



FORCE Evaluation Operations Manual

3rd Edition

[CFMWS.CA/FORCEEVALUATION](https://cfmws.ca/forceevaluation)



TABLE OF CONTENTS

CHAPTER 1
INTRODUCTION



04

CHAPTER 2
FORCE EVALUATION SET-UP



09

CHAPTER 3
THE FORCE EVALUATION
USING THE DND 279



15

CHAPTER 4
THE FORCE EVALUATION USING THE
FORMeFIT EVALUATION SYSTEM



37

DRAFT



TABLE OF CONTENTS

CHAPTER 5 CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM		89
CHAPTER 6 PRIMARY RESERVE OPERATIONAL FITNESS STANDARD		95
CHAPTER 7 FORCE REWARDS PROGRAM		105
TOOLS		112

DRAFT



CHAPTER 1:

INTRODUCTION

BACKGROUND

1. All Canadian Armed Forces (CAF) personnel must successfully complete the Fitness for Operational Requirements of Canadian Armed Forces Employment (FORCE) Evaluation annually.
2. 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 any CAF member 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 Tasks Fitness Evaluation (CMTFE).

THE CMTFE INCLUDES THE FOLLOWING SIX (6) COMMON MILITARY TASKS:

- a. Escape to Cover;
 - b. Vehicle Extrication;
 - c. Picking and Digging;
 - d. Stretcher Carry;
 - e. Sandbag Fortification; and
 - f. Pickets and Wire Carry.
3. The scientific relationship between the CMTFE and the FORCE Evaluation allows the performance and standards of the six (6) common military tasks of the CMTFE to be represented and predicted by the four (4) components of the FORCE Evaluation.
 4. The FORCE Evaluation on its own is not a physical fitness evaluation, but an evaluation to confirm a CAF member is meeting an operational standard, whereas it is the approved predictor tool of the CMTFE. CAF personnel are required to meet the minimum operational standards set out in DOAD 5023-1, Minimum Operational Standards Related to Universality of Service, which include the CMTFE.
 5. The FORCE Program has three (3) components:
 - a. FORCE Evaluation: This includes the following four (4) components, directly linked to the CMTFE:
 - i. 20 m Rushes (20mR);
 - ii. Sandbag Lift (SBL);
 - iii. Intermittent Loaded Shuttles (ILS); and
 - iv. Sandbag Drag (SBD).
 - b. FORCE Exercise Prescription: 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 may also include Unit physical training, and programs provided by Health Promotion.

- c. Exercise Participation: CAF personnel must participate in regular physical fitness training. This may include individual and/or Unit organized physical training, sport and Health Promotion programs. As per **DAOD 5023-2, Physical Fitness Program** Commanding Officers (CO) are responsible to ensure that CAF personnel are provided opportunities to conduct physical fitness activities during normal working hours when circumstances permit. When this is not feasible, CAF personnel should conduct these activities outside of working hours.

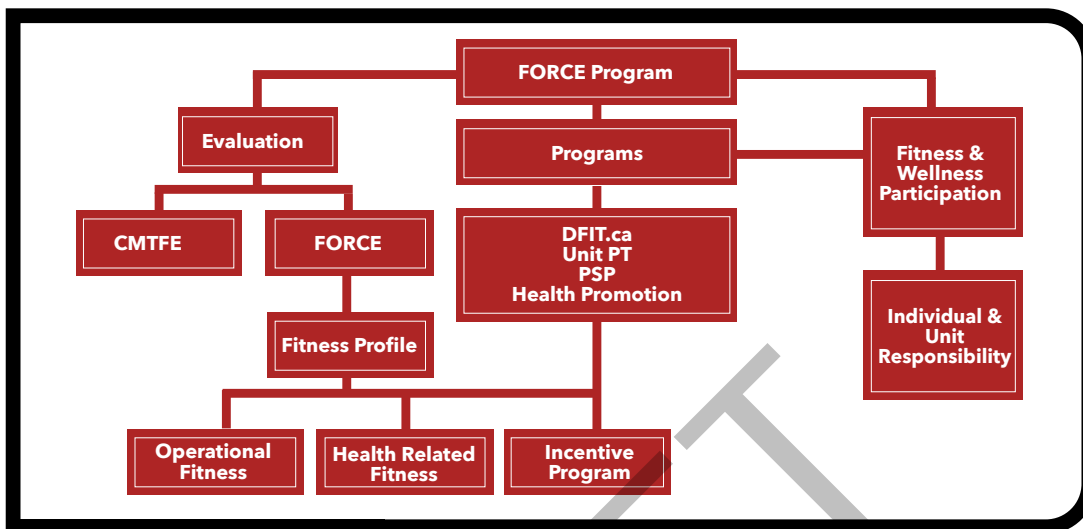


Figure 2.4: Set-up for the SBD

- 6. As part of the FORCE Evaluation, the FORCE Fitness Profile provides an assessment of your overall Operational and Health-Related Fitness.
 - a. Operational Fitness: Predicts one’s ability to meet or exceed the minimum physical rigors of military service.
 - b. Health-Related Fitness: Predicts one’s overall health through the combination of waist circumference (WC) and estimated aerobic capacity.

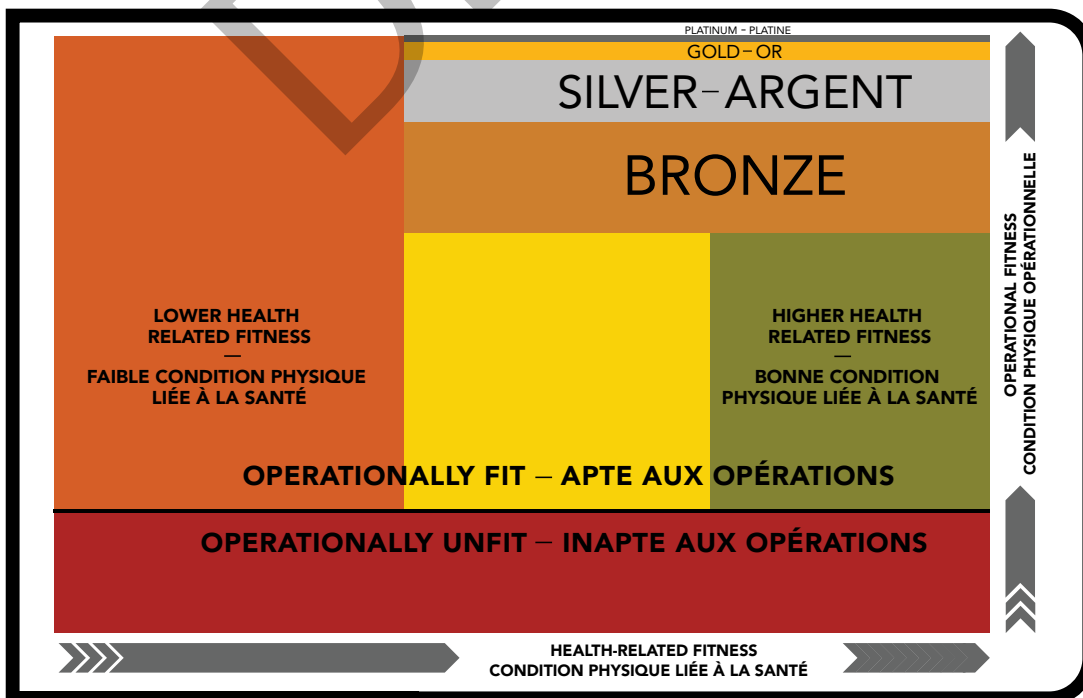


Figure 1.2: FORCE Fitness Profile

7. The FORCE Incentive Program identifies a higher than average level (50%) of Operational and Health-Related Fitness compared to peers of the same age bracket and sex. Additionally, those who score in the Silver, Gold, and Platinum categories are eligible for the FORCE Rewards Program.

AIM

8. This manual describes the FORCE Program in detail and provides guidance and direction on how to administer the program to CAF personnel.

REQUIREMENT AND RESPONSIBILITY

9. As directed in DAOD 5023-2, CAF personnel are required to meet the CMTFE standards, or its approved predictor the FORCE Evaluation on an annual basis. The following outlines the level of responsibility.
 - a. Directorate of Military Career Policy and Grievance (DMCPG): The Office of Primary Interest (OPI) for policy covered under DAOD 5023-2, Common Military Tasks Fitness Evaluation.
 - b. Chief of Military Personnel Command (CMPC): The OPI for CAF physical fitness programs.
 - c. Canadian Forces Morale and Welfare Services (CFMWS) / DFit: On behalf of CMPC, acts as the primary advisor on all matters pertaining to CAF physical fitness programs.
 - d. Senior Manager; PSP and Manager; Fitness, Sports and Recreation (Mgr; FS&R) (or equivalent): Responsive to the needs of the COs by planning and organizing CAF physical training programs. Ensure PSP Fitness staff will be present for all CAF Regular Force (RegF) FORCE Evaluations to confirm protocols are being followed accurately, as described in this manual. Additionally, the Mgr; FS&R will ensure that all FORCE Evaluators remain current on any protocol changes or upgrade workshops. This will include annual audits and site visits.
 - 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 (CO): Responsible for all CAF personnel under their command, including for their annual FORCE Evaluation and fitness programs are conducted in accordance with CAF policy and Command direction. If a CAF member is not maintaining Unit level physical fitness, it is the CO's responsibility to approve the referral to the Supplementary Physical Training Program (SPTP).
 - g. FORCE Evaluators: Responsive to the local Mgr; FS&R, or their representative, to accurately and effectively administer the FORCE Program.
 - h. Health Care Provider: Determines the capability of CAF personnel to participate in the FORCE Program.

FORCE EVALUATOR RESPONSIBILITIES

10. All FORCE Evaluation sessions will have a Lead Evaluator
11. All PSP Fitness staff, who are FORCE Evaluator qualified, may act as the session Lead Evaluator, with the exception of Fitness Leaders (FL).
12. When a FORCE Evaluator PSP Fitness staff is present during a FORCE Evaluation for Reserve Units, they will act as the Lead Evaluator for the session.

13. The Lead Evaluator is responsible for:
 - a. Providing direction to all additional FORCE Evaluators for proper delivery of the FORCE Evaluation;
 - b. Ensuring proper evaluation centre set-up and calibration;
 - c. Ensuring all FORCE Evaluators are collecting data accurately as per the FORCE Operations (Ops) Manual;
 - d. Ensuring when using the FORMeFIT Evaluation System, all data is verified before uploading; securely storing the FORMeFIT Evaluation System when the evaluation is complete; and
 - e. Ensuring proper form distribution, when using the **DND 279, FORCE Program**.
14. All FORCE Evaluators are responsible for the completion, accuracy, and management of the individual FORCE Evaluations they administer.
15. All FORCE Evaluators must participate in recertification training every two (2) 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 Mgr; FS&R.
16. To obtain a list of FORCE Evaluators, contact the National PSP Training Centre at PSPNatTrainingCenter@cfmws.com or (705-424-1200 ext. 3127).
17. FORCE Evaluator responsibilities will vary, depending on job position and level of qualification. A summary of responsibility by job position can be found below:

FORCE EVALUATOR RESPONSIBILITIES								
Job Positions	Necessary Qualifications	Lead Evaluator	Explain Fitness Profile	Educate Participant on local B/W Programs (DFit.ca, Health Promotion)	Exercise Prescription	Sign iPad (Fitness Evaluation System)	Upload Results (Fitness Evaluation System)	Sign Form (DND 279 or DND 2212)
PSP Fitness staff (with the exception of FL)	<ul style="list-style-type: none"> • PSP Fitness and Sports Level 1 • Valid Standard First Aid and CPR Level C • Achieve the minimum physical fitness requirement, as per job description 	●	●	●	●	●	●	●
FL	<ul style="list-style-type: none"> • PSP Fitness and Sports Level 1 • Valid Standard First Aid and CPR Level C • Achieve the minimum physical fitness requirement, as per job description 		●	●		●		

<p>CAF Personnel (Reg Force evaluation)</p> <ul style="list-style-type: none"> Rank of Cpl / S1 or above Valid Standard First Aid and CPR Level C Medical standards: <table border="1" data-bbox="267 241 479 325"> <tr> <td>V</td> <td>CV</td> <td>H</td> <td>G</td> <td>O</td> <td>A</td> </tr> <tr> <td>4</td> <td>3</td> <td>3</td> <td>2</td> <td>2</td> <td>5</td> </tr> </table> <ul style="list-style-type: none"> Achieve the minimum physical fitness requirement IAW DAOD 5023-2 	V	CV	H	G	O	A	4	3	3	2	2	5									
V	CV	H	G	O	A																
4	3	3	2	2	5																
<p>CAF Personnel (Res Force evaluation or PROFS)</p> <ul style="list-style-type: none"> Rank of Cpl / S1 or above Valid Standard First Aid and CPR Level C Medical standards: <table border="1" data-bbox="267 619 479 703"> <tr> <td>V</td> <td>CV</td> <td>H</td> <td>G</td> <td>O</td> <td>A</td> </tr> <tr> <td>4</td> <td>3</td> <td>3</td> <td>2</td> <td>2</td> <td>5</td> </tr> </table> <ul style="list-style-type: none"> Achieve the minimum physical fitness requirement IAW DAOD 5023-2 	V	CV	H	G	O	A	4	3	3	2	2	5									
V	CV	H	G	O	A																
4	3	3	2	2	5																
<p>CAF Personnel (PROFS)</p> <ul style="list-style-type: none"> Rank of Cpl / S1 or above Valid Standard First Aid and CPR Level C Medical standards: <table border="1" data-bbox="267 955 479 1039"> <tr> <td>V</td> <td>CV</td> <td>H</td> <td>G</td> <td>O</td> <td>A</td> </tr> <tr> <td>4</td> <td>3</td> <td>3</td> <td>2</td> <td>2</td> <td>5</td> </tr> </table> <ul style="list-style-type: none"> Achieve the minimum physical fitness requirement IAW DAOD 5023-2 	V	CV	H	G	O	A	4	3	3	2	2	5									
V	CV	H	G	O	A																
4	3	3	2	2	5																

Table 1: FORCE Evaluator Responsibilities

REFERENCES

The following orders, directives, and publications are associated with the FORCE Program and can be found on the Defence Wide Area Network (DWAN) at:

www.forces.gc.ca/en/about-policies-standards-defence-admin-orders-directives/index.page.

DAOD 2007-1, *General Safety Program*

DAOD 5019-4, *Remedial Measures*

DAOD 5023-0, *Universality of Service*

DAOD 5023-1, *Minimum Operational Standards Related to Universality of Service*

DAOD 5023-2, *Physical Fitness Program*

DAOD 5045-0, *Canadian Forces Personnel Support Programs*

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

www.cmp-cpm.mil.ca/en/health/policies-direction/policies/4000-21.page (available only from DWAN)

Additional information can be found on the CFMWS website at **www.cfmws.ca**

Terms of Reference - Physical Fitness Evaluation Review Committee (PFERC) - Contact the Directorate of Fitness, Sports and Health Promotion at **dfit-cphysd@cfmws.com**.



CHAPTER 2:

FORCE EVALUATION SET-UP

BACKGROUND

1. The set-up for the FORCE Evaluation is to remain completely standardized to ensure evaluations are fair and impartial regardless of the evaluation location. Mgr; FS&R are responsible for ensuring that the following set-up instructions are not modified for any location under their Area of Responsibilities (AOR).

PART 1: EQUIPMENT FOR THE FORCE EVALUATION

2. The following list represents the minimum equipment and facilities required to conduct the FORCE Evaluation. Only the equipment listed below is approved to be used during FORCE Evaluations:
 - 25 m length by 2 m wide flat floor surface
 - 2 m wide by 2 m high sturdy and flat wall surface
 - 8 x FORCE 20 kg sandbags (plus two (2) spare sandbags, if possible)
 - Assortment of weights to calibrate SBD
 - 6 x FORCE carabiners
 - 9 x pylons (minimum)
 - 2 x rolls of floor tape
 - Stopwatch with recorded splits
 - Measuring tape (minimum 10 m in length)
 - Heys xScale Pro model luggage scale
 - Clipboard
 - Pens
 - Blood pressure (BP) cuff and stethoscope or automatic blood pressure machine (LifeSource UA-767Plus)
 - Metric measuring tape (Keuffel-Esser anthropometric tape or equivalent non-stretch tape)
 - 70% Isopropyl alcohol pads
 - Clothes pins
 - Folding gym mats (or other appropriate privacy barrier)
 - FORCE Program Ops Manual and copies of all applicable Tools (current edition)
 - FORMeFIT Evaluation System or FORCE Program form DND 279, or Primary Reserve Operational
 - Fitness Standard (PROFS) Evaluation form DND 2212 and accompanying forms for a PROFS Evaluation
 - Local Incident Report Form
 - FORCE Program results cards
 - DFit.ca exercise prescription information
 - Access to the FORCE Fitness Profile Calculator
 - FORCE Fitness Profile poster
 - FORCE Rewards Program information
 - Automated External Defibrillator (AED) and First Aid kit

PART 2: EVALUATION CENTRE SET-UP

3. Prior to the FORCE Evaluation, the Lead Evaluator is responsible for ensuring that a facility, equipment, and floor surface inspection to eliminate any tripping / slipping hazards, equipment malfunctions, obstacles, inappropriate surfaces, and general safety risks is completed.
4. When measuring out the evaluation lines, any colour of floor tape can be used to identify the lines as long as it contrasts with the background (floor and wall).
5. The Lead Evaluator is responsible for ensuring that all sandbags are calibrated prior to each evaluation and anytime there is a change to the integrity of the sandbag. FORCE sandbags must be calibrated to 20 kg. If there is a difference of ± 0.2 kg, the Lead Evaluator will ensure the weight is adjusted. See **Tool 2: Sandbag Filling Process** for more information. All sandbag calibration information must be recorded. See **Tool 4: Sandbag Drag Calibration Tracking Sheet** to document the results of each evaluation calibration.
6. The Lead Evaluator is responsible for ensuring that the SBD component must be recalibrated before each FORCE Evaluation session. See **Tool 3: Sandbag Drag Surface Calibration** for more information. All SBD calibration information must be recorded. See **Tool 4: Sandbag Drag Calibration Tracking Sheet** to document the results of each evaluation calibration.

Note: Environmental conditions, such as high humidity, and/or continued, repetitive use of the drag equipment, such the evaluation of large groups, may have an effect on the calibration. In these instances, the Lead Evaluator is responsible to ensure that the SBD is being recalibrated throughout the evaluation to ensure that every participant is evaluated in a standardized manner.

20 METRE RUSHES (20MR) SET-UP

7. Measure out a 20 m distance over a flat and hard surface with a minimum lane width of at least 2 m. Mark each end of the 20 m course with a line of floor tape (take the 20 m measurement from the middle of the start line to the middle of the opposite 20 m line).
8. From the middle of the start line, measure a 10 m distance lengthwise place a line with floor tape and pylons 10 m from the start line.

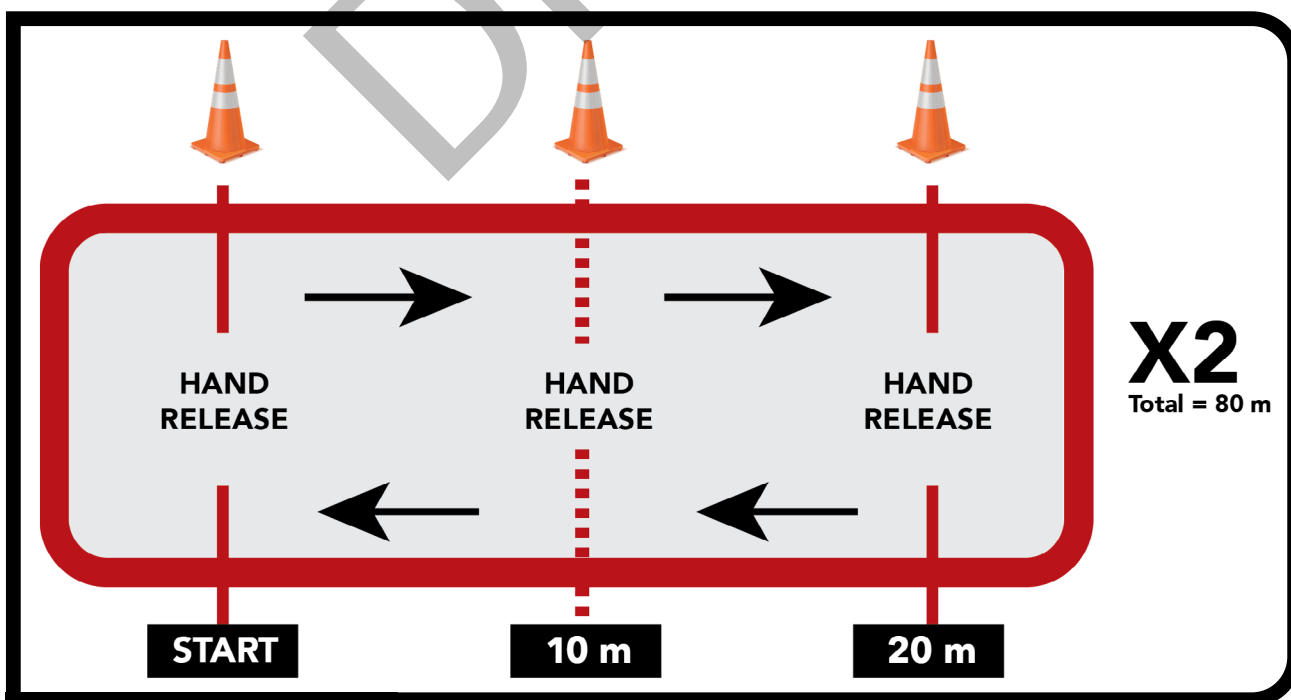


Figure 2.1: Set-up for the 20mR

SANDBAG LIFT (SBL) SET-UP

9. Tape a 1.83 m long line parallel to the floor (Figure 2.2: horizontal line) at a height of 1.0 m (floor to the bottom edge of the tape).
10. At 0.25 m from the ends of the 1.83 m line, place two (2) lines extending upwards 1.54 m from the floor. Extend those lines on the floor to a minimum of 1.0 m from the wall. (Figure 2.2: vertical lines)
11. Check the ties on the sandbags' "pigtails" to ensure they are tight and will not come loose during the evaluation.
12. Place the sandbags over the floor lines, centered over the line.

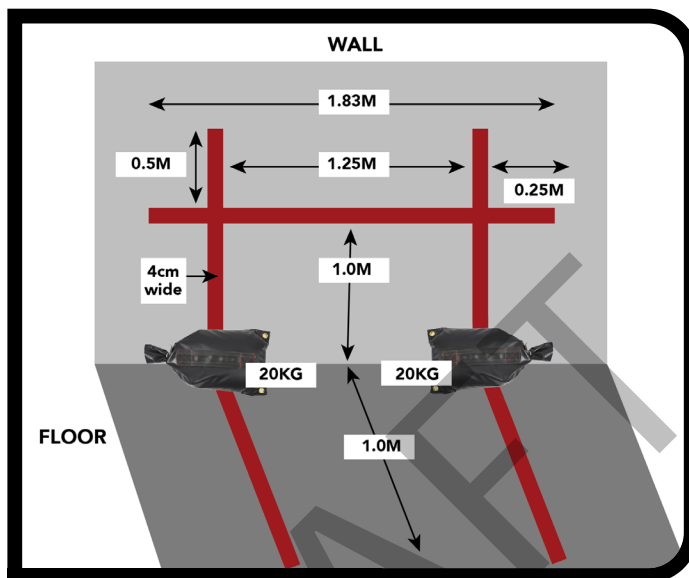


Figure 2.2: Set-up for the SBL

INTERMITTENT LOADED SHUTTLES (ILS) SET-UP

13. Measure out a 20 m distance over a flat and hard surface with a minimum lane width of 2 m. Mark each end of the 20 m course with a line of floor tape (take the 20 m measurement from the middle of the start line to the middle of the opposite 20 m line).
14. Place pylons on each end of the start line. Place one (1) pylon on the middle of each lane's 20 m line.
15. Lay a 20 kg sandbag behind the start line, positioned parallel to the line.
16. Check the tie on the sandbag "pigtail" to ensure it is tight and will not come loose during the evaluation.

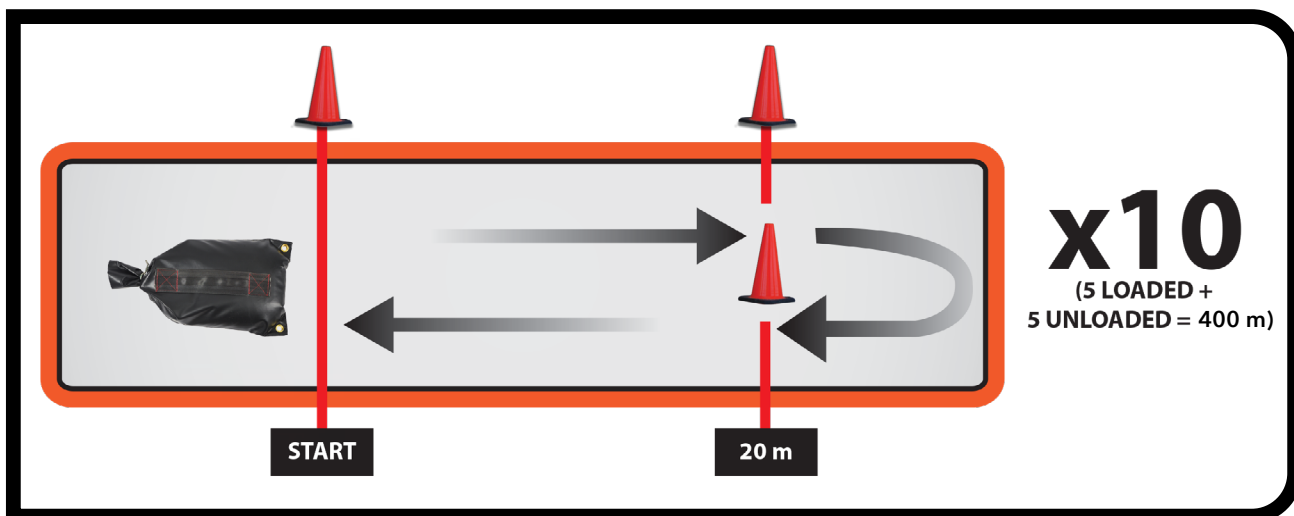


Figure 2.3: Set-up for the ILS

SANDBAG DRAG (SBD) SET-UP

17. Measure a 20 m distance over a flat and hard surface. Mark each end of the 20 m with a line of floor tape (take the 20 m measurement from the middle of the start line to the middle of the opposite 20 m line).
18. Place a pylon on each end of each piece of tape so that the location of the lines can be seen from a distance.
19. Feed the 3 m strap around the handle of the sandbag that will be carried, so that the length of both ends is 1.5 m.
20. Secure the ends of the straps to the carabiners and attach those carabiners to the handles of the two (2) first sandbags that the CAF member will drag.



Figure 2.4: Set-up for the SBD

21. Attach the four (4) sandbags that will be dragged on the floor together as follows:
 - a. Use the four (4) oval carabiners to secure the four (4) dragging sandbags together by the eyelets;
 - b. Connect the outside eyelets of the front sandbags by looping the carabiner through the outside eyelets of the rear sandbags; and
 - c. Connect the inside eyelets of the sandbag by criss-crossing the carabiners in order to stop sideways movement.



Figure 2.5: SBD Carabiners and Strap

22. See **Tool 3: Sandbag Drag Surface Calibration** to verify the different approved floor surfaces to be used for the SBD component. Any surface not listed in Tool 3 must be approved by DFit. Contact the local Mgr; FS&R for more information.



Figure 2.6: Set-up Options for the SBD

23. Place the sandbags on the floor so that the main body of the front pair of sandbags are behind the start line. The “pigtails” will be over the start line. The front pair of sandbags are always dragged with the tie side “pigtail” facing towards the CAF member.



Figure 2.7: SBD Starting Position

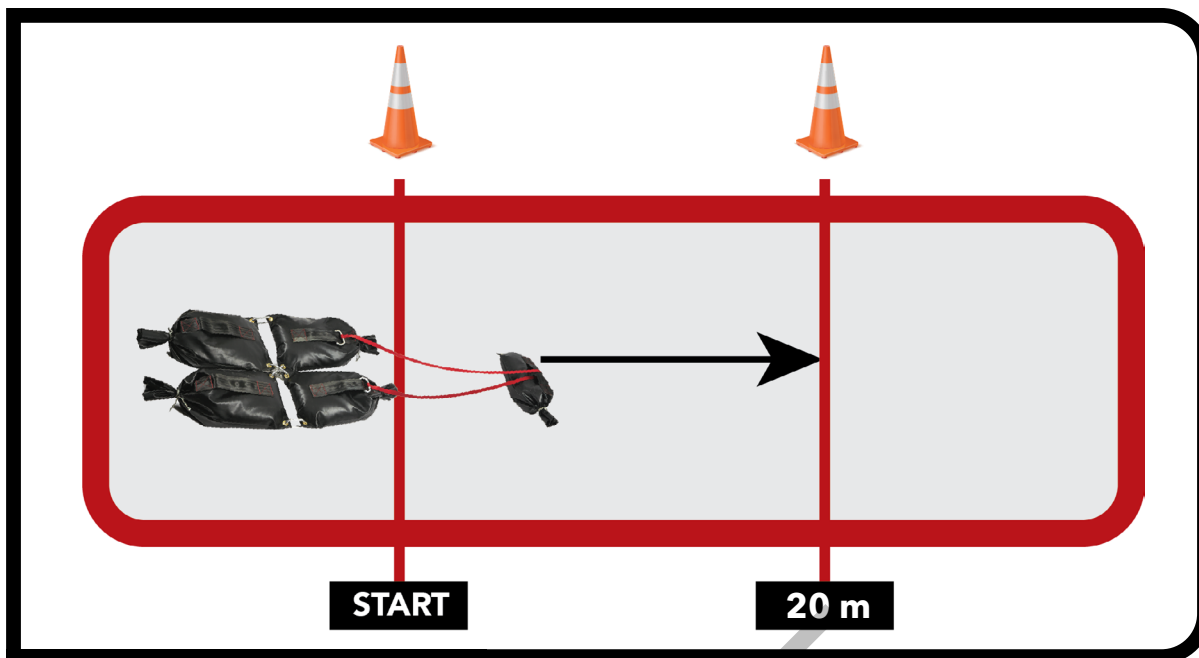
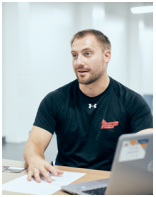


Figure 2.8: Set-up for SBD Placement

PART 3: SAFETY PROCEDURES

EMERGENCY PLAN

24. 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 local Emergency Response Team.
25. Mgr; FS&R or equivalent will ensure that:
 - a. All FORCE Evaluators have a valid Standard First Aid and CPR Level-C certification;
 - b. FORCE Evaluators brief all CAF personnel on safety requirements and emergency procedures prior to the start of the FORCE Evaluation; and
 - c. Prior to the administration of the evaluation, all FORCE Evaluators shall identify the location of the communication device in order to activate EMS, and the closest available AED and First Aid kit.
26. In the event of a physical incident, FORCE Evaluators will implement the procedures of their local Occupational Health and Safety Committee. Refer to **DAOD 2007-1, General Safety Program** for more information.



CHAPTER 3:

THE FORCE EVALUATION USING THE DND 279

BACKGROUND

1. In certain circumstances there may be a requirement to conduct the FORCE Evaluation using the **DND 279, FORCE Program** paper document (**Tool 5: DND 279**) when the FORMeFIT Evaluation System is not available.
2. The FORCE Evaluation protocol remains the same, regardless of the evaluation method.
3. CAF personnel are still able to receive a FORCE Fitness Profile by inputting their FORCE results into the FORCE Fitness Profile Calculator at **www.formefitcalculator.cfmws.com** or at **www.dfit.ca**.

PART 1: PRE-EVALUATION ADMINISTRATION AND FORCE REGISTRATION

SCHEDULING THE CAF MEMBER FORCE EVALUATION

4. FORCE Evaluation schedules will vary by location.
5. To register for a FORCE Evaluation, CAF personnel will contact their Unit FORCE Coordinator or local PSP Fitness staff.

PRE-EVALUATION INSTRUCTIONS FOR CAF PERSONNEL

6. A minimum of 48 hours prior to the FORCE Evaluation, CAF personnel must be informed of the following guidelines: **Tool 6: Pre-FORCE Evaluation Information and Instructions**.

CAF personnel should not:

- a. Exercise six (6) hours prior to the evaluation;
- b. Consume alcohol for at least six (6) hours prior to the evaluation; and/or
- c. Eat, smoke, chew tobacco, or take stimulants (tea, coffee, energy drinks, pharmaceuticals, etc.) at least two (2) hours prior to the evaluation.

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

7. The dress requirement for the FORCE Evaluation is standard Physical Training (PT) kit. CAF personnel can wear:
 - a. Canadian Disruptive Pattern (CADPAT) as directed by the CoC (not including boots);
 - b. Knee pads, if desired;
 - c. Athletic tape to protect their fingernails; and/or
 - d. Compression sleeve(s), if desired.

8. CAF personnel must bring their valid NDI 10 or 20 (CAF ResF can bring any valid Government issued photo ID).
9. CAF personnel are not permitted: weight belts, gloves, or chalk.
10. Gloves and stability braces, which are made of rigid material (ex. plastic, metal or polymer), are only permitted with the presentation of a valid medical chit.

SEQUENCE OF EVENTS

11. Each FORCE Evaluation will be conducted in the following order:
 - a. CAF member evaluation registration;
 - b. Introduction to the FORCE Evaluation;
 - c. Task demonstrations and explanations;
 - d. Warm-up and movement preparation;
 - e. FORCE Evaluation;
 - f. Cool-down;
 - g. Debrief FORCE Evaluation results; and
 - h. Process FORCE Evaluation information.

INTRODUCTION TO THE FORCE EVALUATION

12. The FORCE Evaluator will educate CAF personnel on the importance of the FORCE Evaluation, and the standardized procedures and protocols.
13. The Lead Evaluator will use **Tool 7: Welcome Script** to provide a concise summary of information regarding the FORCE Evaluation protocols before beginning the FORCE Evaluation.

CAF MEMBER EVALUATION REGISTRATION

14. The FORCE Evaluator will remind CAF personnel that they must present their valid military ID (NDI 10 or 20) in order to participate in the FORCE Evaluation.

Note: Without valid military ID (NDI 10 or 20) or government issued photo ID (only for ResF), CAF personnel will not be allowed to complete the FORCE Evaluation.

15. To begin the registration process for the FORCE Evaluation, the FORCE Evaluator will provide each CAF member with a DND 279, FORCE Program form. The completed DND 279, FORCE Program form is a Protected 'A' document and must be treated as such.

COMPLETING SECTION A: SERVICE PARTICULARS

16. The FORCE Evaluator will complete **SECTION A: Service Particulars** of the DND 279.

17. The FORCE Evaluator will verify that the personal information required in **SECTION A: Service Particulars** is complete and accurate using the CAF member’s military ID (NDI 10 or 20). The FORCE Evaluator will verify:
 - a. Surname;
 - b. Initials;
 - c. Rank;
 - d. Military ID (must be valid/not expired);
 - e. Date of Birth (DOB);
 - f. Age;
 - g. Sex;
 - h. Service Number (SN);
 - i. Location;
 - j. Unit;
 - k. UIC; and
 - l. MOS ID.

Section A: Service Particulars - Détails du service

Surname - Nom										Init.		Rank - Grade		Military ID Pièce d'identité militaire <input type="checkbox"/> Yes <input type="checkbox"/> No	
DOB / DN - YYAA			MM		DJ		Age		Sex - Sexe <input type="checkbox"/> M <input type="checkbox"/> F		SN - NM				
Location - Lieu			Unit - Unité					UIC - CIU		MOS ID - ID SGPM					

Figure 3.1: Section A: Service Particulars

18. Once the FORCE Evaluator has accurately completed SECTION A: Service Particulars, they will proceed to **SECTION B: Health Appraisal.**

COMPLETING SECTION B: HEALTH APPRAISAL.

19. The FORCE Evaluator will make general observations that the CAF member has followed the Pre-Evaluation Instructions and, if required, will confirm with the member. Non-compliance with the Pre-Evaluation does not necessarily mean postponement of the FORCE Evaluation; however, the FORCE Evaluator must inform the CAF member that it may have a negative effect on their results.
20. The Health Appraisal Questionnaire helps to identify potential health issues that may require medical consultation prior to a FORCE Evaluation.
21. The Force Evaluator will read the three (3) questions aloud to the CAF member. The CAF member will then provide the FORCE Evaluator with a “Yes” or “No” answer applicable to the best of their knowledge. The FORCE Evaluator will check the boxes accordingly (Figure 3.15). The CAF member may choose to read and check the appropriate boxes themselves.

Section B: Health Appraisal - Évaluation de la santé

This questionnaire is a screening device to identify personnel for whom a fitness evaluation and physical activity might be inappropriate at this time. Le présent questionnaire est un outil visant à identifier les personnes pour lesquelles une évaluation de la condition physique et l'activité physique sont actuellement contre-indiqués.

<p>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 fitness evaluation or a progressive training program? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/></p> <p>2. Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program? <input type="checkbox"/> <input type="checkbox"/></p> <p>3. Do you have a valid Periodic Health Assessment (PHA)? If No, proceed to Blood Pressure. <input type="checkbox"/> <input type="checkbox"/></p>	<p>1. À votre connaissance souffrez-vous d'un trouble médical ou avez-vous une contrainte à l'emploi pour raisons médicales (CERM) qui vous empêchent de participer à une évaluation de la condition physique ou à un programme de conditionnement physique progressif?</p> <p>2. Y a-t-il d'autres raisons pour lesquelles vous devriez consulter un médecin avant de participer à l'évaluation de la condition physique ou d'entreprendre un programme de conditionnement physique?</p> <p>3. Est-ce que votre examen médical périodique (EMP) est valide? Si Non allez à la tension artérielle.</p>
--	--

<p>Blood Pressure Your pre-evaluation blood pressure is less than or equal to 150/100 mm Hg. <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> Your pre-evaluation blood pressure lies between 141/91 mm Hg and 150/100 mm Hg and is considered to be slightly above the normal range. It is recommended that you consult your MO. Votre tension artérielle avant l'évaluation se situe entre 141/91 mm Hg et 150/100 mm Hg. Cette valeur étant légèrement supérieure à la normale, il vous est recommandé de consulter votre médecin.</p> <p><input type="checkbox"/> Referred to Health Care Provider Adressé à un fournisseur de soins de la santé</p>	<p>Tension artérielle Votre tension artérielle avant l'évaluation est moins ou égal à 150/100 mm Hg.</p>
---	---

Waist Circumference (WC) / Tour de Taille (TT) * cm

Name (print) - Nom (en lettre moulées) _____
Signature of CAF member - Signature du membre des FAC _____
Date (yyaa/mm/dj)

Figure 3.2: Section B Health Appraisal

22. The Health Appraisal Questionnaire consists of three (3) questions:
- a. "To the best of your knowledge, do you have a medical condition or a Medical Employment Limitation (MEL) which restricts you from participating in a maximal fitness evaluation or a progressive fitness program?"
 - i. A Medical Employment Limitation (MEL) is an administrative constraint on a CAF member's work schedule, tasks, roles, environment(s), or geographical location imposed as a result of a medical condition determined through a formal medical assessment process. Examples include pregnancy, musculoskeletal Injury, concussions, etc.
 - b. "Is there any other reason you would like to speak to a physician prior to your fitness evaluation or training program?"
 - i. If the CAF member has a condition but is not on a MEL (e.g. a CAF member is pregnant but has not seen her Medical Officer (MO) yet), the CAF member should answer "Yes" for this Health Appraisal question.
 - c. "Do you have a valid Periodic Health Assessment (PHA)? If not proceed to Blood Pressure."
 - i. Below is a table outlining the PHA validation periods:

AGE	PHA VALIDATION PERIOD
Less than 40 years of age	5 years
More than 40 years of age	2 years
Between 35-40 years of age	5 years but not beyond age 42

Figure 3.3: Periodic Health Assessment (PHA) Validation Period

23. If the CAF member has a valid PHA, they will mark an "x" in the "Yes" box for this Health Appraisal question and proceed to the Waist Circumference (WC) measurement.
24. If the CAF member has an expired PHA, or a medical chit for blood pressure, the CAF member will mark an "x" in the "No" box for this Health Appraisal question and proceed to the Blood Pressure (BP) Measurement.

MEASURING BLOOD PRESSURE

25. The FORCE Evaluator will follow the guidelines outlined in **Tool 8: Blood Pressure Procedure**.
26. If the CAF member's BP is below or equal to 150/100 mmHg or within the MO's recommended criteria, the FORCE Evaluator will check the "Yes" box beside: "Your pre-evaluation blood pressure is less than or equal to 150/100 mmHg"
 - a. If their BP is between 141/91 mmHg and 150/100 mmHg, the FORCE Evaluator will also check the box beside: "Your pre-evaluation blood pressure lies between 141/91 mmHg and 150/100 mmHg and it is considered to be slightly above the normal range. It is recommended that you consult your MO.";
 - b. If their BP is equal to or below 140/90 mmHg, the FORCE Evaluator will NOT check the box beside: "Your pre-evaluation blood pressure lies between 141/91 mmHg and 150/100 mmHg and it is considered to be slightly above the normal range. It is recommended that you consult your MO."
27. If the CAF member's BP is equal to or over 151/101 mmHg, the FORCE Evaluator will wait 5 minutes before measuring the CAF member's BP again.
 - a. If the second measurement is at or below 150/100 mmHg, or within the MO's recommended criteria:
 - i. The FORCE Evaluator will check the "yes" box beside: "Your pre-evaluation blood pressure is less than or equal to 150/100 mmHg" and proceed to the waist circumference measurement.
 - b. If the CAF member's BP is still equal to or over 151/101 mmHg, or above the MO's recommended criteria after the second measurement, the CAF member should not be evaluated.
 - i. The FORCE Evaluator will check the "no" box beside: "Your pre-evaluation blood pressure is less than or equal to 150/100 mmHg". The FORCE Evaluator will check the box beside "Referred to Health Care Provider".
 - ii. The FORCE Evaluator will advise the CAF member that their BP reading is slightly above the normal range, and you are referring them to a Health Care Provider (see the steps listed in paras 29 thru 34 below) as a simple safety precaution.
28. Do not attempt to diagnose or discuss why the CAF member has a "Yes" response or why their BP is above the criteria for pre-screening. Inform the CAF member that it does not represent a failed attempt to the evaluation.

REFERRAL TO A HEALTH CARE PROVIDER

29. Only CAF personnel who answered "NO" to the first two questions and "YES" to the third question of the Health Appraisal, or have met the BP criteria (under or equal to 150/100 mmHg, or met their MO's recommended criteria) are cleared to participate in the FORCE Evaluation.
30. The FORCE Evaluator has the obligation and the authority to refuse evaluating a CAF member if they deem that their health would be at risk by attempting the FORCE Evaluation.

31. The FORCE Evaluator will mark an “x” in the appropriate box(es) in Section B and “Referred to Health Care Provider” when:
- The CAF member answers “YES” to one or both of the first two questions of the Health Appraisal;
 - The CAF member answers “NO” to question three (3) of the Health Appraisal AND their measured BP exceeds 150/100 mmHg after two attempts or exceeds conditions provided by their MO;
 - The CAF member develops any symptoms, which in the experience of the FORCE Evaluator or the CAF member are outside of those normally encountered; and/or
 - The FORCE Evaluator is concerned for the CAF member’s well-being.

REFERRAL PROCESS

32. When a CAF member is referred to a Health Care Provider, the FORCE Evaluator will complete a DND 279 form ensuring they:
- Fill out Section A and B;
 - Check the “Referred to Health Care Provider” box in Section B;
 - The CAF member must print their name, sign their name and date Section B;
 - The FORCE Evaluator will cross out Sections C, D, and E;
 - The FORCE Evaluator will print and sign their name in Section F; and
 - The CAF member will sign and date Section G.
33. The FORCE Evaluator will provide both copies of the DND 279 to the CAF member to take to their Health Care Provider.
34. The FORCE Evaluator must NOT attempt to diagnose or discuss in detail why the CAF member had a “Yes” response or why their BP is above the criteria for pre-screening.

Figure 3.4: DND 279 Referral Process

WAIST CIRCUMFERENCE (WC) MEASUREMENT

35. The WC measurement is a requirement of the FORCE Evaluation. The measurement provides an indication of abdominal fat. Clinical evidence shows that the WC measurement is an accepted indicator of health risk for chronic diseases such as diabetes, heart disease, high BP, and some cancers.
36. Regardless of height, a WC near, at, or above 102 cm for men, and 88 cm for women, is associated with an increased risk of developing health problems. The recommended WC measurements used for the FORCE Evaluation are based on findings by the World Health Organization (WHO) and the National Institutes of Health (NIH).
37. Additionally, the WC measurement allows CAF personnel to be plotted on the FORCE Fitness Profile. This allows CAF personnel to be eligible for achieving an Incentive Level for the FORCE Rewards Program.
38. CAF personnel cannot have their WC measured after completing the FORCE Evaluation or at a later date. The measurement must be conducted by a FORCE Evaluator prior to a CAF member's FORCE Evaluation attempt.

Note: In the situation where the CAF member CoC requires them to obtain their FORCE Fitness Profile, it will be require to complete the entire FORCE Evaluation.

