or other medical documentation that includes the MO and/or Base Surgeon’s comments supporting and recommending the alternative protocol. Requirements and procedures are outlined in the CF

EXPRES Operations Manual. Members must show the documentation to the CF EXPRES evaluator before the test.

### B.3.2 Modified Protocols

In rare or unusual circumstances, members unable to perform the standardized protocol of one or more components of the CF EXPRES test may request permission to perform a modified protocol. Members must make an application, through their chain of command, to DGPFS/DFit Modified Protocol Advisory Committee for consideration of their case.

The member's CO shall review and may provide comments before the documents are forwarded to the Director General Personnel and Family Support Services (DGPFS) HQ. Documentation must be sent to DGPFS/PSP DFit Attention National Physical Fitness Manager (NPFM) following "Protected B" protocol. Requirements and procedures are outlined in the [CF EXPRES Operations Manual 4<sup>th</sup> Edition, 2010](#).