PROCEDURE

39. The FORCE Evaluator will follow **Tool 9: Waist Circumference Procedure** for measurement procedures and technique.
40. As per Public Health Agency of Canada protocol (CDC Guideline for Disinfection and Sterilization in Healthcare Facilities, 2008), the tape measure must be sanitized with 70% isopropyl alcohol pads after each time it makes contact with skin (e.g. after each participant's WC measurement).
41. To ensure CAF personnel are comfortable:
 - a. WC measurements must be conducted behind a privacy barrier (ie. gym mats);
 - b. CAF personnel may request to have their WC measured by a same sex evaluator (when possible);
 - c. CAF personnel may request an evaluator of their choosing (if possible); and
 - d. CAF personnel may request to have their WC measured in a separate room.

Note: If using a private room to measure WC, the evaluator must ensure a third person is in the room at all times.

42. To ensure accuracy and standardization, the FORCE Evaluator must measure WC on bare skin.
43. FORCE Evaluators will record the CAF personnel's WC measurement (to the nearest 0.5 cm) on the DND 279, FORCE Program form in Section B: Health Appraisal.
44. If a CAF member declines to have their WC measured, the FORCE Evaluator will follow **Tool 10: Waist Circumference Refusal** and re-iterate the following information to the CAF member by reminding them that:
 - a. As per **CANFORGEN 052/16, CAF Fitness Profile**, a WC measure is taken as a valid representation of body composition;
 - b. Without the WC measurement, the CAF member cannot receive a FORCE Fitness Profile, effectively making them ineligible for the FORCE Rewards Program;
 - c. If a CAF member declines a WC measurement, the local PSP MFS will follow up with a memo to the CAF member's CoC; and
 - d. In the situation if the CAF member's CoC require the FORCE Fitness Profile, it will be require to complete the entire FORCE Evaluation, one more time.
45. If the CAF member still declines the WC measurement, the FORCE Evaluator will indicate this in the Waist Circumference Section of the DND 279 form.

COMPLETING THE REGISTRATION

46. The CAF member must print their name, sign, and date the bottom of Section B: Health Appraisal once Section A: Service Particulars and Section B: Health Appraisal are both complete.
47. The FORCE Evaluator will hand over the DND 279, FORCE Program form to the CAF member. It is the CAF member’s responsibility to carry the DND 279 with them throughout the FORCE Evaluation.
48. The CAF member will hand over the DND 279 to the FORCE Evaluator who will be monitoring each task.

PART 2: CONDUCTING THE FORCE EVALUATION USING THE DND 279 FORM

49. The FORCE Evaluation assesses a CAF member’s ability to successfully complete the six (6) common military tasks as described in the DAOD 5023 series.
50. The FORCE Evaluation is comprised of four (4) tasks. The CAF member must successfully meet the MPFS on all tasks in the following order:

TASK	MINIMUM STANDARD
20 metre Rushes	51.0 seconds or less
Sandbag Lift	3 minutes 30.0 seconds or less
Intermittent Loaded Shuttles	5 minutes 21.0 seconds or less
Sandbag Drag	Complete 20 m drag without stopping

Figure 3.5: FORCE Evaluation MPFS

TASK DEMONSTRATIONS AND EXPLANATIONS

51. The FORCE Evaluator will provide a clear explanation of each task using the provided scripts highlighting technical information (see **Tools 11-14**).
52. The FORCE Evaluator or an assistant (if available), will demonstrate each task as mentioned in the scripts. The demonstrator 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 18: Injury Prevention** for more information);
 - b. Conducting the task at an appropriate pace for demonstrating a protocol; and
 - c. Maintaining various isometric positions within the protocol for demonstration purposes.
53. The demonstration will include a minimum of:
 - a. 40 m of the 20 m Rushes;
 - b. Four (4) Sandbag Lifts;
 - c. One (1) Intermittent Loaded Shuttle; and
 - d. 10 m of the Sandbag Drag.

WARM-UP / MOVEMENT PREPARATION

54. Upon completing the Welcome briefing, the FORCE Evaluator will lead all CAF personnel through a warm-up and movement preparation specific to the FORCE Evaluation (See **Tool 15: Warm-up / Movement Preparation**).

55. The warm-up will include the following:

- a. Light aerobic activity (2-3 minutes). To include:
 - i. 20 m x walking: easy arm circles, 10 m forward, 10 m backwards
 - ii. 20 m x walking: 10 m arm crossovers, 10 m shoulder flexion and extension
 - iii. 20 m x walking knee lifts
 - iv. 20 m x walking butt kicks
 - v. 20 m x walking Frankenstein (alternating straight leg raise to opposite hand)
 - vi. 2 x 20 m progressive jogging
 - vii. 20 m x side steps; 10 m on one side, 10 m on the other side
 - viii. 20 m x carioca (cross-overs) ; 10 m on one side, 10 m on the other side
- b. 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 18: Injury Prevention**. To include:
 - i. 5/side x reaching side bends (knees and hips unlocked)
 - ii. 3 x squats
 - iii. 3/side x lunges forward / backward complex
 - iv. 3/side x lateral step lunges alternating side
 - v. 3/side x Spiderman reaches
 - vi. 5 x hand release push-up to get up (start in a standing position- hands down- step back into plank- hand release - push up- step up into standing)
- c. The warm-up may also include a reduced version of each protocol at the discretion of the CAF member, which can include:
 - i. 40 m of the 20 m Rushes at 50% pace
 - ii. 4 x Sandbag Lifts
 - iii. 10 m x Intermittent Loaded Shuttles
 - iv. 10 m x Sandbag Drag
- d. Allow an additional 1-2 minute warm-up period at the CAF member's discretion.

FORCE EVALUATION PROTOCOLS USING DND 279

56. The following information is applicable to all four (4) tasks when using the DND 279:

- a. The CAF member will hand over the DND 279 to the FORCE Evaluator prior to beginning each task. This will allow the FORCE Evaluator to accurately track the FORCE Evaluation results using the DND 279 upon completion of each task;
- b. If a CAF member does not meet the MPFS of any one or more tasks, the FORCE Evaluator should strongly encourage the CAF member to complete the entire FORCE Evaluation. This allows PSP Fitness staff to provide an accurate Supplementary Physical Training Program (SPTP) based on their current FORCE Fitness Profile;
- c. A task is terminated when:
 - i. The CAF member successfully completes the task;
 - ii. The CAF member chooses not to continue (reasons for this could be fatigue, pain, injury, etc.); and/or
 - iii. The FORCE Evaluator becomes concerned for the CAF member's safety due to immediate signs of serious distress. In the event of a medical issue, the FORCE Evaluator will activate EMS.

- d. There are certain situations that may arise during a FORCE Evaluation that are beyond the control of FORCE Evaluators and CAF personnel. These situations will affect the FORCE Evaluation and the administrative courses of action are below:
 - i. For an occurrence within the facility, such as a fire alarm or a power outage, the FORCE Evaluator will follow the building's EAP. Afterwards, the FORCE Evaluator will indicate that the task was incomplete due to the facility occurrence in Section C of the DND 279, and reschedule the evaluation for the affected CAF personnel.
 - ii. For an equipment malfunction, such as a sandbag bursting or a strap breaking, the FORCE Evaluator will replace the equipment in a timely manner (so that the CAF members' rest times do not exceed eight minutes each) and continue the evaluation. In the situation if the evaluation cannot resume in a timely manner, the FORCE Evaluator will indicate that the task was incomplete due to equipment failure in Section C of the DND 279, and reschedule the evaluation for the affected CAF personnel.

57. The minimum rest period between each task of the FORCE Evaluation is five (5) minutes. The maximum rest time between each task of the FORCE Evaluation is eight (8) minutes. FORCE Evaluators must ensure that CAF personnel do not exceed a rest time of eight (8) minutes, otherwise, FORCE Evaluation results do not fall under the research criteria. Mandatory rest time are directed for standardization purposes.

20 METRE RUSHES (20MR) PROTOCOL

58. The purpose of the 20mR is to assess the CAF member's ability to move quickly over short distances while changing body position every 10 m. This task is directly related to escaping to cover.

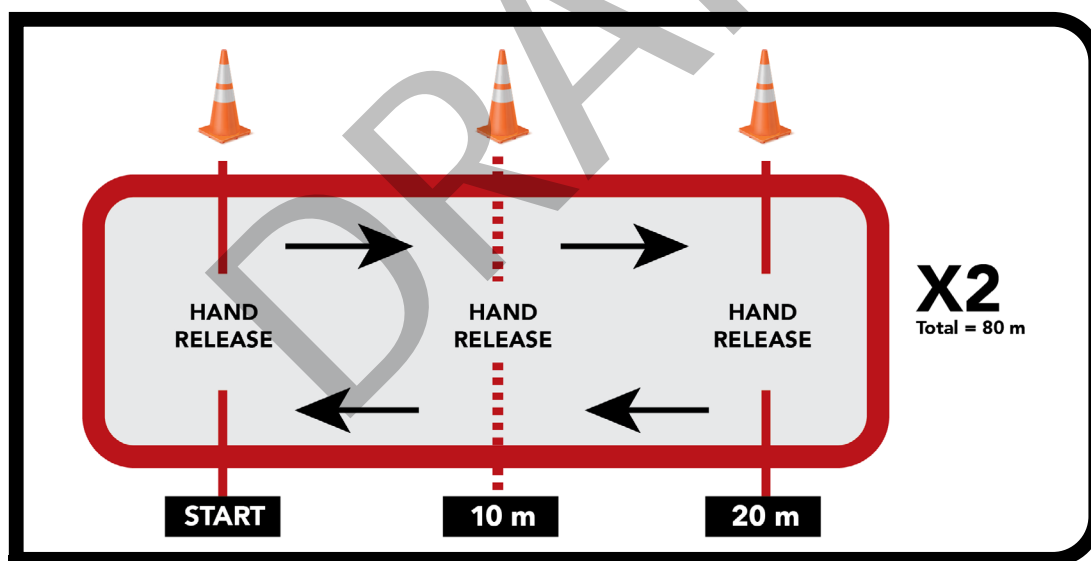


Figure 3.6: 20mR Course Layout

59. The FORCE Evaluator will complete the following steps to evaluate the 20mR task using the DND 279 form:
 - a. The CAF member must start by lying on the floor in the prone position at one end of the 20 m course. The CAF member will lie facing the opposite end, with their shoulders and hands behind the start line and both hands raised off the floor;
 - b. The CAF member remains in the starting position until the FORCE Evaluator gives the "Go" command. If the CAF member has a false start, it will not constitute an attempt on the task. The FORCE Evaluator will reset the clock and the CAF member will return to the start position behind the start line;



Figure 3.7: 20mR Start Position

- c. The FORCE Evaluator will count aloud “3, 2, 1, GO.” The FORCE Evaluator starts the clock on the “Go” command;
- d. The CAF member gets up off the floor and sprints to the 10 m line;
- e. At the 10 m line, the CAF member 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;



Figure 3.8: 20mR Line Touch

- f. Once in the prone position, and perpendicular to the line, the CAF member lifts their hands, and forearms off the floor to ensure their body weight is completely unloaded (referred to as a “hand release”);



Figure 3.9: 20mR Hand Release

- g. The CAF member must then get up and sprint another 10 m to the 20 m line. At the 20 m line, the CAF member 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 member will then perform another hand release;
 - h. The CAF member will then get up, turn around, and sprint back to the 10 m line. At the 10 m line, the CAF member 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 member will then perform another hand release. The CAF member repeats these steps until they have covered 4 x 20 m and completed seven (7) hand releases total (not including the start position);
 - i. If the CAF member does not follow protocol (foot does not touch the line, hands and shoulders are not on or behind the line, does not perform a proper hand release) the FORCE Evaluator will cue the CAF member to correct the error prior to continuing; and
 - j. When the CAF member's foot is on or crosses over the 20 m line after completing 80 m, the FORCE Evaluator will stop the clock.
60. The CAF member is not permitted to dive, slide or drop into the prone position at any point during the evaluation. The CAF member must move to and from the prone position with control. If diving or dropping to the prone position occurs, the FORCE Evaluator will immediately stop the CAF member. The FORCE Evaluator will retrain the CAF member on the correct protocol and then restart the evaluation after a mandatory minimum five (5) minute rest period, but no longer than eight (8) minutes. This will not constitute an attempt at the evaluation.
61. The FORCE Evaluator must record the time to completion to the nearest tenth of a second. The pass criteria is 0:51.0 or less. A time of 0:51.1 or higher means that the CAF member did not meet the standard.
62. The CAF member will take a mandatory rest period of a minimum of five (5) minute, but no more than eight (8) minutes.

Did not Meet Standard

- 63. CAF personnel who did not meet the 20mR MPFS can re-attempt the task a maximum of one time, after a mandatory minimum five (5) minute rest period. The second attempt must be completed before the CAF member can proceed to the next task.
- 64. CAF personnel who did not meet the 20mR MPFS the second time must re-attempt the FORCE Evaluation after proper Supplementary Physical Training Program (SPTP) per DAOD 5023-2.
- 65. FORCE Evaluators must encourage CAF personnel who did not meet the 20mR MPFS, to complete the entire evaluation.
- 66. The FORCE Evaluator must ensure that the appropriate SPTP documentation, including **Tool 5: DND 279**, are completed during the debrief at the end of the FORCE Evaluation.

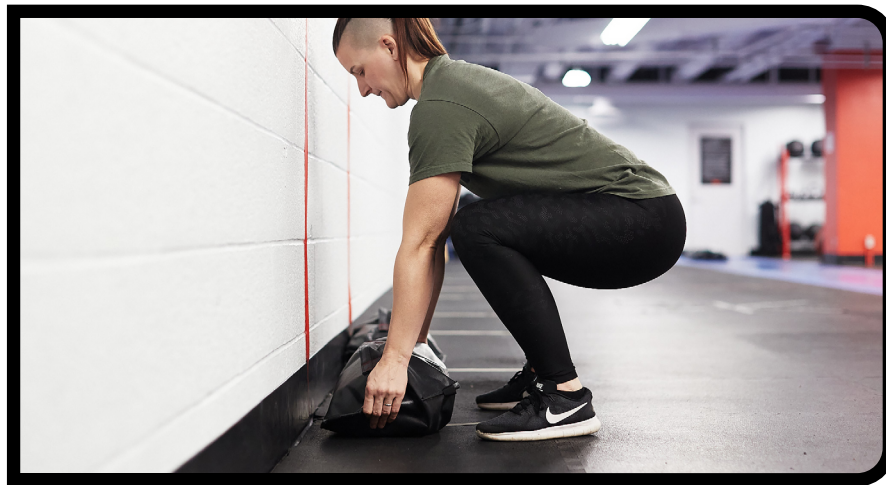


Figure 3.11: SBL Feet Position

- h. Once the CAF member releases the sandbag, they will move sideways so that the other line on the floor is positioned between their feet. The CAF member may only start moving sideways after the sandbag has been pressed on the wall;
 - i. During a lift, if part of their foot touches the line, the lift will not count. The CAF member's feet must be straddling the line on the floor while performing each lift.
- i. The CAF member picks up the second sandbag and touches the sandbag's midline on or above the intersecting lines on the wall before releasing it and moving back to the first line and sandbag;
- j. The CAF member will repeat this process moving back and forth, until the sandbag have been lifted correctly for total of 30 times;
- k. The CAF member is not permitted to throw the sandbag at the wall. The CAF member must have contact with the sandbag when it touches the wall;
- l. Improper lifts will not count. If the CAF member fails to follow correct protocol, the FORCE Evaluator will correct the CAF member's technique and the CAF member will correctly repeat the lift. Timing of the evaluation will not be stopped;
- m. The FORCE Evaluator must count each correct lift aloud to the CAF member as the sandbag makes contact with the wall;
- n. FORCE Evaluators are able to reposition or replace the sandbags due to safety concerns, at their discretion;
- o. FORCE Evaluators should encourage proper lifting technique; however, the evaluation cannot be terminated due to poor lifting technique. If the CAF member chooses to stoop or twist, the FORCE Evaluator should cue the CAF member to keep their back as straight as possible while facing the wall;
- p. When the CAF member has performed their 30th successful lift, the FORCE Evaluator will stop the clock; and
- q. The FORCE Evaluator will record the time to completion to the nearest tenth of a second. The pass criteria is 3:30.0 or less. A time of 3:30.1 or more means the CAF member did not meet the standard.

69. The CAF member will take a mandatory five (5) minute rest period, but no more than eight (8) minutes.

Did Not Meet Standard

70. CAF personnel who did not meet the SBL MPFS will not be permitted a second attempt. They must re-attempt the entire FORCE Evaluation after proper SPTP as per DAOD 5023-2.

71. FORCE Evaluators must encourage CAF personnel who did not meet the SBL MPFS, to complete the entire evaluation.

72. The Evaluator must ensure that the appropriate SPTP documentation, including DND 279, are completed during the debrief at the end of the evaluation.

INTERMITTENT LOADED SHUTTLES (ILS) PROTOCOL

73. Carrying objects is a common military task, as equipment and supplies need to be moved from one location to another. The ILS task is designed to measure CAF member's physical capability to perform repeated carries. This task is related to both a stretcher carry and a picket and wire carry.
74. The FORCE Evaluator will complete the following steps to evaluate the ILS task using the DND 279 form:

Note: Each FORCE Evaluator may evaluate up to three (3) CAF members simultaneously for this component of the FORCE Evaluation.

- a. The CAF member must stand in an upright position behind the start line. The CAF member will remain in this position until the FORCE Evaluator gives the "Go" command;
- b. The FORCE Evaluator will count aloud "3, 2, 1, GO." The FORCE Evaluator starts the clock on the "Go" command;
- c. The CAF member then safely picks up the sandbag, carries it to the opposite end of the 20 m course, travels around the pylon, and returns back to the start line;



Figure 3.12: ILS

- d. The CAF member must walk when they are carrying the sandbag. Walking is identified as having one foot in contact with the floor at all times;
- e. Running is only permitted during the unloaded trips. If any CAF member runs during a loaded shuttle, the FORCE Evaluator will call out, "stop" to the CAF member. The CAF member must stop moving forward completely before the FORCE Evaluator can permit the CAF member to continue. Timing of the evaluation will not be stopped;
- f. The CAF member must carry the sandbag using one or more of the following safe carrying techniques:
 - i. Suitcase carry;
 - ii. Shoulder carry; and/or
 - iii. Cradle carry.

Any other methods are deemed unsafe and are therefore not permitted;



Figure 3.13: ILS Carrying Techniques

- g. The CAF member must travel around the pylon at the 20 m mark. If the CAF member does not travel around the pylon, the FORCE Evaluator will instruct them to return to the 20 m mark and travel around the pylon. Timing of the evaluation will not be stopped;
 - h. If the CAF member knocks over or moves the pylon at the 20 m mark, the FORCE Evaluator will direct the CAF member to fix the pylon. The CAF member must return to the pylon and fix it before they may continue with the task. Timing of the evaluation will not be stopped;
 - i. The CAF member must place at least one foot on or over the start line before dropping the sandbag behind the start line (outside of the 20 m zone). If the CAF member does not place at least one foot on or over the start line, the FORCE Evaluator must direct the CAF member to immediately return to touch or cross the start line before continuing.
 - i. If the CAF member drops the sandbag inside the 20 m zone, the FORCE Evaluator must direct the CAF member to immediately pick up the sandbag and drop it behind the start line outside of the 20 m zone.
 - j. The CAF member must not throw the sandbag behind the start line. If a CAF member throws the sandbag, the FORCE Evaluator will call out "Do not throw the sandbag" to the CAF member. The CAF member must pick up the sandbag to standing and set it down behind the start line before they may continue. Timing of the evaluation will not be stopped;
 - k. Unless it becomes a safety hazard, the FORCE Evaluator must not reposition the sandbag to move it closer to the start line. The CAF member must pick up the sandbag from wherever they dropped it behind the start line;
 - l. Once the CAF member 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 pylon, and return back to the start line;
 - m. The CAF member alternates loaded and unloaded shuttles for a total of five (5) sets (each set equals the combination of one (1) loaded shuttle and one (1) unloaded shuttle). This covers a total distance of 400 m;
 - n. The FORCE Evaluator will call out the CAF member's current trip;
 - o. The CAF member is permitted to set the sandbag down at any point to rest; however, timing of the evaluation will not be stopped; and
 - p. After the CAF member touches or crosses the line for the last time, the FORCE Evaluator will stop the clock.
75. The FORCE Evaluator will record the CAF member's time to completion to the nearest tenth of a second. The pass criteria is 5:21:0 or less. A time of 5:21.1 or more means the CAF member did not meet the standard.
76. The CAF member will take a mandatory five (5) minute rest period, but no more than eight (8) minutes.

Did not Meet Standard

77. CAF personnel who did not meet the ILS MPFS will not be permitted a second attempt. They must re-attempt the FORCE Evaluation after proper SPTP as per DAOD 5023-2.
78. FORCE Evaluators must encourage CAF personnel who did not meet the ILS MPFS, to complete the entire evaluation.
79. The FORCE Evaluator must ensure that the appropriate SPTP documentation, including DND 279, are completed during the debrief at the end of the evaluation.

SANDBAG DRAG (SBD) PROTOCOL

80. Pulling strength is an important component of many common military tasks. The Sandbag Drag (SBD) is designed to evaluate the CAF member's ability to drag a load continuously over a 20 m distance. This task is directly related to vehicle extrication.
81. The FORCE Evaluator will complete the following steps to evaluate the SBD task using the DND 279:
 - a. The FORCE Evaluator will ensure the four (4) sandbags are placed behind the start line, with the "pigtails" of the front sandbags crossing the line, as shown in Figure 3.14;



Figure 3.14: SBD Start Position

- b. The CAF member picks up the "carry" sandbag in a cradle carry (hands must be underneath and fingers may be laced or crossed). The CAF member will also adjust the sandbag in their arms to ensure that the straps from the "carry" sandbag are pointing downwards;
- c. The CAF member is not permitted to use the "carry" sandbag handles or straps to drag the kit;



Figure 3.15: SBD Carry Position

- d. The FORCE Evaluator will direct the CAF member to step back ensuring the straps are tight;
 - e. There is no count down for this task. As soon as the CAF member starts moving backwards, the FORCE Evaluator will start the clock;
 - f. Once started, the CAF member must move backwards without stopping, and must drag the sandbags to the opposite end of the 20 m course; and
 - g. When the main body of front sandbags cross the finish line, the FORCE Evaluator will call "Clear," and stop the clock;
82. The FORCE Evaluator will record the CAF member's time to completion to the nearest tenth of a second. There is no time limit for this task. MPFS for the SBD is determined by the continuous movement of the sandbags over the 20 m distance. Did not meet MPFS is the inability to complete the 20 m drag without stopping.

Did not Meet Standard

- 83. CAF member who did not meet the SBD MPFS, can re-attempt the SBD task a maximum of one (1) time. No second attempt are allowed for CAF member who have met the standard.
- 84. CAF member will take a mandatory rest period of a minimum of five (5) minute, but no more than eight (8) minutes.
- 85. CAF member who did not meet the SBD MPFS for other reasons, or slipped and fell again on their second attempt, must re-attempt the FORCE Evaluation after proper SPTP as per DAOD 5023-2.
- 86. The FORCE Evaluator must ensure that the appropriate SPTP documentation, including DND 279, are completed during the debrief at the end of the evaluation.

COOL-DOWN

- 87. A supervised cool-down within the evaluation area, as presented in **Tool 16: Cool-Down**, should take place following completion of the FORCE Evaluation. If requested by the CAF member, the FORCE Evaluator will provide time and guidance to perform stretches relevant to the FORCE Evaluation tasks.

FORCE EVALUATION RESULTS

- 88. The FORCE Evaluator will use the FORCE Fitness Profile Calculator (found online at **www.formefitcalculator.cfmws.com** or **www.dfit.ca**) to determine the CAF member's FORCE Fitness Profile.

PART 3: FORCE EVALUATION DEBRIEF, FORCE FITNESS PROFILE AND FITNESS PROGRAMMING

89. FORCE Evaluators will refer to **Tool 17: Defriefing Script** in order to provide an accurate and informative debrief to each CAF member.
90. Following the evaluation, it is imperative that FORCE Evaluators educate CAF personnel on their overall outcome in relation to:
 - a. Meeting the UofS/MPFS;
 - b. Next evaluation date
 - c. Operational and Health Related Fitness;
 - d. The coloured 'zones' within the FORCE Fitness Profile, including Incentive Levels (using **www.formefitcalculator.cfmws.com** or **www.dfit.ca**);
 - e. Exercise Prescription and ongoing fitness and health programming; and
 - f. The FORCE Rewards Program (if the CAF member achieves Silver or higher).

DEBRIEFING THE FORCE EVALUATION USING THE DND 279

91. The FORCE Evaluator will use **Tool 17: Defriefing Script** to provide an accurate and informative debrief to the CAF member.

SECTION C: FORCE EVALUATION

92. The FORCE Evaluator will verify the CAF member's time for each task in Section C: FORCE Evaluation.
93. The FORCE Evaluator will insert an "x" in the appropriate box next to the corresponding task:
 - a. Met if the CAF member has met the MPFS for that task; or
 - b. Did not meet if the CAF member has not met the MPFS for that task.
 - c. If the CAF member does not complete one or more of the FORCE Evaluation tasks, the FORCE Evaluator will cross out the task(s) and check "Did Not Meet."

Section C: FORCE Evaluation - Évaluation FORCE

<p>20 metre Rushes - Course de 20 mètres</p> <p>Time/Temps (m:ss) Standard Norme</p> <p><input type="text"/> : <input type="text"/> : <input type="text"/> 51.0 s</p> <p><input type="checkbox"/> Met - Satisfait</p> <p><input type="checkbox"/> Did not meet - N'a pas satisfait</p>	<p>Intermittent Loaded Shuttle</p> <p>Course - navette intermittente avec charge</p> <p><input type="text"/> : <input type="text"/> : <input type="text"/> 5 min 21.0 s</p> <p><input type="checkbox"/> Met - Satisfait</p> <p><input type="checkbox"/> Did not meet - N'a pas satisfait</p>
<p>Sandbag Lift - Soulever des sacs de sable</p> <p>Time/Temps (m:ss) Standard Norme</p> <p><input type="text"/> : <input type="text"/> : <input type="text"/> 3 min 30.0 s</p> <p><input type="checkbox"/> Met - Satisfait</p> <p><input type="checkbox"/> Did not meet - N'a pas satisfait</p>	<p>Sandbag Drag - Traction de sacs de sable</p> <p><input type="text"/> : <input type="text"/> : <input type="text"/> Completion Compléter</p> <p><input type="checkbox"/> Met - Satisfait</p> <p><input type="checkbox"/> Did not meet - N'a pas satisfait</p>

Figure 3.16: DND 279 Section C

SECTION D: RESULTS

94. The FORCE Evaluator will insert an "x" in the appropriate box as follows:
 - a. Met standard if the CAF member met the MPFS for all of the four (4) tasks; or
 - b. Did not meet standard if the CAF member did not meet the MPFS for one (1) or more of the tasks or did not attempt all or one (1) of the four (4) tasks.
 - i. In this case, the CAF member will be recommended to participate in the Supplementary Physical Training Program, under the approval of their CO. See **Chapter 5: CAF Supplementary Physical Training Program** for more information.
95. The FORCE Evaluator will record the date of the current fiscal year by completing the boxes beside FY - AF (YY-YY).
 - a. The fiscal year runs from 01 APR - 31 MAR.
96. The FORCE Evaluator will record the Next Evaluation Date.
 - a. If the CAF member met the MPFS, the FORCE Evaluation is valid for 365 days from the date the evaluation was completed. For example, if the CAF member met the MPFS on 01 APR 18, their next evaluation date is 2019/04/01; or
 - b. If the CAF member did not meet the MPFS, their next evaluation date is 12 weeks from the date of the unsuccessful attempt at achieving the MPFS. For example, if the CAF member did not meet the MPFS on 01 APR 18, their next evaluation date is 2018/06/24.
97. In the event that a CAF member becomes injured while attempting the FORCE Evaluation and is unable to continue, the FORCE Evaluator will mark an "x" beside "Did not meet standard" in Section D: Results. The CAF member's "next evaluation before" date is 12 weeks from the date of the unsuccessful attempt at achieving the MPFS (see the example above, point 95 b). The FORCE Evaluator should advise the CAF member to consult their MO regarding the sustained injury.
98. The FORCE Evaluator will access the FORCE Fitness Profile Calculator on **www.formefitcalculator.cfmws.com** or **www.dfit.ca** to show and explain the CAF member their FORCE Fitness Profile and identify if whether they reached an Incentive Level.
99. The FORCE Evaluator will insert an "x" in the corresponding Incentive program box if the CAF member achieved: Bronze, Silver, Gold, or Platinum.
100. For the eligible CAF members, the FORCE Evaluator will brief them about the FORCE Rewards Program and how to claim their rewards.

Section D: Results - Résultats

<input type="checkbox"/> Met standard Satisfait la norme	<input type="checkbox"/> Did not meet standard N'a pas satisfait la norme	Incentive program: Programme d'encouragement :
		<input type="checkbox"/> Platinum - Platine <input type="checkbox"/> Silver - Argent
		<input type="checkbox"/> Gold - Or <input type="checkbox"/> Bronze - Bronze
FY - AF (yyaa) 2 0 - 2 0		www.cfmws.com/FORCEprogram
		www.sbmfc.com/programmeFORCE
Date - YYAA MM DJ		
Next evaluation before Prochaine évaluation avant 2 0 / /		<input type="checkbox"/> DND 663 initiated - DND 663 rempli

Figure 3.17: DND 279 Section D

DND 279 SECTION E: FITNESS PROGRAM

101. The FORCE Evaluator will insert an “x” in the appropriate box as follows:

- a. Generated by PSP Fitness staff and/or DFit.ca if the CAF member met the MPFS; or
- b. Generated by PSP Fitness staff if the CAF member did not meet the MPFS and requires supplementary physical training.

Note: Direct supervision implies direct monitoring/reporting of a CAF member’s exercise program by certified PSP Fitness staff. At locations where there is no PSP Fitness staff, COs should seek direct consultation from PSP staff from their supporting B/W and provide direct supervision with local military personnel who have approved fitness credentials (BFTA, AFTA, UFSO). The FORCE Evaluator will explain the administrative process for not successfully completing the FORCE Evaluation and re-evaluation procedures to the CAF member as per Chapter 5: CAF Supplementary Physical Training Program in accordance with DAOD 5023-2.

102. The FORCE Evaluator will discuss local exercise and wellness programming with the CAF member. Should CAF personnel have questions regarding pensionable activities, the FORCE Evaluator will refer them to www.veterans.gc.ca.

Figure 3.18: DND 279 Section E

DND 279 SECTION F: CERTIFICATION OF EVALUATION AND PRESCRIPTION

103. The FORCE Evaluator must print and sign their name on the DND 279 form to verify the accuracy of the FORCE Evaluation results and the assignment of the fitness program.

Note: Section F must be signed by a FORCE Evaluator prior to entering the results into Guardian. Please see Table 1: FORCE Evaluator Responsibilities to verify which positions have authority to sign Section F of the DND 279 form.

Figure 3.19: DND 279 Section F

DND 279 SECTION G: CERTIFICATION OF UNDERSTANDING

104. The CAF member must sign and date the DND 279 form, acknowledging the FORCE Evaluation results and the assigned exercise prescription. In the event of a disagreement, the CAF member must still sign and date the DND 279 document. However, in the event of a refusal to sign, the situation must be reported to the CAF member's CoC, the FORCE Evaluation results are still valid and must still be entered into Guardian.

DND 279 SECTION H: PROGRAM APPROVAL

105. If the CAF member successfully completed the FORCE Evaluation, there is no requirement to obtain their CO's signature on the DND 279 form.

106. If the CAF member was unsuccessful at achieving the MPFS on the FORCE Evaluation, the FORCE Evaluator must retain Copy 1 (UPR) of the DND 279 form and mail it to the CAF member's CO along with SPTP paperwork (see further instructions below and **Chapter 5: Supplementary Physical Training Program**).

PART 4: PROCESSING FORCE EVALUATION INFORMATION

107. The DND 279 document will be the only form used to record CAF personnel FORCE Evaluation results and exercise prescription.

108. In accordance with the Privacy Act, once completed, the DND 279 is a Protected 'A' document and must be treated as such.

DISTRIBUTION OF THE DND 279 FORM

109. If the CAF member successfully met the MPFS, the FORCE Evaluator will release both copies of the DND 279 document to the CAF member for distribution as follows:

- a. **Copy 1:** The CAF member will provide this copy to their unit for entry into Guardian; and
- b. **Copy 2:** The CAF member will retain this copy for their own records.

110. If the CAF member did not meet the MPFS, the DND 279 will be distributed as follows:

- a. **Copy 1:** Will be retained by the FORCE Evaluator and must be mailed to the CAF member's CO for signature (see Chapter 5: CAF Supplementary Physical Training Program for protocol) and entry into Guardian; and
- b. **Copy 2:** The CAF member will retain this copy for their own records.

111. If the CAF member was unsuccessful at achieving the MPFS, the FORCE Evaluator must additionally ensure that the appropriate SPTP documentation is completed as part of the CAF member's debrief (see **Chapter 5: CAF Supplementary Physical Training Program for protocol**).

Note: It is a local responsibility for PSP Fitness staff to remind local Unit they must enter the FORCE Evaluation results from DND 279 forms into Guardian promptly, upon receiving the forms. PSP Fitness staff are not obligated to retain DND 279 copies for CAF personnel physical fitness files; however, should record the results for all CAF personnel using Tool 19: FORCE Evaluation Tracking Sheet.



CHAPTER 4:

THE FORCE EVALUATION USING THE FORMeFIT EVALUATION SYSTEM

BACKGROUND

1. The FORMeFIT Evaluation System is part of a digital solution developed to modernize, standardize and streamline the scheduling, evaluating and reporting of CAF FORCE Evaluations. The electronic platform was created based on the requirement for an improved measurement tool that securely and efficiently provides advanced fitness reporting to the CAF CoC.
2. FORMeFIT Dashboard a central access to the FORMeFIT applications that allows web-based account management. The FORMeFIT Dashboard provides links to related FORMeFIT websites and services, including FORMeFIT Reservation Website, FORMeFIT Reporting, FORMeFIT Calculator and PSP Roster.

Note: The FORMeFIT Reservation site, FORMeFIT Dashboard and FORMeFIT Reporting Site requires a unique login and password.

3. The FORMeFIT solution consists of the following three (3) main applications:
 - a. The **FORMeFIT Reservation Website**: Electronically schedules and tracks FORCE Evaluation for CAF personnel;
 - b. The **FORMeFIT Evaluation System**: Electronically conducts, collects and uploads FORCE Evaluation results;
 - c. The **FORMeFIT Reporting Website**: Electronically displays aggregate FORCE Evaluation results for the CAF.
4. In the situation where the FORMeFIT Evaluation System is not operating properly, the FORCE Evaluator will need to use the DND 279 form.

PART 1: FORMeFIT DASHBOARD

HOW TO SIGN IN TO THE FORMeFIT EVALUATION SYSTEM

HOW TO ACCESS THE FORMeFIT DASHBOARD

5. To login into the FORMeFIT Dashboard the FORCE Evaluator will use the following link:
<https://formefitdashboard.cfmws.com/welcome>
6. Complete the following steps to log in:
 - a. From the FORMeFIT Dashboard Website Splash page, select English or French (Figure 4.1);
 - b. After the language is chosen, you will be directed to the sign in page;
 - c. Enter your official DND/NPF email address (forces.gc.ca, cfmws.com, smbfc.com, cmrsj-rmcsj.ca, rmc.ca or intern.mil) and your chosen or temporary password and click Sign in (Figure 4.2);

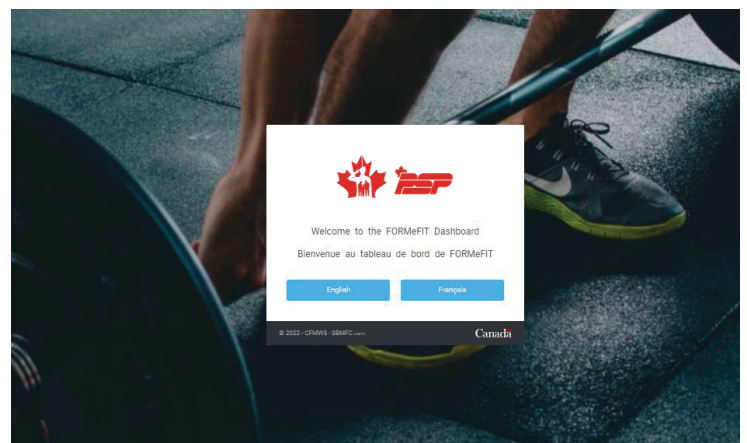


Figure 4.1: FORMeFIT Dashboard Splash Page

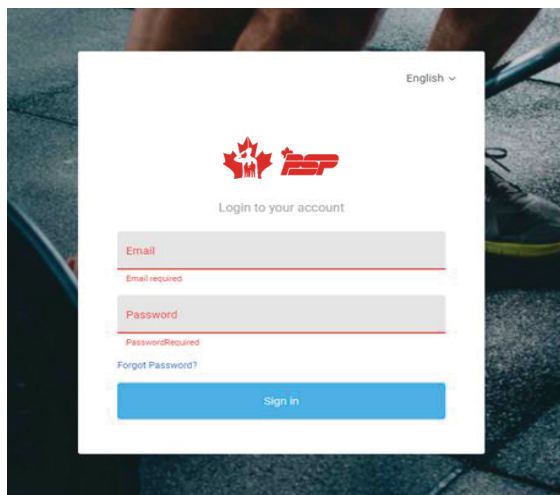


Figure 4.2: FORMeFIT Dashboard Sign in page

d. On your first log in, the system will prompt you to create a new password.

Note: Sharing of login and passwords is not permitted.

7. If you have forgotten your password, click the Forgot password link to re-set your password (Figure 4.2). An email with instructions will be sent to the associated email account. Follow the instructions in the email to re-set your password.
8. Once logged in you will be directed to the Home Page. Here you will find links to the FORMeFIT Reservation site, FORMeFIT Reporting site and the FORMeFIT Calculator (Figure 4.3).

HOW TO MANAGE USERS IN THE PSP ROSTER

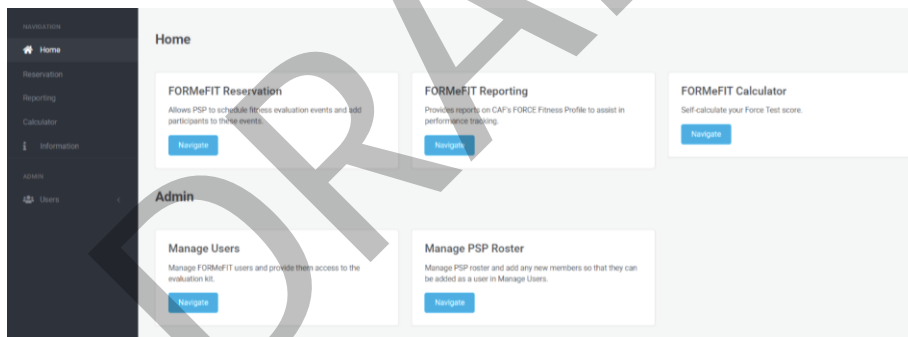


Figure 4.3: FORMeFIT Dashboard Home Page

9. PSP employees must exist in the PSP Roster in order to be added as a dashboard user. Upon hiring, every new employee must be added to the PSP Roster at the local level.
10. From the Home page, the Local Admin will complete the following steps to add a PSP employee to the PSP Roster:
 - a. Go to the Manage PSP Roster tab and click Navigate (Figure 4.4);

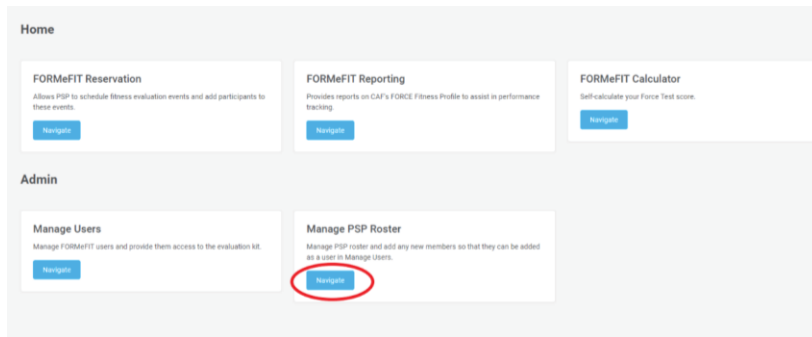


Figure 4.4: Manage PSP Roster

- b. On the right-hand corner click the **create new** button;
- c. Complete the following field:
 - i. PRI/NPF Number;
 - ii. First Name;
 - iii. Last Name;
 - iv. Date of Birth (D.o.B);
 - v. Sex;
 - vi. Email;
 - vii. Base/Wing;
 - viii. Check the Force Eval box; and
 - viii. Click **Save Changes**.



Figure 4.5: Adding PSP Staff in Roster

ROLES AND PERMISSIONS WITHIN THE FORMEFIT DASHBOARD

- 11. There are 4 roles within the FORMeFIT Dashboard. Each role has different access and privileges.
 - i. Basic User (EvaluationKitBasicUser)
 - ii. Modify User (EvaluationModifyKitUser)
 - iii. Evaluation Kit Administrator (EvaluationKitAdministrator)
 - iv. Local Administrator (LocalAdministrator)

FORMeFIT DASHBOARD				
	BASIC USER	MODIFY USER	KIT ADMINISTRATOR	LOCAL ADMINISTRATOR
System names	"EvaluationKitBasicUser"	"EvaluationKitModifyUser"	"EvaluationKitAdministrator"	"LocalAdministrator"
Perform the Force Evaluation	✓	✓	✓	
Modify and reject results		✓	✓	
Upload results			✓	
Create user account			✓	✓

Figure 4.6: FORMeFIT Dashboard Roles and privileges

HOW TO CREATE ACCOUNTS AND ADD USER ROLES

12. Users with **Local Administrator** access can create user accounts for **ALL FORCE Evaluators** (PSP or CAF) on the FORMeFIT Dashboard to access the FORMeFIT Evaluation System. Users with the **Kit Administrator** access can create accounts for users of the same level or lower within their assigned location.
13. Once a user account has been created, the FORCE Evaluator will have access to both the FORMeFIT Dashboard and any FORMeFIT Evaluation System using the same credentials.
14. From the Home page, the **Local Administrator** or **Kit Administrator** will complete the following steps to create a FORCE Evaluator accounts on the FORMeFIT Dashboard:
 - a. Go to the **Manage Users** tab and click **Navigate**;

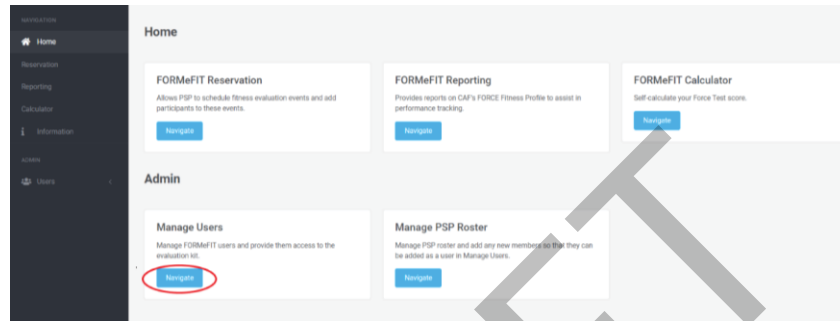


Figure 4.7 Manage Users

- b. In the Base/Wing column, ensure that your location is showing. Use the drop-down menu to select your location and click **Show**;
- c. On the right-hand corner click **Create new**;

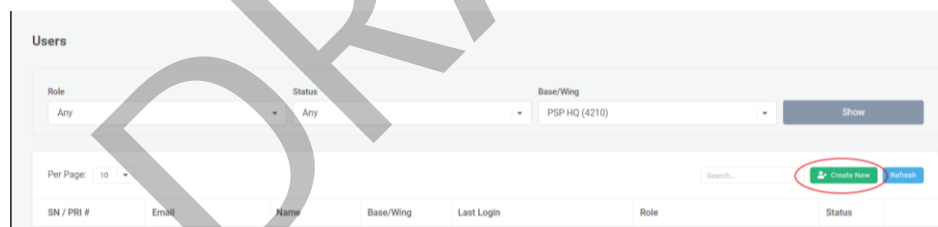


Figure 4.8: Create New Account

- d. There are two options for account creation:
 - i. SN or PRI number (the SN/PRI or email address must be identical to the one associated to the PSP Roster or the CAF member's profile).
 - ii. An approved email address. (forces.gc.ca, cfmws.com, smbfc.com, cmrsj-rmcsj.ca, rmc.ca or intern.mil).

Create User
To create a new user, simply enter the user's "Service Number" or "Email address" below and click "Create".

Create user by service number

SN / PRI #

Set temp password

Create

Create user by email address

Email

Set temp password

Create

Figure 4.9: Create new User

- e. PSP users must exist in the PSP Roster (refer to section "How to Manage Users in the PSP Roster") and CAF users must exist in the DND Roster. If a CAF member's information cannot be retrieved, refer the CAF member to their Orderly Room as their information will have to be updated before an account can be created;
- f. Roles Permissions can be added by using the drop-down menu and clicking on the required role.
- g. User location can be assigned using the drop-down menu under **Assigned Locations**. More than one location can be added.

SN / PRI #	Email	Name	Base/Wing
NP6J34GAC	reserve3trainng@cfmws.com	Reserve3 Training	CADTC

Role

Assigned Locations

Set temp password

Cancel **Create**

Figure 4.10: Adding roles and locations

- h. An email with a temporary password will be sent to the user;
 - i. The account will remain "pending" until the welcome email has been verified by the recipient and a personalized password is created for this account. The recipient will have **three days** to activate the account.
15. Complete the following steps to set up a temporary password for a new account:
- a. Click the box **Set temp password** then create a password (Figure 4.11);
 - b. Repeat the password;
 - c. Click **Create**.

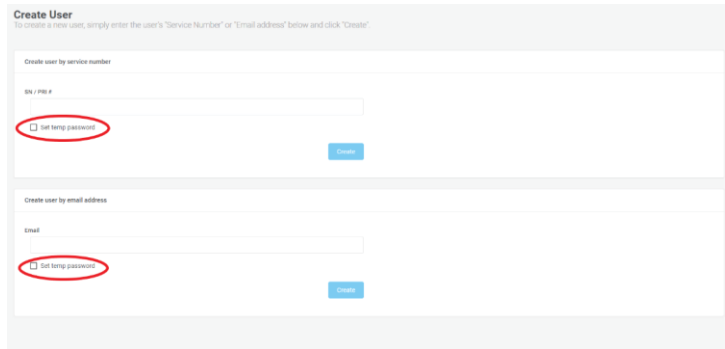


Figure 4.11: Setting temporary password

HOW TO CHANGE ROLES AND PERMISSIONS

16. Click Manage Users, search for the FORCE Evaluator account by name and location;
 - a. Once the account is located, click on the right-hand circle to open a drop-down menu and click **View Profile**;

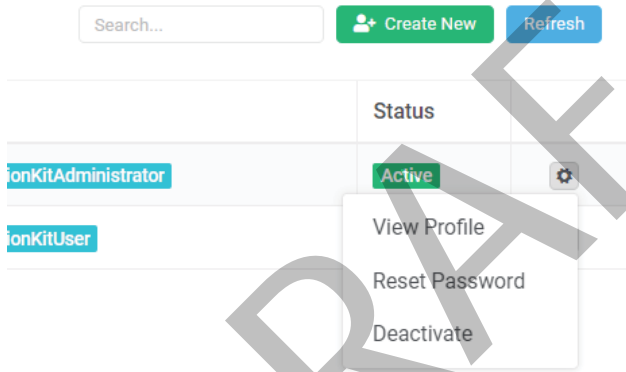


Figure 4.12: View Profile

- b. Go to **Roles Permissions** and click the **+Add** icon:

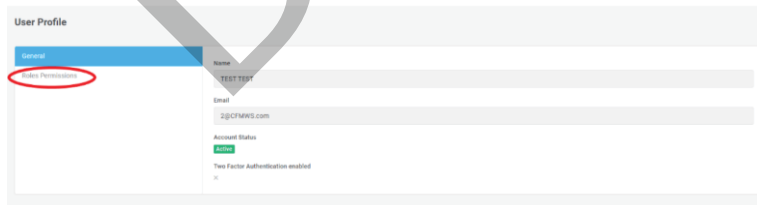


Figure 4.13: Roles Permissions

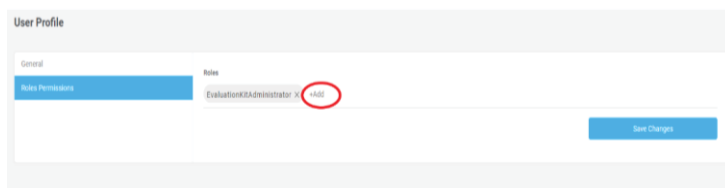


Figure 4.14: Add button

- i. Managers, Coordinators and lead FSI’s will be added as “LocalAdministrator” and can perform evaluations, upload data and manage user accounts;
- ii. PSP Fitness Staff and Reconditioning Staff are to be added as “EvaluationKitAdministrator” and can perform evaluations, modify and delete the results and upload data;

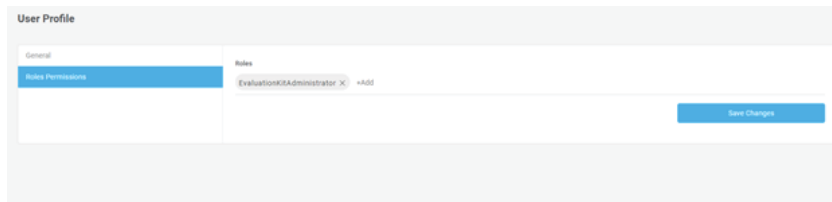


Figure 4.15: EvaluationKitAdministrator Role

- iii. CAF FORCE Evaluators are to be added as “EvaluationKitUser” and can perform evaluations but cannot upload data.

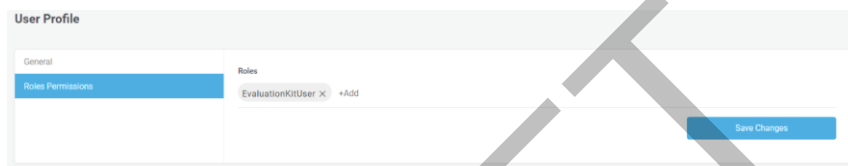


Figure 4.16: EvaluationKitUser Role

- c. User accounts can have more than one role added. Once roles are added click “Save Changes”.

PART 2: FORMeFIT RESERVATION WEBSITE

- 17. The FORMeFIT Reservation Website has been developed for PSP Fitness staff and CAF Unit Coordinators to have a web-based platform to schedule FORCE Evaluations for CAF personnel.
- 18. The FORMeFIT Reservation Website allows users to create FORCE Evaluation events, edit event details and add/remove participants.
- 19. DND provides the FORMeFIT Reservation Website with CAF personnel’s data including their service number, Rank, full name, D.o.B., Gender, email address and their next evaluation date.
- 20. The FORMeFIT Reservation Website will notify all scheduled CAF personnel of their evaluation event details if DND has provided CFMWS a valid email address. To ensure all CAF personnel receive pre-evaluation and up to date testing information please direct any CAF personnel who cannot be notified via the system to: [http://CFMWS | FORCE Evaluation | CFMWS](http://CFMWS|FORCE Evaluation|CFMWS)
- 21. The FORMeFIT Reservation Website is arranged into separate calendars for most of the major Base/ Wing (B/W). Events are scheduled and created by PSP Fitness staff for the various evaluation centres. CAF Unit Coordinators do not have access to create events; however, they can access the event, add and remove participants and view participants’ details.

FORMEFIT RESERVATION WEBSITE PERMISSIONS

22. **Figure 4.17: FORMeFIT Reservation Website Permissions Table** depicts an overview of the roles and permissions that can be assigned to FORMeFIT Reservation Website users:

	IT	HQ ADMIN (PSP)	LOCAL ADMIN (MGR FS, FC)	LOCAL ACCESS (PSP FITNESS STAFF)	UNIT ACCESS (CAF UNIT COORDINATORS)
Create events	✓	✓	✓	✓	
Edit event details (Date, Time, Duration, Evaluation Centre, Reg / Res, Unit reservation, Capacity)	✓	✓	✓	✓	
Delete event	✓	✓	✓ Their B/W events only	✓ Their B/W events only	
View events	✓	✓	✓ Their location only	✓ Their location only	✓ Unrestricted or restricted to their Dept(s)
Search for / add CAF personnel to an event	✓	✓	✓	✓	✓ Only CAF personnel from their assigned Dept(s) / Unit(s)
Remove CAF personnel from an event	✓	✓	✓	✓	✓ Only CAF personnel from their assigned Dept(s) / Unit(s)
View CAF personnel in an event	✓	✓	✓	✓	✓
Add notes to an event	✓	✓	✓	✓	✓
Change Base / Wing (in calendar + user profile)	✓	✓	✓	✓	

Figure 4.17: FORMeFIT Reservation Website Permissions Table

USING THE FORMEFIT RESERVATION WEBSITE

23. Once a Local Admin has registered a user for the FORMeFIT Reservation Website, the new user will receive an email containing instructions to access the FORMeFIT Reservation Website. For training on how to use the FORMeFIT Reservation Website please see local PSP Fitness Staff. Users can access the FORMeFIT Reservation Website at: <https://formefitreservation.cfmws.com/en-CA>.
24. Local Admins are responsible for keeping their PSP Fitness staff and CAF Unit Coordinators rosters up-to-date. CAF Unit Coordinators must inform the Local Admin of any changes to their Dept/UIC access and/or to deactivate their accounts when posted to another location.

HOW TO LOG IN TO THE FORMEFIT RESERVATION WEBSITE

25. Complete the following steps to log in:
 - a. From the FORMeFIT Reservation Website Splash page (Figure 4.18), click Log in;
 - b. On the Sign In page (Figure 4.19), enter your official DND/NPF email (Forces.gc.ca, cfmws.com, smbfc.com, cmrsj-rmcsj.ca, rmc.ca or intern.mil) into the required field. No civilian email addresses, and limited shared accounts may be used to access the website;
 - c. Enter your temporary password. The system will prompt you to create a new password.

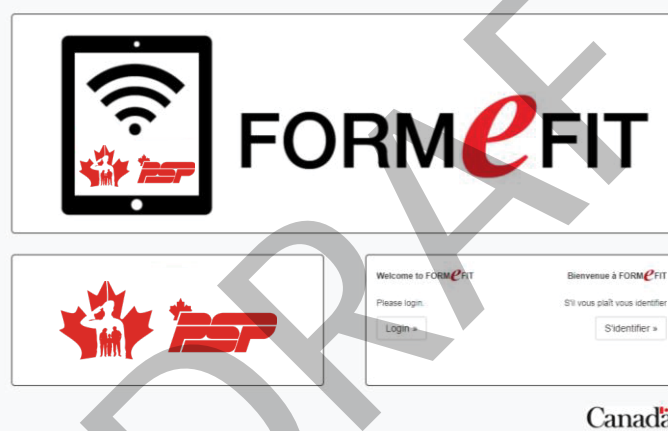


Figure 4.18: Reservation Website Splash Page

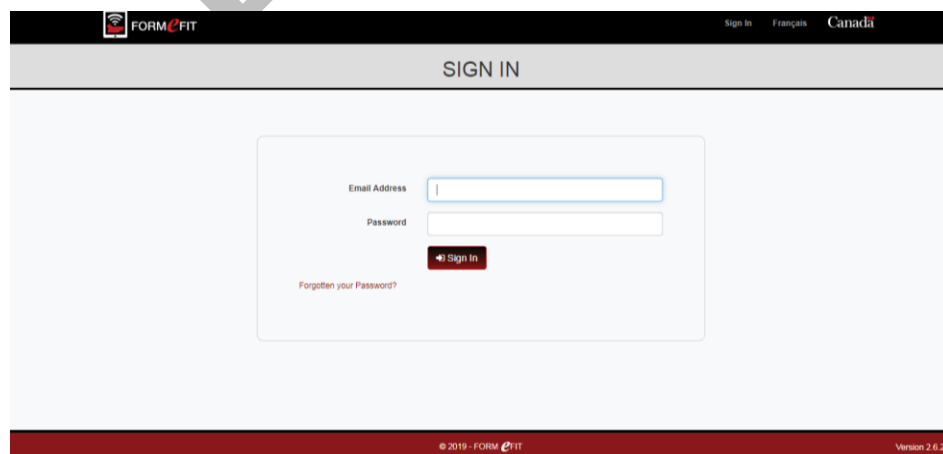


Figure 4.19 Reservation Website Sign in Page

HOME PAGE

26. Once you have successfully signed in, you will be redirected to your **Calendar**.
27. Click **Home** in the task bar.
28. Users have increasing levels of access depending on whether they are PSP Fitness Staff or CAF Force Evaluators. (Figure 4.20 A&B):

i.e PSP Fitness Staff with Local access and CAF Unit Coordinators will only see Manage Events.

Local admins will view a screen giving them three options:

- a. **Manage Events** - click here to create/edit an event or add participants to an event (All users);
- b. **Manage Users** - click here to add/edit users (PSP local admin and/or Fitness staff only);
- c. **Manage PSP Roster** - click here to update details of PSP Fitness Staff at your B/W so they can be added to events as participants. (PSP local admin and/or PSP Fitness Staff only).



Figure 4.20: A: FORMeFIT Reservation Website Home Page (CAF and PSP local Access view)

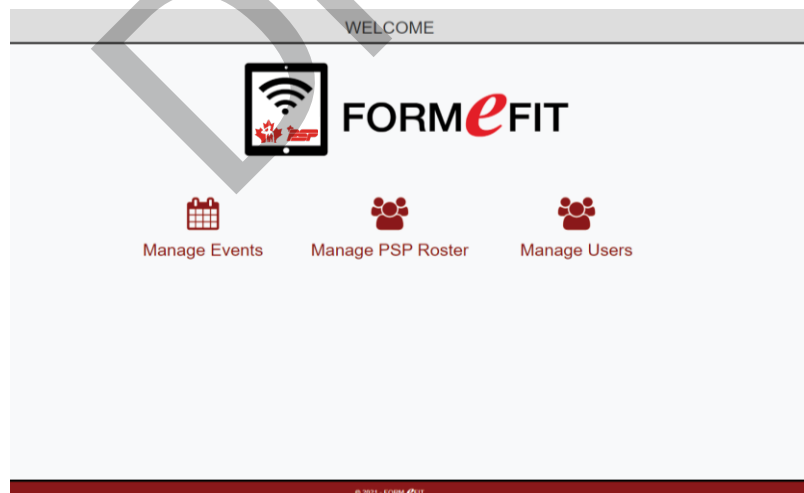


Figure 4.20: B: FORMeFIT Reservation Website Home Page (PSP view)

HOW TO ADD A USER (LOCAL ADMIN)

29. It is the responsibility of the **Local Admin** to add new users and edit the profiles (level of access) for existing users, as required (Figure 4.17).
30. Complete the following steps to add a user:
 - a. From the **Home** page (see Figure 4.20 B) click **Manage Users**;
 - b. The **Users** page will display all current users at your location (Figure 4.21);

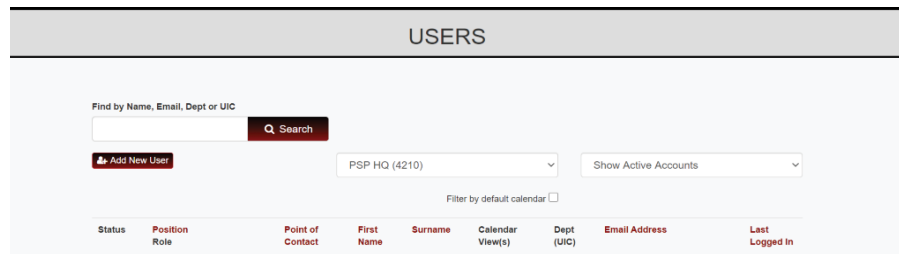


Figure 4.21: FORMeFIT Reservation Website User Page

- c. Click **Add New User** icon on the top left to bring up the Add New User page;
- d. Enter the required details as shown in Figure 4.22. Some fields are pre-filled by default;
- e. Ensure you select the correct options required for each user:

Figure 4.22: FORMeFIT Reservation Website Add New User

- i. **Email Address:** Enter the PSP/CAF personnel's email address (forces.gc.ca, cfmws.com, smbfc.com, cmrsj-rmcsj.ca, rmc.ca or intern.mil);
- ii. **Position:** Adjust the default to the appropriate position for the user;
- iii. **Role:** Options for role selection depend on the position selected above;
- iv. **Correspondence:** Select the language preference of the user;
- v. **First Name/Surname:** Enter the user's first name and surname.;
- vi. **Default Calendar:** Select the default location/calendar for the user; and
- vii. **Dept (UIC):** This only applies to users with CAF Unit Access. Check the box next to the required UIC(s). Click the red **Done** icon at the bottom right of the screen to exit the Dept (UIC) selection (Figure 4.23).

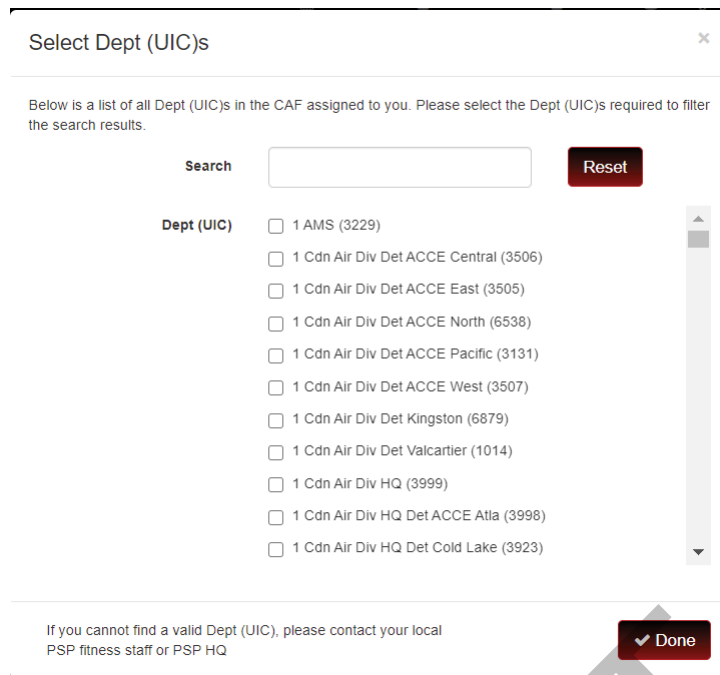


Figure 4.23: FORMeFIT Reservation Website Select Dept (UIC)

- f. Click Add at the bottom of the page to save the user profile.

HOW TO MODIFY A USER (LOCAL ADMIN)

- 31. Complete the following steps to modify a current user:
 - a. From the Welcome page, click Manage Users;
 - b. To find the user you wish to modify, search by name, email, dept or UIC. Additionally, you can search by account status using the drop-down menus;
 - c. Click User under the Status column;

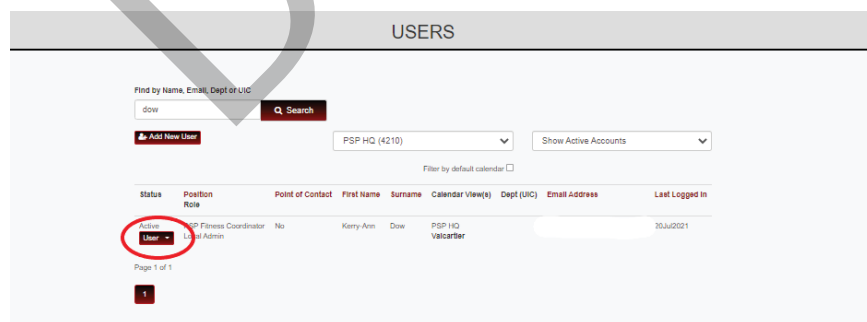


Figure 4.24: Modify a user

- d. Three (3) options will drop down from the User icon:
 - i. **Edit:** name/position/role/contact/calendar;
 - ii. **Details:** provides an overview of the user’s current account; and
 - iii. **Activate/Deactivate:** adjust the status of the user.

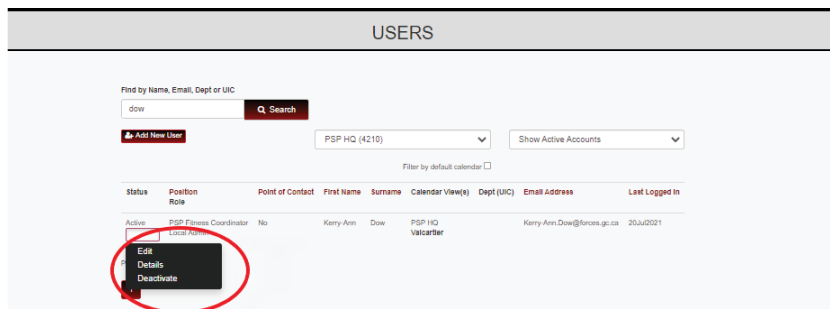


Figure 4.25 Modification options

HOW TO EDIT YOUR PROFILE/PASSWORD

32. Once a profile has been created, the user is the only one who can change their password.
33. Complete the following steps to edit your profile/password:
 - a. Click the drop-down arrow next to your name in the top right corner of your “Home” page (Figure 4.25) to reveal the menu options. From this drop-down menu, you can select to edit your profile, change your password, sign out from the website, or change your language option:
 - i. Click **Edit Profile** to make changes to your FORMeFIT Reservation website profile: name, language preference, contact information, and calendar. Ensure you click **Save** at the bottom of the page before you exit.
 - ii. Click **Change Password** and follow the on-screen instructions to edit your password. Ensure you click the **Change Password** icon before exiting the page.

FORGOTTEN PASSWORD

34. If a user has forgotten their password, they must go to the FORMeFIT Reservation Website and click the **Forgotten your password?** link. The user will follow the instructions to reset their password and re-gain access to the FORMeFIT Reservation Website.

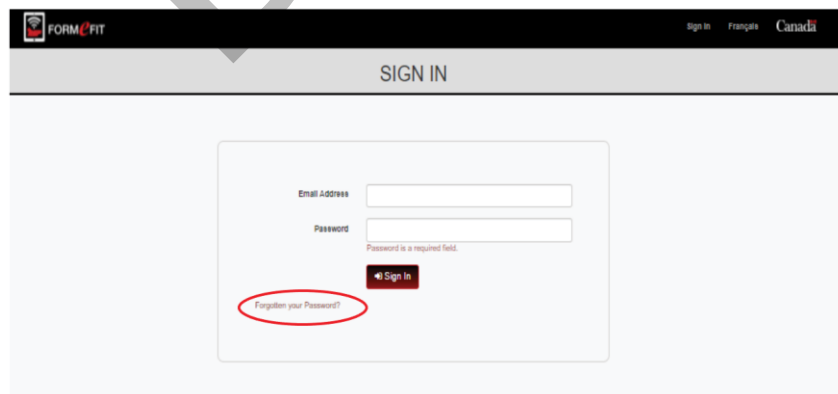


Figure 4.26: Forgotten Password

ROLES, POSITIONS AND PERMISSIONS

ROLE	POSITION(S)	PERMISSIONS
Local Admin	Manager, Fitness and Sports Fitness Coordinator	<ul style="list-style-type: none"> • Create, edit, deactivate, and activate other Local Admins, Local Access and Unit Access users at their location. • Edit the User Profile for other Local Admins. • Modify the default location within assigned locations. • Schedule an event for locations specified under their User Profile. • Edit any field on the Events screen except B/W. • Delete any event in their local calendar. • Restrict an event to Dept/Unit from any B/W. • View all events in the calendar. • Add/remove any participants to/from an event.
Local Access	PSP Fitness staff	<ul style="list-style-type: none"> • Modify the default location within assigned locations. • Edit their own Access/Password. • Schedule an event for locations specified under their profile. • Edit any field on the “Event Details” page except the B/W field. • Delete only events that they have created in their local calendar. • View all events in their local calendar. • Add/remove any participant to/from an event.
Unit Access	CAF Unit Coordinator	<ul style="list-style-type: none"> • Edit their own Access/Password. • View events ‘restricted to all’ and events restricted to their Dept/Unit. • Add/remove only participants from their Dept/Unit to/from an event.

Figure 4.27: Roles, Positions and Permissions

HOW TO CREATE AN EVENT (LOCAL ADMIN AND LOCAL ACCESS)

35. To create and edit events, either click **Manage Events** on your “Welcome” page or click Calendar in the task bar.

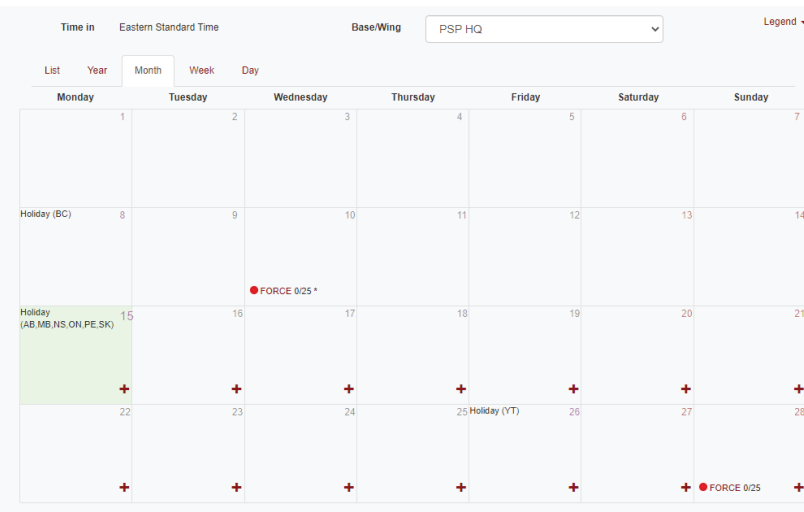


Figure 4.28: FORMeFIT Reservation Website Calendar

36. Complete the following steps to **create** an event:
 - a. Your local calendar will automatically be displayed;
 - b. If you have access to multiple calendars, click on the drop-down arrow beside Base/Wing and select the desired location to display the respective calendar;
 - c. The date (month/year) of the current calendar is displayed in the top left corner of the page;
 - d. To select a different month, use the arrows to go to **Today** in the middle of the screen to scroll through the months;
 - e. To create an event, click on the + icon in the bottom right corner of the day you wish to add the event (current and future dates only);
 - f. An **Event Details** box will open on the **Create** page and complete the required information (Figure 4.29):

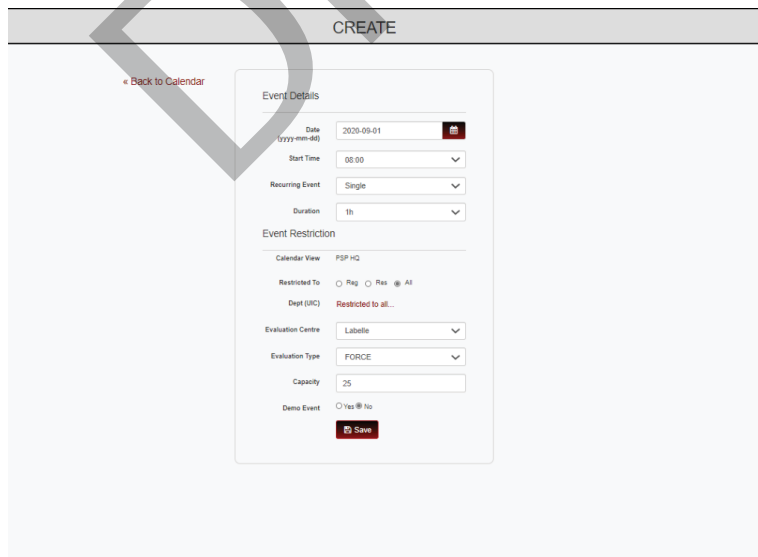


Figure 4.29: FORMeFIT Reservation Website Create/Event Details

- i. **Date:** Click **Calendar** to view a drop-down calendar to modify the date;
 - ii. **Start Time:** Click on the drop-down arrow to select a start time for the event if different from the default 08:00 hrs;
 - iii. **Recurring Event:** if you wish to create a recurring event (weekly or bi-weekly) click on the drop-down arrow to select a recurrence;
 - iv. **Duration:** Click on the drop-down arrow to select a duration time for the event if different from the default 1h;
 - v. **Calendar view:** Verify that you are adding the event to the correct calendar. If you are in the wrong calendar, click **Back to Calendar** to cancel;
 - vi. **Restricted To: Restricted to All** is the calendar default, which means the evaluation is open to all CAF personnel (you can restrict the event to Regular (**Reg**) or Reserve Forces (**Res**), if required). Add a restriction to a specific Dept/UIC at your location, if required;
 - vii. **Evaluation Center:** If your location has more than one registered evaluation center, click on the drop-down arrow to select the appropriate evaluation center;
 - vii. **Evaluation Type:** FORCE Evaluations are currently the only type of evaluations that can be scheduled using the FORMeFIT Reservation website;
 - ix. **Capacity:** Adjust the maximum number of participants if different from the default 25; and
 - x. **Demo Event:** For an official FORCE Evaluation, leave the default selection set to **No**. If this is a practice session select **Yes** to create a demo event (Data from demo events will be uploaded to PSP HQ; however, they will not be official FORCE Evaluation scores).
- g. Ensure you click **Save** at the bottom of the screen to save and create the event. Once the details have been saved, you will be re-directed back to the main calendar;
- g. Each evaluation center at a given location has a different color code. The drop-down **Legend** in the top right of the Calendar page provides more details about the events, including:
- i. The **# symbol** indicates that the event is restricted to specific Depts / Units;
 - ii. The *** symbol** indicates that the event has notes.
37. PSP Fitness staff must have local approval to administer FORCE Evaluations in a new location on their Base/Wing. Submit a ticket (<https://cfmws.service-now.com>) to permanently change/add an evaluation center to your local calendar;
38. If you attempt to create an event that conflicts with one already in the Calendar, a **Warning!** will appear. If your location has more than one FORMeFIT Evaluation System, a conflicting event will not have a negative impact if the events are taking place at different evaluation centers.
39. If you modify an event that already has registered participants, a **Warning!** message will appear reminding you to notify the participants. The FORMeFIT Reservation Website will notify the participants through email of changes to their scheduled FORCE Evaluation, and it will inform them of a cancelled event.

Note: It is the responsibility of local PSP Fitness staff to follow up with any participants who do not have an email address in the FORMeFIT Reservation System. Participants without an email address are encouraged to contact their orderly room to update their information.

HOW TO ADD PARTICIPANTS (LOCAL ADMIN, LOCAL ACCESS AND UNIT ACCESS)

40. PSP Fitness staff can add or remove participants from any scheduled event in their local calendar. CAF Unit Coordinators can only add/remove participants from their assigned Dept (UIC) in their local calendar.
41. Complete the following steps to **add** participants to an event:
 - a. From the **Home** page, click on **Manage Events** or click **Calendar** in the task bar;
 - b. Locate the date and event you wish to add participants to;
 - c. Click **FORCE to** select the specific event;
 - d. The “Event Details” page will be displayed (Figure 4.30);

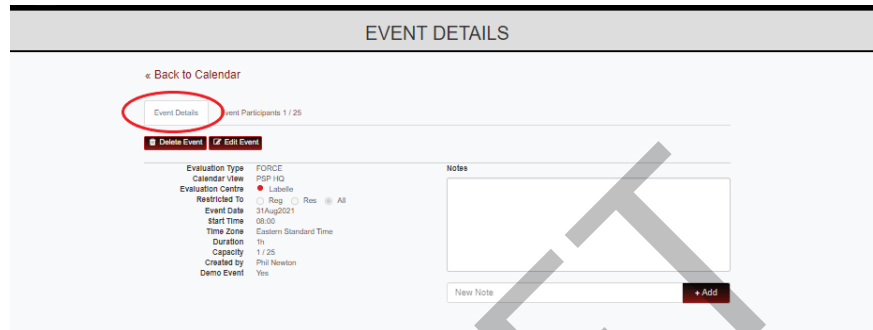


Figure 4.30: Event Participants

- e. Click the **Event Participants** tab. A list of participants will appear;
 - f. To add a new participant, click **Add Participants** at the top left and complete the following steps:
 - i. Enter a name or service number in the search field and click **Search** on the right side of the screen. If the basic search does not display the intended CAF member, click Advanced **Search** on the top left of the screen. Enter as much information as known in the fields to locate the desired CAF member.
- NOTE: The best practice is to search by service number with the Advanced Search function**
- ii. CAF personnel meeting your search criteria will appear at the bottom of the screen. By default, the search results are listed based on the next evaluation date; however, you can sort your results by any column highlighted in red.
 - iii. To **add** a participant to an event, click **+Add and notify** to the right of the CAF member's information. An automated email will be sent to participants with an email on the FORMeFIT Reservation Website. The email will provide information of their evaluation date, location and pre-evaluation instructions.
 - iv. If the member does not have an email address in the FORMeFIT Reservation Website it will say **+Add** instead of **+Add and notify**. When applicable, it is the CAF FORCE Unit Coordinator or the PSP Fitness Staff responsible for booking the evaluation to contact the member individually and to provide the [CFMWS | FORCE Evaluation | CFMWS](#) link for the pre-evaluation information.
 - v. Inform the member to contact their Orderly Room and have their information updated. If you attempt to add a participant that is already scheduled for a FORCE Evaluation, a **Verify Add Participant** reminder will pop up to inform you of the conflict.

- vi. Repeat steps f. i – f. iii to add multiple participants.
- vii. When you are done adding participants to the event, click **Event Details** at the top left of the screen.
- viii. Verify that the CAF member is registered for the desired Event by confirming their name in the list of Event Participants.

ADD PARTICIPANTS

< Event Details

Basic Search

Surname

Restricted To Reg Res All

Next Eval Type

First Name

Base/Wing

Next Eval Date (ddmm/yyyy)

Service Number

Dept (UC)

Rank	Surname	First Name	Service #	D.O.B.	Sex	Dept (UC)	Next Eval	Next Eval Type	Email Address
	Tingelstad	Hans Christian			M	NOT APPLICABLE (9999)			hanschristian.tingelstad@forces.gc.ca
	Chasse	Eloenne			M	NOT APPLICABLE (9999)			eloenne.chasse@forces.gc.ca

Figure 4.31: Adding Participants

PRE-EVALUATION INSTRUCTIONS FOR CAF PERSONNEL

42. A minimum of 48 hours prior to the FORCE Evaluation, CAF personnel must be informed of the following guidelines. These instructions can also be found on CAF connection Website <https://cfmws.ca/sport-fitness-rec/fitness-testing/cmtfe-force-evaluation/force-evaluation/force-evaluation-updates>

(Tool XX: FORCE Pre-Evaluation Instructions).

43. 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, chew tobacco or take stimulants (tea, coffee, energy drinks, pharmaceuticals, etc.) at least two hours prior to the evaluation.

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

44. The dress requirement for the FORCE Evaluation is standard Physical Training (PT) kit. CAF personnel can wear:
 - a. Canadian Disruptive Pattern (CADPAT) as directed by the CoC (not including boots);
 - b. Knee pads, if desired;
 - c. Compression sleeve(s), if desired; and/or
 - d. Athletic tape to protect their fingernails.

45. CAF personnel must bring their valid NDI 20 (CAF ResF can bring any valid Government issued photo ID).

46. CAF personnel are not permitted: weight belts, gloves, or chalk.

Stability braces, which are made of rigid material (ex. plastic, metal or polymer), are only permitted with the presentation of a valid medical chit.

HOW TO REMOVE PARTICIPANTS (LOCAL ADMIN, LOCAL ACCESS AND UNIT ACCESS)

47. Complete the following steps to **remove** participants from an event:
 - a. Review the participants who are scheduled for the event under the **Event Participants** tab;
 - b. Once you have located the desired participant, click **X Remove and notify** at the right of the CAF member's information;
 - c. A pop-up reminder will ask you to confirm the removal, after which, you will return to the **Event Participants** page. An automated email will be sent to participants with an email address in the FORMeFIT Reservation Website if they are removed. If the **X Remove** is only present with **no Notify**, then no email address is in the FORMeFIT Reservation Website. PSP Fitness staff/ CAF Unit Coordinators will need to contact the participants individually and inform them of the changes. There are no notifications for demo events;
 - d. When you are done removing participants, click on the **Back to Calendar**. You will then be redirected to the main Calendar page.

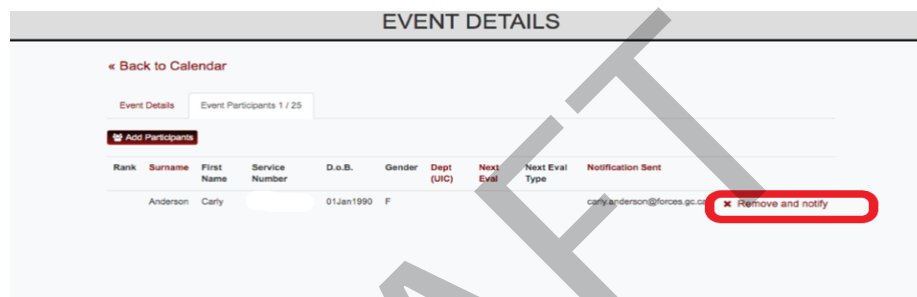


Figure 4.32: Removing Participants

HOW TO EDIT OR DELETE AN EVENT (LOCAL ADMIN AND LOCAL ACCESS)

48. Once a FORCE Evaluation event has been created, PSP Fitness staff are able to edit the event; however, they can only delete events for their location.
49. All recurring events are saved as single events; therefore, each event in the recurring series must be edited individually.
50. **Modifications or deletions cannot be made on past events.**
51. Complete the following steps to **edit or delete** an event:
 - a. From the Home page, click Manage Events or Calendar in the task bar;
 - b. Locate the event you wish to modify. You will see the color-coded dot representing the scheduled FORCE Evaluation, and next to it the number of registered participants. Click on **FORCE** displayed in red for that specific event to display the event details (Figure 4.33):
 - i. If you wish to **edit** details of the event, click **Edit Event** on the top left and make any changes required. Ensure you click **Save** at the bottom of the screen, after which, you will be re-directed back to the calendar.
 - ii. If you wish to **delete** an event, click **Delete Event** on the top left to delete the event from the calendar. A pop-up reminder will ask you to confirm the deletion, as there is no way to undo a mistaken deletion. When you have confirmed the deletion, you will be re-directed back to the calendar page.

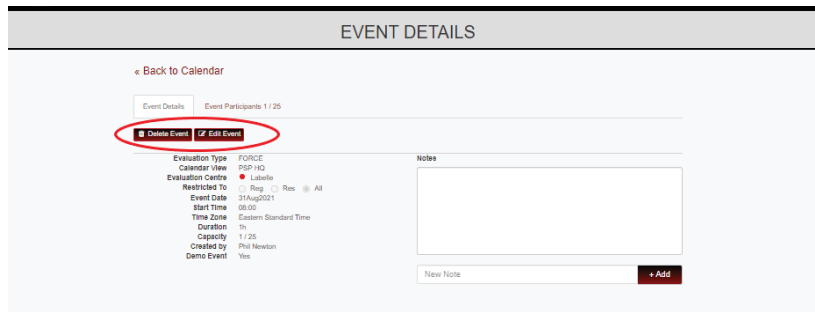


Figure 4.33: How to delete/edit events

- c. If you modify an event that already has participants registered, a **Warning!** message will appear. If a change or cancellation is made, the FORMeFIT Reservation Website will notify the participants through an automated email identifying the changes to their scheduled FORCE Evaluation. If the member does not have an email address in the FORMeFIT Reservation System, PSP Fitness staff/ CAF Unit Coordinators will need to contact the participant individually and inform them of the changes.

Note: It is the responsibility of local PSP Fitness staff to follow up with any participants who do not have an email address on the FORMeFIT Reservation Website. Participants without an email address are encouraged to contact their orderly room to add their information.

HOW TO ADD EVENT NOTES (LOCAL ADMIN, LOCAL ACCESS AND UNIT ACCESS)

- 52. Users can add notes to events scheduled in their Calendars. For auditing purposes, once posted, a note cannot be edited or deleted. Users are reminded not to include protected or sensitive information in this section.
- 53. Complete the following steps to add a note to an event:
 - a. From the **Calendar** page, select the event you wish to add a note to;
 - b. The **Event Details** page will open, with the **Notes** section on the right-hand side;
 - c. Type the information into the **New Note** field and click **+Add** when complete; and
 - d. The note will appear in the **Notes** box listing the user, date and time.

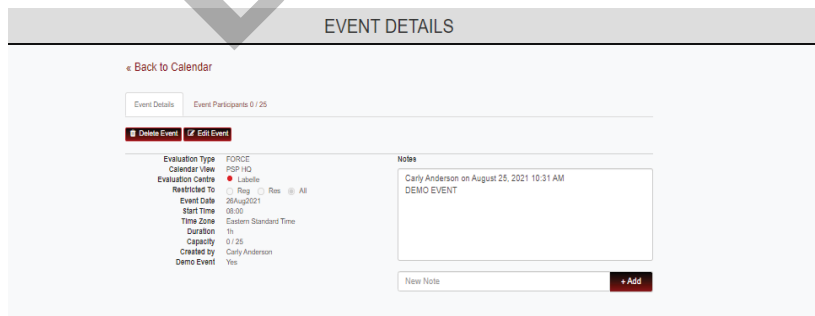


Figure 4.34: Event Detail Notifications

FORMEFIT RESERVATION WEBSITE INFORMATION

54. More information on the FORMeFIT Reservation Website can be found by clicking the **Information** tab in the task bar (Figure 4.35). A drop-down menu will provide the following options:
- About:** This page describes the FORMeFIT Reservation Website;
 - Contact:** This page contains contact information for general enquiries and technical issues;
 - FAQ:** This page helps answer Frequently Asked Questions.

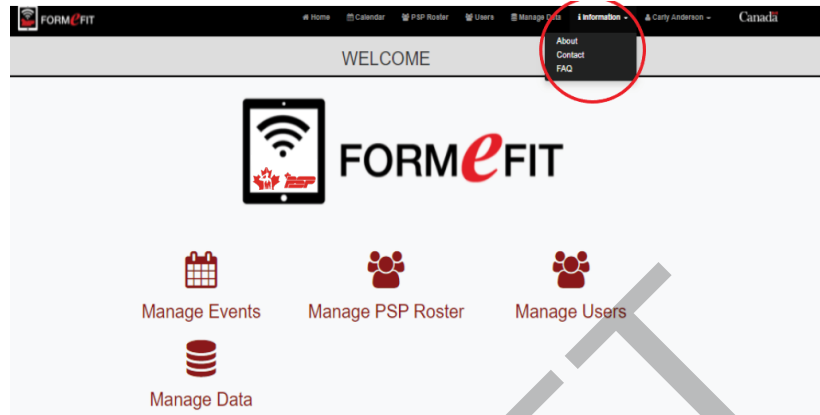


Figure 4.35: Additional Information

PART 3: FORMeFIT EVALUATION SYSTEM

55. The FORMeFIT Evaluation System is comprised of the following equipment:
- Nanuk case;
 - Mini-computer;
 - Tablets (Quantity varies by location);
 - Cradlepoint Router with built in modem;
 - Antenna
 - Power cables;
 - Accessories vary by location (Projector adapter, WC measuring tapes, SBD calibrating device (HEX luggage scale), clothespins, paperwork, case locks.



Figure 4.35: FORMeFIT Evaluation System

HOW TO SECURE YOUR FORMEFIT EVALUATION SYSTEM

56. Full access to the FORMeFIT Evaluation System will only be granted to trained and security-cleared PSP Fitness staff and CAF Reserve FORCE Evaluators. CAF FORCE Evaluators are only permitted to assist in FORCE Evaluations using the tablets, not to act as Lead Evaluators.
57. Use of the FORMeFIT Evaluation System must occur within DND-authorized facilities, or locations approved by DFit.
58. When not in use, the FORMeFIT Evaluation System must be shut down completely, and all components must be locked inside of the protective case or in a locked office. Ensure cables are tucked in and not damaged when closing and locking the FORMeFIT Evaluation System.
59. Local PSP Fitness staff are responsible for establishing a process that ensures the FORMeFIT Evaluation System is stored securely, as per protected 'A' protocol, at the Evaluation site when not in use. If you

are unsure about the storage procedures of protected information, please check the Corporate, Security and Information Services website within Public Works and Government Services Canada on the handling and safeguarding of classified and protected information and assets:

<https://www.tpsgc-pwgsc.gc.ca/esc-src/protection-safeguarding/lieux-travail-work-site-eng.html>

HOW TO SET UP YOUR FORMEFIT EVALUATION SYSTEM

60. Complete the following steps while setting up the FORMeFIT Evaluation System to ensure proper functioning and security maintenance:
 - a. Ensure sign-out procedures for the FORMeFIT Evaluation System are enforced;
 - b. Set up the FORMeFIT Evaluation System in the evaluation area;
 - c. The area should be safe, away from sources of water, electrical interference, fire routes and/or in places where it could be a tripping hazard;
 - d. Ensure that all the contents of the FORMeFIT Evaluation System are accounted for (tablets, mini-computer, etc.);
 - e. Ensure that all components of the FORMeFIT Evaluation System have power (router, mini-computer; and tablets); and
 - f. Ensure that there is good reception (away from other electrical/metal objects, etc.)

HOW TO SIGN IN TO THE FORMEFIT EVALUATION SYSTEM

61. PSP Fitness staff and Reserve CAF FORCE Evaluators with Admin access (Mgr FS/FC) must create user accounts for **ALL FORCE Evaluators on the FORMeFIT Dashboard** to access the FORMeFIT Evaluation Systems (the number of FORMeFIT Evaluation Systems may vary by location).

Note: Sharing of login and passwords is not permitted.

62. Complete the following steps to create a FORCE Evaluator account on the FORMeFIT Dashboard
 - a. Log onto the Dashboard: <https://formefitdashboard.cfmws.com/welcome>;
 - b. Go to **Manage Users** and click **Navigate**. On the right-hand corner click **create new**. There are two options for account creation either using the SN or PRI number or by approved email address. (forces.gc.ca, cfmws.com, smbfc.com, cmrsj-rmcsj.ca, rmc.ca or intern.mil). PSP users must exist in the PSP Roster and CAF users must exist in the DND Roster;
 - c. An email will be sent to the user. The account will remain in pending until the welcome email has been verified by the recipient;
 - d. As the account creator, go back to Manage Users, search for the FORCE Evaluator account you created searching by name and location. Click on the right-hand circle to open a drop-down menu and click View Profile. Then go to Role Permissions +Add. Managers and Coordinators will be added as LocalAdmin, Fitness Instructors and Reconditioning Staff are to be added as EvaluationKitAdministrator and CAF FORCE Evaluators are to be added as EvaluationKitUser.
63. Login is the users email address. The password will be set by the user. If the password is forgotten then click **Forgot Password** on the Dashboard.

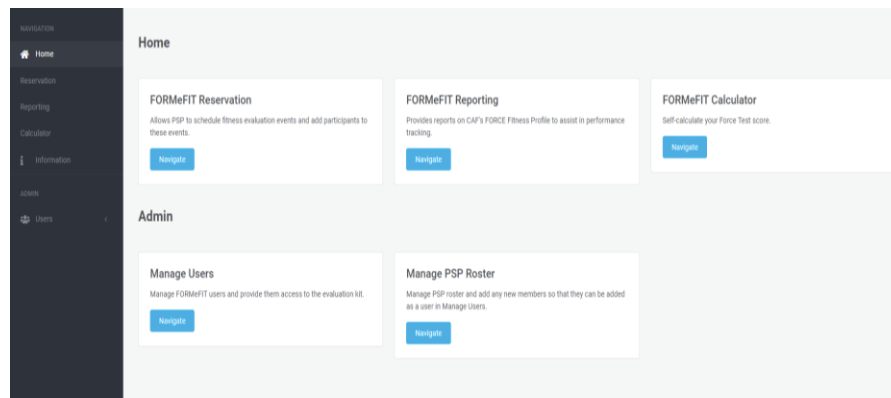


Figure 4.36: FORMeFIT Dashboard Home Page

MINI-COMPUTER

64. Complete the following steps to turn on the mini-computer:
- Open the case and plug in the power cable;
 - Turn on the mini-computer by pressing the button on the top right. It will light up blue when on (be careful with putting items on top of this button as it is very sensitive);
 - If there is no power, check the switch on the power bar in the back right-hand corner of the case;
 - The Cradlepoint in the lid will turn on automatically. Wait until all lights are lit before beginning the evaluation. This will take 1-2 minutes.

TABLET

65. Complete the following steps to **sign in** to the FORMeFIT Evaluation System Tablets:
- Turn on the Tablet by holding down the power button on the top right-hand side of the tablet;
 - To unlock, swipe the screen as instructed on the Tablet;
 - Enter the generic pin (provided by HQ);
 - The home page will appear. Select the FORMeFIT application;
 - The welcome page will appear, select English or French; Enter your email address (forces.gc.ca, cfmws.com, smbfc.com, cmrsj-rmcsj.ca, rmc.ca or intern.mil) and password then click login;
 - Under the login button, there should be a "System Online" lit up in green. If it says "System Offline", check connections. If you are in an area with poor reception, you can still perform the evaluation, but you will need to be online to upload the data;
 - If you forget your password, tap **forgot your password** to receive an email with password reset instructions. This step cannot be done on the Tablet and will require access to a computer;
 - Once logged in, you will be directed to the home screen. The home screen will show today's date and how many events are downloaded on your kit in the red circle around today's date;
 - Do not leave the Tablets unattended** or on a screen with personal details (e.g. Registration). The Tablet will automatically lock after two minutes of inactivity. Tap the **Continue** button to reactivate and re-enter the user password if required; and
 - When the Tablets are not in use, keep plugged in to ensure they are charged for the next session.

HOW TO DOWNLOAD/REFRESH EVENTS FROM THE FORMEFIT RESERVATION WEBSITE

66. Once you have successfully logged in to the Tablet, the home screen page will be displayed. Events downloaded will be visible in the red circle. Tap **Event download** to ensure you have the most up to date information.
67. Complete the following steps to download or refresh a scheduled FORCE Evaluation Event:
 - a. From the home page, tap the red circle button, or the **Events** option from the list in the top left drop down menu or the Calendar button at the bottom of the screen;
 - b. To refresh the event list tap **Refresh Events** - if an event is visible but potentially not up to date use the three dots drop down menu on the top right-hand corner and tap **Refresh Events**;
 - c. The system will download events for 14 days from the date selected and once complete will appear under each individual date. Swipe back and forth to change the date. Listed events will appear on the screen with the following information:
 - i. Date.
 - ii. Time.
 - iii. Evaluation type (FORCE).
 - iv. Location.
 - v. Number of participants.
 - vi. Event status.
 - d. Tap on the event to open the Events Details tab. The events details tab will display the following:
 - i. Date;
 - ii. Time;
 - iii. Created by;
 - iv. Capacity;
 - v. Survey;
 - vi. Refreshed on;
 - vii. Groups;
 - viii. Units; and
 - ix. Notes.

Note: Events should be refreshed as close as possible to the event's start time to ensure that the information is up to date.

HOW TO MANAGE LOCATIONS:

68. Locations with a requirement to travel with a FORMeFIT Evaluation System may have multiple location calendars on their system.
69. If your Evaluation System has multiple calendar locations, use the dropdown menu to choose the required location. Once the appropriate calendar has been selected, tap the three dots in the top right-hand corner, drop down menu and tap Refresh Events.
70. If your FORMeFIT Evaluation System requires multiple calendars, contact HQ to be granted access to those calendars.

HOW TO DOWNLOAD PARTICIPANTS

71. To download the participants list, tap the three-dot menu icon, on the top right-hand corner, to show a dropdown menu, tap **Download Participants**.

HOW TO AUTO-ASSIGN PARTICIPANTS TO GROUPS

72. On the **Event page**, scroll down to the **Group** section.
73. From the **Group** section, you will be able to split the participants into smaller groups.
74. A pop-up window will appear and request group sizing. Select the group size and tap **OK**.
75. Participants will be automatically assigned to groups based off the number per group that is chosen.

HOW TO START REGISTRATION

76. On the event page, tap on the **Start Event** button at the top of the page, a pop-up window will appear asking **"Are you sure you want to start this event?"** Tap **ok** or **cancel**.
77. Tap on the **Registration** tab to begin registering participants.
78. On the registration screen use the search bar to search for member by surname, service number, or by groups.
79. Select the first member you wish to register by tapping the **Register** icon at the end of the member's row. The following information will be presented on the next screen:
- Surname;
 - Date of birth;
 - Service Number (#);
 - Gender;
 - First Name;
 - Surname;
 - Date of Birth; and
 - Unit.
80. Complete the Waist Circumference measurement and record in cm.
81. You then have a set of check boxes on the right side with the following information to check off if required:
- Forgot ID;
 - Declined warm up;
 - Decline Cooldown;
 - Decline Debrief; and
 - Requires accommodation.
82. Complete the FORMeFIT Health Appraisal Questionnaire at the bottom of the screen and then tap **Save**.

HOW TO COMPLETE THE FORMEFIT HEALTH APPRAISAL QUESTIONNAIRE

83. As part of the registration process, all CAF personnel must complete the Health Appraisal Questionnaire composed of three questions.

84. The Health Appraisal Questionnaire helps to identify potential health issues that require a medical consultation prior to an evaluation. See **Figure 4.37: Health Appraisal Questionnaire**.

Participant Registration SAVE CANCEL

Requires Accommodation

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

Yes No

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

Yes No

Do you have a valid PHA? Or MO approval? (All MO restrictions must be followed)

Yes No

Figure 4.37: Health Appraisal Questionnaire

85. The FORCE Evaluator will read the three questions aloud to the CAF member. The CAF member will then provide the FORCE Evaluator with a “Yes” or “No” answer applicable to the best of their knowledge. The FORCE Evaluator will check the boxes accordingly (Figure-4.36). The CAF member may choose to read and check the appropriate boxes themselves.
86. The Health Appraisal Questionnaire consists of three (3) questions:
- a. “To the best of your knowledge, do you have a medical condition or a Medical Employment Limitation (MEL) which restricts you from participating in a maximal fitness evaluation or a progressive fitness program?”
 - i. A **Medical Employment Limitation (MEL)** is an administrative constraint on a CAF member’s work schedule, tasks, roles, environment(s), or geographical location imposed as a result of a medical condition determined through a formal medical assessment process. Examples include pregnancy, musculoskeletal injury, concussions, etc.
 - b. “Is there any other reason you would like to speak to a physician prior to your fitness evaluation or training program?”
 - i. If the CAF member has a condition but is not on a MEL (e.g., a CAF member is pregnant but has not seen her Medical Officer (MO) yet), the CAF member should answer “Yes” for this Health Appraisal question
 - c. “Do you have a valid Periodic Health Assessment (PHA)? If not proceed to Blood Pressure.”
 - i. Below is a table outlining the PHA validation periods:

TASK	MINIMUM STANDARD
Less than 40 years of age	5 years
More than 40 years of age	2 years
Between 35-40 years of age	5 years but not beyond age 42

Figure 4.38 Periodic Health Assessment (PHA) Validation Period

87. If the CAF member has a valid PHA, select **Yes** to this health appraisal question and proceed to the **waist circumference (WC) measurement**.
88. If the CAF member has an expired PHA, or a medical chit for blood pressure (BP), the FORCE Evaluator will select **No** to this health appraisal question and proceed with the CAF member's **BP measurement**.

MEASURING BLOOD PRESSURE

89. The FORCE Evaluator will follow the guidelines outlined in **Tool XX: Blood Pressure Procedure**.
90. After completing the BP measurement, the results will be placed into one of three categories, which appear in the drop-down menu as follows:
 - a. **OK:** If the CAF member's BP is below 140/100 mmHg, or within the MO's recommended criteria;
 - b. **High:** If the CAF member's BP is in the range of 141/91 - 150/100 mmHg. A yellow message appears at the bottom of the screen stating that the CAF member may benefit from seeing a qualified Health Care Provider. However, the CAF member can still proceed with the evaluation;
 - c. **Over:** If the CAF member's BP is above 150/100 mmHg, or above the MO's recommended criteria. A red message appears at the bottom of the screen stating that the CAF member's pre-evaluation BP is over the normal range.
91. If the CAF member's BP measurement is equal to or below 150/100mmHg (**OK** or **High**), or within the MO's recommended criteria proceed with the WC measurement.
92. If the CAF member's initial BP measurement is above 150/100mmHg (**Over**) or above their MO's recommended criteria, complete the following steps:
 - a. Wait 5 minutes and measure their BP again. If the second measurement is equal to or below 150/100 mmHg, or within the MO's recommended criteria, check the appropriate box on the iPad and proceed to the WC measurement;
 - b. If the CAF member's BP measurement is still over 150/100 mmHg, or above the MO's recommended criteria after the second measurement, the CAF member should not be evaluated. The FORCE Evaluator will advise the CAF member that their BP reading is slightly above the normal range, and although there is no cause for alarm, you are referring them to a Health Care Provider (see the steps listed below) as a simple safety precaution. Do not attempt to diagnose or discuss why the CAF member has a "Yes" response or why their BP is above the criteria for pre-screening;
 - c. If referring the CAF member to a Health Care Provider, tap the **Debrief Incomplete** tab, capture the participant and evaluator's consent, and tap **DONE**. Inform the CAF member that it does not represent a failed attempt to the evaluation.

REFERRAL TO A HEALTH CARE PROVIDER

93. Only CAF members who answered "NO" to the first two questions and "YES" to the third question of the Health Appraisal Questionnaire or have met the BP criteria (under 150/100 mmHg or met their MO's recommended criteria) are cleared to participate in the FORCE Evaluation.
94. Refer a CAF member to a Health Care Provider when:
 - a. The CAF member answers "YES" to one or both of the first two questions of the Health Appraisal Questionnaire;

- b. The CAF member answers “NO” to question three of the Health Appraisal Questionnaire AND their measured BP exceeds 150/100 mmHg after two attempts or exceeds conditions provided by their Health Care Provider;
- c. The CAF member develops symptoms which, in the experience of the FORCE Evaluator or the CAF member, are outside of those normally encountered;
- d. The FORCE Evaluator is concerned with the CAF member’s well-being.

REFERRAL PROCESS

- 95. When a CAF member is referred to a Health Care Provider, the FORCE Evaluator will complete a DND 279 form ensuring that they:
 - a. Fill out Section A and B;
 - b. Check the “Referred to Health Care Provider” box in section B;
 - c. The CAF member must print their name, sign their name and date section B;
 - d. The FORCE Evaluator will cross out sections C, D, and E;
 - e. The FORCE Evaluator will print and sign their name in section F;
 - f. The CAF member will sign and date section G.
- 96. The FORCE Evaluator will provide both copies of the DND 279 to the CAF member to take to their Health Care Provider.
- 97. The FORCE Evaluator must NOT attempt to diagnose or discuss in detail why the CAF member had a “Yes” response or why their BP is above the criteria for pre-screening.

Figure 4.39: DND 279 Referral Process

HOW TO MEASURE WAIST CIRCUMFERENCE (WC)

- 98. The WC measurement is a requirement of the FORCE Evaluation. The measurement provides an indication of abdominal fat. Clinical evidence shows that the WC measurement is an accepted indicator of health risk for chronic diseases such as diabetes, heart disease, high BP, and some cancers.

99. Regardless of height, a WC near, at, or above 102 cm for men, and 88 cm for women, is associated with an increased risk of developing health problems. The recommended WC measurements used for the FORCE Evaluation are based on findings by the World Health Organization (WHO) and the National Institutes of Health (NIH).
100. Additionally, the WC measurement allows CAF personnel to be plotted on the FORCE Fitness Profile. This allows CAF personnel to be eligible for achieving an Incentive Level for the FORCE Rewards Program, and for being included in the FORMeFIT Reports.
101. CAF personnel cannot have their WC measured after completing the FORCE Evaluation or at a later date. The measurement must be conducted by a FORCE Evaluator prior to a CAF member's FORCE Evaluation attempt.

PROCEDURE

102. The FORCE Evaluator will follow **Tool X: Waist Circumference Procedure** for measurement procedures and technique.
103. As per Public Health Agency of Canada protocol (CDC Guideline for Disinfection and Sterilization in Healthcare Facilities, 2008), the tape measure must be sanitized with 70% isopropyl alcohol pads after each time it makes contact with skin (e.g. after each participant's WC measurement).
104. To ensure CAF personnel are comfortable:
 - a. WC measurements must be conducted behind a privacy barrier (ie. gym mats);
 - b. CAF personnel may request to have their WC measured by a same sex evaluator (when possible);
 - c. CAF personnel may request an evaluator of their choosing (if possible); and
 - d. CAF personnel may request to have their WC measured in a separate room.

NOTE: If using a private room to measure WC, the evaluator must ensure a third person is in the room at all times.
105. To ensure accuracy and standardization, the FORCE Evaluator must measure WC on bare skin.
106. FORCE Evaluators will measure the CAF member's waist circumference to the nearest 0.5 cm. (Full description found in **Tool X: Waist Circumference Procedure**).
107. The measurement will be input on the Tablet in the blank "waist circumference (WC)" field.
108. When a WC is entered below 60 cm the field will turn red showing an incorrect entry. This serves to remind the FORCE Evaluator to enter WC data in cm, not inches.
109. When a WC is entered above 160 cm the field will turn red showing an incorrect entry. This may help FORCE Evaluators correct a missing decimal such as 885 vs the correct measurement of 88.5 cm.
110. If a CAF member declines to have their WC measured, tap **Declined WC** on the Tablet and allow them to complete the rest of the FORCE Evaluation.
111. If a CAF member declines to have their WC measured, the FORCE Evaluator will reiterate the following information to the CAF member by reminding them that:
 - a. As per CANFORGEN 052/16, CAF Fitness Profile, a WC measure is taken as a valid representation of body composition;
 - b. Without the WC measurement, the CAF member cannot receive a FORCE Fitness Profile, effectively making them ineligible for the FORCE Rewards Program;
 - c. If a CAF member declines a WC measurement, the local PSP Mgr F&S will follow up with a memo to the CAF member's CoC; and

- d. In the situation if the CAF member's CoC requires the FORCE Fitness Profile, it will be required to complete the entire FORCE Evaluation one more time.
112. Once the screening is completed, you will be sent back to the Registration page. In the column "status" it will say "Registered" in green.
113. Repeat steps 91-97 for each participant.

NO SHOWS/SCREENED OUT

114. If a member is a "No Show" or they are unable to take part in the evaluation or are screened out (ie. High BP). Click on the **Status** button in the registration section. Here you can select the appropriate response:
- a. Did not show;
 - b. Postponed;
 - c. Removed;
 - d. Registered;
 - e. Screened Out.

Note: It is important to accurately document member participation status for data collection.

115. Select the appropriate status and tap **OK**.
116. CAF personnel who have an error in their DND data must reschedule their evaluation and contact their Orderly Room to update their HR file in Guardian.
117. Once the data is validated by DND then PSP can upload the FORCE results from the FORMeFIT evaluation system.
118. It is the CAF members' responsibility to contact their Orderly Room and have their information updated immediately. It is the FC's responsibility to track the errors and ensure the data is uploaded as soon as possible after the evaluation date. If an official record is required immediately, the evaluation results will need to be transferred on a DND 279 form, for manual entry in Guardian by the CAF member's Orderly Room.
119. If the military ID is unavailable, select the **Forgot ID** checkbox. CAF personnel who forgot their military ID can proceed with the evaluation but must return to PSP within seven days to provide their identification in order to upload any results to Guardian.

HOW TO REGISTER "WALK-IN" OR UNSCHEDULED CAF PERSONNEL

120. Walk-in's can be added to an event while the system is online or offline. While offline all the personal details will need to be manually entered and then verified once the system is back online.
121. To add a walk in complete the following steps:
- a. Under the Event Details page, tap **Start Event**;
 - b. Go to the **Registration tab** and tap the + in the search bar on the right;
 - c. A window will appear with two tabs "Online" and "Offline". Choose the option you are using. If using the offline mode, ensure that you access WIFI to upload the data once the evaluation is completed;
 - d. Type in the participant's full Service Number and tap **Search**;
 - e. When in "online" mode, the member will appear if found. Tap **Add** to add the participant;

- f. To validate a walk-in, ensure the system is Online. Return to the debrief tab, tap on the member’s debrief, go to the top right-hand corner three dots, tap the pull-down menu and tap **Validate Participant**;
- g. Tap the back arrow to return to the Registration page.

CONDUCTING THE FORCE EVALUATION USING THE FORMEFIT EVALUATION SYSTEM

- 122. The FORCE Evaluation assesses a CAF member’s ability to successfully complete the six common military tasks as described in the DAOD 5023 series.
- 123. The FORCE Evaluation is comprised of four tasks, which must all be met to be successful. Each component standards are outlined in Figure 4.40 below:

TASK	MINIMUM STANDARD
20 metre Rushes	51.0 seconds or less
Sandbag Lift	3 minutes 30.0 seconds or less
Intermittent Loaded Shuttles	5 minutes 21.0 seconds or less
Sandbag Drag	Complete 20 m drag without stopping

Figure 4.40: FORCE Component Standards

HOW TO BRIEF THE PARTICIPANTS ON THE FORCE EVALUATION

- 124. Once the registration process is completed, begin with the FORCE Evaluation Welcome briefing.
- 125. The FORCE Evaluator will begin by welcoming the participants using Tool-XX - Welcome Script.
- 126. The FORCE Evaluator will provide a clear explanation of each task using the scripts provided highlighting technical information.
- 127. The FORCE Evaluator will provide an explanation of the FORCE Fitness Profile, the Borg Scale, the FORCE Rewards Program and each of the four FORCE Evaluation tasks.
- 128. The FORCE Evaluator or an assistant (if available), will demonstrate each task as mentioned in the script. The demonstrator must be physically capable of precisely conducting each evaluation protocol while:
 - a. Maintaining a neutral spine and proper knee alignment during the movements,
 - b. Conducting the task at an appropriate pace for demonstrating a protocol; and
 - c. Maintaining various isometric positions within the protocol for demonstration purposes.
- 129. The demonstrations will include a minimum of:
 - a. 40 m of the 20m Rushes;
 - b. Four Sandbag Lifts;
 - c. One Intermittent Loaded Shuttle, with the three approved types of carries; and
 - d. 10 m of the Sandbag Drag.

WARM-UP / MOVEMENT PREPARATION

130. Upon completing the FORCE Evaluation Welcome briefing, the FORCE Evaluator will lead all CAF personnel through a warm-up and movement preparation specific to the FORCE Evaluation.
131. To access the warm-up on the FORMeFIT Tablet, go to the components tab, tap the three-dot icon in the top right-hand corner, from the drop-down menu tap “warm up”.
132. The warm-up will include the following:
- a. Light aerobic activity (2-3 minutes). To include:
 - i. 20 m x walking: easy arm circles, 10 m forward, 10 m backwards.
 - ii. 20 m x walking: 10 m arm crossovers, 10 m shoulder flexion and extension.
 - iii. 20 m x walking knee lifts.
 - iv. 20 m x walking butt kicks.
 - v. 20 m x walking Frankenstein (alternating straight leg raise to opposite hand).
 - vi. 2 x 20 m progressive jogging.
 - vii. 20 m x side steps; 10 m on one side, 10 m on the other side.
 - viii. 20 m x carioca (cross-overs); 10 m on one side, 10 m on the other side.
 - b. 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 XX: Injury Prevention**. To include:
 - i. 5/side x reaching side bends (knees and hips unlocked).
 - ii. 3 x squats.
 - iii. 3/side x lunges forward / backward complex.
 - iv. 3/side x lateral step lunges alternating sides.
 - v. 3/side x Spiderman reaches.
 - vi. 5 x hand release push-ups to get-up (stand- hands down- step back into plank- hand release - push up- step up into standing).
 - c. The warm up may also include a reduced version of each protocol at the discretion of the CAF member, which can include:
 - i. 40 m of the 20 m Rushes at 50% pace.
 - ii. 4 x Sandbag Lifts.
 - iii. 1 Intermittent Loaded Shuttle at 50% pace.
 - iv. 10 m x Sandbag Drag.
 - d. Allow an additional 1-2 minute warm-up period at the CAF members’ discretion.
133. Tap **Back** in the top left corner to return to the Components page.

FORCE EVALUATION PROTOCOLS USING THE FORMEFIT EVALUATION SYSTEM

134. The following information is applicable to all four tasks when using the FORMeFIT Evaluation System:
- a. You can access each task from the **Components page**;
 - b. Read the scripts;
 - c. The Tablet will count down “5, 4, 3, 2, 1” on all events excluding the sandbag drag;

- d. Best practice is to count down aloud from “3” to start the event;
- e. Completed repetitions of each task can be viewed at the top center of the screen;
- f. The system will track the CAF member’s mandatory five (5) minute rest period between each task and no more than eight (8) minutes;
- g. To confirm or review the results, tap **Back** to get to the FORCE Evaluation Event page, and then tap **Results**;
- h. If an incident(s) occurs during the evaluation, tap the appropriate issue in the incidents list at the bottom half of the screen. Record the incident and comment as required. If the evaluation needs to be stopped due to an incident for example an injury, then; Tap **Incomplete** on the top right hand of the screen;
- i. After each completed task, each CAF member will be asked to subjectively rate their perceived exertion by verbally responding to the corresponding value on the Tablet using an image of the Borg Scale (Figure 4.26). This data is for research purposes only and will not influence the individual’s FORCE Evaluation results;
- j. Rate of Perceived Exertion (RPE) can be modified via the debrief screen, if required;

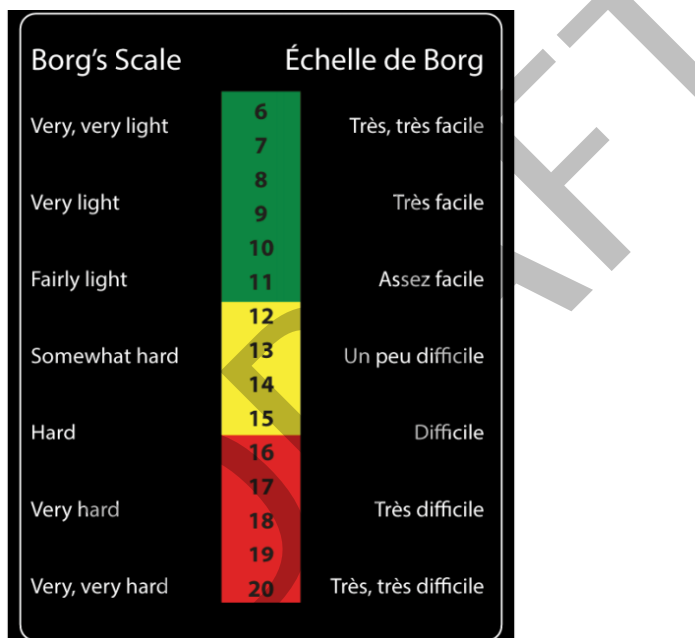


Figure 4.41: Rate of Perceived Exertion (RPE) Borg Scale

- k. If you notice a discrepancy with one of the recorded times, results can be modified from the Results tab. Tap Details for the participant. Open the results, tap on the pencil above the scores and tap the three-dot button under Action. A drop-down menu will appear with options to modify, reject or edit RPE. Timings can be rejected or modified as required;
- l. To reject or modify the timings. Go to the Results tab, tap Detail, tab Edit, select the component you wish to modify, then tap the three-dot icon under action and tap Modify. Enter the new time in seconds then tap save. The system tracks all changes by username, date and time stamp;
- m. If a CAF member does not meet the minimum standard of any one or more tasks, the FORCE Evaluator should strongly encourage the CAF member to complete the entire FORCE Evaluation. This allows PSP Fitness staff to provide an accurate Supplementary Physical Training Program (SPTP) based on their current FORCE Fitness Profile;

- n. A task is terminated when:
 - i. The CAF member successfully completes the task.
 - ii. The CAF member chooses not to continue (reasons for this could be fatigue, pain, injury, etc.).
 - iii. The FORCE Evaluator becomes concerned for the CAF member’s safety due to immediate signs of serious distress. In the event of a medical issue, the FORCE Evaluator will activate EMS.
- o. There are certain situations that may arise during a FORCE Evaluation that are beyond the control of FORCE Evaluators and CAF personnel. These situations will affect the FORCE Evaluation and the administrative courses of action are below:
 - i. For an occurrence within the facility, such as a fire alarm or a power outage, the FORCE Evaluator will follow the building’s EAP. Afterwards, the FORCE Evaluator will indicate that the task was incomplete due to the facility occurrence in Section C of the DND 279 and reschedule the evaluation for the affected CAF personnel.
 - ii. For an equipment malfunction, such as a sandbag bursting or a strap breaking, the FORCE Evaluator will replace the equipment in a timely manner (so that the CAF members’ rest times do not exceed eight minutes each) and continue the evaluation.
- p. The minimum rest period between each task of the FORCE Evaluation is five (5) minutes;
- q. The maximum rest time between each task of the FORCE Evaluation is eight (8) minutes. FORCE Evaluators must ensure that CAF personnel do not exceed a rest time of eight (8) minutes, otherwise, FORCE Evaluation results do not fall under the research criteria. Mandatory rest time is directed for standardization purposes.

20 METRE RUSHES (20MR) PROTOCOL

135. The purpose of the 20mR is to assess the CAF member’s ability to move quickly over short distances while changing body positions every 10 m. This task is directly related to an escape to cover scenario.

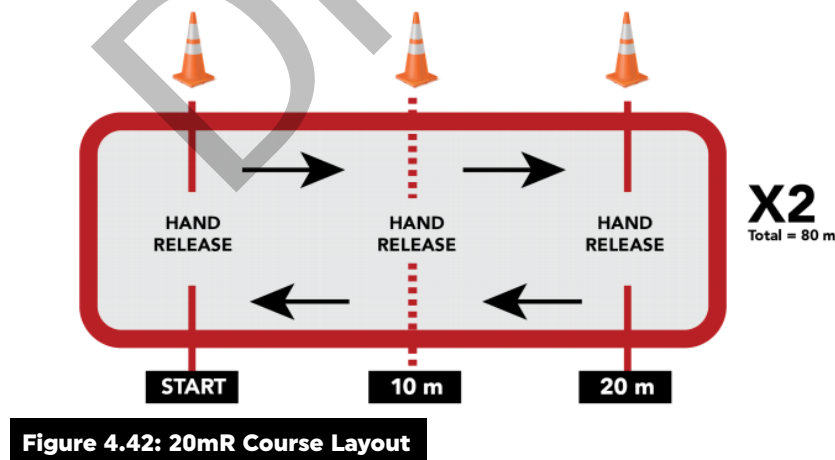


Figure 4.42: 20mR Course Layout

136. Complete the following steps to evaluate the 20mR task using the FORMeFIT Evaluation System:
- a. From the Components page, the FORCE Evaluator will tap 20mR;
 - b. The FORCE Evaluator will select the CAF member to be evaluated;
 - c. The CAF member must start by lying on the floor in the prone position at one end of the 20 m course. The CAF member will lie facing the opposite end, with their shoulders and hands behind the start line and both hands raised off the floor;

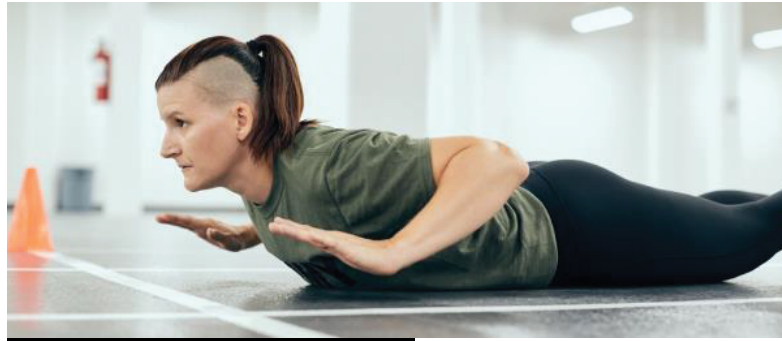


Figure 4.43: 20mR Start Position

- d. When ready, the FORCE Evaluator will tap **Start** to initiate the countdown;
- e. The CAF member remains in the starting position until the evaluator gives the command 'Go'. If the evaluator or the CAF member has a false start, tap **Cancel** on the top right to restart the task. An audio sound and vibration will indicate the evaluation has begun;
- f. In conjunction with the Tablet the FORCE Evaluator will count aloud "3, 2, 1";
- g. When the Tablet reads 00:00, the FORCE Evaluator will say "Go" to indicate that the evaluation has begun;
- h. Once the "Go" command is given, the CAF member gets up off the floor and sprints to the 10 m line;
- i. At the 10 m line, the CAF member touches one foot on or over the line, and then gets down into the prone position perpendicular to the line, with their shoulders and hands facing forward, on or behind the line;



Figure 4.44: 20mR Line Touch

- j. Once in the prone position, and perpendicular to the line, the CAF member lifts their hands, and forearms off the ground to ensure their body weight is completely unloaded (referred to as a "hand release"). The FORCE Evaluator will tap the **Tap here at every checkpoint** on the Tablet. You will tap this area after each successful hand release. You will know the tap has been completed correctly as the Tablet will give an audio sound and vibration;

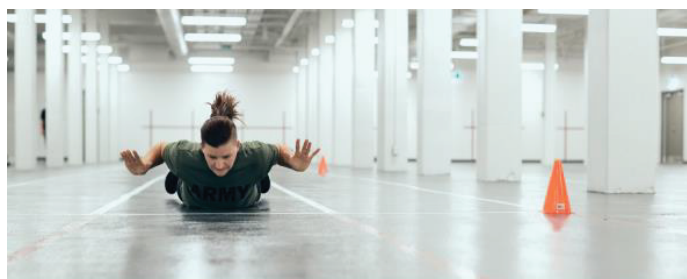


Figure 4.45: 20mR Hand Release

- k. The CAF member must then get up and sprint another 10 m to the 20 m line. At the 20m line, the CAF member touches one foot on or over the line, gets down into the prone position perpendicular to the line, with their shoulders and hands facing forward, on or behind the line. The CAF member will then perform another hand release and the FORCE Evaluator will tap the **Tap here at every checkpoint** on the Tablet (Figure 4.46);
- l. After a proper hand release, the CAF member will get up, turn around, and sprint back to the 10 m line. At the 10 m line, the CAF member 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 member will then perform another hand release. The CAF member repeats these steps until they have covered 4 x 20 m and completed seven (7) hand releases total (not including the start position).
- m. For each hand release, the FORCE Evaluator will tap the **Tap here at every checkpoint** (Figure 4.46) on the Tablet;

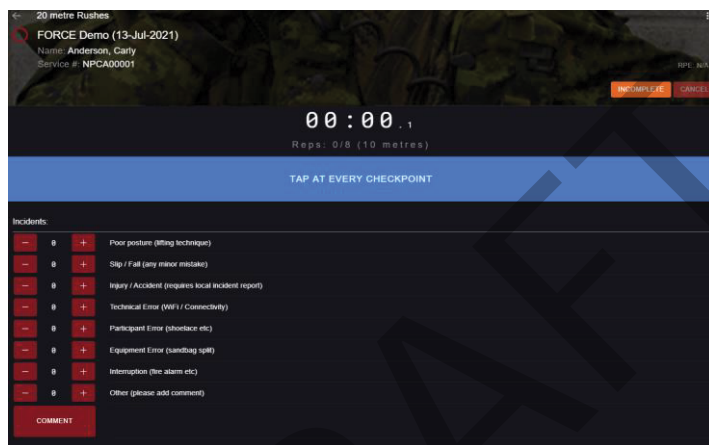


Figure 4.46: Tap here at every checkpoint (Tablet view)

- n. If the CAF member does not follow protocols (foot does not touch the line, hands and shoulders are not on or behind the line, does not perform a proper hand release), the FORCE Evaluator must cue the participant to correct the error prior to continuing;
 - o. When the CAF member's foot is on or crosses over the 20 m line after completing 80m, the FORCE Evaluator will tap the **Tap here at every checkpoint**. On the final tap, a pop-up message will appear "Success. Results have been saved successfully." This will stop the clock and record the completion time of the evaluation;
 - p. When to tap Incomplete: If the CAF member does not complete the 20mR, tap **Incomplete**. A pop-up will appear on the Tablet asking: "Are you sure you want to mark this evaluation as incomplete?" Tap "Ok". A second pop-up will appear on the Tablet "Results have been saved successfully" Tap Ok. They can be re-evaluated after a mandatory five (5) minutes, but no longer than eight (8) minutes' rest.
137. The CAF member is not permitted to dive, slide or drop into the prone position at any point during the evaluation. The CAF member must move to and from the prone position with control. If diving or dropping to the prone position occurs, the FORCE Evaluator will tap **Incomplete** on the Tablet and stop the CAF member immediately. The FORCE Evaluator must retrain the CAF member on the correct protocols and restart the evaluation after a mandatory minimum five (5) minute rest period, but not longer than eight (8) minutes. This will not constitute an attempt at the evaluation.
138. Immediately after the CAF member completes the task; the Borg Scale will appear on the Tablet screen. The FORCE Evaluator will record the CAF member's RPE by asking them to verbalize the corresponding number (6-20) on the Borg Scale.

139. The completion time is recorded to the nearest tenth of a second along with their Borg score. To view the results, click on the components tab, find the member and click on the evaluated button. You will be directed to the evaluated screen with the members results.
140. The CAF member will have a mandatory five (5) minute rest period, but no longer than 8 minutes.
141. The minimum standard for the 20mR will be 0:51.0 or less. The completion time is recorded to the nearest tenth of a second. If I did not meet the minimum standard would be 0:51.1 or higher.
142. To evaluate the next participant, tap on the arrow on the top left hand of the screen to return-back to the 20mR page. Choose the next participant and tap **Evaluate**.
143. Once all CAF personnel have completed the evaluation for this task, the FORCE Evaluator will tap **Components** to return the components page then choose the next task to evaluate.

DID NOT MEET STANDARD

144. CAF personnel who did not meet the 20mR minimum standard can re-attempt the task a maximum of one time, after a mandatory minimum five (5) minute rest period, but no longer than 8 minutes. The second attempt must be completed before the CAF member can proceed to the next task.
145. CAF personnel who did not meet the 20mR minimum standard the second time must re-attempt the entire FORCE Evaluation after proper Supplementary Physical Training Program (SPTP) as per DAOD 5023-2.
146. FORCE Evaluators must encourage CAF personnel who did not meet the 20mR minimum standard to complete the entire evaluation.
147. The FORCE Evaluator must ensure that the appropriate SPTP documentation, including DND 279, is completed during the debrief at the end of the FORCE Evaluation.

SANDBAG LIFT (SBL) PROTOCOL

148. The purpose of this task is to assess the CAF member's physical capability to handle various materials. The sandbag weighs 20 kg, which represents a variety of environmental or trade-specific materials. This task is directly related to sandbag fortification.
149. Complete the following steps to evaluate the SBL task using the FORMeFIT Evaluation System:
 - a. From the **Component** page, the FORCE Evaluator will tap **SBL** on the Tablet;
 - b. The FORCE Evaluator will select the CAF member to be evaluated;
 - c. The CAF member will stand upright facing the wall, directly behind one of the sandbags, so that the line on the floor is positioned between their feet. The CAF member will remain in this position until the FORCE Evaluator gives the "Go" command;
 - d. When ready, the FORCE Evaluator will tap **Start** in the top-right corner to initiate the countdown;
 - e. In conjunction with the Tablet, the FORCE Evaluator will count aloud "3, 2, 1";
 - f. When the Tablet reads 00:00, the FORCE Evaluator will say "Go" to indicate that the evaluation has begun;
 - g. The CAF member will pick up the first sandbag with two hands and lift the sandbag to touch the midline of the sandbag on or above the intersecting lines at 1.0 m above the floor;
 - h. 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;



Figure 4.47: SBL Wall Touch Position

- i. The CAF member may lift the sandbag grabbing the “pigtails”, or by using their knee to help raise the sandbag;
- j. The CAF member is not permitted to grasp the sandbag straps or put their finger through the eyelet to lift the sandbag;
- k. Each time the bag touches the wall, as per the protocol, tap the large area labeled **Tap here at each checkpoint** (Figure 4.48);

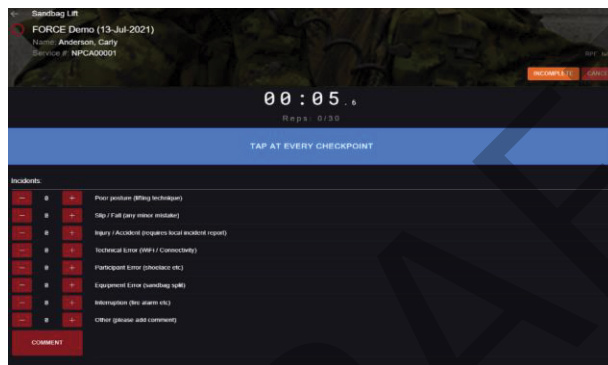


Figure 4.48: Tap at every checkpoint button –Tablet view

- l. Once the CAF member 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;



Figure 4.49: SBL Feet Position

- m. Once the CAF member releases the sandbag, they will move sideways so that the other line on the floor is positioned between their feet. The CAF member may only start moving sideways **after** the sandbag has been pressed on the wall;
- n. During a lift, if part of their foot touches the line, the lift will not count. The CAF member’s feet must be straddling the line on the floor while performing each lift;
- o. The CAF member picks up the second sandbag and touches the sandbag’s midline on or above the intersecting lines on the wall before releasing it and moving back to the first line and sandbag;

- p. The CAF member will repeat this process moving back and forth a total of 30 times;
 - q. CAF members are not permitted to throw the sandbag at the wall. They must have contact with the sandbag when it touches the wall;
 - r. Improper lifts will not count. If the CAF member fails to follow correct protocol, the FORCE Evaluator will not tap the **Tap here at each checkpoint** area and correct the CAF member's technique. The timing of the evaluation will not be stopped;
 - s. The FORCE Evaluator must count each correct lift aloud to the CAF member as the sandbag makes contact with the wall;
 - t. FORCE Evaluators may reposition or replace the sandbags due to safety concerns, at their discretion;
 - u. FORCE Evaluators are to encourage proper lifting techniques; however, the evaluation cannot be terminated due to poor lifting technique. If the CAF member chooses to stoop or twist, the FORCE Evaluator will emphasize keeping the back as straight as possible while facing the wall;
 - v. When the CAF member has performed their 30th successful lift, the FORCE Evaluator will tap the large area labelled **Tap here at each checkpoint** for the 30th time to stop the timer and record the completion time;
 - w. Immediately after the CAF member completes the task, the Borg Scale will appear on the Tablet screen. The FORCE Evaluator will record the CAF member's RPE by asking them to verbalize the corresponding number (6-20) on the Borg Scale.
150. The CAF member will have a mandatory five (5) minute rest period, but no longer than eight (8) minutes.
151. The minimum standard for the SBL task is 3:30.0 or less. The completion time is recorded to the nearest tenth of a second. If I did not meet the minimum standard will be 3:30.1 or more.
152. To evaluate the next participant, tap on the arrow on the top left-hand of the screen to return back to the SBL page. Choose the next participant and tap Evaluate.
153. Once all CAF personnel have completed the evaluation for this task, the FORCE Evaluator will tap **Components** to return to the components page then choose the next task to evaluate.

DID NOT MEET STANDARD

154. CAF personnel who did not meet the SBL minimum standard will not be permitted to make a second attempt. They must re-attempt the entire FORCE Evaluation after proper SPTP as per DAOD 5023-2.
155. FORCE Evaluators must encourage CAF personnel who did not meet the SBL minimum standard to complete the entire evaluation.
156. The FORCE Evaluator must ensure that the appropriate SPTP documentation, including DND 279, is completed during the debrief at the end of the evaluation.

INTERMITTENT LOADED SHUTTLE (ILS) PROTOCOL

157. Carrying objects is a common military task, as equipment and supplies need to be moved from one location to another. The ILS task is designed to measure CAF member's physical capability to perform repeated carries. This task is related to both a stretcher carry and a picket and wire carry.
158. Complete the following steps to evaluate the ILS task using the FORMeFIT Evaluation System:
- a. From the Components page, the FORCE Evaluator will tap ILS on the Tablet;
 - b. The FORCE Evaluator will select the CAF member to be evaluated;

NOTE: Each FORCE Evaluator may evaluate up to three (3) CAF members simultaneously for this component of the FORCE Evaluation. Select the three (3) dot menu and tap **Multiple Person Test** from the drop-down menu in the top right. Select the participants and tap the **Evaluate** tab. Once selected, the order in which they appear on the screen can be rotated left or right as required (Figure-4.50).

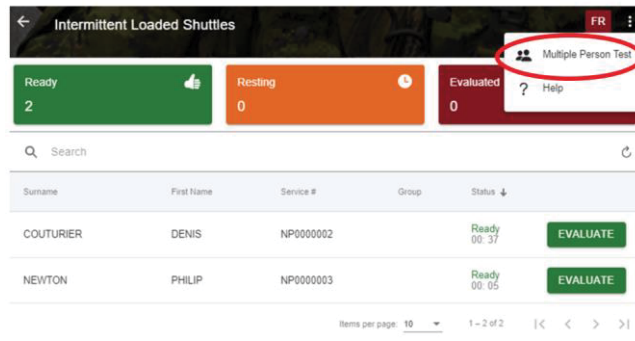


Figure 4.50: Multiple Person Test

- c. The CAF member will stand in an upright position directly behind the start line. The CAF member will remain in this position until the FORCE Evaluator gives the “Go” command;
 - d. When ready, the FORCE Evaluator will tap the **Start** button. If you are evaluating more than one CAF member, you have two options:
 - i. To start multiple CAF personnel together, the FORCE Evaluator will tap **Start All**;
- or
- ii. To start CAF personnel individually, the FORCE Evaluator will tap the **Start** button corresponding to the CAF member;
- e. In conjunction with the Tablet, the FORCE Evaluator will count aloud “3, 2, 1,;”
 - f. When the Tablet reads 00:00, the FORCE Evaluator will say “Go” to indicate that the evaluation has begun;
 - g. The CAF member will safely pick up the sandbag, carry it to the opposite end of the 20 m course walking around the pylon, and return back to the start line, touch the line and drop the sandbag behind the line (outside the 20 m zone);
 - h. The FORCE Evaluator will tap the large area labeled **Tap here at each checkpoint** every time the CAF member touches the starting line;
 - i. Once the sandbag has been dropped on the other side of the line, the CAF member will turn around and complete one (1) unloaded shuttle;



Figure 4.51: Intermittent Loaded Shuttle

- j. The CAF member must walk when they are carrying the sandbag. Walking is identified as having one foot in contact with the floor at all times;
- k. Running is only permitted during unloaded trips. If any CAF member runs during a loaded shuttle, the FORCE Evaluator will call out, “stop” to the CAF member. The CAF member must stop moving forward completely before the FORCE Evaluator can permit the CAF member to continue. The timing of the evaluation will not be stopped;
- l. The CAF member must carry the sandbag using one or more of the following safe carrying techniques:
 - i. Suitcase carry.
 - ii. Shoulder carry.
 - iii. Cradle carry.
- m. Any other methods are deemed unsafe and are therefore not permitted;

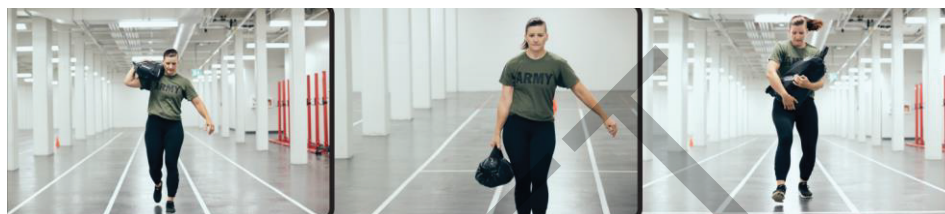


Figure 4.52: ILS Carrying Techniques

- n. The CAF member must travel around the pylon at the 20 m mark. If the CAF member does not travel around the pylon, the FORCE Evaluator will instruct them to return to the 20 m mark and travel around the pylon. The timing of the evaluation will not be stopped;
- o. If the CAF member knocks over or moves the pylon at the 20 m mark, the FORCE Evaluator will direct the CAF member to fix the pylon. The CAF member must return to the pylon and fix it before they may continue with the task. The timing of the evaluation will not be stopped;
- p. The CAF member must place at least one foot on or over the start line before dropping the sandbag behind the start line (outside of the 20 m zone). If the CAF member does not place at least one foot on or over the start line, the FORCE Evaluator must direct the CAF member to immediately return to touch or cross the start line before continuing;
- q. If the CAF member drops the sandbag inside the 20 m zone, the FORCE Evaluator must direct the CAF member to immediately pick up the sandbag and drop it behind the start line outside of the 20 m zone;
- r. The CAF member must not throw the sandbag behind the start line. If a CAF member throws the sandbag, the FORCE Evaluator will call out “Do not throw the sandbag” to the CAF member. The CAF member must pick up the sandbag to stand and set it down behind the start line before they may continue. The timing of the evaluation will not be stopped;
- s. Unless it becomes a safety hazard, the FORCE Evaluator must not reposition the sandbag or move it closer to the start line. The CAF member must pick up the sandbag from wherever they dropped it behind the start line;
- t. Once the CAF member 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 pylon, and return back to the start line;
- u. The CAF member alternates loaded and unloaded shuttles for a total of five (5) sets (each set equals the combination of one loaded shuttle and one unloaded shuttle). This covers a total distance of 400 m;

- v. Each time the CAF member returns to the start line, the FORCE Evaluator will tap the **Tap here at each checkpoint** (Figure 4.52) and call out the CAF member’s current trip. The current trip is displayed in the top-right corner (Shuttle 1 Loaded, Shuttle 1 Unloaded, Shuttle 2 Loaded, etc.);

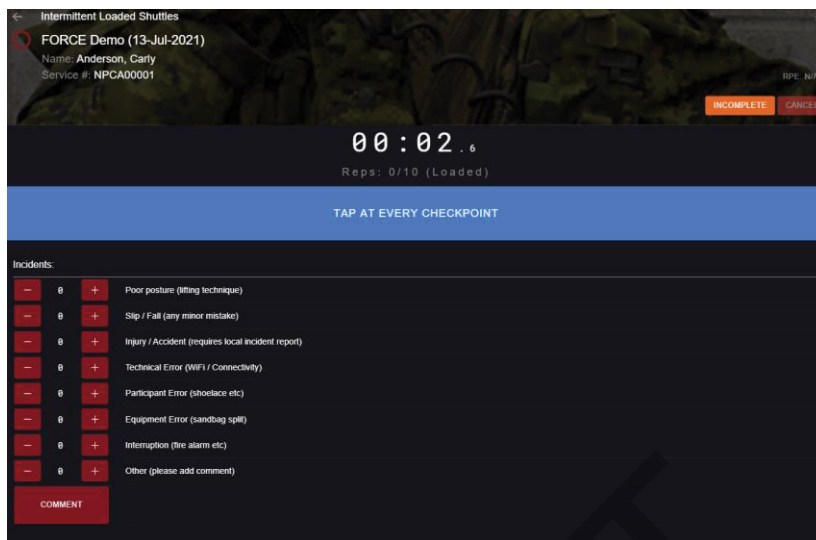


Figure 4.53: Single person ILS

- w. If there are multiple CAF personnel being evaluated at one time, each time they return to the start line the FORCE Evaluator will tap the corresponding button to indicate their current trip (Shuttle 1 Loaded, Shuttle 1 Unloaded, Shuttle 2 Loaded, etc.);

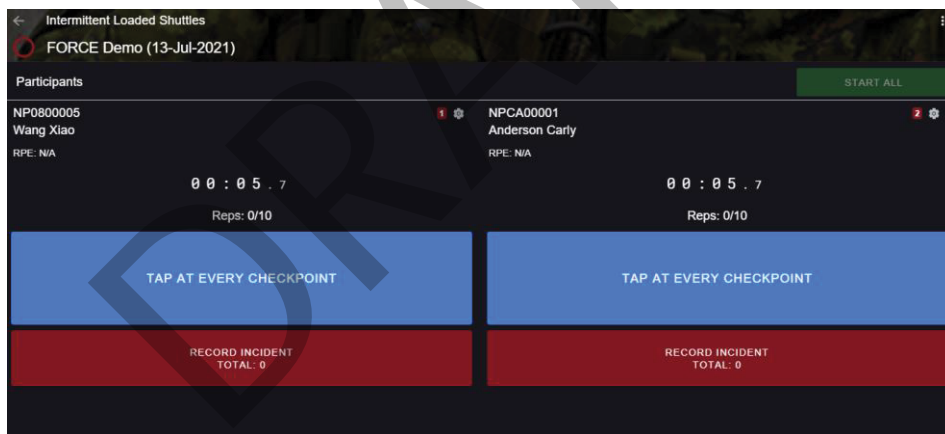


Figure 4.54: Multiple persons ILS

- x. The CAF member is permitted to set the sandbag down at any point to rest; however, timing of the evaluation will not be stopped;
- y. After the CAF member touches or crosses the line for the last time, the FORCE Evaluator will tap the **Tap here at each checkpoint**. This will stop the clock and automatically record the time of the evaluation.

159. Once all CAF members have completed the ILS task, the evaluator will need to individually click the RPE button to access the Borg Scale. The FORCE Evaluator will record the CAF member’s RPE by asking them to verbalize the corresponding number (6–20) on the Borg Scale.

160. The CAF member will have a mandatory five (5) minute rest period, but no longer than eight (8) minutes.

161. The minimum standard for the ILS task is 5:21:0 or less. The completion time is recorded to the nearest tenth of a second. Did not meet the minimum standard is 5:21.1 or more.

162. To evaluate the next participant, click on the arrow on the top left-hand side of the screen to return back to the ILS page. Choose the next participant and tap Evaluate.
163. Once all CAF personnel have completed the evaluation for this task, the FORCE Evaluator will tap Components to return the components page then choose the next task to evaluate.

DID NOT MEET STANDARD

164. CAF personnel who did not meet the ILS minimum standard will not be permitted a second attempt. They must re-attempt the entire FORCE Evaluation after proper SPTP as per DAOD 5023-2.
165. FORCE Evaluators must encourage CAF personnel who did not meet the ILS minimum standard to complete the entire evaluation.
166. The FORCE Evaluator must ensure that the appropriate SPTP documentation, including DND 279, is completed during the debrief at the end of the evaluation.

SANDBAG DRAG (SBD) PROTOCOL

167. Pulling strength is an important component of many common military tasks. The Sandbag Drag (SBD) is designed to evaluate the CAF member's ability to drag a load continuously over a 20 m distance. This task is directly related to vehicle extrication.
168. Complete the following steps to evaluate the SBD task using the FORMeFIT Evaluation System:
 - a. From the Components page, the FORCE Evaluator will tap **SBD**;
 - b. In the SBD icon tap surface selected to choose the appropriate flooring for your location. See **Tool XX- Sandbag Drag Surface Calibration** for more information. You can also choose the surface selection on the individual evaluation page if forgotten ahead of time.
 - c. The FORCE Evaluator will select the CAF member to be evaluated;
 - d. The FORCE Evaluator will ensure the four sandbags are placed behind the start line as shown in Figure 4.55;



Figure 4.55: SBD Start Position

- e. The CAF member picks up the "carry" sandbag in a cradle carry (hands must be underneath and fingers may be laced or crossed). The CAF member will also adjust the sandbag in their arms to ensure that the straps from the "carry" sandbag are pointing downwards;
- f. The CAF member is not permitted to use the "carry" sandbag strap to drag the sandbags;



Figure 4.56: SBD Carry Position

- g. The FORCE Evaluator will direct the CAF member to step back ensuring the straps are tight;
 - h. When the CAF member initiates movement of the sandbags, the FORCE Evaluator will tap **Start** at the top center of the screen. There is no count down for this task; and
 - i. Once started, the CAF member must move backwards without stopping, and drag the sandbags to the opposite end of the 20 m course.
169. When the front of the sandbags crosses the finish line, the FORCE Evaluator will call "Clear" and will tap **Tap at every checkpoint**. This will stop the clock and automatically record the time of the evaluation.
170. Immediately after the CAF member completes the task; the Borg Scale will appear on the Tablet screen. The FORCE Evaluator will record the CAF member's RPE by asking them to tap the corresponding number (6-20) on the Borg Scale.
171. The completion time is recorded to the nearest tenth of a second.
172. There is no time limit for this task. The minimum standard for the SBD is determined by the continuous movement of the sandbags over the 20 m distance. Did not meet the minimum standard is the inability to complete the SBD without stopping.
173. If the CAF member did not complete the 20 m distance, the FORCE Evaluator will tap Incomplete located in the top-right corner. A pop-up will appear asking: "**Are you sure you want to mark this evaluation as incomplete?**" The FORCE Evaluator will tap "**Yes**" and be further prompted "**Repeat?**". Select one of the following options;
- a. Tap **Yes** if it was due to slipping, falling or failure to meet standard. CAF personnel will be given a second attempt after a mandatory rest period of a minimum of five (5) minutes, but no longer than eight (8) minutes;
- or
- b. Tap **No** if it was due to other reasons (i.e., injury). The Borg Scale will not appear to have their RPE recorded.
174. To evaluate the next participant, tap on the arrow on the top left hand of the screen to return-back to the SBD page. Choose the next participant and tap Evaluate.

DID NOT MEET STANDARD

175. CAF personnel who did not meet the SBD minimum standard can re-attempt the SBD task a maximum of one time after a minimum five-minute rest period, but no longer than 8 minutes.
176. CAF personnel who did not meet the SBD minimum standard for other reasons, or slipped and fell again on their second attempt, must re-attempt the entire FORCE Evaluation after proper SPTP as per DAOD 5023-2.
177. The FORCE Evaluator must ensure that the appropriate SPTP documentation, including DND 279, is completed during the debrief at the end of the evaluation.

COOL-DOWN

178. A supervised cool-down within the evaluation area should take place following completion of the FORCE Evaluation. If requested by the CAF member, the FORCE Evaluator will provide time and guidance to perform stretches relevant to the FORCE Evaluation tasks.
179. Complete the following steps to access the cool-down on the FORMeFIT Evaluation System:
 - a. To access the cool-down on the FORMeFIT Tablet, go to the components tab, tap the three-dot button in the top right-hand corner, from the drop-down menu click "cool-down". General information regarding a proper cooldown will appear.

DEBRIEFING THE FORCE EVALUATION

180. FORCE Evaluators will refer to Debrief Summary in order to provide an accurate and informative debrief to each CAF member.
181. Following the FORCE Evaluation, it is important that FORCE Evaluators educate CAF personnel on their overall outcome in relation to:
 - a. Meet the U of S minimum standard related to the FORCE Evaluation;
 - b. Operational and Health Related Fitness;
 - c. The colored 'zones' within the FORCE Fitness Profile, including incentive levels;
 - d. Exercise Prescription and ongoing Fitness and Health Programming and;
 - e. The FORCE Rewards Program (if the CAF member achieves Silver or higher).

HOW TO DEBRIEF THE FORCE EVALUATION

182. Complete the following steps to conduct a debrief using the FORMeFIT Evaluation System:
 - a. Once all CAF personnel have completed the four evaluation tasks, the FORCE Evaluator will tap on the **Debrief** tab. Members who have completed the FORCE Evaluation will show on the debrief screen. Click on the Debrief tab to begin the debrief;
 - b. The FORCE Evaluator will select the CAF member to be debriefed;
 - c. The FORCE Evaluator will provide a clear explanation of the CAF member's FORCE Evaluation results;
 - d. The Debrief screen will display the following:
 - i. Name;
 - ii. Service number;
 - iii. Gender;
 - iv. Age;
 - v. Results for each component;

- vi. Operational Score;
 - vii. Health Score;
 - viii. FORCE Fitness Profile Zone; and
 - ix. Evaluation Results.
- e. On the top right-hand side, is the option click off applicable boxes:
- i. Forgot ID;
 - i. WC declined;
 - i. Declined Warm Up;
 - i. Declined Cooldown; and
 - i. Declined Debrief.
- f. At the bottom right;
- i. Incidents;
 - i. Survey to be completed;
 - i. Date Evaluated;
 - i. Next Evaluation; and
 - i. Exercise Prescription.
- g. At the bottom complete the:
- i. Participant Consent;
 - i. Evaluator consent; and
 - i. Supplementary Physical Training Program (when applicable).
- h. On the Debrief page, the FORCE Evaluator will tap on the top right corner icon to review the CAF member’s FORCE Fitness Profile. A window will open with the FORCE profile information and a 5% goal –setting option;



Figure 4.57: FORCE Fitness Profile

- i. On the fitness profile page, you can access the goal-setting details and modify any of these courses desired achievable time and save those inputs;

Figure 4.58: Manual Goal Setting Option

- j. The FORCE Evaluator will show and explain all components of the debrief screen to the member;
- k. The FORCE Evaluator must explain to the CAF member the following options for **Exercise Prescription** based on their results:
 - i. **Self (DFit.ca)**: Automatically appears if the participant met the standard.
 - or
 - ii. **Direct (PSP led)**: Automatically appears if the participant did not meet the standard.

Note: Direct supervision implies that the CAF member will take part in the Supplementary Physical Training Program in accordance with DAOD 5023-2 (refer to **Chapter 5: CAF Supplementary Physical Training Program**). At locations where there are no PSP Fitness staff, COs should seek direct consultation from PSP Fitness staff from their supporting B/W and provide assistance by using local military personnel who have approved fitness credentials (BFTA, AFTA, UFSO).

- l. The FORCE Evaluator will discuss local exercise and wellness programming with the CAF member. Should CAF members have questions regarding pensionable activities, the FORCE Evaluator will refer them to www.veterans.gc.ca
- m. The FORCE Evaluator will explain to the CAF members that their results will be automatically uploaded to Guardian within 1 week of their FORCE Evaluation and provide them with an “unofficial” results card. This card will contain information regarding their results from each of the four tasks, along with their WC measurement which can be used to access their current FORCE Fitness Profile on the FORCE Calculator accessible online at <https://formefitcalculator.cfmws.com/> or www.dfit.ca;
- n. The FORCE Evaluator must capture the CAF member’s consent as a Certificate of Understanding, which acknowledges their FORCE Evaluation results. Click on “**Participant Consent**” and verbally ask the member for their consent. Tap **Ok** or **Cancel** depending on the response;

Note: if the CAF member declines consent, then the results will not be able to be uploaded. Issues with results will need to be resolved at a local level.

- o. The FORCE Evaluator is also required to capture their own confirmation using the bottom right where it says **Evaluator Consent**. A pop-up window will open and ask for confirmation. The FORCE Evaluator will tap **Ok** or **Cancel**;
- p. If the CAF member declines the debrief, the FORCE Evaluator will check the **Declined debrief** box;
- q. When the debrief is completed, the FORCE Evaluator will tap the **Debrief tab** in the top center of the screen and will be returned to the Participant list; and
- r. Repeat steps b-q until all participants have been debriefed.

SURVEYS

183. If there are any surveys applicable, tap the **Surveys** tab to access the available surveys or they can be completed using the Debrief section. Tap **Take Survey** to complete the survey with the participant.

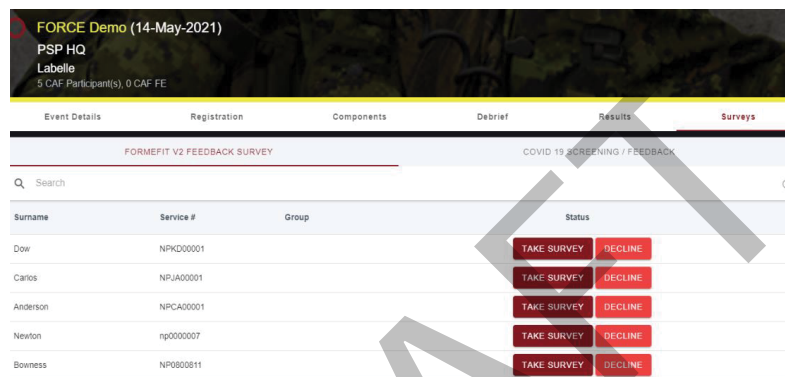


Figure 4.59: Surveys

184. The CAF member can choose to either take the survey or decline it; however, this action can only be performed from the survey tab and cannot be performed in the debrief section. If the survey is declined, a pop-up window will appear asking “**Are you sure you want to decline the survey?**” Tap **Ok** or **Cancel**.
185. If the CAF member is taking the survey, tap **Take Survey** tab and the survey will appear for the member to complete.
186. Once complete tap **Submit Survey**.
187. Next to the participants name it will indicate if the survey is **Completed** or **Declined**.

Note: There may be more than one survey to complete, locate the number of available surveys above the search bar.

RESULTS

188. Tap on the **Results** tab on the top right corner of the screen.
189. The list of participants will appear.
190. Tap on the red paper icon under **Details** to obtain testing details.
191. The orange triangle icon under **Requires Attention** will show up if the participant has information that requires further attention. Tap on the triangle to determine the next steps.

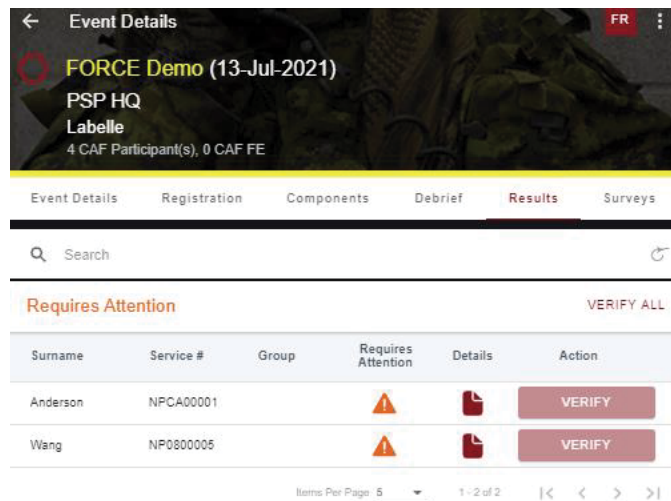


Figure 4.60: Requires Attention

FORCE EVALUATION RESULTS VERIFICATION

192. Once all CAF personnel have been debriefed, the lead Evaluator will complete the following steps to **Verify** and **Upload** the FORCE Evaluation information captured using the FORMeFIT Evaluation System:
- Select the **Results** tab;
 - Under actions, tap **Details** for more information about each task results;
 - If you notice a discrepancy with one of the recorded times, you can manually adjust the time before verifying the results;
 - The following scenarios will not affect verifying the results:
 - Declined warm-up.
 - Declined cool-down.
 - Declined debrief.
 - After ensuring the accuracy of the results for each participant, the Lead Evaluator can either select the Verify checkbox for the individual or select the Verify All button in the top-right corner to verify all at once;
 - If you select the **Verify** check box, a pop-up will appear stating "I attest to the accuracy of all the collected results for (SN of member and name)", tap **Ok** to verify the individual results.

or

 - If you select **Verify All** a pop-up will appear "I attest to the accuracy of all the collected results" tap **Ok**.

HOW TO UPLOAD DATA

193. To upload the data, tap on the **Results** tab.
194. Once the participant is verified, they will then appear on the **Ready For Upload list**.
195. Tap **Upload All** or upload each participant individually by tapping **Upload** under action next to their name.
196. If uploading individually a prompt message will appear "**Are you sure you want to upload member xxx**", tap **Ok** or **Cancel**. If uploading all a prompt message will appear "**Are you sure you want to upload all participants?**" Tap **Ok**.

197. A message will appear stating “**Participant(s) uploaded successfully**” if successful, tap **Ok**.
198. Information from each event will be kept in the local FORMeFIT Evaluation System for 30 days.

HOW TO SHUT DOWN THE FORMEFIT EVALUATION SYSTEM

199. After each use the FORMeFIT Evaluation System must be shut down and powered off completely for storage.
200. Complete the following steps to shut down the FORMeFIT Evaluation System:
- Tap the white arrow on the top left-hand side of the screen to return to the **Home** page;
 - Click **Logout** from the menu on the top left hand of the screen;
 - Turn the tablet off by pressing down on the button on the top right-hand side. Tap **Power off**. Tap a second time to confirm and Tablet will shut down;
 - Charge the tablet for the next user;
 - Turn off the mini-computer by pressing the button on the top right once; and
 - Store the locked FORMeFIT Evaluation System as per the protocol listed in **Chapter 4, Part II: HOW TO SECURE YOUR FORMEFIT EVALUATION SYSTEM**.

PART III: FORMEFIT REPORTING WEBSITE

201. The purpose of the FORMeFIT Reporting System is to provide a quarterly and annual overview of the FORCE Evaluation results captured using the FORMeFIT Evaluation System.
202. The FORMeFIT Reporting system reports on the:
- Average performance in relation to the FORCE Fitness Profile;
 - Total number of CAF personnel evaluated using the FORMeFIT Evaluation System;
 - Total number of CAF personnel who met or did not meet the minimum standard;
 - Average estimated aerobic capacity and waist circumference of CAF personnel; and
 - Average FORCE component completion times for male and female CAF personnel.
203. Once FORCE Evaluation results have been verified and uploaded on the FORMeFIT Evaluation System, the information is sent to PSP HQ where the data is compiled and grouped according to CAF command structure.
204. Reports are produced based on this command structure as defined in the CAF Organization & Establishment (O&E) categories.
205. This compilation of data is important in understanding the current operational and health related fitness of CAF personnel. These reports are developed to better assist CAF Commands with fitness programming and decision making.
206. To maintain CAF personnel anonymity, no individual results are displayed on this website.
207. All information displayed in the FORMeFIT Reports is Protected A. Therefore, access to the reports is controlled. Any information taken from FORMeFIT Reports is only to be shared with appropriately screened personnel with a “need-to-know” requirement.
208. For more information, or to view local reports, contact your local Manager, Fitness & Sports.
209. Users can access the FORMeFIT Reports at <https://formefitreporting.cfmws.com>
- Click **Proceed to Login Page**;

- b. Enter your Email address and password (you should have received an email with this information) and click **Log in**;
- c. From the Welcome screen, click **Reports**;
- d. From the Report Page, select the Level, Organization, Fiscal Year and Period you would like the system to generate a report;
- e. You can browse through the levels of command and the organizations by clicking on the colored dots plotted on the FORCE Fitness Profile or by clicking on the Organization/Formation on the table to the right (Figure 4.60);
- f. For more information regarding the FORMeFIT Reports, you can access the FAQ's by clicking **Information** in the upper right corner.
- g. To change the language of the reports, click your name in the upper right corner and then click **Français/English**; and
- h. To sign out, click your name in the upper right corner and click **Sign Out**.

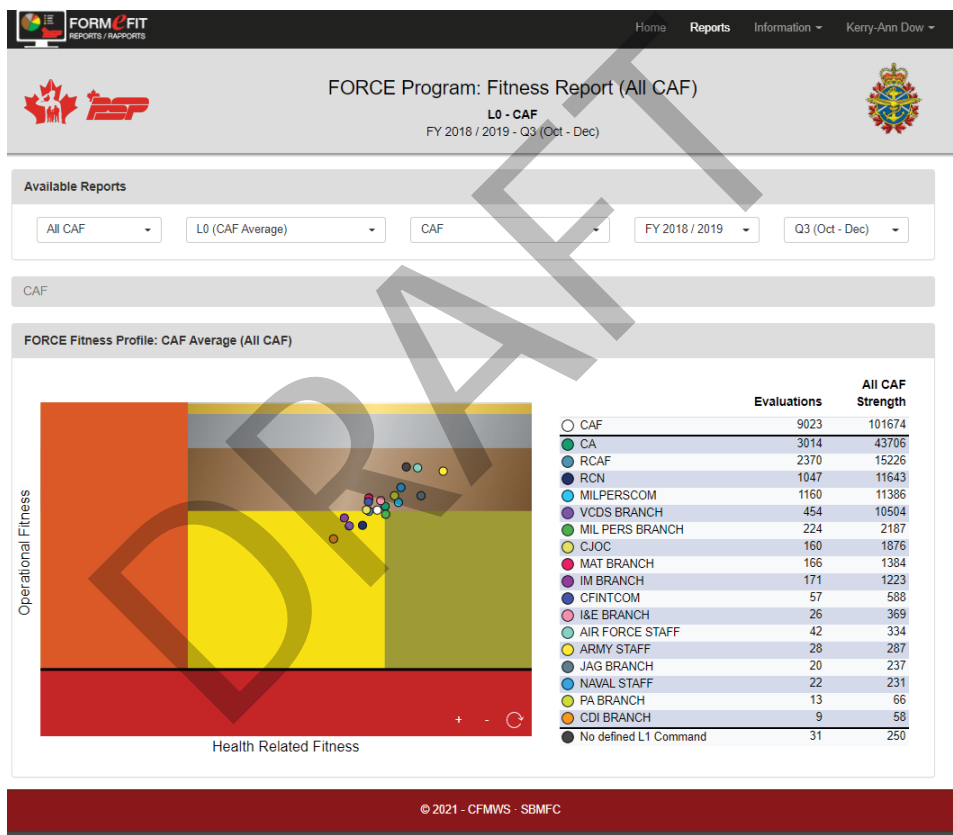
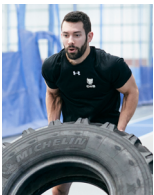


Figure 4.61: FORCE Fitness Report



CHAPTER 5:

CAF SUPPLEMENTARY PHYSICAL TRAINING PROGRAM

BACKGROUND

1. As per **DAOD 5023-1, Minimum Operational Standards Related to Universality of Service**: “all CAF personnel are required to meet the common fitness requirements of general military service as indicated by the attainment of the CAF Minimum Physical Fitness Standards (MPFS)”.
2. **CANFORGEN 038/13** announces the FORCE Evaluation as the new MPFS in which CAF personnel must meet on an annual basis and are expected to maintain.
3. CAF personnel who fail to meet the MPFS are mandated to undergo a 12-week Supplementary Physical Training Program (SPTP) under the direction of B/W PSP SPTP coordinator as described in **DAOD 5023-2, Physical Fitness Program**.
4. The SPTP is intended for CAF personnel who did not meet the MPFS on their annual FORCE Evaluation and require supervised fitness training.
5. Commanding Officers and/or Health Care Providers may identify CAF personnel that could benefit from participating in the SPTP in order to increase physical fitness and performance to the level required by their unit and/or to improve their Operational and Health-Related fitness.
6. CAF personnel may voluntarily participate in the SPTP.

AIM

7. SPTP focuses on increasing the CAF member’s Operational and Health-Related fitness level in order to successfully achieve the MPFS while increasing their ability to successfully participate in unit level physical fitness and operational training.
8. SPTP allows CAF personnel to seek advice and assistance from SPTP coordinator who will develop a periodized exercise program that meets each CAF member’s individual needs and progresses them safely towards their goals.
9. Additionally, SPTP acts as an educational program by working in conjunction with Health Promotion in referring CAF members to pertinent programs specific to their lifestyle.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
CAF Member	<ul style="list-style-type: none"> • Arrive on time and be prepared • Sign in for each SPTP session • Inform the SPTP coordinator of any absences • Complete all workouts as prescribed, including missed workouts • Comply with the prescribed program and put forth your best efforts

<p>SPTP coordinator (locally appointed PSP Fitness and/ or Reconditioning staff)</p>	<ul style="list-style-type: none"> • Delegated by the B/W Mgr FSR to coordinate the local SPTP • Create and administer individualized and progressive supplementary training programs for CAF members • Accurately track workouts and attendance • Report absenteeism and non-compliance to CAF member’s CoC • Collaborate with Health Promotion, Physiotherapists, CoC and other stakeholders, as required • Provide progress reports (Tool 27) to the CAF member’s CoC • Complete the Annual SPTP Report (Tool 28) and forward to CAF Fitness Manager • Schedule and re-evaluate CAF members after the 12-week program
<p>Chain of Command</p>	<ul style="list-style-type: none"> • Support CAF member’s participation in SPTP • Ensure proper communications occurs with SPTP coordinator and PSP Fitness staff • Ensure DAOD 5019-4 and 5023-2 are followed • Review the Summary of FORCE Performance and Recommendation Memo (Tool 22) • Sign and return the Supplementary Physical Training Authorization Form (Tool 23) • Sign and return informed consent form (Tool 26) for voluntary CAF members • Review monthly progress reports (Tool 27) • Provide written documentation for approval of modification of schedule, or excused from SPTP when applicable.

Table 5.1: SPTP Roles and Responsibilities

Note: CAF personnel with medical restrictions may participate in the SPTP program under the supervision of a PSP Reconditioning staff.

PART 1: SUPPLEMENTARY PHYSICAL TRAINING PROGRAM ENROLLMENT PROCESSES AND ADMINISTRATION

CAF MEMBER DID NOT MEET MPFS

10. If a CAF member did not meet the MPFS of one or more tasks during their FORCE Evaluation, FORCE Evaluators are to continue standard debriefing procedures/protocols.
11. During the debrief, the FORCE Evaluator will:
 - a. Explain the CAF member’s FORCE Results and how they relate to the MPFS;
 - b. Fully complete a DND 279 (even if the FORMeFIT system was used for the FORCE Evaluation) and have the CAF member sign and date Section G: Certification of Understanding;
 - c. Explain the SPTP and related procedures;
 - d. Identify the CAF member’s goals, needs and requirements for participation in the SPTP;
 - e. Complete **Tool 25: Supplementary Physical Training Program Intake Sheet**;
 - f. Have the CAF member sign the **Tool 25: Supplementary Physical Training Program Intake Sheet**;
 - g. Address any additional questions or concerns the CAF member may have regarding the SPTP;
 - h. Schedule the CAF member’s first SPTP session; and
 - i. Deliver the above paperwork/info to the SPTP Coordinator.
12. The SPTP coordinator will make a photocopy of all the above documentation and file it as per Protected Information protocols.
13. Copy 1 of the DND 279 will be included with the SPTP paperwork to the CAF member’s Chain of Command (CoC), and Copy 2 will be given to the CAF member.

VOLUNTARY PARTICIPATION AND REFERRAL PROCESS

14. When a CAF member decides to voluntarily participate in the SPTP or if they have been referred to SPTP by their CoC or CF Health Services, PSP staff will meet with the CAF member to determine if they are a suitable candidate for the SPTP.
15. During this consultation, PSP staff will:
 - a. Explain the SPTP and related procedures;
 - b. Identify the CAF member's goals, needs and requirements for participation in the SPTP;
 - c. Complete the **Tool 25: Supplementary Physical Training Program Intake Sheet**;
 - d. Have the CAF member sign the **Tool 25: Supplementary Physical Training Program Intake Sheet**;
 - e. Address any additional questions or concerns the CAF member may have regarding the SPTP;
 - f. Schedule the CAF member's first SPTP session; and
 - g. Deliver the above paperwork/information to the SPTP coordinator.

PROGRAM ADMINISTRATION AND ENROLLMENT

16. Once the enrollment process is complete, the SPTP coordinator will review **Tool 25: Supplementary Physical Training Program Intake Sheet** and the **DND 279** (if applicable).
17. The SPTP coordinator will verify the CAF member's FORCE Evaluation results have been uploaded from the FORMeFIT Evaluation System, or entered into Guardian from their DND 279.
18. The SPTP coordinator will complete **Tool 22: Summary of FORCE Performance and Recommendations Memo** and have this memo signed by their Mgr FSR or assigned delegate.
19. The SPTP coordinator will photocopy all the documents and place them in the CAF member's file as per the applicable Protected Information protocols.
20. All SPTP original documentation will be bound by paperclip, and placed in an envelope in the following order:
 - a. DND 728 Document Transit and Receipt (**Tool 24**);
 - b. Completed DND 279 – Copy 1 UPR-WHITE (applicable when a CAF member was unsuccessful at meeting the MPFS during their FORCE Evaluation);
 - c. **Tool 22: Summary of FORCE Performance Recommendations and Authorization** signed by the Mgr FS or assigned delegate; and
 - d. **Tool 25: Supplementary Physical Training Program Intake Sheet** signed by the CAF member.
21. SPTP coordinator will forward this package to the CAF member's CoC as per the applicable Protected Information protocols.
22. The completed package must be addressed in the following (typed) format:
 - a. First and second initial and last name of the CO;
 - b. The CO's full rank (no short form);
 - c. The CO's title;
 - d. The CO's full unit (no short form);
 - e. The building number (in bold) where the CO is located on their Base / Wing;

- f. The civic address of the Base/Wing (see example below):
- 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

PART 2: SPTP PROGRAMMING

23. Each Base/Wing location is required to provide the facilities, equipment and staff to be able to deliver the SPTP five (5) days per week, each session is to be one (1) hour in length.
24. For CAF members located in remote locations, such as Primary Reserve Units and OUTCAN, plan will be established in coordination with their appointed PSP.
25. After a CAF member has enrolled into the SPTP, the SPTP coordinator will develop a individualized SPTP based on the initial consultation and **Tool 25: Supplementary Physical Training Program Intake Sheet**. This program will:
- a. Ensure success to meet MPFS;
 - b. Be specific to each CAF member's abilities and limitations;
 - c. Focus on increasing the CAF member's Operational and Health-Related fitness; and
 - d. Focus on varying components of fitness such as:
 - i. Correct movement patterns;
 - ii. Muscular strength, power and endurance;
 - iii. Cardiovascular fitness;
 - iv. Core stabilization;
 - v. Flexibility and mobility; and/or
 - vi. Speed and agility.
26. Additional stakeholders and resources (i.e. Health Promotion, Physiotherapist, Reconditioning staff, etc.) should be involved to increase the effectiveness of each individual program.
27. The SPTP coordinator will give a copy of the program to the CAF member as well as file a copy of the prescribed SPTP in the CAF member's file along with all other SPTP documentation as per the applicable Protected Information protocols.

PART 3: PROGRESS REPORTS

28. The SPTP coordinator will closely track the attendance of all SPTP participants.
29. CAF personnel in the SPTP who are non-compliant will be immediately reported to the CoC. Non-compliance includes:
- a. Lack of attendance;
 - b. Lack of effort;
 - c. Poor attitude; and/or
 - d. Refusal to adhere to the prescribed SPTP.
30. SPTP coordinator will evaluate the CAF member's progress on a monthly basis using a baseline test specific to each participant. The baseline test will be determined by the SPTP coordinator based on the results of the CAF member's recent FORCE Evaluation results and fitness areas which need improvement.

31. SPTP coordinator will make amendments to the CAF member's SPTP at least once per month to ensure the CAF member is progressing well through the SPTP.
32. Every month, the SPTP coordinator will:
 - a. Complete **Tool 27: Supplementary Physical Training Monthly Progress Report** for each participant;
 - b. Forward a copy to the CAF member's CoC; and
 - c. Place a copy in the CAF member's SPTP file as per the applicable Protected Information protocols.
33. The SPTP coordinator will submit on a monthly basis, report to PSP HQ containing the following information:
 - a. CAF members (Unit, Rank, Last Name, SN) who failed the FORCE Evaluation; and
 - b. CAF members (Unit, Rank, Last Name, SN) participating in the SPTP participants.

PART 4: RE-EVALUATION UPON COMPLETION OF 12 WEEKS OF SPTP

34. Once the CAF member has completed 12 weeks of supplementary physical fitness, the SPTP coordinator will schedule the CAF member for a second attempt at the annual FORCE Evaluation.
35. If the CAF member successfully meets the MPFS, the SPTP coordinator will:
 - a. Complete **Tool 27: Supplementary Physical Training Program Monthly Progress Report** checking the "Completed SPTP/Met MPFS" and the "Return to Unit PT" boxes;
 - b. Forward the completed **Tool 27: Supplementary Physical Training Program Monthly Progress Report** to the CAF member's CoC; and
 - c. Encourage the CAF member to return to Unit PT.
36. If the CAF member fails to meet the MPFS for the second time, the SPTP coordinator will:
 - a. Complete the **Tool 27: Supplementary Physical Training Program Monthly Progress Report** checking the "Continue with SPTP" box and record the failure to meet MPFS after the second attempt of the FORCE Evaluation;
 - b. Complete **Tool 22: Summary of FORCE Performance and Recommendation Memo** noting the CAF member's second failure to meet the MPFS on the FORCE Evaluation after 12 weeks of SPTP;
 - c. Forward the completed **Tool 27: Supplementary Physical Training Program Monthly Progress Report, Tool 22: Summary of FORCE Performance and Recommendation Memo**, and the DND 279 to the CAF member's CoC as per paragraphs 21-22;
 - d. Re-schedule the CAF member for an additional 12 weeks of SPTP; and
 - e. Amend the CAF member's SPTP to meet their new goals and ensure further progression.
37. If the CAF member fails to meet the MPFS for a third time, the SPTP Coordinator will:
 - a. Complete the **Tool 27: Supplementary Physical Training Program Monthly Progress Report** checking the "Continue with SPTP" box and record the failure to meet MPFS after the third attempt of the FORCE Evaluation;
 - b. Complete **Tool 22: Summary of FORCE Performance and Recommendation Memo** noting the CAF member's third failure to meet the MPFS on the FORCE Evaluation after 24 weeks of SPTP;
 - c. Forward the completed **Tool 27: Supplementary Physical Training Program Monthly Progress Report, Tool 22: Summary of FORCE Performance and Recommendation Memo**, and the DND 279 to the CAF member's CoC as per paragraphs 21-22;
 - d. Re-schedule the CAF member for an additional 12 weeks of SPTP; and
 - e. Amend the CAF member's SPTP to meet their new goals and ensure further progression.

38. For CAF members who voluntarily enrolled in the SPTP program, the program duration and the graduating/release criteria's will be discussed and confirmed by the CAF member their CoC and PSP.

Note: After the third unsuccessful attempt of the FORCE Evaluation, the CAF member will be required to complete the CMTFE after an additional 12 weeks of SPTP.

Note: Once CAF personnel have successfully completed the SPTP their file should be kept for a period of three (3) years. After three (3) years, the file may be destroyed as per the applicable Protected Information protocols.

PART 5: PROGRAM EVALUATION AND PARTICIPANT FEEDBACK

39. Evaluation of the local SPTP should be done on a regular, ongoing basis to ensure it successfully meets the needs of CAF personnel.
40. Program evaluation and feedback can be conducted through:
- Ongoing participant feedback through verbal communication;
 - Tool 27: Supplementary Physical Training Program Monthly Progress Report;**
 - Tool 29: Supplementary Physical Training Program Evaluation Form;** and
 - Tool 28: Supplementary Physical Training Program Annual Report.**
41. CAF personnel enrolled in the SPTP will have the opportunity to provide feedback upon exiting the SPTP by completing **Tool 29: Supplementary Physical Training Program Evaluation Form.**
- The information gathered in this document is to be used at a local level to increase the effectiveness of the delivery of their SPTP.
 - The data from this form should be compiled, analyzed and reported in **Tool 28: Supplementary Physical Training Program Annual Report.**
42. Annually, the SPTP coordinator complete **Tool 28: Supplementary Physical Training Program Annual Report.**
- This report will analyze, evaluate, and provide feedback regarding the delivery, participation, challenges and recommendations to their local SPTP.
 - The SPTP coordinator will email **Tool 28: Supplementary Physical Training Program Annual Report** to the CAF Fitness Manager NLT then May 31 of each year.



CHAPTER 6:

PRIMARY RESERVE OPERATIONAL FITNESS STANDARD

BACKGROUND

1. The purpose of the Primary Reserve Operational Fitness Standard (PROFS) Evaluation is to assess the abilities of Reserve Applicants to perform the common military duties prior to enrolment. Common military duties include tasks that CAF personnel may be called upon to perform regardless of environment, age, gender, rank or occupation. These tasks are modified scenario represented by an evaluation known as the Common Military Tasks Fitness Evaluation (CMTFE).
2. The PROFS Evaluation on its own is not a physical fitness evaluation, but a pre-screening evaluation to confirm a CAF Reserve Forces Applicant can meet a CAF operational standard, the CMTFE and its approved predictor, the FORCE Evaluation.
3. CAF personnel are required to meet the minimum operational standards set out in **DOAD 5023-1, *Minimum Operational Standards Related to Universality of Service***, which include the CMTFE that has to be met annually, mainly by the mean of its approved predictor, the FORCE Evaluation. CAF Reserve Forces Applicant must meet that standard upon joining the CAF as a Reservist.
4. The PROFS Evaluation replicates the four (4) components of the FORCE Evaluation; however, the PROFS Evaluation is not part of the FORCE Fitness Profile and the FORCE Rewards Program. The PROFS Evaluation will not be conducted using the FORMeFIT Evaluation System and Applicants do not have access to the **www.dfit.ca** website for exercise prescription.
5. The PROFS Evaluation is mainly conducted by unit recruiters or other CAF personnel designated by the unit and qualified as CAF FORCE Evaluators. The ratio of FORCE Evaluators to Applicants should be no more than 1:3.
6. The PROFS Evaluation is valid for 365 days.
7. If required, qualified PSP Fitness staff may also conduct the PROFS Evaluation for Reserve Applicants. If PSP Fitness staff are required to conduct the PROFS Evaluation, the request must come directly from the local Canadian Forces Recruiting Centre (CFRC).

PART 1 : PRE-EVALUATION ADMINISTRATION

PROFS EVALUATION SCHEDULE

8. PROFS Evaluation schedules will vary by location.

PRE-EVALUATION INSTRUCTION FOR APPLICANTS

9. The CFRC, the Unit Recruiter or the FORCE Evaluator who will be evaluating the Applicant must provide the Applicant with the following documents a minimum of 48 hours prior to their scheduled PROFS Evaluation:
 - a. **DND 4014-E: *PROFS Pre-Evaluation Information and Instructions for Applicants (Tool 30)***. Applicants who have not reached the age of majority will be provided the following forms:
 - i. **DND 4016-E: *Primary Reserve Operational Fitness Standard Consent for Evaluation Form-Youth (Not age of Majority) (Tool 31)***.
 - ii. **DND 4024-E: *Release of Liability for the Primary Reserve Operational Fitness Standard Waiver of Claims, Assumption of Risks and Indemnification Agreement-Youth (Not age of Majority) (Tool 32)***.

HOW TO REGISTER FOR A PROFS EVALUATION

10. As part of the registration process, the FORCE Evaluator will review the consent and liability waiver forms with the Applicant.
11. The Applicant must also complete a consent and waiver form. These documents are based on the Applicant's age as follows:
 - a. Adults (Age 18 or older) will complete:
 - i. **DND 4015-E: Primary Reserve Operational Fitness Standard Consent for Evaluation Form-Adult (Tool 33)**; and
 - ii. **DND 4023-E: Release of Liability for the Primary Reserve Operational Fitness Standard Waiver of Claims, Assumption of Risks and Indemnification Agreement-Adult (Age of Majority) (Tool 34)**.
 - b. Youth (under the age of 18) should have the following form completed:
 - i. **DND 4016-E: Primary Reserve Operational Fitness Standard Consent for Evaluation Form-Youth (Not age of Majority)**, must be signed by Parent/Guardian (**Tool 31**); and
 - ii. **DND 4024-E: Release of Liability for the Primary Reserve Operational Fitness Standard Waiver of Claims, Assumption of Risks and Indemnification Agreement-Youth (Not age of Majority)**, must be signed by Parent/Guardian (**Tool 32**).
12. The Applicant must complete **Block A** of the **DND 2212: Primary Reserve Operational Fitness Standard (Tool 36)**.
13. On the **DND 2212: Primary Reserve Operational Fitness Standard** the FORCE Evaluator will place a checkmark in the appropriate box (Adult or Youth) of **Block A / Applicant's Particulars - Consent Form** indicating which form has been completed.

Note: This is a different document than the FORCE Program DND 279. These two forms are not to be used interchangeably.

14. The forms must be fully completed by the Applicant and the FORCE Evaluator.

Note: The DND 2212: Primary Reserve Operational Fitness Standard Fitness form is a Protected 'B' document and must be treated as such.

HOW TO COMPLETE THE PROFS DND 2212 BLOCK A / APPLICANT'S PARTICULARS

15. The Applicant will firmly and legibly complete **Block A / Applicant's Particulars of the DND 2212: Primary Reserve Operational Fitness Standard Fitness Evaluation**.
16. The Applicant will complete the following fields in Block A / Applicant's Particulars:
 - a. Surname;
 - b. Initials;
 - c. SN;
 - d. Date of Birth (yyaa/mm/dj);
 - e. Age;
 - f. Emergency Contacts - Next of Kin (name/phone); and
 - g. Physician (name/phone).

17. The Applicant will complete the following fields in Block A / Applicant’s Particulars:
 - a. Photo ID;
 - b. Consent Form;
 - c. Recruiting Center;
 - d. Unit;
 - e. UIC; and
 - f. Identify if this is the Initial evaluation, Second evaluation or Other.
18. The FORCE Evaluator will validate that the Applicant’s personal information in Block A / Applicant’s Particulars is complete and accurate using a valid Government issued photo ID such as a Driver’s license or a Health Card.

Note: Do not proceed with the PROFS Evaluation if you cannot confirm the Applicant’s identity using a valid Government issued photo ID.

Block A - Bloc A / Applicants' particulars - Renseignements sur l'aspirant(e)					
Surname - Nom		Init.	SN - NM	DOB - DDN (yyaa/mm/dj)	Emergency contacts - Next of kin (name / phone) Numéro d'urgence - Proche parent (nom / téléphone)
<input type="checkbox"/> Photo ID Carte photo	Age - Âge	Sex - Sexe <input type="checkbox"/> M <input type="checkbox"/> F	Consent form - Formulaire de consentement <input type="checkbox"/> Adult - Adulte <input type="checkbox"/> Youth - Mineur		Physician (name / phone) Médecin (nom / téléphone)
Recruiting centre - Centre de recrutement		Unit - Unité	UIC - CIU		
<input type="checkbox"/> Initial evaluation - Première évaluation		<input type="checkbox"/> Second evaluation - Deuxième évaluation			
<input type="checkbox"/> Other - Autre					

Figure 6.1: PROFS DND 2212: Block A / Applicant Particulars

HOW TO COMPLETE THE DND 2212 BLOCK B / HEALTH QUESTIONNAIRE

19. Prior to attempting the PROFS Evaluation, the Applicant must complete the Health Questionnaire (Figure 6.2).
20. The Health Questionnaire consists of nine (9) questions, which the Applicant will answer to the best of their knowledge with a **Yes** or **No** answer. This procedure is necessary to identify potential health issues that require a medical consultation prior to an evaluation.
21. The Applicant will sign and date Block B / Health Questionnaire.
22. If the Applicant answers “No” to all the questions, the FORCE Evaluator will proceed to complete Block C / Evaluator’s Observations and Block D / Blood Pressure.
23. If the Applicant answers “Yes” to any of the questions in Block B / Health Questionnaire, the PROFS Evaluation cannot be completed. The FORCE Evaluator completes Block D / Blood Pressure prior to referring the Applicant to a Physician.
24. The FORCE Evaluator should not attempt to diagnose or discuss why the Applicant had a “YES” response.

Block B - Bloc B / Health questionnaire - Questionnaire sur la santé		
<p>This questionnaire is a screening device to identify personnel for whom fitness evaluation and physical activity might be inappropriate at this time.</p> <p><i>To the best of my knowledge:</i></p>		<p>Le présent questionnaire est un outil de travail dont le but est d'identifier les personnes pour qui une évaluation de la condition physique et de l'exercice sont présentement contre-indiqués.</p> <p><i>Au meilleur de votre connaissance :</i></p>
<p>1. Do you have a medical condition which restricts you from participating in a fitness evaluation or a progressive training program?</p>	<p>Yes Oui</p> <p>No Non</p>	<p>1. Avez-vous un trouble médical qui vous empêche de participer à une évaluation de la condition physique ou à un programme de conditionnement physique progressif?</p>
<p>2. Do you have a bone or joint problem that could be made worse by becoming more physically active or which may prevent you from participating in a fitness evaluation or progressive training program?</p>		<p>2. Avez-vous des problèmes osseux ou articulaires qui pourraient être aggravés si vous pratiquez plus d'activité physique ou pouvant vous empêcher de participer à une évaluation de la condition physique ou à un programme de conditionnement physique progressif?</p>
<p>3. Do you experience pain, tightness, squeezing or a heaviness in your chest when you exercise?</p>		<p>3. Ressentez-vous une douleur, une oppression, un serrement ou une pression dans la poitrine lorsque vous faites de l'exercice?</p>
<p>4. Do you ever get dizzy or faint when you exercise?</p>		<p>4. Souffrez-vous d'étourdissements ou d'évanouissements lorsque vous faites de l'exercice?</p>
<p>5. Have you ever had a heart attack, a stroke or other heart-related problems?</p>		<p>5. Avez-vous déjà souffert d'une crise cardiaque, d'un accident cérébrovasculaire ou d'autres problèmes cardiaques?</p>
<p>6. Do you suffer from such things as asthma, bronchitis, emphysema, diabetes, hypoglycemia, epilepsy, high blood pressure or cancer?</p>		<p>6. Souffrez-vous de l'asthme, de la bronchite, de l'emphysème, du diabète, d'hypoglycémie, de l'épilepsie d'hypertension artérielle ou du cancer?</p>
<p>7. Are you pregnant or do you believe that you might be?</p>		<p>7. Êtes-vous enceinte ou croyez-vous l'être?</p>
<p>8. Are you taking medication (prescribed or otherwise) that could affect your ability to undertake a fitness evaluation?</p>		<p>8. Prenez-vous des médicaments (prescrits ou non prescrits) qui pourraient vous empêcher de participer à l'évaluation de la condition physique?</p>
<p>9. Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program?</p>		<p>9. Y a-t-il d'autres raisons pour lesquelles vous aimeriez consulter un médecin avant de participer à l'évaluation de la condition physique ou d'entreprendre un programme de conditionnement physique?</p>
<p>Applicant's signature - Signature de l'aspirant(e)</p>		<p><input type="checkbox"/> Physician referral report Rapport d'évaluation du médecin</p>
		<p>Date (yyaa-mm-dd)</p>

Figure 6.2: PROFS DND 2212: Block B / Health Appraisal

HOW TO COMPLETE THE PROFS DND 2212 BLOCK C / FORCE EVALUATOR'S OBSERVATIONS

- 25. Although **Block B / Health Appraisal** identifies most concerns for which a fitness evaluation would be inappropriate for the Applicant, the FORCE Evaluator must also make some general observations and check the appropriate **Yes** or **No** boxes in **Block C / Evaluator's Observations**.
- 26. The PROFS Evaluation shall not proceed if the Applicant:
 - a. Demonstrates difficulty breathing at rest;
 - b. Coughs persistently;
 - c. Has lower-extremity swelling; and/or
 - d. Has any other reason, which you believe would predispose them to unnecessary discomfort or risk ('other').
- 27. The FORCE Evaluator has the obligation and the authority to refuse evaluating an Applicant if they deem that the Applicant's health would be at risk by attempting the PROFS Evaluation.
- 28. The FORCE Evaluator will confirm that the Applicant has followed the pre-evaluation instructions. Non-compliance with the pre-evaluation instructions does not necessarily mean postponement of the PROFS Evaluation; however, the FORCE Evaluator must inform the Applicant that it may have a negative effect on their results.
- 29. If the FORCE Evaluator has no concerns, they may proceed to **Block D / Blood Pressure**.

Block C - Bloc C / Evaluator's observation Observations de l'évaluateur		
	<p>Yes Oui</p> <p>No Non</p>	
Difficulty breathing at rest	<input type="checkbox"/>	Difficulté à respirer au repos
Persistent cough	<input type="checkbox"/>	Toux persistante
Lower extremity swelling	<input type="checkbox"/>	Enflure des membres inférieurs
Other: _____	<input type="checkbox"/>	Autres : _____

Figure 6.3: PROFS DND 2212: Block C / Evaluator's Observations

HOW TO COMPLETE THE PROFS DND 2212 BLOCK D / BLOOD PRESSURE (BP)

30. FORCE Evaluators will measure the Applicant’s blood pressure (BP) to verify it is within the PROFS pre-screening measurement limits of less than or equal to 144/94 mmHg unless specified differently by a Physician.
31. The Force Evaluator will follow the guidelines outlined in **Tool 8: Blood Pressure Procedure** to measure the Applicant’s BP.
32. Once measured, the FORCE Evaluator will record the BP in **Block D / Blood Pressure**, under **First measure**.
33. If the BP meets the pre-screening criteria (less than or equal to 144/94 mmHg) or within the Physician recommended criteria, the Applicant is cleared and can proceed with the PROFS Evaluation.
34. If the Applicant’s BP measurement is **above 144/94 mmHg**, or above the Physician recommended criteria the FORCE Evaluator will complete the following steps:
 - a. Wait five (5) minutes and take the Applicant’s BP again;
 - b. Record the second measurement in Block D/Blood Pressure, under **Second measure**;
 - c. If the Applicant’s BP is equal to or below 144/94 mmHg, they can proceed with the PROFS Evaluation;
 - d. If the Applicant’s BP is still above 144/94 mmHg, or above the Physician recommended criteria after the second measurement, they should not be evaluated and be referred to their Physician;
 - e. Advise the Applicant that their BP readings are slightly above the normal range. Although there is no cause for alarm, you are referring them to their Physician as a safety precaution; and
 - f. Follow the steps under How to refer Applicants to a Physician.
35. The FORCE Evaluator should not attempt to diagnose or discuss why the Applicant’s BP is above the criteria for pre-screening.

Block D - Bloc D / Blood pressure Tension artérielle	
Resting blood pressure - Tension artérielle au repos	
First measure - Première mesure	
Systolic Systolique _____	Diastolic Diastolique _____
Second measure (if required) - Deuxième mesure (si nécessaire)	
Systolic Systolique _____	Diastolic Diastolique _____

Figure 6.4: PROFS DND 2212: Block D / Blood Pressure

HOW TO REFER TO A PHYSICIAN

36. Only Applicants who clear the pre-screening requirements above are permitted to participate in the PROFS Evaluation.
37. The FORCE Evaluator will refer an Applicant to their Physician when:
 - a. The Applicant answers “YES” to any of the nine (9) questions of the Health Appraisal on the DND 2212 (**Block B / Health Questionnaire**);
 - b. The Applicant has difficulty breathing at rest, has persistent cough and/or has lower extremity swelling observed by the FORCE Evaluator (**Block C / Evaluator’s Observations**);
 - c. The Applicant’s BP measurement exceeds 144/94 mmHg or the MO’s recommended criteria after two attempts (**Block D / Blood Pressure**);
 - d. The Applicant develops any symptoms, which in the experience of the FORCE Evaluator or the Applicant are outside of those normally encountered; and/or
 - e. The FORCE Evaluator becomes concerned for the Applicant’s safety due to immediate signs of serious distress.

38. The FORCE Evaluator will complete **Tool 35: PROFS Physician Referral Report**. Once completed, the DND 2212 can be disposed as per protected protocols.
39. The Applicant must seek Physician approval in order to reschedule and perform a PROFS Evaluation.
40. It is the responsibility of the Applicant to have their Physician complete the **Tool 35: PROFS Physician Referral Report** and return it to the Recruiting Officer.
41. Once this form is completed by their Physician, the Applicant may reschedule their PROFS Evaluation by contacting their Recruiting Officer.

WHEN AN APPLICANT RETURNS WITH A PHYSICIAN REFERRAL REPORT

42. If an Applicant was referred to a Physician using **Tool 35: PROFS Physician Referral Report** on a previous attempt at the PROFS Evaluation, the FORCE Evaluator will check the **Physician Referral Report** box in **Block B / Health Questionnaire** of the DND 2212.
43. The **Tool 35: PROFS Physician Referral Report** indicates whether or not the attending Physician has cleared the Applicant for the PROFS Evaluation. This report will include the Physician's recommendations regarding the pre-screening information and how to proceed with the evaluation.
44. The FORCE Evaluator must follow the direction of the referred Physician when administering the PROFS Evaluation.
45. At any time, if the Applicant does not meet the requirements or recommendations of the Physician, the FORCE Evaluator has an obligation to terminate the evaluation.
46. The **Tool 35: PROFS Physician Referral Report** will be valid for a maximum of six (6) months unless a shorter period has been identified.
47. The FORCE Evaluator will staple the **Tool 35: PROFS Physician Referral Report** to **Copy 1 - CFRC**.

PART 2: EVALUATION SET-UP

EQUIPMENT FOR PROFS EVALUATION

48. The equipment required to conduct the PROFS Evaluation is the same used for the FORCE Evaluation, with the following exceptions:
 - a. DND 279 used in the FORCE Evaluation will be replaced with the following documentation:
 - i. **DND 4015-E, Primary Reserve Operational Fitness Standard Consent for Evaluation Form-Adult Youth** or **DND 4016-E, Primary Reserve Operational Fitness Standard Consent for Evaluation Form-Youth (Tool 31)**;
 - ii. **DND 4023-E, Release of Liability for the Primary Reserve Operational Fitness Standard Waiver of Claims, Assumptions of Risks and Indemnification Agreement-Adult/Youth** or **DND 4024-E, Release of Liability for the Primary Reserve Operational Fitness Standard Waiver of Claims, Assumptions of Risks and Indemnification Agreement-Youth (Tool 32)**; and
 - iii. **DND 2212, Primary Reserve Operational Fitness Standard (PROFS) (Tool 36)**.
 - b. The waist circumference equipment (measuring tape, 70% Isopropyl alcohol pads, clothes pins and folding gym mats) is not required.
49. See **Chapter 2, PART 1: Equipment for the FORCE Evaluation** for a complete list of required equipment.

EVALUATION CENTRE SET-UP

50. The setup for the PROFS Evaluation is the same as the FORCE Evaluation, with the following exception:
 - a. The waist circumference station is not required.
51. See Chapter 2, PART 2: Evaluation Centre Set-Up for a complete description of the requirements for the set-up of the Evaluation Centre.

PART 3: CONDUCTING THE PROFS EVALUATION USING DND 2212

52. Applicant must successfully meet the MPFS on all components in the following order:

COMPONENT	MINIMAL PHYSICAL FITNESS STANDARD
20 metre Rushes	51.0 seconds or less
Sandbag Lift	3 minutes 30.0 seconds or less
Intermittent Loaded Shuttles	5 minutes 21.0 seconds or less
Sandbag Drag	Complete 20 m drag without stopping

Figure 6.5: PROFS Minimum Physical Fitness Standards

HOW TO BRIEF AN APPLICANT ON THE PROFS EVALUATION

53. Before the warm-up and movement preparation, a FORCE Evaluator will provide a clear explanation of the PROFS Evaluation objectives, procedures, MPFS, Emergency Action Plan (EAP), and provide an opportunity for Reserve Applicant to ask questions.
54. The FORCE Evaluator will begin by welcoming the participants using **Tool 7: Welcoming Script**.
55. The FORCE Evaluator will provide a clear explanation for each component using the provided scripts (see **Tools 11-14**). Refer to Chapter 4, Component Demonstration and Explanations for more information on the component protocols.
56. The FORCE Evaluator or an assistant (if available), will demonstrate each component as mentioned in the scripts. The demonstrator must be physically capable of precisely conducting each evaluation protocol while:
- Maintaining a neutral spine and proper knee alignment during the movements (see **Tool 18: Injury Prevention** for more information);
 - Conducting the component at an appropriate pace for demonstrating a protocol; and
 - Maintaining various isometric positions within the protocol for explanatory purposes.
57. The demonstration will include a minimum of:
- Two (2) shuttles of the 20 m Rushes;
 - Four (4) Sandbag Lifts;
 - One (1) Intermittent Loaded Shuttle; and
 - 10 m of the Sandbag Drag.

WARM-UP / MOVEMENT PREPARATION

58. Upon completing the Welcome briefing, the FORCE Evaluator will lead the Applicants through a warm-up and movement preparation specific to the PROFS Evaluation (**Tool 15: Warm-up/Movement Preparation**).
59. The warm-up will include the following:
- a. Light aerobic activity (2-3 minutes). To include:
 - i. 20 m x walking: easy arm circles, 10 m forward, 10 m backwards
 - ii. 20 m x walking: 10 m arm crossovers, 10 m shoulder flexion and extension
 - iii. 20 m x walking knee lifts
 - iv. 20 m x walking butt kicks
 - v. 20 m x walking Frankenstein (alternating straight leg raise to opposite hand)
 - vi. 2 x 20 m progressive jogging
 - vii. 20 m x side steps; 10 m on one side, 10 m on the other side
 - viii. 20 m x carioca (cross-overs); 10 m on one side, 10 m on the other side
 - b. 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 18: Injury Prevention**. To include:
 - i. 5/side x reaching side bends (knees and hips unlocked)
 - ii. 3 x squats
 - iii. 3/side x lunges forward / backward complex
 - iv. 3/side x lateral step lunges alternating side
 - v. 3/side x Spiderman reaches
 - vi. 5 x hand release push-up to get up (stand- hands down- step back into plank- hand release - push up - step up into standing)
 - c. The warm-up may also include a reduced version of each protocol at the discretion of the Applicant, which can include:
 - i. Two (2) shuttles of the 20 m Rushes at 50% pace
 - ii. 4 x Sandbag Lifts
 - iii. 10 m x Intermittent Loaded Shuttles
 - iv. 10 m x Sandbag Drag
 - d. Allow an additional 1-2 minute warm-up period at the Applicant's discretion.

PROFS EVALUATION PROTOCOLS

60. The following information is applicable to all four (4) components when using the DND 2212:
- a. The PROFS Evaluation parallels the protocols of the FORCE Evaluation. See Chapter 4, PART 2: Conducting the FORCE Evaluation using the DND 279 form, FORCE Evaluation protocols for specific protocols regarding each of the four (4) components.
 - b. A component is terminated when one of the following scenarios occurs:
 - i. The Applicant successfully completes the component;
 - ii. The Applicant chooses not to continue due to personal reasons (fatigue, pain, injury, etc.);
 - iii. The Applicant does not follow the Evaluator instructions, or does not safely complete the evaluation.
 - c. The FORCE Evaluator will record the Applicant's results on the DND-2212 in **Block E / FORCE Evaluation**;
 - d. If it is evident that an Applicant will not complete a component within the standard, the FORCE Evaluator will allow them to continue until they complete the component;

- e. There is no authorized alternative or modified protocols for PROFS;
- f. The minimum rest period between each component of the PROFS Evaluation is five (5) minutes;
- g. The maximum rest time between each component of the PROFS Evaluation is eight (8) minutes. FORCE Evaluators must ensure that Applicants do not exceed a rest time of eight (8) minutes, otherwise the PROFS Evaluation results do not fall under the research criteria;
- h. Applicants unable to complete the PROFS Evaluation and meet MPFS will be ineligible to enroll in the CAF Reserve Force; and
- i. DAOD 5023-2: Physical Fitness Program, does not apply to PROFS Applicants. There is no Supplementary Physical Training Program for PROFS Applicants that are unsuccessful at achieving the MPFS.

COOL-DOWN

61. A supervised cool-down within the evaluation area should take place following completion of the PROFS Evaluation. If requested by the Applicant, the FORCE Evaluator will provide time and guidance to perform stretches relevant to the PROFS Evaluation components. Please refer to **TOOL 16: Cool- Down**, for the cool-down routine.

PART 4: PROFS EVALUATION RESULTS

HOW TO COMPLETE THE PROFS DND 2212 BLOCK E / FORCE EVALUATION

- 62. The FORCE Evaluator will record the Applicant’s time to the nearest tenth of a second for each of the four (4) components (20mR, SBL, ILS, and SBD) in **Block E / FORCE Evaluation** of the DND 2212.
- 63. The FORCE Evaluator will insert an “x” in the appropriate box next to the corresponding component:
 - a. Met if the Applicant has met the MPFS for that component;
 - b. Did Not Meet if the Applicant has not met the MPFS for that component; or
 - c. If the Applicant does not complete one or more of the PROFS Evaluation components, the FORCE Evaluator will cross out the component(s) and check “Did Not Meet.”

Block E - Bloc E / FORCE Evaluation - Évaluation			
<i>20 metre Rushes - Course de 20 mètres</i>		<i>Intermittent Loaded Shuttle - Course - navette intermittente avec charge</i>	
Time/Temps (m:ss)	Standard Norme	Time/Temps (m:ss)	Standard Norme
<input type="text"/> : <input type="text"/>	51 s	<input type="text"/> : <input type="text"/>	5 min 21 s
	<input type="checkbox"/> Met - Satisfait		<input type="checkbox"/> Met - Satisfait
	<input type="checkbox"/> Did not meet - N'a pas satisfait		<input type="checkbox"/> Did not meet - N'a pas satisfait
<i>Sandbag Lift - Soulever des sacs de sable</i>		<i>Sandbag Drag - Traction de sacs de sable</i>	
Time/Temps (m:ss)	Standard Norme	Time/Temps (m:ss)	Standard Norme
<input type="text"/> : <input type="text"/>	3 min 30 s	<input type="text"/> : <input type="text"/>	Completion Compléter
	<input type="checkbox"/> Met - Satisfait		<input type="checkbox"/> Met - Satisfait
	<input type="checkbox"/> Did not meet - N'a pas satisfait		<input type="checkbox"/> Did not meet - N'a pas satisfait

Figure 6.6: DND 2212: Block E FORCE Evaluation

- 64. If a PROFS Evaluation is terminated by either the Applicant or the FORCE Evaluator, the result will be recorded as a “Did not meet the standard”.
- 65. The Applicant may re-attempt the PROFS Evaluation after a minimum of 30 days of the initial evaluation date. The FORCE Evaluator has the discretion to make alternate arrangements depending on specific cases.
- 66. The PROFS Evaluation results are valid for a period of 365 days. The Applicant will be required to complete the PROFS Evaluation upon enrollment.

HOW TO COMPLETE THE DND 2212 BLOCK F / CERTIFICATION OF EVALUATION

67. The Applicant must print their name, sign and date the **DND 2212 in Block F / Certification of Evaluation** acknowledging the PROFS Evaluation results accuracy.

Block F - Bloc F / Certification of Evaluation - Attestation d'évaluation		
Applicant name (<i>print</i>) - Nom de l'aspirant(e) (<i>en lettre moulées</i>)	Applicant signature - Signature de l'aspirant(e)	Date (yyaa/mm/dj)

Figure 6.7: DND 2212: Block F FORCE Evaluation

HOW TO COMPLETE THE DND 2212 BLOCK G / RESULTS

68. The FORCE Evaluator will insert an 'x' in the appropriate box in **Block G / Results** if the Applicant has met or not met the MPFS.
69. The FORCE Evaluator must print their name, sign and date the DND 2212 in **Block G / Results** acknowledging the PROFS Evaluation results accuracy.

Block G - Bloc G / Results - Résultats		
Physical fitness evaluation results - Résultats de l'évaluation de la condition physique		
Met MPFS - Atteint NMCP	▶ <input type="checkbox"/> Yes - Oui	<input type="checkbox"/> No - Non
Evaluator's signature - Signature de l'évaluateur		
Name (<i>print</i>) - Nom (<i>en lettre moulées</i>)	Signature	Date (yyaa/mm/dj)

Figure 6.8: DND 2212: Block G / Results

PART 5: PROCESSING PROFS INFORMATION

HOW TO DISTRIBUTE THE PROFS DND 2212 FORM

70. Following the PROFS Evaluation, the FORCE Evaluator is responsible for the proper distribution of the completed PROFS documentation as follows:
- The CFRC/Reserve Unit for which the PROFS Evaluation was performed is to receive the following documents:
 - DND, PROFS 2212 (Copy 1);
 - DND 4015-E (Adult) or DND 4016-E (Youth): PROFS Consent for Evaluation; and
 - DND 4017-E: Physician Referral Report (if provided).

Note: These documents should be either hand delivered or mailed using Protected B protocols along with a DND 728-Document Transit and Receipt (Tool 24).

- The Applicant will receive the PROFS DND 2212 (Copy 2);
- The FORCE Evaluator is to retain the following documents for a period of 3 years using Protected B protocol:
 - PROFS DND 2212 (Copy 3); and
 - DND 4023-E (Adult) or DND 4024-E (Minor): Release of Liability for the Primary Reserve Operational Fitness Standard Waiver of Claims, Assumptions of Risks and Indemnification Agreement (Adult or Youth).

Note: Only the 3 copy-carbon DND 2212 form is to be used for the PROFS Evaluation. No photocopies are permitted. The PSP Evaluation Centre or the CFRC is responsible for ordering the form, which is available through the Defence Forms Catalogue (www.dfc-rfd.mil.ca/).



CHAPTER 7:

CAF FORCE REWARD PROGRAM

PART 1: OVERVIEW OF THE FORCE PROGRAM

BACKGROUND

1. As per CANFORGEN 038/13, the Canadian Armed Forces (CAF) announced the launch of a new CAF Fitness Initiative called the FORCE Program.
2. The FORCE Program, which stands for **F**itness for **O**perational **R**equirements of **C**anadian **A**rmed **F**orces **E**mployment, is a reflection of the Minimum Physical Fitness Standards (MPFS) related to the common tasks and duties of CAF personnel.
3. The FORCE Program has three (3) main components:
 - a. **FORCE Evaluation**, which predicts one's ability to meet or exceed the minimum physical rigors of military service;
 - b. **Programs** that support personnel with fitness and exercise programming such as DFit.ca and Health Promotion;
 - c. **Fitness and Wellness Participation**, which includes individual and unit fitness responsibility to actively participate in programs and activities.
4. The FORCE Fitness Profile and Incentive levels were introduced in CANFORGEN 052/16 on 29 Mar 2016.
5. The FORCE Fitness Profile includes a Health-Related Fitness score in addition to an Operational Fitness score. These scores, along with the results of the 4 FORCE Evaluation tasks, allow for CAF personnel to be:
 - a. Plotted on the FORCE Fitness Profile;
 - a. Displayed in FORMeFit reports; and
 - a. Eligible for the CAF Rewards Program.
6. The FORCE Rewards Program, introduced on 1 January 2019, is one of many ongoing efforts to strengthen the culture of fitness within the CAF. The FORCE Rewards Program provides incentive rewards while recognizing individuals' efforts and exemplary performance on the four (4) components of the FORCE Evaluation while encouraging CAF personnel to regularly participate in physical activity.
7. In the development of the FORCE Rewards Program, the Director of Programs (DPROG) previously Directorate of Fitness (DFit) piloted approximately 15,000 questionnaires and seven (7) focus groups to identify factors that motivate CAF personnel.
 - a. This research concluded that a material reward given to achieve a fitness goal not only creates a sense of accomplishment, but they also instill pride for being recognized by colleagues.

AIM

8. The purpose of this manual is to educate all Base/Wing/Unit's PSP Fitness Staff on the intent and delivery of the FORCE Rewards Program.

OVERVIEW

9. The intent of the FORCE Rewards Program is to motivate, encourage and incentivize CAF personnel to live a healthy and active lifestyle while continuously increasing physical fitness levels and operational readiness.
10. The FORCE Rewards Program issues material rewards to CAF personnel in an effort to recognize those who achieve a high level of health-related fitness and operational fitness.
11. CAF personnel who achieve Silver, Gold or Platinum on the FORCE Fitness Profile will be eligible for a FORCE Reward.
12. Each calendar year (1 January to 31 December), CAF personnel will be eligible for the FORCE Rewards Program upon completion of their first annual FORCE Evaluation.
13. The FORCE Rewards change annually.

OBJECTIVE OF THE FORCE REWARDS PROGRAM

14. In line with the CAF's objective of maintaining its high level of health-related fitness and operational readiness, the FORCE Rewards Program has been implemented to motivate personnel to reach higher levels of fitness while recognizing those who achieve excellence.
15. The incentive program is based upon the Self-Determination Theory - the most widely accepted framework for the study of individual human motivation (Deci & Ryan, 1995). Their model states that:
 - a. Higher levels of motivation will lead to an increase in positive behavior and eventually yield higher performance results; and
 - b. Individuals are motivated by both internal and external factors which can play a major role in one's personal motivation.
 - i. **Internal/Intrinsic motivation:** is defined as the doing of an activity for its inherent satisfactions rather than for an outside consequence. An intrinsically motivated person is moved to act for the fun or challenge entailed rather than because of external prods, pressures, or rewards;
 - ii. **External/Extrinsic motivation:** is derived from an external outcome such as a reward system, positive feedback or the avoidance of negative consequences.
16. By creating a goal or incentive and recognizing individual efforts, we can increase CAF members' motivation and performance. The FORCE Rewards Program allows PSP Fitness Staff to target a specific type of external/extrinsic motivation, called introjected regulation, in which social recognition such as material rewards can be used to motivate CAF personnel nationwide to achieve higher levels of fitness and operational readiness.

17. FORCE Reward Program Logo



Figure 1.2

Within the FORCE Reward Program logo (Figure 1.2), there are:

- a. The three (3) CAF environments are equally represented within the crest by the anchor (Royal Canadian Navy), swords (Canadian Army) and eagle (Royal Canadian Air Force);
- b. Four (4) maple leaf's that represent the FORCE Evaluation tasks (20m Rushes, Sandbag Lift, Intermittent Loaded Shuttle, Sandbag Drag);
- c. Five (5) interlocking rings adopted from the former PERI/PERO logo representing physical, mental, emotional, spiritual and social health; and
- d. The Latin phrase "*Mens Sana In Corpore Sano*" translates to "A healthy mind in a healthy body" and defines the purpose of the FORCE Rewards Program.

PART 2: STANDARD OPERATING PROCEDURES – FORCE REWARDS PROGRAM ELIGIBILITY

FORCE REWARDS PROGRAM ELIGIBILITY:

18. All CAF personnel are eligible to earn a Force Reward
19. No other Job Standard Evaluation will qualify in place of the FORCE Evaluation or will be eligible for the FORCE Rewards Program.
20. Rewards will be issued for those individuals scoring Silver or higher on the FORCE Fitness Profile.
21. CAF personnel who decline their waist circumference will not be eligible for the FORCE Rewards Program as the waist circumference measurement is needed in order to generate a FORCE Fitness Profile.
22. Only the first FORCE Evaluation of the calendar year (1 January to 31 December) is eligible for a Reward.

EXCEPTIONS ARE AS FOLLOWS:

- a. If you fail your first evaluation, then pass your next evaluation and earn an incentive level you will be eligible to claim your reward.
 - b. If you perform your FORCE Evaluation in January and then are required to complete your FORCE Evaluation in December of the same year to avoid expiring and you earn an incentive level, you will be eligible to claim your reward.
23. CAF personnel may not make multiple attempts at the FORCE Evaluation in order to achieve multiple rewards or increase their scores in order to obtain another reward.

NOTE: FORCE Evaluations completed using a DND 279 will be eligible for the FORCE Rewards Program as long as the individual meets all other eligibility criteria.

PART 3: STANDARD OPERATING PROCEDURES – EXPLAINING THE FORCE REWARDS PROGRAM

EXPLAINING THE FORCE REWARDS PROGRAM DURING INITIAL INFORMATION BRIEFING

24. The FORCE Evaluator will use the initial briefing as an opportunity to explain the FORCE Rewards Program in conjunction with the achievement of Silver, Gold and Platinum Incentive levels.
25. To assist the FORCE Evaluator, the FORCE Rewards Program information has been added to the FORCE Evaluation Welcome Script. Refer to Annex A for the amended Welcome Script.
26. Before the warm-up, the FORCE Evaluator will: provide a clear overview of the FORCE Evaluation tasks, educate CAF personnel about the FORCE Profile, review the BORG Scale, and use the resource posters to explain the FORCE Rewards Program (Figure 3.1).
 - a. Reinforce that CAF personnel must achieve an Incentive level of Silver or higher to be eligible for the FORCE Rewards Program
 - b. The Incentive levels and rewards change annually but the Platinum Reward will always come with a Pin and Certificate of recognition.

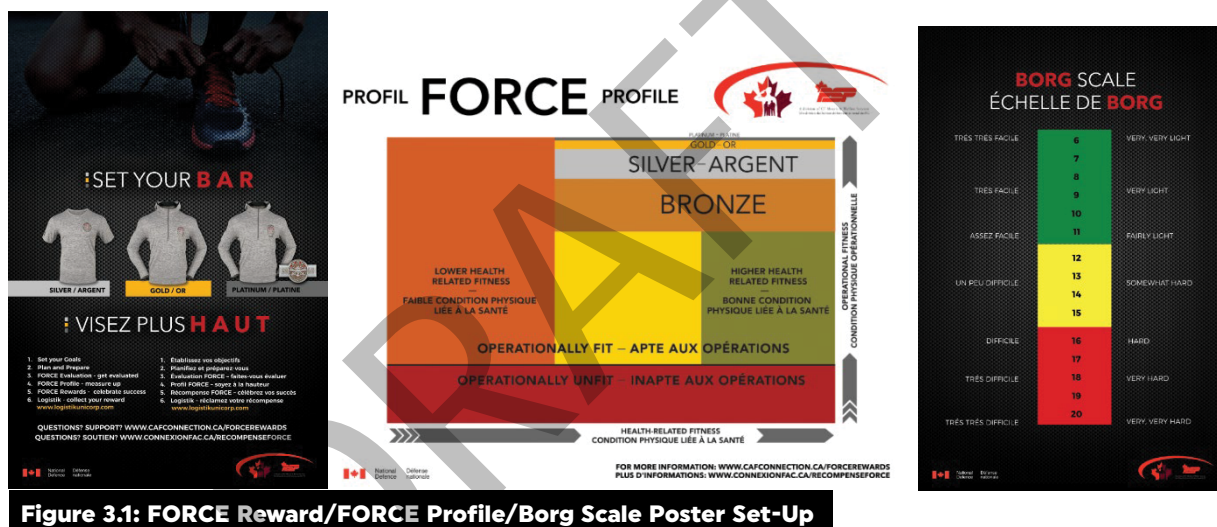


Figure 3.1: FORCE Reward/Force Profile/Borg Scale Poster Set-Up

EXPLAINING FORCE REWARDS DURING DEBRIEF

27. Upon completion of the FORCE Evaluation, the FORCE Evaluator will debrief the CAF member on the following:
 - a. Met/did not meet the MPFS;
 - b. Operational and Health-Related Fitness scores;
 - c. Placement on the FORCE Fitness Profile;
 - d. Goal setting for future FORCE Evaluations; and
 - e. Achieving the Incentive level of Silver or higher, making them eligible for the FORCE Rewards Program.
28. If the participant has met a level of Silver or higher on their FORCE Fitness Profile and fulfilled all other eligibility requirements, then provide a further explanation of the FORCE Rewards Program. Inform the participant of:

- a. The Incentive level achieved;
 - b. The reward earned;
 - c. How to claim their FORCE Reward on the Logistik website;
 - d. timeline of when to receive the reward.
29. There is a time delay from date of testing to when Reward levels will appear in Logistik. Please allow up to two weeks from the evaluation date for the results to show. FORCE Fitness Profile data transfer to Guardian and then will be uploaded to Logistik on the 15th and 30th of each month. This may not always be the case, however. For example, if the CAF member passes his/her evaluation on the 2nd of the month, they will need to wait until the 15th or 16th of the month to be able to see their reward on the FORCE Rewards website
30. For more details on the debriefing script, please refer to Annex B.

CLAIMING FORCE REWARDS

31. PSP Fitness Staff should familiarize themselves with the FORCE Rewards items and the reward claim process.
32. FORCE Rewards are to be claimed through Logistikunicorp: <https://www.logistikunicorp.com/>
33. It is the responsibility of the CAF personnel to log in and claim their reward.
34. When CAF personnel claim their reward, they will be prompted to select their item;
 - a. If applicable there will be sizing charts. It is highly encouraged that CAF personnel review the chart before they order their product since **rewards cannot be exchanged or returned.**
35. The Logistik website will show previous year's earned FORCE Rewards. If the member has unclaimed FORCE Rewards, they will need to claim them before seeing the most current Rewards.
36. CAF personnel will have the option to choose previous year's FORCE Rewards while supplies last.
37. Once CAF personnel choose the appropriate item and sizing, they will be prompted to select the location of the Base/Wing/Unit they wish the reward to be sent to. If a member is relocating, they must ensure to plan ahead and select the new location for delivery.
38. Once the reward has been claimed online, it may take 6-8 weeks for the product to arrive. Rewards are shipped the following month after they are ordered to the Bases/Wings/Units. Shipping to personal addresses is not an option with the Reward program.
39. Encourage CAF personnel to enter their email address on the FORCE Rewards website. If they do so they will receive three (3) emails:
 - a. One with their order information which will be received immediately upon finishing their claim or order;
 - b. The second email will contain the shipping and tracking information once the item is shipped;
 - c. A final email will be sent with the delivery information upon arrival of the package.

DISTRIBUTION OF THE SILVER AND GOLD FORCE REWARDS

40. The PSP Fitness Staff for each Base/Wing/Unit will be responsible for the distribution of the FORCE Reward products at Regular Force locations.
41. For Reserve Force locations the Reward will be addressed to the Unit CO who will then distribute the FORCE Rewards.

42. The point of contact for each Regular Force Base/Wing will receive an email from the FORCE Rewards website notifying them of the incoming shipment. In this email, it will detail the reward(s) and who the reward(s) belong to. To update or change the contact info please email dfit-cphysd@cfmws.com
43. No email will be sent to the Reserve Force locations, hence making it more vital the CAF personnel enter an email address with their order.
44. Please have CAF members sign off the receipt of their reward on location.

DISTRIBUTION OF THE PLATINUM REWARD

45. For Regular Force locations, upon acceptance of the Platinum Reward, the PSP FORCE Rewards POC will email the Senior Non-Commissioned Officer (Refer to Annex D). This email will provide the details regarding the Platinum Reward, CAF personnel particulars and overall information of the distribution process of the Platinum Reward.
46. PSP FORCE Rewards POC will deliver the reward to the Senior Non-Commissioned Officer.
47. The Senior Non-Commissioned Officer will determine the appropriate event to present this achievement to the CAF members.
48. For Reserve Force locations the Reward will go to the Unit CO who will then determine who will present the Reward. Ideally a SrNCO or the CO presents the award at an appropriate event.
49. It is intended that the Platinum Reward be presented to the individual in a public ceremony in the presence of their CoC and their colleagues.

FORMATION EUROPE AND OUTCAN REWARD DISTRIBUTION

50. CAF personnel located in Formation Europe or OUTCAN, claiming their rewards will be slightly different on the FORCE Rewards website.
51. CAF personnel who are part of Formation Europe will choose Formation Europe and their reward will be distributed accordingly via the **Formation Europe** PSP Coordinator.
52. If the CAF member is OUTCAN, choose OUTCAN they will be prompted to choose a location already identified. OUTCAN Rewards will ship through internal mail and then be distributed from their main location.
53. Please instruct the CAF members **not to choose Formation Europe if they are OUTCAN. If they are OUTCAN** and choose Formation Europe, they will delay receiving their FORCE Reward.

INVENTORY MANAGEMENT

54. It will be the responsibility of each Base/Wing/Unit's PSP Fitness Staff to manage inventory effectively.
55. Bases/Wings/Units are to follow their respective inventory management Standard Operating Procedures (SOP).
56. In contingency, if a Base/Wing/Unit does not have a SOP for Inventory Control, a spreadsheet can be used to monitor and track incoming and outgoing inventory. Bases/Wings/Units are encouraged to find an effective means of tracking the rewards specific to their location.
57. If you have an oversupply of unclaimed Rewards, email dfit-cphysd@cfmws.com for next steps.

PART 4: TROUBLESHOOTING AND FEEDBACK

If there are issues with the FORCE Rewards website.

58. If the FORCE Rewards website is not working or there are issues with the claiming reward, please contact the CAF Fitness Policies and Standards Coordinator dfit-cphysd@cfmws.com

If Guardian does not transfer the data correctly such as CAF personnel's information and/or reward level.

59. Please educate all CAF personnel that there will be a delay in data transferring from efit to Logistik. FORCE results are updated from the FORMeFit Evaluation Systems to Guardian then to Logistik every 15 days. There will be a delay in the information being posted on the Logistik website.
60. For CAF personnel who are tested using a DND279 further delays may occur as the entry of results into Guardian may not be immediate. Also, data entered into Guardian must be entered with the correct incentive level or the Reward will not show in Logistik.
61. If there is incorrect information, such as the incentive level, PSP Fitness Staff should contact their Fitness Coordinator or Data Entry Clerk. If the Fitness Coordinator or the Data Entry Clerk is unable to resolve the issue, he/she will contact the CAF Fitness Policies and Standards Coordinator at PSP HQ dfit-cphysd@cfmws.com. In this case, please ensure that the following information is included: **CAF member's name, rank, service number as well as FORCE Evaluation date, location and results.**

If the Reward product does not arrive.

62. The Logistik website will provide a tracking number to those who supply an email address on the website. Encourage CAF personnel to supply their email addresses because this allows the member, PSP and Logistik to track each shipment which may be helpful if it is lost. If the product does not arrive, please contact the CAF Fitness Policies and Standards Coordinator at PSP HQ dfit-cphysd@cfmws.com for further assistance.

For further information regarding the FORCE Rewards Program, please visit [CFMWS | Military Fitness Testing and specialty trades certifications | CFMWS](#) **or refer to the FAQ.**



TOOLS

- 107 Tool 1:** Acronyms
- 108 Tool 2:** Sandbag Filling Process
- 109 Tool 3:** Sandbag Drag Floor Surface Calibrations
- 111 Tool 4:** Sandbag Drag Calibration Tracking Sheet
- 112 Tool 5:** Dnd 279
- 113 Tool 6:** Pre-Force Evaluation Information And Instructions
- 115 Tool 7:** Welcome Script (Revised 2019)
- 117 Tool 8:** Blood Pressure Procedure
- 119 Tool 9:** Waist Circumference Procedure
- 123 Tool 10:** Waist Circumference Refusal Letter Psp Version
- 124 Tool 10:** Waist Circumference Refusal Letter General Version
- 125 Tool 11:** 20 Metre Rushes Script
- 126 Tool 12:** Sandbag Lift Script
- 127 Tool 13:** Intermittent Loaded Shuttles (Ils) Script
- 128 Tool 14:** Sandbag Drag (Sbd) Script
- 129 Tool 15:** Warm-Up / Movement Preparation
- 130 Tool 16:** Cool Down
- 131 Tool 17:** Debriefing Script
- 133 Tool 18:** Back Injury Prevention
- 142 Tool 19:** Force Evaluation Tracking Sheet
- 143 Tool 20:** Formefit Basic Troubleshooting Guide
- 146 Tool 21:** Formefit Evaluation System Calendar Codes
- 147 Tool 22:** Sptp Recommendation Letter
- 148 Tool 23:** Sptp Authorization Form
- 150 Tool 24:** Dnd 728
- 151 Tool 25:** Sptp Intake Sheet
- 153 Tool 26:** Sptp Informed Consent Form
- 155 Tool 27:** Sptp Monthly Progress Report
- 156 Tool 28:** Sptp Annual Report
- 157 Tool 29:** Sptp Program Evaluation
- 158 Tool 30:** Dnd 4014
- 159 Tool 31:** Dnd 4016
- 160 Tool 32:** Dnd 4024
- 161 Tool 33:** Dnd 4015
- 162 Tool 34:** Dnd 4023
- 163 Tool 35:** Dnd 4017
- 164 Tool 36:** Dnd 2212
- 166 Tool 37:** Logistik Unicorp Website Summary - Ordering Procedures
- 169 Tool 38:** Psp Email To Sr Nco
- 170 Tool 39:** Force Evaluation Facility Inspection Form
- 173 Tool 40:** Force Evaluation Assessment Form
- 177 Tool 41:** Profs Welcome Script

TOOL 1: ACRONYMS

AED	Automated External Defibrillator	NIH	National Institutes of Health
AFTA	Advanced Fitness Training Assistant (NE)	O&E	Organization & Establishment
AOR	Area of Responsibilities	OPI	Office of Primary Interest
BFTA	Basic Fitness Training Assistant (NE)	PFERC	Physical Fitness Evaluation Review Committee
BP	Blood Pressure	PHA	Periodic Health Assessment
B/W	Base/Wing	POC	Point of Contact
CFMWS	Canadian Forces Morale and Welfare Services	PROFS	Primary Reserve Operational Fitness Standard
CADPAT	Canadian Disruptive Pattern	PSP	Personnel Support Programs
CAF	Canadian Armed Forces	PT	Physical Training
CDC	Centers for Disease Control and Prevention	RegF	Regular Force
CFEC	Canadian Forces Recruiting Centre	RPE	Rate of Perceived Exertion
CM	Centimeter	SBD	Sandbag Drag
CMPC	Chief Military Personnel Command	SBL	Sandbag Lift
CMTFE	Common Military Task Fitness Evaluation	SN	Service Number
CO	Commanding Officer	SOP	Standard Operating Procedures
CoC	Chain of Command	SPTP	Supplementary Physical Training Program
DAOD	Defence Administrative Orders and Directives	Sr NCO	Senior Non-Commissioned Officer
DFit	Director of Fitness	UFSO	Unit Fitness Sports Officer
DND	Department of National Defence	UIC	Unit Identification Code
DOB	Date of Birth	U of S	Universality of Service
DWAN	Defence Wide Area Network	UPR	Unit Personnel Record
EAP	Emergency Action Plan (NE)	WC	Waist Circumference
EMS	Emergency Medical Services	WHO	World Health Organization
FAQ	Frequently Asked Questions	20mR	20 m Rushes
FL	Fitness Leader		
FC	Fitness Coordinator		
FORCE	Fitness for Operational Requirements of CAF Employment		
FSI	Fitness and Sports Instructor (NE)		
HQ	Headquarters		
HR	Heart Rate		
ID	Identification Card ILS (Intermittent Loaded Shuttles)		
KG	Kilogram		
M	Meter		
MEL	Medical Employment Limitation		
MFS	Manager, Fitness and Sports (NE)		
MO	Medical Officer (NE)		
MPFS	Minimal Physical Fitness Standards		
NDI	CAF Member's Military ID		

TOOL 2: SANDBAG FILLING PROCESS

1. As recommended by Preventive Medicine (PMed), avoid the use of sand containing silica (silicon dioxide). Workplace Hazardous Materials Information System (WHMIS) classifies silica as D2A - Very Toxic (Carcinogenicity). The health hazards associated with this product include cancer through chronic inhalation, respiratory irritation, damage to lungs through prolonged or repeated inhalation, and eye irritation.
2. Ensure that the sand you purchase and use to fill the sandbags is “playground” sand and free of silica. Request a Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS).
3. We recommend that you take time to inform yourself and your staff on the implications of silica by using the following links:
 - a. **About Silica:** www.ccohs.ca/oshanswers/chemicals/chem_profiles/quartz_silica.html
 - b. **WHMIS 2015 - Safety Data Sheet:** www.ccohs.ca/oshanswers/chemicals/whmis_ghs/sds.html
 - c. **Globally Harmonized System (GHS):** www.ccohs.ca/oshanswers/chemicals/ghs.html
4. Should you have any questions or concerns on this topic, please contact your local PMed Advisor.
5. Complete the following steps to properly fill the FORCE sandbags:
 - a. Insert the plastic inner sleeve into the black outer sleeve;
 - b. Place 20 kg of playground sand (see note above) inside the plastic inner sleeve;
 - c. Weigh the sandbag with a **calibrated floor scale**. The weight must be 20 kg, plus or minus 0.2 kg;
 - d. Remove the air from the plastic inner bag;
 - e. Twist the top of the plastic inner bag and seal it with duct tape; and
 - f. Feed the rope through the loops of the black outer sleeve and tie off tightly.

TOOL 3: SANDBAG DRAG FLOOR SURFACE CALIBRATIONS

1. Dragging four (4) sandbags across the floor surface requires a minimum force of 330 N (33.6 kg / 74 lb.). This weight is linked with the performance standard for the vehicle extrication task of an 86 kg (approx. 190 lb.) casualty rescue. Various sandbag configurations have been tested to ensure that 330 N is maintained across the most common indoor evaluation surfaces.
2. Floor surfaces must be clean, dry, hard, flat, smooth, and uniform across a 25 m section in order to be appropriate for a valid FORCE Evaluation.
3. 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.

CHOOSING A FLOOR SURFACE

APPROVED FLOOR SURFACES	DISAPPROVED FLOOR SURFACES
The following floor surfaces have been tested and approved for use for the SBD with minor weight modifications to ensure a consistent drag force.	The following floor surfaces have not been approved for the SBD because the drag force is too variable and may cause/or causes significant damage to the integrity of the sandbags' fabric.
Hardwood Gym Floors	Carpets
Polished Concrete Floors	Rough Concrete
Rubber Cushioned Flooring	Asphalt
Vinyl Tile	Grass
Taut Vinyl Mats	Artificial Turf
Rubberized Tracks	Ceramic Tile

ADDITIONAL VARIABLES TO CONSIDER

4. In addition to selecting an appropriate testing floor surface, FORCE Evaluators need to be aware of the other factors that could significantly influence the physical demand of the drag:
 - a. Ambient temperature and humidity
 - b. Condition of the sandbags or floor surface
 - c. Peeling floor tape
 - d. Water leaks or spills
 - e. Uneven floor surface

CALIBRATION SCALE

5. The Heys xScale Pro model luggage scale is the approved calibration tool for the FORCE Evaluation SBD task.

CALIBRATING THE SANDBAGS

6. The sandbags must be recalibrated by a FORCE Evaluator before each FORCE Evaluation session. The FORCE Evaluator must complete the following steps to ensure proper calibration:
 - a. A visual check of the evaluation area;
 - b. Verify that the **Heys xScale Pro** model luggage scale is in good working order and accurately measures the weight of a 20 kg sandbag (calibrate the luggage scale with a known weight);
 - c. Ensure the sandbags used for the SBD have each been calibrated to a weight of 20 kg (+/- 0.2 kg) and are properly connected to one another, as outlined in **Chapter 2: FORCE Set-up**;
 - d. Hook the luggage scale to the red strap that is connected to the sandbags;

Note: The carrying sandbag is not attached during the calibration of the SBD.

- e. Drag the sandbags **SLOWLY** (i.e. the bags should barely move) while holding the luggage scale at a height of **1 m** above the ground until a stable reading is obtained;

Note: The image below shows how to hold the luggage scale. The FORCE Evaluator must use the two-handed method. The FORCE Evaluator must ensure that the link, which attaches the scale hook to the scale, is straight when using the scale. If not, this will adversely affect the calibration process.

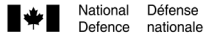
- f. The luggage scale will beep once a stable signal has been detected;
- g. To accurately replicate the minimum drag force required for a valid FORCE Evaluation, the luggage scale screen should read **33.6 kg (+/- 1 kg)**; and
- h. The Force Evaluator will record the measurement on **Tool 4: Sandbag Drag Calibration Tracking Sheet**.

Note: Environmental conditions, such as high humidity, and/or continued, repetitive use of the drag equipment, such the evaluation of large groups, may have an effect on the calibration. Recalibration may be required during the evaluation to ensure that every participant is evaluated under the same conditions. (ie. Opening gym doors may increase humidity).

SANDBAG CALIBRATION RECORD KEEPING

7. FORCE Evaluators must maintain a record of all calibration measurements, weather conditions, surfaces used, and any adjustments made for official FORCE Evaluations using **Tool 5: Sandbag Calibration Tracking Sheet**.

TOOL 5: DND 279



PROTECTED B (When completed) - PROTÉGÉ B (Une fois rempli)

Primary Reserve Operational Fitness Standard (PROFS) Normes de condition physique opérationnelle de la Première réserve (NCPOPR)

Block A - Bloc A / Applicants' particulars - Renseignements sur l'aspirant(e)					
Surname - Nom		Init.	SN - NM	DOB - DDN (yyaa/mm/dj)	Emergency contacts - Next of kin (name / phone) Numéro d'urgence - Proche parent (nom / téléphone)
<input type="checkbox"/> Photo ID Carte photo	Age - Âge	Sex - Sexe <input type="checkbox"/> M <input type="checkbox"/> F	Consent form - Formulaire de consentement <input type="checkbox"/> Adult - Adulte <input type="checkbox"/> Youth - Mineur		
Recruiting centre - Centre de recrutement		Unit - Unité	UIC - CIU		Physician (name / phone) Médecin (nom / téléphone)
<input type="checkbox"/> Initial evaluation - Première évaluation		<input type="checkbox"/> Second evaluation - Deuxième évaluation			
<input type="checkbox"/> Other - Autre _____					

Block B - Bloc B / Health questionnaire - Questionnaire sur la santé		
<p>This questionnaire is a screening device to identify personnel for whom fitness evaluation and physical activity might be inappropriate at this time.</p> <p><i>To the best of my knowledge:</i></p>		
<p>1. Do you have a medical condition which restricts you from participating in a fitness evaluation or a progressive training program?</p> <p>2. Do you have a bone or joint problem that could be made worse by becoming more physically active or which may prevent you from participating in a fitness evaluation or progressive training program?</p> <p>3. Do you experience pain, tightness, squeezing or a heaviness in your chest when you exercise?</p> <p>4. Do you ever get dizzy or faint when you exercise?</p> <p>5. Have you ever had a heart attack, a stroke or other heart-related problems?</p> <p>6. Do you suffer from such things as asthma, bronchitis, emphysema, diabetes, hypoglycemia, epilepsy, high blood pressure or cancer?</p> <p>7. Are you pregnant or do you believe that you might be?</p> <p>8. Are you taking medication (prescribed or otherwise) that could affect your ability to undertake a fitness evaluation?</p> <p>9. Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program?</p>	<p>Yes Oui</p> <p>No Non</p>	<p>Le présent questionnaire est un outil de travail dont le but est d'identifier les personnes pour qui une évaluation de la condition physique et de l'exercice sont présentement contre-indiqués.</p> <p><i>Au meilleur de votre connaissance :</i></p> <p>1. Avez-vous un trouble médical qui vous empêche de participer à une évaluation de la condition physique ou à un programme de conditionnement physique progressif?</p> <p>2. Avez-vous des problèmes osseux ou articulaires qui pourraient être aggravés si vous pratiquez plus d'activité physique ou pouvant vous empêcher de participer à une évaluation de la condition physique ou à un programme de conditionnement physique progressif?</p> <p>3. Ressentez-vous une douleur, une oppression, un serrement ou une pression dans la poitrine lorsque vous faites de l'exercice?</p> <p>4. Souffrez-vous d'étourdissements ou d'évanouissements lorsque vous faites de l'exercice?</p> <p>5. Avez-vous déjà souffert d'une crise cardiaque, d'un accident cérébrovasculaire ou d'autres problèmes cardiaques?</p> <p>6. Souffrez-vous de l'asthme, de la bronchite, de l'emphysème, du diabète, d'hypoglycémie, de l'épilepsie d'hypertension artérielle ou du cancer?</p> <p>7. Êtes-vous enceinte ou croyez-vous l'être?</p> <p>8. Prenez-vous des médicaments (prescrits ou non prescrits) qui pourraient vous empêcher de participer à l'évaluation de la condition physique?</p> <p>9. Y a-t-il d'autres raisons pour lesquelles vous aimeriez consulter un médecin avant de participer à l'évaluation de la condition physique ou d'entreprendre un programme de conditionnement physique?</p>
Applicant's signature - Signature de l'aspirant(e)		<input type="checkbox"/> Physician referral report Rapport d'évaluation du médecin
		Date (yyaa-mm-dj)

Block C - Bloc C / Evaluator's observation Observations de l'évaluateur	Block D - Bloc D / Blood pressure Tension artérielle
<p>Difficulty breathing at rest <input type="checkbox"/> Yes / <input type="checkbox"/> No Difficulté à respirer au repos</p> <p>Persistent cough <input type="checkbox"/> Yes / <input type="checkbox"/> No Toux persistante</p> <p>Lower extremity swelling <input type="checkbox"/> Yes / <input type="checkbox"/> No Enflure des membres inférieurs</p> <p>Other: <input type="checkbox"/> Yes / <input type="checkbox"/> No Autres :</p>	<p>Resting blood pressure - Tension artérielle au repos</p> <p>First measure - Première mesure</p> <p>Systolic _____ Diastolic _____ Systolique _____ Diastolique _____</p> <p>Second measure (if required) - Deuxième mesure (si nécessaire)</p> <p>Systolic _____ Diastolic _____ Systolique _____ Diastolique _____</p>

Block E - Bloc E / FORCE Evaluation - Évaluation			
<p>20 metre Rushes - Course de 20 mètres</p> <p>Time/Temps (m:ss) Standard Norme</p> <p><input type="text"/> : <input type="text"/> 51 s</p> <p><input type="checkbox"/> Met - Satisfait <input type="checkbox"/> Did not meet - N'a pas satisfait</p>		<p>Intermittent Loaded Shuttle - Course - navette intermittente avec charge</p> <p>Time/Temps (m:ss) Standard Norme</p> <p><input type="text"/> : <input type="text"/> 5 min 21 s</p> <p><input type="checkbox"/> Met - Satisfait <input type="checkbox"/> Did not meet - N'a pas satisfait</p>	
<p>Sandbag Lift - Soulever des sacs de sable</p> <p><input type="text"/> : <input type="text"/> 3 min 30 s</p> <p><input type="checkbox"/> Met - Satisfait <input type="checkbox"/> Did not meet - N'a pas satisfait</p>		<p>Sandbag Drag - Traction de sacs de sable</p> <p><input type="text"/> : <input type="text"/> Completion Compléter</p> <p><input type="checkbox"/> Met - Satisfait <input type="checkbox"/> Did not meet - N'a pas satisfait</p>	

Block F - Bloc F / Certification of Evaluation - Attestation d'évaluation		
Applicant name (print) - Nom de l'aspirant(e) (en lettre moulées)	Applicant signature - Signature de l'aspirant(e)	Date (yyaa/mm/dj)

Block G - Bloc G / Results - Résultats		
<p>Physical fitness evaluation results - Résultats de l'évaluation de la condition physique</p> <p>Met MPFS - Atteint NMCP <input type="checkbox"/> Yes - Oui <input type="checkbox"/> No - Non</p>		
<p>Evaluator's signature - Signature de l'évaluateur</p> <p>_____ Name (print) - Nom (en lettre moulées)</p> <p>_____ Signature</p> <p>_____ Date (yyaa/mm/dj)</p>		

DND 2212 (12-2016) 7530-21-914-6136
Design: Forms Management 613-965-9944
Conception: Gestion des formulaires 613-947-8944

Copy / Copie 1 - CFRC / CRFC
Copy / Copie 2 - Applicant / Aspirant
Copy / Copie 3 - Evaluator / Évaluateur



PROTECTED B (When completed) - PROTÉGÉ B (Une fois rempli)

TOOL 6: PRE-FORCE EVALUATION INFORMATION AND INSTRUCTIONS

PERSONAL INFORMATION

Name: _____ Location: _____

Evaluation Date (DD/MM/YYYY): _____ Time (24hrs): _____

FORCE EVALUATION INFORMATION

The FORCE Evaluation consists of the following four (4) tasks, completed in the order below:

1. **20 Meter Rushes:** Starting from the prone position, complete two shuttle sprints (1 shuttle = 20 m there, 20 m back) for a total of 80 m, dropping to the prone position every 10 m.
Minimum Standard: 51.0 seconds or less
2. **Sandbag Lift:** Lift a 20 kg sandbag from the floor to a height of 1 m off the floor dropping it to its starting point, and then shuffle to the left/right for a distance of 1.25 m. Repeat for a total of 30 lifts.
Minimum Standard: 3 minutes 30.0 seconds or less
3. **Intermittent Loaded Shuttle:** Perform 10 consecutive 40m shuttles (1 shuttle = 20m there, 20m back), alternating between loaded shuttles with a 20kg sandbag and unloaded shuttles, for a total of 400m.
Minimum Standard: 5 minutes 21.0 seconds or less
4. **Sandbag Drag:** Carry one 20kg sandbag and pull a minimum of four (4) sandbags on the floor over a distance of 20m without stopping. Note: the number of sandbag vary depending on the floor surface.
Minimum standard: No time limit. Must complete the 20m without stopping.

Visit cfmws.ca/forceevaluation for more information on the FORCE Evaluation.

PRE-EVALUATION INSTRUCTIONS

Please adhere to the instructions indicated below:

1. **CAF personnel should not:**
 - Exercise six (6) hours prior to the evaluation;
 - Consume alcohol or chew tobacco for at least six (6) hours prior to the evaluation; and/or
 - Eat, smoke, or take stimulants (tea, coffee, energy drinks, pharmaceuticals, etc.) at least two (2) hours prior to the evaluation.
2. **Proof of Identification:**
Every CAF member must present their valid military ID (NDI 10 or 20) at the time of their FORCE Evaluation. Failure to provide this identification will preclude them from the FORCE Evaluation.
3. **Dress Requirements:**
The dress requirement for the FORCE Evaluation is standard PT kit/attire.
During the FORCE Evaluation, CAF personnel can wear:
 - CADPAT, as directed by the Chain of Command;
 - Knee pads, if desired;
 - Compression sleeves, if desired; and/or
 - Athletic tape to protect fingernails.

Note: Weight belts, gloves, and chalk are NOT permitted during the FORCE Evaluation.

4. **Pre-Screening:**

All CAF personnel will complete a health appraisal prior to completing their FORCE Evaluation. This pre-screening will include a waist circumference measurement. Additionally, a blood pressure measurement is required for any CAF member who does not have a valid Periodic Health Assessment.

If there are any medical concerns, the CAF member will be referred to their Health Care Provider for further assessment.

CONTACT INFORMATION

For questions regarding your scheduled FORCE Evaluation, please contact:

(Insert PSP FORCE Evaluation Coordinator)

(Insert Phone #)

(Insert Email)

DRAFT

TOOL 7: WELCOME SCRIPT (REVISED 2019)

1. Welcome to your FORCE Evaluation, my name is _____.
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. Unless having a medical chit, wearing braces is not permitted. The use of gloves and chalk is not permitted.
5. If you need to use the restroom during your evaluation, please inform an evaluator so they are aware.
6. The FORCE Evaluation is made up of four tasks and must be completed in the following order:
 - a. 20 m Rushes
 - b. Sandbag Lift
 - c. Intermittent Loaded Shuttles
 - d. Sandbag Drag
7. FORMeFIT users ONLY: As soon as you finish a task, the evaluator 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. Your RPE has no impact on your score; it is solely for research purposes. (Explain Poster).
8. Members will take a mandatory rest period between each task that consists of a minimum of five (5) minutes and a maximum of eight (8) minutes.
9. 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.
10. As part of the FORCE Evaluation, as discussed in **CANFORGEN 052/16** and as encouraged by Armed Forces Council, you are expected to have a measurement of your waist circumference, in a matter to obtain your FORCE Fitness Profile. If you have any concerns regarding your waist circumference being measured, please discuss this with your evaluator.
11. Upon completion of the FORCE Evaluation, your results will be plotted on the FORCE Fitness Profile which illustrates your Operational Fitness and Health-Related Fitness (Show graph). You are scored in age categories of five (5) year increments (e.g. 20-24 year olds, 25-29 year olds, etc.). Your result on each of the four components 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 combined from your waist circumference and your predicted aerobic-capacity (VO₂max), which moves you left and right on the graph. Your predicted aerobic-capacity (VO₂max) score is calculated based on the results of the Intermittent Loaded Shuttles component of the FORCE Evaluation, along with your waist circumference measurement and your gender. There are five (5) general areas of the FORCE Fitness Profile that you can be plotted into based on your results:
 - a. Red - Operationally unfit - Did not meet the Minimum Physical Fitness Standard
 - b. Orange - Operationally fit with lower health-related fitness
 - c. Yellow - Operationally fit with moderate health-related fitness
 - d. Green - Operationally fit with higher health-related fitness
 - e. Incentive Levels - This represents the top 50% of FORCE Evaluation results in your respective age and gender category. Bronze, Silver, Gold, Platinum categories respectively represents approximately 34%, 14%, 2% and 0.1% of the entire CAF of your respective age and gender category.

12. As part of your briefing at the end of your FORCE Evaluation, you will be provided with a category label for both your waist circumference and your predicted aerobic capacity (VO₂max). The labels for the waist circumference categories, which takes into consideration your gender, are health risks as indicated by the World Health Organization and are the following:

- a. Normal
- b. Increased
- c. Substantially Increased

The labels for the predicted aerobic capacity (VO₂max), which takes into consideration your age and gender, are the following:

- a. Excellent
- b. Very Good
- c. Good
- d. Fair
- e. Need Improvement

13. For those who achieve an Incentive Level with a score of Silver or higher on the FORCE Fitness Profile, you are eligible for the FORCE Rewards Program. The material rewards program is developed to motivate you to do your best on the FORCE Evaluation and recognize your physical fitness efforts.

Silver/Gold: Pick up will be delivered at the location you choose when you claim your reward. If you are eligible for a reward after your evaluation, we will explain the process to claim your reward.

Platinum: your reward will be sent to your Chain of Command, and from there your leadership will present your rewards to you in a public ceremony. The details of this ceremony will be communicated to you by your Chain of Command when they are available.

For this year, the rewards are: (show poster and explain)

These material rewards are subject to change each year.

14. To get your best overall score on the FORCE Fitness Profile, maximal effort on all four tasks is required.
15. Non-FORMeFIT users can access the FORCE Fitness Profile Calculator at cfmws.ca/forceevaluation, to obtain their FORCE Fitness Profile.

TOOL 8: BLOOD PRESSURE PROCEDURE

1. FORCE Evaluators must complete the following steps to take a blood pressure (BP) measurement:

- a. Instruct the CAF member to sit for five (5) minutes with their back against the chair rest, feet flat, legs and ankles uncrossed, and their left arm comfortably supported;
- b. Ensure that the CAF member's clothing does not impede blood flow. Ask the CAF member to adjust their shirt/shirt sleeve if required;
- c. Choose an appropriately sized BP cuff based on the size of the CAF member's arm.
- d. Place the cuff around the bare left upper arm with the lower margin of the cuff two (2) or three (3) cm above the antecubital space (bend of the elbow). Ensure that the upper edge of the cuff is level with the CAF member's heart; and
- e. Wrap the cuff evenly around the arm, tightly enough that you can slip two fingertips under the cuff's top edge.

***For the automatic BP procedure, refer to section 3.**

2. Manual Blood Pressure (BP) Procedure for PSP FORCE Evaluators or Trained Health Care Staff

- a. Instruct the CAF member 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 from reading BP;
- b. On the CAF member's left arm, locate and note the brachial artery and the antecubital space by palpation;
- c. Position the stethoscope in your ears with the earpiece pointing forward;
- d. Locate the radial artery;
- e. Close the valve on the air pump by turning the thumbscrew in a clockwise direction until it is tight;
- f. Inflate the cuff quickly until you can no longer feel the radial artery pulse. Continue to inflate the cuff to a level 20 to 30 mmHg above the level of the radial pulse (normally not above 180 mmHg);
- g. 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;
- h. Release the cuff pressure at a rate of approximately 2 mmHg per second;
- i. Establish the systolic BP by listening for the first perception of sound (Korotkoff sound);
- j. Note the exact numerical line on the scale where you hear this sound;
- k. Establish the diastolic BP when the sounds stop their tap-like quality and are fully muffled;
- l. Deflate the cuff to zero pressure and remove it from the CAF member's arm; and
- m. Record the BP measurement on the appropriate documentation (iPad/DND 279/DND 2212).

3. Automatic Blood Pressure (BP) Procedures for CAF FORCE Evaluators

- a. Instruct the CAF member 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 BP machine from reading BP;
- b. Press the button to start the machine;
- c. Once the automatic BP machine has finished measuring the CAF member's BP, remove the cuff from the CAF member's arm; and
- d. Record the BP measurement on the appropriate documentation (iPad/DND 279/DND 2212).

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

4. BLOOD PRESSURE (BP) LIMITS

EVALUATION	BP LIMITS
FORCE (Reg and Res F)	150/100 mmHg
Reserve Applicant Evaluation	144/94 mmHg

DRAFT

TOOL 9: WAIST CIRCUMFERENCE PROCEDURE

MEASURING THE WAIST CIRCUMFERENCE (WC)

1. FORCE Evaluators must complete the following steps in order to obtain an accurate waist circumference (WC) measurement, while ensuring that each CAF member is comfortable:

Note: As per the Public Health Agency of Canada (CDC Guideline for Disinfection and Sterilization in Healthcare Facilities, 2008), FORCE Evaluators must sanitize the measuring tape with 70% isopropyl alcohol pads after each instance it makes contact with a person's body (i.e. after each WC measurement).

- a. Conduct the WC measurement in a private location i.e. behind gym mats, Figure 9.1.



Figure 9.1: WC privacy set-up

- b. Instruct the CAF member to clear their abdomen and hip bone (iliac crest) region of all clothing and accessories. As an option, use a clothes pin to hold the CAF member's shirt up to clear the abdominal region, Figure 9.2.

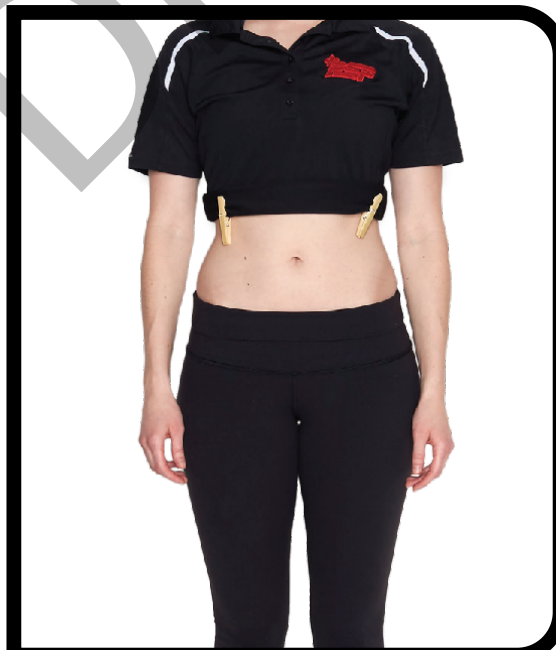


Figure 9.2: WC measurement preparation

- c. Orient yourself in a standing position offset by 45 degrees from the CAF member's front Figure 9.3.



Figure 9.3: WC FORCE Evaluator position

- d. Locate the landmarks for the WC measurement, which are the superior edges of the hip bones (iliac crests):
 - i. Instruct the CAF member to palpate the upper part of their hip bones until they locate the uppermost lateral borders of their hip bones at the midline (side) of their body.
 - ii. Instruct the CAF member to place each thumb on each landmark, on the right and left side of their body, Figure 9.4.



Figure 9.4: WC hip bone landmark

- e. Hand the CAF member the end of the measuring tape and instruct them to place it on the hip bone landmark on the side closest to you, Figure 9.5.



Figure 9.5: WC measuring tape placement

- f. While the CAF member holds the measuring tape in place, instruct them to slowly rotate their body 360 degrees so that the measuring tape is wrapped around their abdomen.
- g. Following the rotation, ensure that:
 - i. There is no clothing between the measuring tape and the CAF member's skin.
 - ii. The inferior edges of the measuring tape lie over each landmarked point on the CAF member's body.
 - iii. The measuring tape is level.
- h. Take hold of the end of the measuring tape from the CAF member so that both of their hands are now free.
- i. Instruct the CAF member to stand with their feet shoulder-width apart, cross their arms over their chest (in a relaxed manner), and breathe normally.
- j. Apply adequate tension to the measuring tape such that it is snug, but does not cause indentation on the skin.
- k. At the end of a normal expiration, use the cross-handed technique to align the zero line of the tape with the measuring aspect of the tape. Take the measurement to the nearest 0.5 cm.

RECORDING THE WC MEASUREMENT

Note: In order to ensure accuracy, confirm at eye-level that the waist circumference measuring tape is in proper positioning.

Note: Ensure that the WC measurement is obtained and recorded in cm.

RECORDING THE WAIST CIRCUMFERENCE (WC) MEASUREMENT USING THE FORMeFIT EVALUATION SYSTEM:

2. FORCE Evaluators will complete the following steps to record the WC measurement using the FORMeFIT Evaluation System:
 - a. Tap the blank **WC** field on the FORMeFIT iPad;
 - b. Record the WC measurement to the nearest 0.5 cm; and
 - c. Tap **DONE**.

RECORDING THE WAIST CIRCUMFERENCE (WC) MEASUREMENT USING THE DND 279 FORM:

3. FORCE Evaluators will record the WC measurement to the nearest 0.5 cm at the bottom of Section B next to "Waist Circumference."
4. In the event that a CAF member declines to have their WC measured, the FORCE Evaluator will reiterate the following points to the CAF member:
 - a. As indicated in **CANFORGEN 052/16, CAF Fitness Profile**, CAF personnel will have their WC measurement taken as part of the FORCE Fitness Profile and FORCE Evaluation.
 - b. The WC measurement is required in order to obtain a FORCE Fitness Profile, which illustrates the CAF member's Health Related and Operational Fitness levels.
 - c. The FORCE Fitness Profile is required to be eligible for the FORCE Rewards Program.
 - d. Refusal to participate in the WC measurement results in a letter being sent by the evaluator to the CAF member's Chain of Command (CoC) to inform them of the refusal.

REFUSAL OF WAIST CIRCUMFERENCE (WC) MEASUREMENT ON FORMEFIT EVALUATION SYSTEM:

5. FORCE Evaluators will tap the **DECLINED WAIST CIRCUMFERENCE** icon on the FORMeFIT iPad.

REFUSAL OF WAIST CIRCUMFERENCE (WC) MEASUREMENT USING DND 279:

6. At the bottom of Section B, FORCE Evaluators will cross out the boxes beside "Waist Circumference" and write "declined waist circumference" in the adjacent space.

REFUSAL OF WAIST CIRCUMFERENCE (WC) MEASUREMENT POST-EVALUATION PROCEDURE:

7. Upon completion of the FORCE Evaluation, the Lead FORCE Evaluator will collect the CAF member's full name, rank, unit, and location of work, and forward this information to the PSP Manager, Fitness and Sports (Mgr FS). The Mgr FS will then send the "Refusal to participate in CAF FORCE Evaluation waist circumference measurement for FORCE Fitness Profile" letter (see Tool XX) to the CAF member's CoC.

TOOL 10: WAIST CIRCUMFERENCE REFUSAL LETTER PSP Version

XXXX-X (CFMWS/PSP)

September 20

To Who

REFUSAL TO PARTICIPATE IN CAF FORCE EVALUATION WAIST CIRCUMFERENCE MEASUREMENT FOR FORCE FITNESS PROFILE

Refs: A. CANFORGEN 052/16 CMP 031/16 CAF FITNESS PROFILE
 B: AFC Direction; Armed Forces Council (AFC) #170717

Good Day,

1. The purpose of this letter is to inform (insert member's name and rank)'s supervisor of their refusal to participate in the FORCE Evaluation waist circumference (WC) measurement, an integral part of the FORCE Fitness Profile, during the FORCE Evaluation conducted (insert date) at (insert location).
2. As indicated in Reference A para 5, CAF members will have their WC measurement taken as a part of the FORCE Fitness Profile for the FORCE Evaluation. The FORCE Fitness Profile is comprised of two components:
 - a. Operational Fitness; and
 - b. Health-Related Fitness.

The obtained WC measurement is a key component of assessing the individual's Health-Related Fitness. Without this component, a FORCE Fitness Profile cannot be generated and the member is not included in the data set of the FORMeFIT Reports that you receive quarterly. Therefore, this impacts our ability to accurately report the Operational Fitness and Health-Related Fitness of your Unit.
3. Our PSP Fitness staff provide an explanation of the benefits of receiving an individual FORCE Fitness Profile and the policy related to the WC (Ref A) as part of the initial brief/discussion prior to the FORCE Evaluation. PSP Fitness staff offer accommodations to each CAF member in order to provide the utmost privacy and respect when conducting the WC measurement.
4. Should you require further information please contact the undersigned.

Name

Title "i.e. Manager, Fitness and Sports"

xxx-xxx-xxxx (telephone #)

cc. CAF Fitness Manager

TOOL 10: WAIST CIRCUMFERENCE REFUSAL LETTER GENERAL VERSION

XXXX-X (CFMWS/PSP)

September 20

To Who**REFUSAL TO PARTICIPATE IN CAF FORCE EVALUATION WAIST CIRCUMFERENCE MEASUREMENT FOR FORCE FITNESS PROFILE**

Refs: A. CANFORGEN 052/16 CMP 031/16 CAF FITNESS PROFILE
 B: AFC Direction; Armed Forces Council (AFC) #170717

Good Day,

1. The purpose of this letter is to inform (insert member's name and rank)'s supervisor of their refusal to participate in the FORCE Evaluation waist circumference (WC) measurement, an integral part of the FORCE Fitness Profile, during the FORCE Evaluation conducted (insert date) at (insert location).
2. As indicated in Reference A para 5, CAF members will have their WC measurement taken as a part of the FORCE Fitness Profile for the FORCE Evaluation. The FORCE Fitness Profile is comprised of two components:
 - a. Operational Fitness; and
 - b. Health-Related Fitness.

The obtained WC measurement is a key component of assessing the individual's Health-Related Fitness. Without this component, a FORCE Fitness Profile cannot be generated and the member is not included in the data set of the FORMeFIT Reports that you receive quarterly. Therefore, this impacts our ability to accurately report the Operational Fitness and Health-Related Fitness of your Unit.

3. FORCE Evaluator provide an explanation of the benefits of receiving an individual FORCE Fitness Profile and the policy related to the WC (Ref A) as part of the initial brief/discussion prior to the FORCE Evaluation. FORCE Evaluator offer accommodations to each CAF member in order to provide the utmost privacy and respect when conducting the WC measurement.
4. Should you require further information please contact the undersigned.

Name

Title "i.e. Manager, Fitness and Sports"
 xxx-xxx-xxxx (telephone #)

cc. CAF Fitness Manager

TOOL 11: 20 METRE RUSHES SCRIPT

1. The purpose of the 20 m Rushes is to assess your physical capability to move quickly over short distances while repeatedly getting in and out of the prone position.
2. You must cover a total distance of 80 m in 51.0 seconds or less.
3. You will start lying down in the prone position with your hands and shoulders behind the line with your hands raised.
4. You will receive a "3, 2, 1, GO" countdown. On the "GO" command, 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 in total and have completed seven (7) hand releases in total.
9. After the successful completion of the 7th hand release, you will run through the 80 m mark. Once your foot touches or crosses the line marking a total distance of 80 m, 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. The three (3) most common faults are:
 - a. Your foot does not touch or cross the line at each 10 m distance;
 - b. When in the prone position, your hands and shoulders are past the line marking each 10 m distance; or
 - c. You do not perform a hand release after dropping into the prone position.

For safety purposes, you are not allowed to dive or drop into the prone position. If this occurs, the evaluation will be stopped immediately. You will be retrained on the protocol and re-attempt the task after a mandatory minimum five (5) minute rest, but not more than eight minutes.

11. If you do not meet the standard, you can re-attempt this task a maximum of one time, after a mandatory minimum five (5) minute rest, but no more than eight minutes.

TOOL 12: SANDBAG LIFT SCRIPT

1. The purpose of the Sandbag Lift is to assess your physical capability to repeatedly handle various materials.
2. You must complete 30 successful lifts in 3 minutes and 30.0 seconds or less.
3. The FORCE Evaluator will count each correct lift out loud for you as the sandbag makes contact with the wall. If you perform an incorrect lift, the FORCE Evaluator will say "no lift," correct you, and the lift will not count.
4. You will start standing upright, facing the wall with the line on the floor in between your feet. If, during a lift, part of your foot is touching the line, that lift will not count.
5. You will receive a "3, 2, 1, GO" countdown. On the "GO" command, you will pick up the sandbag with two hands, without using the strap or putting your fingers through the eyelets, and press it against the wall.
6. Both hands must be in contact with the sandbag when it is in contact with the wall, to demonstrate control.
7. The midline of the sandbag must come to the intersecting lines on the wall, or above. Otherwise, that lift will not count.
8. If the sandbag is not horizontal at the time of contact, the entire sandbag must be above the intersecting lines on the wall.
9. Once you have completed a successful lift, you may allow the sandbag to drop to the floor.
10. You will alternate side to side, with the line on the floor in between your feet for each lift, completing a total of 30 lifts.
11. Once the 30th sandbag lift is successfully completed, the time is stopped and recorded to the nearest tenth of a second.
12. We suggest lifting with proper form. However, we will not stop you for improper form unless it becomes a safety concern.
 - a. **A good cue for proper form:** To ensure proper form, try to remember all of the following cues. Keep your eyes facing forward, your chest up, shoulder blades retracted, core engaged, lift with your legs, and keep your knees in line with your feet.

TOOL 13: INTERMITTENT LOADED SHUTTLES (ILS) 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) for a total distance of 400 m- alternating between five loaded and five unloaded shuttles- in 5 minutes and 21.0 seconds or less.
3. The FORCE Evaluator will count each of your shuttles out loud for you. For example, "this is your second loaded shuttle."
4. You can pick up and carry the sandbag using any of the following techniques:
 - a. Suitcase carry;
 - b. Shoulder carry; or
 - c. Cradle carry
5. You will start standing upright behind the 20 m line.
6. You will receive a "3, 2, 1, GO" countdown. On the "GO" command, you will pick up the sandbag and perform one loaded shuttle, going around the 20 m cone and back to the start line.
7. If you knock down the cone during a shuttle, the FORCE Evaluator will instruct you to return to fix it before continuing with the task. Timing of the evaluation will not be stopped.
8. If you do not travel around the cone at the 20 m mark, the FORCE Evaluator will instruct you to return to the 20 m mark and travel around the cone. Timing of the evaluation will not be stopped.
9. During your loaded shuttles, you must walk. If you start to run, the FORCE Evaluator will direct you to stop completely. Once you have come to a complete stop, you can proceed to walk. Timing of the evaluation will not be stopped.
10. Once you are back to the start line, you must touch one foot on or over the line then place the sandbag entirely over the line. If the sandbag is placed inside the 20 m zone or is touching the line, the FORCE Evaluator will instruct you to correct this fault before continuing. If you throw the bag instead of dropping it behind the line, the FORCE Evaluator will instruct you to pick up the bag to standing and place it behind the line.
11. Once the sandbag is clear of the line, you will go transition to your unloaded shuttle.
12. During your unloaded shuttles, you may walk, jog, or run.
13. Once you have returned from your unloaded shuttle, you have completed two out of your 10 shuttles.
14. You may set the sandbag down at any point to rest, but your time will not be stopped.
15. Once you have crossed the start line after your final shuttle, your time is stopped and recorded to the nearest tenth of a second

TOOL 14: SANDBAG DRAG (SBD) SCRIPT

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 continuously over a distance of 20 m. There is no time limit to this task; however, it must be completed without stopping, and without using the handles or the straps.
3. You will start by picking up the sandbag and holding it using a cradle carry (both hands underneath the sandbag, fingers can be laced or crossed).
4. Ensure that the straps are coming out from the bottom of the sandbag 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, check with your FORCE Evaluator to ensure they are ready.
6. Once the FORCE Evaluator confirms that they are ready, you may begin at your discretion.
7. The FORCE Evaluator will start the clock once you initiate movement.
8. Once your movement has started, you must drag the sandbags to the opposite 20 m line, without stopping.
9. Once the front row of sandbags touches the 20 m line, you will hear the command "CLEAR".
10. When you hear the command "CLEAR," your time is stopped and recorded to the nearest tenth of a second.
11. If you do not cover the 20 m due to lack of control (for example, you fall down), you can re-attempt this task one time after a mandatory five (5) minute rest, but no longer than eight (8) minutes.
12. 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 re-attempt.

DRAFT

TOOL 15: WARM-UP / MOVEMENT 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 forward circles, 10 m backwards circles
2. 10 m x walking: arm crossovers
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)
7. 2 x 20 m progressive jogging
8. 20 m x side steps, alternating directions
9. 20 m x 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:

1. Reaching side bends (with knees and hips unlocked) x 5 per side
2. Squats x 3
3. Forward/backward lunge complex x 3 per side
4. Alternating side / lateral step lunges x 3 per side
5. Spiderman reaches x 3 per side
6. Hand release push-ups to get-up (stand - hands down- step back into plank - hand release push-up - step up into standing) x 5

A reduced version of each protocol at the discretion of the CAF member, which can include:

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

Additional 1-2 minute warm-up period, at the CAF member's discretion.

TOOL 16: COOL DOWN

After the completion of the Sandbag Drag, CAF members must walk 2-5 min, in the evaluation area while under supervision of the evaluator or until their heart rate returns to a point where they can carry-on conversation. CAF members are encouraged to perform each static cool-down exercises, one to two times, holding 30 seconds each:

- Chest stretch, may be performed while walking
- Upper back stretch, may be performed while walking
- Shoulder stretch, may be performed while walking
- Hip flexor stretch in lunge position
- Quadriceps stretch (standing or laying on side)
- Hamstring stretch (standing, seated or laying)
- Laying knee hug
- Adductor stretch (seated)
- Glute stretch (seated or laying)

Additional cool-down exercises may be completed at CAF members' discretion. CAF member should not leave the evaluation area until they receive their briefing and their heart rate has returned below 100bpm (self-administered) or they can carry-on a conversation.

DRAFT

TOOL 17: DEBRIEFING SCRIPT

1. As discussed during the FORCE Evaluation briefing, this is your FORCE Fitness Profile. It contains your overall score, which is represented by the blue dot. It includes your Operational Fitness score and your Health Related Fitness score.
2. Your times of completion for each task are:
 - a. Your time on the 20 m Rush (20mR) was "x", giving you a score of y/100 points
 - b. Your time on the Sandbag Lifts (SBL) was "x", giving you a score of y/100 points
 - c. Your time on the Intermittent Loaded Shuttle (ILS) was "x", giving you a score of y/100 points
 - d. Your time on the Sandbag Drag (SBD) was "x", giving you a score of y/100 points
 - e. These scores are based on your age category and gender.
3. Adding these four scores together gives you an Operational Fitness score of z/400. This total score is compared to the entire CAF population.
4. The FORCE Fitness Profile also takes into account a Health-Related Fitness score comprised of:
 - a. Your predicted VO2 max which is "x" and is considered "y" (provide category).
 - b. Your waist circumference score which is "x" and is indicated as "y" (provide category) health risks.
5. These two scores give you a Health Total of z/100 points. This value plots your dot horizontally on the graph.
6. Using the two scores, your current Operational Fitness and your current Health-Related Fitness scores, you are plotted (Provide category/Incentive Level).
7. Here, you will notice the Goal Setting for your next FORCE Evaluation. If each of your times were to decreased by 5%, then these would be your improved scores, giving you z/400.
8. Given that your lowest scoring task is "x," you can focus on the "x" in order to reach a higher level of fitness. We offer individualized, group, and Supplementary Physical Training Programs. There are also specialized programs available through the Health Promotion Office (refer to specific programs that meet individual needs i.e. smoking cessation, etc.).
9. When a member is eligible for the FORCE Rewards Program, explain the FORCE Rewards Program:
 - a. With your achievement of "x" Incentive Level, you are eligible for the "x" reward.
 - b. In order to claim your reward, please visit the link on the bottom of the Results card **<https://cfmws.ca/sport-fitness-rec/fitness-testing/force-rewards-program>**.
 - c. Your results will not be uploaded to Logistik until the 15th or 30th of the month, after Guardian has obtained your results. Please wait until after that time to claim your reward. It could take up to eight (8) weeks for your reward to show up on the FORCE Rewards website.
 - d. Please provide Logistik with your email address. The automated email will inform you on the status of your order including shipping details, product arrival and tracking number.
10. Your next evaluation date is "x" (one year from today's date)
11. When a member does not meet the standard:
 - a. Your results indicate that you did not meet the Minimum Physical Fitness Standard. Therefore, you are mandated to follow 12 weeks of Supplementary Physical Training Program under direct PSP supervision, after which you will be re-evaluated. We also need to fill out a DND 279 with your results and signature. You and your Chain of Command will each receive a copy of the DND 279 along with the paperwork for the Supplementary Physical Training Program, or SPTP.
 - b. A PSP Fitness staff will be contacting you shortly to introduce you to the SPTP program, its options and its schedule. Do you have any questions?
 - c. Your next evaluation date is "x" (3 months due to SPTP)

12. (When applicable) Next, I will just get you to complete this short survey (on iPad), when you are done, click **back**.
13. Lastly, please provide your signature on the iPad to confirm you have seen and understand your results and related information (this applies to passes and fails).
14. The FORCE Evaluator will write the member's results on the information card and give the card to the member.

DRAFT

TOOL 18: 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)



Figure 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)



Figure 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.



Figure 4

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.



Figure 5

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)



Figure 6

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)



Figure 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)

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.



Figure 9

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)



Figure 10-11

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)



Figure 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)

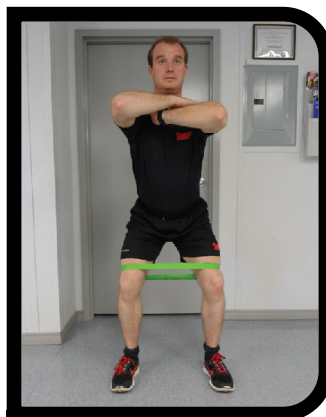


Figure 15

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.



Figure 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.



Figure 18-19

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)



Figure 20-21

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)



Figure 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)



Figure 25-26

TOOL 20: FORMeFIT BASIC TROUBLESHOOTING GUIDE

1. FORCE Evaluators are to use this guide to troubleshoot basic FORMeFIT Evaluation System issues.
2. IT Tickets must be submitted for issues that cannot be resolved at the local level. To submit a ticket go to **www.ticket.cfmws.com** or call 1-866-615-9284.
3. When submitting a ticket, please provide the following information:
 - a. Your first name, last name, email and phone number;
 - b. Your Base/Wing/Unit location;
 - c. Specify which kit you are having an issue with, eg: Vancouver 2, CFSU(O) 4, Gagetown Res 1;
 - d. The main issue you are currently trying to solve;
 - e. Screenshots if possible;
 - f. When the issue started;
 - g. Any error messages that you receive;
 - h. What troubleshooting has already been done; and
 - i. If you have spoken with an IT representative or CAF Fitness Standards and Policies Coordinator.

Part 1: Power Issues

- a. Laptop does not turn on
- b. Router does not turn on
- c. iPad does not turn on
- d. Air Card does not turn on

Part 2: Software Issues

- a. Software does not auto launch- laptop
- b. Software does not auto launch- iPad

Part 3: Connection Issues

- a. Single iPad not connecting to network/WiFi
- b. Air Card Connection
- c. No Internet Access

Part 4: Uploading and Data Issues

- a. Event calendar fails to refresh
- b. Kit will not verify/validate participants or results
- c. Failed to upload results

PART 1: POWER ISSUES

1. LAPTOP DOES NOT TURN ON
 - a. Check all power cable connections are secure and not damaged.
 - b. Verify that the electrical outlet in use is live.
 - c. Remove the battery (if possible). Hold the power button for 10 seconds. Replace the battery. Turn on the laptop.

2. ROUTER DOES NOT TURN ON

- a. Certain routers have an On/Off switch located on the side or bottom. Check the switch. If the switch is off, turn it on.
- b. Verify that the router is plugged into the power bar.
- c. Check if the power bar is plugged into an active electrical outlet.
- d. Check if the power bar switch is on.
- e. Check all cables are connected and are not broken or damaged.
- f. Contact CFMWS IT to submit IT Ticket.

3. iPad DOES NOT TURN ON

- a. Connect to a charger.
- b. Check the charger cables are not broken or damaged.
- c. Contact CFMWS IT to submit IT Ticket.

3. AIR CARD DOES NOT TURN ON

- a. Check the cables are properly connected.
- b. Make sure the cables are not broken or damaged.
- c. Contact CFMWS IT to submit IT Ticket.

PART 2: SOFTWARE ISSUES

1. SOFTWARE DOES NOT AUTO LAUNCH - LAPTOP

- a. Launch the program using the desktop icon. If the program does not launch;
- b. Restart the laptop. If the program does not launch;
- c. Contact CFMWS IT to submit IT Ticket.

2. SOFTWARE DOES NOT AUTO LAUNCH - iPad

- a. Press the Home button and try to launch using the App icon.
- b. Reset the iPad by pressing and holding the power button and home button simultaneously.
- c. Contact CFMWS IT to submit IT Ticket.

PART 3: CONNECTION ISSUES

1. SINGLE iPad NOT CONNECTING TO NETWORK/WiFi

- a. Check the WiFi network is the same across all iPads, under settings.
- b. Make sure all cables are properly connected to router, laptop and AirCard.
- c. Turn the iPad off and turn it back on.
- d. Hold the iPad's power button and home button simultaneously until the iPad resets.
- e. Restart the laptop and router.
- f. Contact CFMWS IT to submit IT Ticket.

2. AIRCARD CONNECTION

- a. Check the power and network cables are secure.
- b. Check the sim card is inserted correctly.
- c. Move the kit away from any source of electrical interference (eg. Industrial machinery, large electric motors, elevators, Electrical fuse boxes or breaker panels).
- d. Attach an external antenna (if applicable).

- e. Disconnect the power cord, wait 10-15 seconds. Reconnect the power cord. If you do not have a connection;
- f. Restart the kit. If you do not have a connection;
- g. Power off the router and reset the Aircard by unplugging the power cable for 10 seconds.
- h. Contact CFMWS IT to submit IT Ticket.

Note: To test your connection, try to refresh the calendar. If the refresh is successful, your Air card is connected.

3. NO INTERNET ACCESS

- a. Check the Network Status Icon in the bottom corner of the laptop.
 - i. If the network icon shows a red x or a yellow (!), disconnect and reconnect the USB cable from the laptop to refresh the AIRCARD connection.
 - ii. Refer to PART 3B: "AIRCARD CONNECTION".



PART 4: UPLOADING AND DATA ISSUES

1. EVENT CALENDAR FAILS TO REFRESH

- a. Check the FORMeFIT Reservation website if there is an event created/deleted;
- b. Check Air card connection - if no connection, refer to PART 3B: "AIRCARD CONNECTION";
- c. Contact CFMWS IT to submit IT Ticket.

2. KIT WILL NOT VERIFY/VALIDATE PARTICIPANTS OR RESULTS

- a. Check all participants' information has been inputted correctly.
- b. Check you are not missing any participant's data/results.
- c. Check the date and time of the event under "Event Details". There should be a clear start and end time for each event.
- d. Check Air card connection - if no connection, refer to PART 3B: "AIRCARD CONNECTION";
- e. Contact CFMWS IT to submit IT Ticket.

3. FAILED TO UPLOAD RESULTS

- a. Check all participant's information and results are Validated;
- b. Check Air card connection - if no connection, refer to PART 3B: "AIR CARD CONNECTION";
- c. Submit Ticket and contact CFMWS IT.

TOOL 21: FORMeFIT EVALUATION SYSTEM CALENDAR CODES

Code	Location	Code	Location
1101	Bagotville	4101	Borden / Meaford
1201	Cold Lake	1301	Comox
2201	Edmonton (includes Calgary, Vancouver)	3101	Esquimalt
2301	Gagetown	1401	Gander
1501	Goose Bay	1601	Greenwood / Aldershot
3200	Halifax / Shearwater	2401	Kingston / RMC
4200	Montreal / St-Jean	1701	Moose Jaw
1801	North Bay	1234	NTC (Borden)
4301	Ottawa / NDHQ	9001	OUTCAN (EUR)
9000	OUTCAN (USA)	2501	Petawawa
4210	PSP HQ	2601	Shilo
3301	St-John's	2701	Suffield
4400	Toronto / London	1001	Trenton
2801	Valcartier (includes NAVRES)	1111	Winnipeg
2901	Wainwright	2001	Yellowknife

TOOL 22: SPTP RECOMMENDATION LETTER

ANNEX B

PROTECTED B

Memorandum

5595-3 (CFMWS/PSP)

Date

Distribution List

SUMMARY OF FORCE PERFORMANCE
RECOMMENDATIONS AND AUTHORIZATION 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 Minimum Physical Fitness Standard (MPFS) in order to meet Universality of Service (U of S).
2. This letter is to inform the Chain of Command that Rank Name was unsuccessful at meeting the MPFS during their annual FORCE Evaluation held at name of location, on date.
3. Due to Rank Name not achieving the MPFS, they are required to participate in the Supplementary Physical Training Program (SPTP) as per Reference A Section 7. The SPTP focuses on increasing CAF personnel's physical fitness and performance to the level required to meet U of S and/or to improve their operational and health-related fitness.
4. SPTP sessions are scheduled weekdays from xxx – xxx hrs, at the name of location. Rank Name is required to participate in a minimum of 3 sessions per week in place of Unit PT. Attendance is mandatory and will be recorded daily. Additionally, progress will be reported monthly and as per Reference A, Rank Name will be re-evaluated upon completion of the program.
5. Should you wish that Rank Name be excluded from participating in the SPTP, please submit the request in writing. For any additional information, please contact me at ext.#### or via email at Manager of Fitness and Sports email.

Name of Fitness Manager

PROTECTED B

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.

DRAFT

2/2

PROTECTED B

TOOL 24: DND 728

 National Défense
 Defence nationale

DOCUMENT TRANSIT AND RECEIPT TRANSMISSION ET RÉCEPTION DE DOCUMENTS

TO - À

FILE OR SERIAL NUMBER
 N° DE DOSSIER OU DE SÉRIE

SECURITY CLASSIFICATION
 CLASSIFICATION DE SÉCURITÉ

WITH - AVEC DOCUMENT WITHOUT - SANS DOCUMENT

TOP SECRET - TRÈS SECRET

SECRET

CONFIDENTIAL - CONFIDENTIEL

PROTECTED DESIGNATION
 DESIGNATION DE PROTÉGÉ

QTY - QTÉ	COPY NO(S) - COPIE(S) N°(S)	REFERENCE - RÉFÉRENCE	DESCRIPTION		
SIGNATURE (RECEIVER - DESTINATAIRE)		DATE	FROM: UNIT & POSTAL CODE (PLEASE PRINT) DE : UNITÉ & CODE POSTAL (EN LETTRES MOULÉES)		DATE
NAME (PLEASE PRINT) NOM (EN LETTRES MOULÉES)		*RECEIPT REQUIRED BY *REÇU REQUIS POUR	NAME - NOM	RANK - GRADE	SIGNATURE

DND 728 (11-2005) * If not receipted by above date, tracer action will be taken.
 7530-21-870-8443 *Si le récépissé n'est pas signé à la date ci-dessus, des mesures de suivi seront prises.

**CONSIGNEE'S COPY
 COPIE DU DESTINATAIRE**

Design: Forms Management 613-995-9944
 Conception: Gestion des formulaires 613-947-8944

 National Défense
 Defence nationale

DOCUMENT TRANSIT AND RECEIPT TRANSMISSION ET RÉCEPTION DE DOCUMENTS

TO - À

FILE OR SERIAL NUMBER
 N° DE DOSSIER OU DE SÉRIE

SECURITY CLASSIFICATION
 CLASSIFICATION DE SÉCURITÉ

WITH - AVEC DOCUMENT WITHOUT - SANS DOCUMENT

TOP SECRET - TRÈS SECRET

SECRET

CONFIDENTIAL - CONFIDENTIEL

PROTECTED DESIGNATION
 DESIGNATION DE PROTÉGÉ

QTY - QTÉ	COPY NO(S) - COPIE(S) N°(S)	REFERENCE - RÉFÉRENCE	DESCRIPTION		
SIGNATURE (RECEIVER - DESTINATAIRE)		DATE	FROM: UNIT & POSTAL CODE (PLEASE PRINT) DE : UNITÉ & CODE POSTAL (EN LETTRES MOULÉES)		DATE
NAME (PLEASE PRINT) NOM (EN LETTRES MOULÉES)		*RECEIPT REQUIRED BY *REÇU REQUIS POUR	NAME - NOM	RANK - GRADE	SIGNATURE

DND 728 (11-2005) * If not receipted by above date, tracer action will be taken.
 7530-21-870-8443 *Si le récépissé n'est pas signé à la date ci-dessus, des mesures de suivi seront prises.

**TO BE SIGNED AND RETURNED TO ORIGINATOR
 SIGNER ET RETOURNER À L'EXPÉDITEUR**

Design: Forms Management 613-995-9944
 Conception: Gestion des formulaires 613-947-8944

 National Défense
 Defence nationale

DOCUMENT TRANSIT AND RECEIPT TRANSMISSION ET RÉCEPTION DE DOCUMENTS

TO - À

FILE OR SERIAL NUMBER
 N° DE DOSSIER OU DE SÉRIE

SECURITY CLASSIFICATION
 CLASSIFICATION DE SÉCURITÉ

WITH - AVEC DOCUMENT WITHOUT - SANS DOCUMENT

TOP SECRET - TRÈS SECRET

SECRET

CONFIDENTIAL - CONFIDENTIEL

PROTECTED DESIGNATION
 DESIGNATION DE PROTÉGÉ

QTY - QTÉ	COPY NO(S) - COPIE(S) N°(S)	REFERENCE - RÉFÉRENCE	DESCRIPTION		
SIGNATURE (RECEIVER - DESTINATAIRE)		DATE	FROM: UNIT & POSTAL CODE (PLEASE PRINT) DE : UNITÉ & CODE POSTAL (EN LETTRES MOULÉES)		DATE
NAME (PLEASE PRINT) NOM (EN LETTRES MOULÉES)		*RECEIPT REQUIRED BY *REÇU REQUIS POUR	NAME - NOM	RANK - GRADE	SIGNATURE

DND 728 (11-2005) * If not receipted by above date, tracer action will be taken.
 7530-21-870-8443 *Si le récépissé n'est pas signé à la date ci-dessus, des mesures de suivi seront prises.

**ORIGINATOR'S FILE COPY
 COPIE POUR LES DOSSIER DE L'EXPÉDITEUR**

Design: Forms Management 613-995-9944
 Conception: Gestion des formulaires 613-947-8944

TOOL 25: SPTP INTAKE SHEET



Supplementary Physical Training Program Intake Sheet

PART A: (To be filled out by CAF member)			
NAME/RANK:	AGE:	GENDER: <input type="checkbox"/> M <input type="checkbox"/> F	LOCAL/PHONE
SN	UNIT	Commanding Officer	
RSM/Coxn/Sqn WO		Supervisor	
Failure Date		Re-Test Date	

Results: (to be filled out by FORCE Evaluator)		
Test Component:	Result:	Notes:
Sandbag Lift		
Intermittent Loaded Shuttle		
20 Metre Rushes		
Sandbag Drag		
Notes:		

PART B (to be filled out by PSP Fitness staff)

Height	Weight	WC	RHR	RBP
Required Baseline Test	Type of Test Selected	Required Baseline Test	Type of Test Selected	
<input type="checkbox"/> Aerobic Capacity		<input type="checkbox"/> Muscular Endurance		
<input type="checkbox"/> Flexibility		<input type="checkbox"/> Muscular Strength		
Balance/Coordination		<input type="checkbox"/> S.A.Q.		
<input type="checkbox"/> Core Strength		<input type="checkbox"/> Other		

PLAN (FITT)

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

PROJECTED FORCE Evaluation date: _____

HEALTH PROMOTION

<input type="checkbox"/> Stress: Take Charge <input type="checkbox"/> Weight Wellness <input type="checkbox"/> Top Fuel for Top Performance <input type="checkbox"/> Managing Angry Moments <input type="checkbox"/> Butt Out: Smoking Cessation Program	<input type="checkbox"/> Mental Fitness and Suicide Awareness <input type="checkbox"/> Alcohol, Other Drugs and Gambling Awareness <input type="checkbox"/> Basic Relationship Training
---	--

TOOL 26: SPTP INFORMED CONSENT FORM

PROTECTED B



Memorandum

5595-3 (CFMWS/PSP)

 / /
dd / mm / yyyy

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)

FORM C – PROTECTED B (When Completed)

PROTECTED B

Acknowledgement
of Entry:

(PSP Fitness Department)

(Date)

Manager of Fitness and Sports

DRAFT

FORM C – PROTECTED B (When Completed)

TOOL 27: SPTP MONTHLY PROGRESS REPORT

NAME/RANK	Unit	SN	Date

COMPONENT		Digressing	Maintaining	Improving	Comments
FORCE Results	20 mR				
	Sandbag Lift				
	Loaded Shuttles				
	Sandbag Drag				
Waist Circumference					
VO2 max					
Points on FORCE					
Movement Prep					
Back Fitness					
Strength					
Endurance					
Core Stabilization					
Flexibility/Mobility					
Speed/Agility/Quickness					
Power					
Compliance	Attendance				
	Attitude				
	Motivation				
	Progression				
Health Promotion Courses					
General Comments					
Recommendations: The PSP Fitness Department makes the following recommendations	<input type="checkbox"/> No status change <input type="checkbox"/> Change status to Personal Training Category <input type="checkbox"/> Return to Unit PT				

*NA – not assigned at this time

TOOL 28: SPTP ANNUAL REPORT

PROTECTED B

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

1/2

PROTECTED B

TOOL 29: SPTP PROGRAM EVALUATION



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:

TOOL 30: DND 4014
**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 Primary Reserve Operational Fitness Standard (PROFS) evaluation for applicants will consist of:

- a. **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.
- b. **Sandbag Lift:** 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;
- c. **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;
- d. **Sandbag Drag:** Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping; and

Visit www.cfmws.ca/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), knee pads if desired, athletic tape to protect fingernails. No weight belts, gloves, or chalk is permitted.

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.

DND 4014-E (02-2017)
Design: Forms Management 613-995-9944 / 613-947-8944

Formulaire disponible en français - DND 4014-F

TOOL 31: DND 4016



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 Primary Reserve Operational Fitness Standard (PROFS), which consists of:

- a. **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.
- b. **Sandbag Lift:** 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;
- c. **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;
- d. **Sandbag Drag:** Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping; and

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 dependent's 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 Primary Reserve Operational Fitness Standard (PROFS) 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: _____

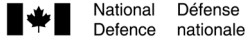
Date (yyyy-mm-dd): _____

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.

TOOL 32: DND 4024



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 PRIMARY RESERVE OPERATIONAL FITNESS STANDARD (PROFS), 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 PROFS evaluation which will consist of a health screening, familiarization of the PROFS evaluation components, standardized warm-up, optional mobility preparation, performance of the PROFS Evaluation 20m rushes, Sandbag Lift, Intermittent Loaded Shuttles, and Sandbag drag, 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
-----------------	----------------------

Formulaire disponible en français - DND 4024-F

DND 4024-E (02-2017)
Design: Forms Management 613-995-9944 / 613-947-8944



TOOL 33: DND 4015



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 Primary Reserve Operational Fitness Standard (PROFS), which consists of:

- a. **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.
- b. **Sandbag Lift:** 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;
- c. **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;
- d. **Sandbag Drag:** Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping; and

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 headedness, 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;

or

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): _____

Formulaire disponible en français - DND 4015-F

DND 4015-E (02-2017)
Design: Forms Management 613-995-9944 / 613-947-8944



TOOL 34: DND 4023



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 PRIMARY RESERVE OPERATIONAL FITNESS STANDARD (PROFS), 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 PROFS evaluation which will consist of a health screening, familiarization of the PROFS evaluation components, standardized warm-up, optional mobility preparation, performance of the PROFS Evaluation 20m rushes, Sandbag Lift, Intermittent Loaded Shuttles, and Sandbag drag, 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
-------------------	------------------------

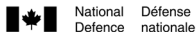
Name of Witness	Signature of Witness
-----------------	----------------------

Formulaire disponible en français - DND 4023-F

DND 4023-E (02-2017)
Design: Forms Management 613-995-9944 / 613-947-8944



TOOL 35: DND 4017



Primary Reserve Operational Fitness Standard (PROFS) Physician Referral Report

Name: _____ Date of birth (yyyy-mm-dd): _____

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 Primary Reserve Operational Fitness Standard (PROFS) includes:

- a. **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.
- b. **Sandbag Lift:** 30 consecutive lifts of a 20 kg sandbag from the floor to a height of 1 m;
- c. **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;
- d. **Sandbag Drag:** Carry one 20 kg sandbag and pull a minimum of four sandbags on the floor over 20 m without stopping; and

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 _____ 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.

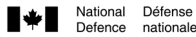
Detailed Medical Assessment:

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 36: DND 2212



WARNING

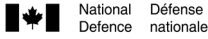
In accordance with National Defence Security Orders and Directives (NDSOD), form **DND 2212 - Primary Reserve Operational Fitness Standard (PROFS)** is designated "**Protected B**" information once completed.

Completed "**Protected B**" forms **MUST NOT BE SAVED UNENCRYPTED** on any network and workstation drive or storage media. "**Protected B**" forms, when completed, **MUST BE ENCRYPTED USING THE DND ISSUED PKI SMARTCARD**. Failure to respect this requirement will result in a breach of security and administrative measures shall be applied in accordance with the policy.

AVIS

Conformément aux Ordonnances et directives de sécurité de la Défense nationale (ODSDN), le formulaire **DND 2212 - Normes de condition physique opérationnelle de la Première réserve (NCPOPR)** est désigné « **Protégé B** » une fois rempli.

Les formulaires « **Protégé B** » remplis **NE DOIVENT PAS ÊTRE SAUVEGARDÉS SANS ÊTRE CHIFFRÉS** sur quelque réseau, lecteur de poste de travail ou support de données que ce soit. Les formulaires « **Protégé B** » remplis **DOIVENT ÊTRE CHIFFRÉS À L'AIDE DE LA CARTE À PUCE DE L'ICP DU MDN**. Le non-respect de cette exigence constitue un manquement à la sécurité et entraînera des mesures administratives conformément à la politique en vigueur.



PROTECTED B (When completed) - PROTÉGÉ B (Une fois rempli)

Primary Reserve Operational Fitness Standard (PROFS) Normes de condition physique opérationnelle de la Première réserve (NCPOPR)

Block A - Bloc A / Applicants' particulars - Renseignements sur l'aspirant(e)				
Surname - Nom	Init.	SN - NM	DOB - DDN (yyaa/mm/dj)	Emergency contacts - Next of kin (name / phone) Numéro d'urgence - Proche parent (nom / téléphone)
<input type="checkbox"/> Photo ID Carte photo	Age - Âge	Sex - Sexe <input type="checkbox"/> M <input type="checkbox"/> F	Consent form - Formulaire de consentement <input type="checkbox"/> Adult - Adulte <input type="checkbox"/> Youth - Mineur	
Recruiting centre - Centre de recrutement		Unit - Unité	UIC - CIU	
<input type="checkbox"/> Initial evaluation - Première évaluation		<input type="checkbox"/> Second evaluation - Deuxième évaluation		
<input type="checkbox"/> Other - Autre _____				

Block B - Bloc B / Health questionnaire - Questionnaire sur la santé	
<p>This questionnaire is a screening device to identify personnel for whom fitness evaluation and physical activity might be inappropriate at this time.</p> <p><i>To the best of my knowledge:</i></p> <ol style="list-style-type: none"> 1. Do you have a medical condition which restricts you from participating in a fitness evaluation or a progressive training program? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 2. Do you have a bone or joint problem that could be made worse by becoming more physically active or which may prevent you from participating in a fitness evaluation or progressive training program? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 3. Do you experience pain, tightness, squeezing or a heaviness in your chest when you exercise? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 4. Do you ever get dizzy or faint when you exercise? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 5. Have you ever had a heart attack, a stroke or other heart-related problems? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 6. Do you suffer from such things as asthma, bronchitis, emphysema, diabetes, hypoglycemia, epilepsy, high blood pressure or cancer? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 7. Are you pregnant or do you believe that you might be? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 8. Are you taking medication (prescribed or otherwise) that could affect your ability to undertake a fitness evaluation? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 9. Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program? Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/> 	<p>Le présent questionnaire est un outil de travail dont le but est d'identifier les personnes pour qui une évaluation de la condition physique et de l'exercice sont présentement contre-indiqués.</p> <p><i>Au meilleur de votre connaissance :</i></p> <ol style="list-style-type: none"> 1. Avez-vous un trouble médical qui vous empêche de participer à une évaluation de la condition physique ou à un programme de conditionnement physique progressif? 2. Avez-vous des problèmes osseux ou articulaires qui pourraient être aggravés si vous pratiquez plus d'activité physique ou pouvant vous empêcher de participer à une évaluation de la condition physique ou à un programme de conditionnement physique progressif? 3. Ressentez-vous une douleur, une oppression, un serrement ou une pression dans la poitrine lorsque vous faites de l'exercice? 4. Souffrez-vous d'étourdissements ou d'évanouissements lorsque vous faites de l'exercice? 5. Avez-vous déjà souffert d'une crise cardiaque, d'un accident cérébrovasculaire ou d'autres problèmes cardiaques? 6. Souffrez-vous de l'asthme, de la bronchite, de l'emphysème, du diabète, d'hypoglycémie, de l'épilepsie d'hypertension artérielle ou du cancer? 7. Êtes-vous enceinte ou croyez-vous l'être? 8. Prenez-vous des médicaments (prescrits ou non prescrits) qui pourraient vous empêcher de participer à l'évaluation de la condition physique? 9. Y a-t-il d'autres raisons pour lesquelles vous aimeriez consulter un médecin avant de participer à l'évaluation de la condition physique ou d'entreprendre un programme de conditionnement physique?
Applicant's signature - Signature de l'aspirant(e)	
<input type="checkbox"/> Physician referral report Rapport d'évaluation du médecin	Date (yyaa-mm-dj)

Block C - Bloc C / Evaluator's observation Observations de l'évaluateur	Block D - Bloc D / Blood pressure Tension artérielle										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/></td> </tr> <tr> <td>Difficulty breathing at rest</td> <td style="text-align: center;"><input type="checkbox"/> Difficulté à respirer au repos</td> </tr> <tr> <td>Persistent cough</td> <td style="text-align: center;"><input type="checkbox"/> Toux persistante</td> </tr> <tr> <td>Lower extremity swelling</td> <td style="text-align: center;"><input type="checkbox"/> Enflure des membres inférieurs</td> </tr> <tr> <td>Other: _____</td> <td style="text-align: center;"><input type="checkbox"/> Autres : _____</td> </tr> </table>		Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/>	Difficulty breathing at rest	<input type="checkbox"/> Difficulté à respirer au repos	Persistent cough	<input type="checkbox"/> Toux persistante	Lower extremity swelling	<input type="checkbox"/> Enflure des membres inférieurs	Other: _____	<input type="checkbox"/> Autres : _____	<p>Resting blood pressure - Tension artérielle au repos</p> <p>First measure - Première mesure</p> <p>Systolic _____ Diastolic _____ Systolique _____ Diastolique _____</p> <p>Second measure (if required) - Deuxième mesure (si nécessaire)</p> <p>Systolic _____ Diastolic _____ Systolique _____ Diastolique _____</p>
	Yes Oui <input type="checkbox"/> No Non <input type="checkbox"/>										
Difficulty breathing at rest	<input type="checkbox"/> Difficulté à respirer au repos										
Persistent cough	<input type="checkbox"/> Toux persistante										
Lower extremity swelling	<input type="checkbox"/> Enflure des membres inférieurs										
Other: _____	<input type="checkbox"/> Autres : _____										

Block E - Bloc E / FORCE Evaluation - Évaluation																																	
<p>20 metre Rushes - Course de 20 mètres</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Time/Temps (m:ss)</td> <td style="width: 15%;">Standard Norme</td> <td style="width: 20%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">: </td> <td style="text-align: center;">51 s</td> <td><input type="checkbox"/> Met - Satisfait</td> <td><input type="checkbox"/> Did not meet - N'a pas satisfait</td> </tr> </table> <p>Sandbag Lift - Soulever des sacs de sable</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Time/Temps (m:ss)</td> <td style="width: 15%;">Standard Norme</td> <td style="width: 20%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">: </td> <td style="text-align: center;">3 min 30 s</td> <td><input type="checkbox"/> Met - Satisfait</td> <td><input type="checkbox"/> Did not meet - N'a pas satisfait</td> </tr> </table>	Time/Temps (m:ss)	Standard Norme			: 	51 s	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait	Time/Temps (m:ss)	Standard Norme			: 	3 min 30 s	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait	<p>Intermittent Loaded Shuttle - Course - navette intermittente avec charge</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Time/Temps (m:ss)</td> <td style="width: 15%;">Standard Norme</td> <td style="width: 20%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">: </td> <td style="text-align: center;">5 min 21 s</td> <td><input type="checkbox"/> Met - Satisfait</td> <td><input type="checkbox"/> Did not meet - N'a pas satisfait</td> </tr> </table> <p>Sandbag Drag - Traction de sacs de sable</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Time/Temps (m:ss)</td> <td style="width: 15%;">Standard Norme</td> <td style="width: 20%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">: </td> <td style="text-align: center;">Completion Compléter</td> <td><input type="checkbox"/> Met - Satisfait</td> <td><input type="checkbox"/> Did not meet - N'a pas satisfait</td> </tr> </table>	Time/Temps (m:ss)	Standard Norme			: 	5 min 21 s	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait	Time/Temps (m:ss)	Standard Norme			: 	Completion Compléter	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait
Time/Temps (m:ss)	Standard Norme																																
: 	51 s	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait																														
Time/Temps (m:ss)	Standard Norme																																
: 	3 min 30 s	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait																														
Time/Temps (m:ss)	Standard Norme																																
: 	5 min 21 s	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait																														
Time/Temps (m:ss)	Standard Norme																																
: 	Completion Compléter	<input type="checkbox"/> Met - Satisfait	<input type="checkbox"/> Did not meet - N'a pas satisfait																														

Block F - Bloc F / Certification of Evaluation - Attestation d'évaluation		
Applicant name (print) - Nom de l'aspirant(e) (en lettre moulées)	Applicant signature - Signature de l'aspirant(e)	Date (yyaa/mm/dj)

Block G - Bloc G / Results - Résultats	
Physical fitness evaluation results - Résultats de l'évaluation de la condition physique	
Met MPFS - Atteint NMCP	▶ <input type="checkbox"/> Yes - Oui <input type="checkbox"/> No - Non
Evaluator's signature - Signature de l'évaluateur	
Name (print) - Nom (en lettre moulées)	Signature
Date (yyaa/mm/dj)	

DND 2212 (12-2016) 7530-21-914-6136
Design: Forms Management 613-995-9944
Conception: Gestion des formulaires 613-947-8944

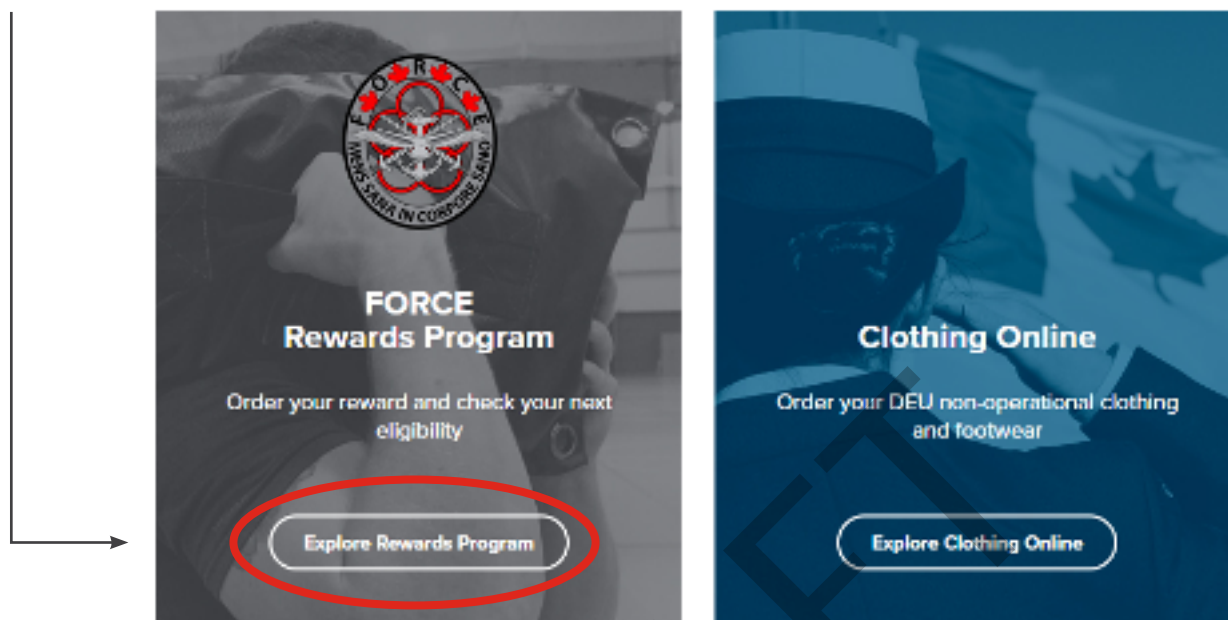
Copy / Copie 1 - CFRC / CRFC
Copy / Copie 2 - Applicant / Aspirant
Copy / Copie 3 - Evaluator / Évaluateur



PROTECTED B (When completed) - PROTÉGÉ B (Une fois rempli)

TOOL 37: LOGISTIK UNICORP WEBSITE SUMMARY – ORDERING PROCEDURES

In order to be eligible for the FORCE Rewards program the incentive level of Silver, Gold or Platinum must be achieved. To claim your Reward go to **www.logistikunicorp.com** and login into the FORCE Rewards Program website.



Once you have logged into the FORCE Rewards Program website you will see a message displaying the Incentive level you achieved.

**CONGRATULATIONS ON ACHIEVING
THE FORCE INCENTIVE LEVEL!**

The FORCE Rewards Program was designed to recognize your individual accomplishment demonstrating a high level of health related and operational fitness. Your exceptional results set a strong example for your peers and your engagement to support fellow CAF personnel will contribute to meeting the requirements for success in operation (learn more about [DFIT program](#)).

“Mens Sana In Corpore Sano”

A healthy mind in a healthy body defines the purpose of the FORCE Rewards program and is displayed within the crest. Five interlocking rings represent the components of fitness, four maple leaves represent the evaluation tasks, and the three CAF environments are equally represented within this program by the anchor, sword and eagle.

We encourage you to continue a lifestyle dedicated to engaging in regular fitness, eating well, maintaining a healthy weight and adopting injury prevention strategies. We do value all of the feedback from our members and we are constantly working to improve the service as a result of the suggestions that we receive. Please start with the survey by clicking [here](#).

[Claim Reward](#)

Choose the appropriate size, ensuring to use the sizing chart as there are no refunds or exchanges.

YOUR REWARD

GOLD LEVEL: HOODIE

Select size

Size Chart

*The size selection is final. No exchanges or returns.
DFIT program sizes are the equivalent of CAF t-shirts.

SHIPPING INFORMATION

Please select the location where you will pick up your FORCE Reward. Members that are deployed are asked to pick their home base/wing/unit.

Select province/territories or area

*Note that rewards are shipped monthly. Should you be relocating within the next four weeks, you should select your new location as pick up location.

Choose your location

Specify your pick up location

Shipping Address

14 Wing Fitness & Sports Centre
41 Chimo Road
Greenwood (NS) Canada
B0P 1N0

Order Reward

EMAIL

Please enter your email to receive notification. Your email will be used to notify you of shipping status, delivery and to issue random surveys on services. (OPTIONAL)

johndoe@forces.ca

Please update my email address on Clothing Online.


It is highly recommended an email address is added to receive shipping information. Lastly there are drop down menus to choose a shipping location. CAF personnel have the option to ship their reward to any location, Regular Force or Reserve Force. For Regular Force location rewards will ship to the local PSP Fitness staff. For the Reserve Force locations rewards will ship to the Unit CO.

Once the order is complete an "Order Confirmation" will be displayed. Ensure the information is correct. An Order Confirmation will also be emailed if an email address was provided.

ORDER CONFIRMATION

Your order #87340499 has been received, thank you!
 For all information concerning your order, please go to the [My Orders](#) page.

Your Order

<p>Order #87340499 Gold Level Reward Size: XL</p>	
---	---

Shipment / Delivery Info

925 Lewis Street
 Montreal (Quebec) Canada
 1FG 4R7

[Explore Clothing Online](#)


Once the order has shipped a second email will be sent to inform the recipient that their reward is on route to its destination. Please check with local PSP Fitness staff or the location identified by the Reserve Unit CO to retrieve your reward.

Dear M. XYZ

We've received your order #87340499, the details of which are below. Please hold on to this email for your records. We'll send you the tracking information as soon as your order has shipped. For additional information in regards to your order, please visit the [My Orders](#) page.

Please note that rewards are shipped at the end of every month.

Your Order

<p>Order #87340499 Gold Level Reward Size: XL</p>	
---	---

Shipment / Delivery Info

925 Lewis Street
 Montreal (Quebec) Canada
 1FG 4R7

TOOL 38: PSP EMAIL TO SR NCO

Good day Sir/Ma'am OR Insert Sr. NCO,

This letter serves to inform you that (MCpl John Doe) has achieved the Platinum Incentive Level on his/her annual FORCE Evaluation.

The FORCE Rewards Program has been implemented to motivate our CAF personnel to adopt a healthy-active lifestyle while recognizing those who achieve a high level of health-related and operational fitness. Their exceptional results set a strong example for their peers, in conjunction with the entire Canadian Armed Forces. We will hand deliver this reward to you. As physical fitness is a top priority for the CDS and CAFCWO, it is intended that this reward be presented by the CoC in a public ceremony or parade to recognize this rare accomplishment. In selecting a venue for presentation, please ensure the venue is positive, inspiring and well-attended.

CAF personnel must observe the following guidelines in regards to wearing the Platinum Pin:

- On dress attire only - not on operational attire;
- Centered on the right chest pocket flap, 1 cm below the name tag;
- Centered 1 cm below the name tag on jackets without a chest pocket;
- During the year the Pin has been awarded and the following year



The following resources are available to you for further information in regards to the FORCE Rewards Program:

- Local PSP Fitness staff
- CAF Fitness Policy and Standards Coordinator
- www.cfmws.ca/en/AboutUs/PSP/DFIT/Fitness/FORCEprogram/Pages/default.aspx

If you require any further support in regards to the awarding of the Platinum Reward please do not hesitate to forward me your inquiries.

Kindest regards,
B/W MFSR

TOOL 39: FORCE EVALUATION FACILITY INSPECTION FORM

An internal inspection of the FORCE Evaluation facility must be performed a minimum of once per month by the PSP Manager, Fitness and Sports (Mgr FS).

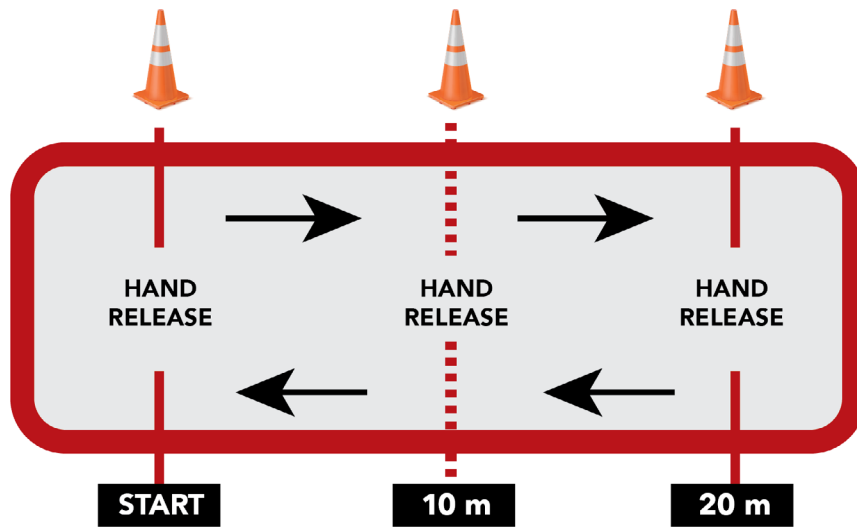
Location	
Date	
Name	

The Mgr FS will need the following equipment to conduct the facility inspection:

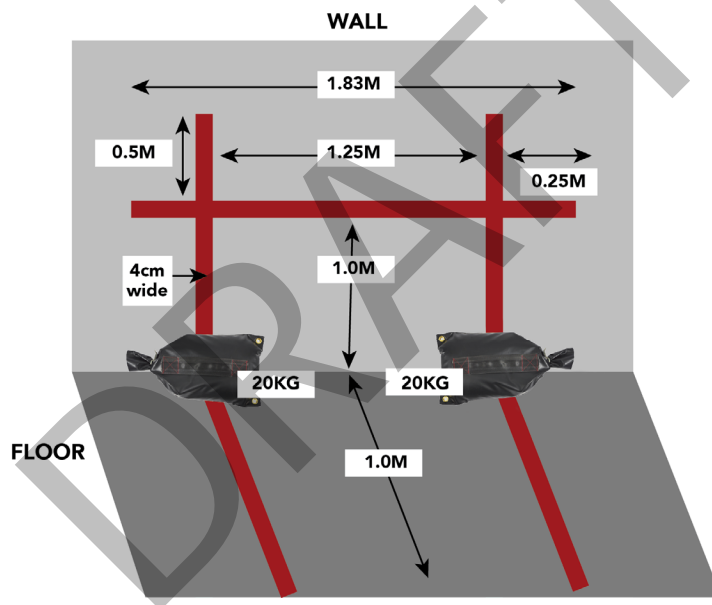
- a. Measuring tape (minimum 10 m in length)
- b. Heys xScale Pro model luggage scale

Sandbags			Notes
Each sandbag weighs 20 kg + 0.2 kg	Y	N	
The Sandbag Drag (SBD) kit is calibrated to 33.6 kg + 1 kg	Y	N	
The SBD kit is assembled with the correct orientation (i.e. carabiners, straps, etc).	Y	N	
The pigtails on each sandbag are tight and not loose	Y	N	
All sandbags are in working condition (not torn, open, leaking, etc.)	Y	N	
Lane Measurements			Notes
The lane for the 20 m Rushes (20mR) is 20 m in length and minimum 2 m wide	Y	N	
The middle line for the 20mR is 10 m from the start line and 10 m from the 20 m line	Y	N	
The line dimensions on all Sandbag Lift (SBL) stations are correct	Y	N	
The lanes for the Intermittent Loaded Shuttles (ILS) are 20 m in length and minimum 2 m in width.	Y	N	
The lane for the SBD. Verify that the lane is 20 m in length.	Y	N	
Resources			Notes
All three posters (FORCE Rewards Program, FORCE Fitness Profile, and Borg Scale) are displayed neatly and accurately on the wall.	Y	N	
Signature of Mgr FS:			

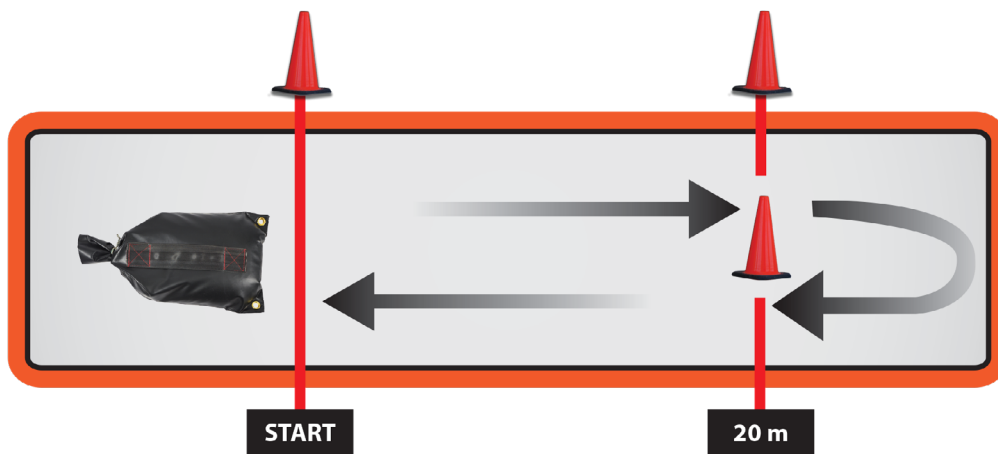
Annex A



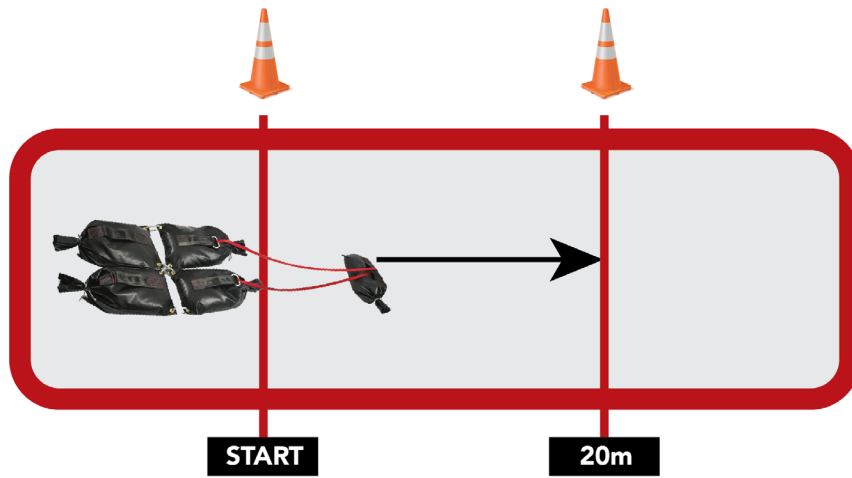
20mR set-up



SBL station set-up



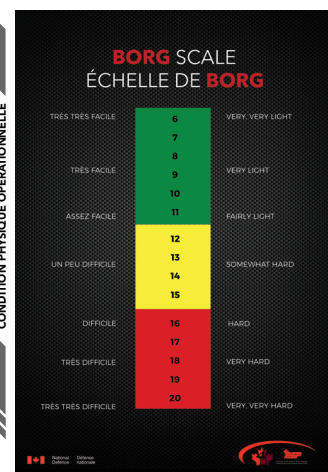
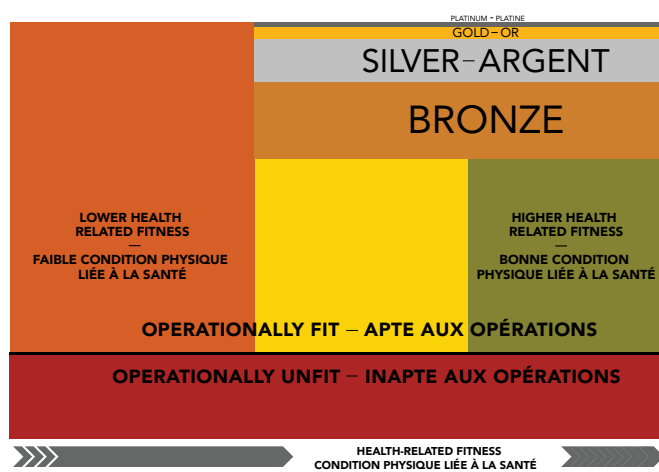
ILS lane set-up



SBD lane set-up



SBD kit set-up



FORCE Evaluation posters

TOOL 40: FORCE EVALUATION ASSESSMENT FORM

In order to ensure that protocols and procedures are correctly adhered to, as described in the FORCE Operations Manual, the Manager, Fitness and Sports (Mgr FS) is responsible for conducting FORCE Evaluation assessments on a regular basis.

Assessments must be conducted:

- at random;
- on PSP FORCE Evaluators;
- on CAF FORCE Evaluators;
- a *minimum of twice* per year at each location internally
- a *minimum of once* per year at each Reserve Unit evaluation site

Location	
Date	
Name of Mgr FS	
Name and position of FORCE Evaluator	

Evaluation Set-up			Notes
Recalibrated the SBD kit prior to the evaluation	Y	N	
Completes a facility, equipment, and floor surface inspection to eliminate any hazards, obstacles, and/or equipment malfunctions	Y	N	
Introduction			Notes
Follows the content of the Welcome Script during the FORCE Evaluation Introduction	Y	N	
Communicates clearly and concisely	Y	N	
Evaluation Registration			Notes
Verifies CAF member's NDI20 to confirm all service particulars	Y	N	
Follows appropriate steps in accordance with CAF member's responses to Health Appraisal questions	Y	N	
Waist Circumference (WC)			Notes
Creates a comfortable semi-private environment for the measurement	Y	N	
Directs CAF member to clear their abdomen and hip bone area of clothes and accessories	Y	N	

Orients themselves in a half-kneeling position offset by 45 degrees from the CAF member's front	Y	N	
Correctly landmarks the superior edges of the hip bones	Y	N	
Ensures measuring tape is correctly positioned following rotation	Y	N	
Applies a cross-handed technique following a normal expiration to measure the WC to the nearest 0.5 cm	Y	N	
Sanitizes WC tape in between each measurement as per Public Health Agency of Canada protocol	Y	N	
Task Demonstration/Explanation			Notes
Follows the content of the 20mR script	Y	N	
Demonstrates minimum 40 m of the 20mR	Y	N	
Follows the content of the SBL script	Y	N	
Demonstrates minimum 4 sandbag lifts	Y	N	
Follows the content of the ILS script	Y	N	
Demonstrates one intermittent loaded shuttle	Y	N	
Follows the content of the SBD script	Y	N	
Demonstrates 10 m of the SBD	Y	N	
Warm-up / Movement Preparation			Notes
Follows the content of the warm-up/movement preparation tool	Y	N	
Provides coaching and correcting on proper lifting techniques	Y	N	
Evaluation			Notes
Accurately observes the 20mR as the situation dictates	Y	N	
Accurately observes the SBL as the situation dictates	Y	N	

Accurately observes the ILS as the situation dictates	Y	N	
Accurately observes the SBD as the situation dictates	Y	N	
Debrief			Notes
Conducts the debrief privately	Y	N	
Explains and confirms the evaluation results with CAF member	Y	N	
Explains the Operational Fitness score	Y	N	
Explains the Health-Related Fitness score	Y	N	
Explains the Goal setting score	Y	N	
Explains the SPTP	Y	N	
Promotes PSP Fitness programs, DFit.ca, and Health Promotion programs	Y	N	
Explains the FORCE Rewards Program	Y	N	
If applicable, indicates survey for CAF member to complete on iPad	Y	N	
Captures the CAF member's signature	Y	N	
Writes evaluation results on info card and gives it to the CAF member	Y	N	
Explains the next evaluation date	Y	N	
Demonstrates acceptable verbal skills	Y	N	
Demonstrates acceptable non-verbal skills	Y	N	
Acknowledges that an unsuccessful evaluation requires DND 279 completion	Y	N	
Processing FORCE Evaluation Information			Notes
FORMeFIT Evaluation System: Verifies and uploads evaluation results immediately following the evaluation	Y	N	

DND 279: releases both copies to the CAF member for distribution and appropriately files any tracking sheets used during the evaluation	Y	N	
Follows the appropriate course of action in the incident of a failure (DND 279, Tool 21, and Tool 22)	Y	N	
Signature of Mgr FS:			

DRAFT

TOOL 41: PROFS WELCOME SCRIPT

1. Welcome to your PROFS Evaluation, my name is _____.
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 PROFS Evaluation.
4. Unless having a medical chit, wearing braces is not permitted. The use of gloves and chalk is not permitted.
5. If you need to use the restroom during your evaluation, please inform an evaluator so they are aware.
6. The PROFS Evaluation is made up of four tasks and must be completed in the following order:
 - a. 20 m Rushes
 - b. Sandbag Lift
 - c. Intermittent Loaded Shuttles
 - d. Sandbag Drag
7. Candidates will take a mandatory rest period between each task that consists of a minimum of five minutes and a maximum of eight minutes.
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.
10. Do you have any questions?