

**MARITIME TACTICAL OPERATORS
SELECTION PHYSICAL FITNESS
EVALUATION
OPERATIONS MANUAL**

SECOND EDITION
JUNE 2024

CANADIAN FORCES MORALE AND WELFARE SERVICES (CFMWS)

PERSONNEL SUPPORT PROGRAMS (PSP)

Table of Contents

Table of Contents	2
FOREWORD	4
CHAPTER 1: INTRODUCTION	5
Background.....	5
General.....	5
Evaluation summary.....	5
Evaluation timelines	5
Evaluation validity period	5
Evaluation attempts.....	6
Evaluation durations.....	6
Aim	6
Requirements and Responsibilities	6
MTO Selection PFE Evaluator’s Responsibilities	7
MTO Applicant/Candidate Responsibilities	8
CHAPTER 2: REGISTRATION	9
Evaluation scheduling.....	9
Information protection.....	9
MTO Selection PFE Reporting Form – Section A: Service Particulars	9
CHAPTER 3: PRE-EVALUATION ADMINISTRATION	10
Evaluation set-up.....	10
Component 1: Pre-fatigue	10
Component 2: Timed FORCE Circuit.....	10
Information briefing	11
Pre-evaluation administration.....	11
MTO Selection PFE Reporting Form – Section A & B.....	11
CHAPTER 4: THE EVALUATION	12
Protocols	12
Component 1: Pre-fatigue	12
Component 2: Timed FORCE circuit.....	14
Evaluation termination	16
CHAPTER 5: POST-EVALUATION ADMINISTRATION	17

Cool down.....	17
Evaluation results	17
Component 1: Pre-fatigue component.....	17
Component 2: Timed FORCE circuit.....	17
Debrief.....	18
MTO Selection PFE Reporting Form – Section D: Certification of evaluation	18
MTO Selection PFE Reporting Form – Section E: Certification of understanding...	18
Processing evaluation results.....	18
TOOLS.....	1
TOOL 1 – MTO Selection PFE Reporting Form	1
TOOL 2 – MTO Selection PFE Equipment list	1
TOOL 3 - Weighted vest instructions & calibration of equipment	2
Weighted vest instructions	2
Calibration of equipment.....	2
TOOL 4 – MTO Selection PFE: Warm up.....	3
TOOL 5 – MTO Selection PFE: Pre-evaluation instructions for candidates	4
ACRONYMS AND ABBREVIATIONS.....	5
REFERENCES	7

FOREWORD

1. The Second Edition of this Operations Manual has been prepared to provide instructions and guidance for conducting the Royal Canadian Navy (RCN) Maritime Tactical Operators (MTO) Selection Physical Fitness Evaluation (PFE) for the purpose of Pre-Selection to the MTO Assessment Center (MTOAC). This evaluation is delivered at the base level as part of the application process.
2. RCN MTO Selection PFE was developed for the MTOAC, under the supervision of the Canadian Forces Morale and Welfare Services (CFMWS), Director of Programs (D Prog), Personnel Support Program (PSP).
3. This new version of the manual replaces the First version (2022). This updated operations manual is now the only reference for conducting the MTO Selection PFE for the Pre-Selection of candidates to the MTOAC.
4. Revisions to this operations manual may occur by D Prog when required. The updated operations manual will be distributed formally after any review.
5. It is essential that the evaluation protocol and instructions provided in this operations manual be strictly adhered to and administered with care and attention in order to ensure valid and reliable results.
6. Evaluators must familiarize themselves with the instructions and ensure that each evaluation is conducted in the safest manner and environment possible.
7. Should you have any questions with the protocols or descriptions found within this Operations Manual you are asked to contact your Manager, Fitness, Sports & Recreation (or equivalent) or the D Prog at dfit-cphysd@cfmws.com.

Daryl Allard
Director Programs
Personnel Support Programs

CHAPTER 1: INTRODUCTION

Background

1. In 2019, the Navy requested the support of Canadian Forces Morale and Welfare Services (CFMWS), Directorate of Fitness (DFIT), to provide subject matter expertise during the Director General Military Personnel Research and Analysis (DGMPRA) review of the Royal Canadian Navy (RCN) Maritime Tactical Operators (MTO) selection process. PSP DFIT was requested to contribute to the redesign of the physical components of the selection process, screening evaluations and a physical preparation program for the pre-selection for the Maritime Tactical Operators (MTO) Assessment Center (MTOAC).
2. To this end, the MTO Selection PFE was designed based on the movement patterns, energy systems, and muscle groups recruited required for the safe and effective completion of the MTO course and operational physical tasks.

General

Evaluation summary

3. The MTO Selection PFE has two components.
Note the candidate is wearing a 14 kg weighted vest throughout the evaluation.
 - a. **Component 1: Pre-fatigue**
The pre-fatigue component consists of performing eight (8) seconds of flexed-arm hang followed immediately by eight (8) seconds of “dead hang”. Once the pre-fatigue is completed, the modified FORCE circuit is initiated.
 - b. **Component 2: Timed FORCE circuit**
The timed FORCE circuit is completed as quickly as possible, while ensuring safe handling and body mechanics. It consists of the same four (4) tasks as the FORCE Evaluation with minor modifications such as: performed as a continuous circuit and Intermittent Loaded Shuttles performed carrying two (2) sandbags – one (1) in each hand. The tasks are completed in the same order as the FORCE Evaluation: 20 m Rushes (20mR), Sandbag Lift (SBL), Intermittent Loaded Shuttles (ILS) and Sandbag Drag (SBD).

Evaluation timelines

4. The two components of the MTO Selection PFE **must be completed on the same day, one after the other**, starting with Component 1: Pre-fatigue, immediately followed by Component 2: Timed FORCE Circuit.

Evaluation validity period

5. The MTO Selection PFE **must be completed no more than six (6) months prior to the MTOAC** to be considered valid and acceptable for the MTOAC.

The MTOAC is typically held at the end of November/early December; therefore, the test should be completed from May through October.

Evaluation attempts

6. Regardless of the performance level achieved on the first attempt, MTO applicants can re-attempt the MTO Selection PFE a second time to improve their score. **There should be at least 30 days in between evaluations, or less at the evaluator's discretion. The MTO Fitness Preparation Program is highly recommended.** Candidates should allow for proper preparation and recovery in between evaluation attempts and PSP Fitness staff should be mindful of the time and resources used to administer such evaluation.

Evaluation durations

7. The MTO Selection PFE has two components:
 - a. The pre-fatigue component must be completed right before the timed FORCE circuit and should take **approximately 16 seconds to administer.**
 - b. The timed FORCE circuit component should take **approximately 10 minutes to administer** per applicant.

These timings are only related to the test administration.

Evaluation performance objectives

8. Each component of the evaluation represents an important aspect of the MTO occupation and course. **The applicant must complete each component.** With the MTOAC being a competitive process, applicants are encouraged to perform their best in all components of the MTO Selection PFE.

Aim

9. This Operations Manual provides guidance and direction to local PSP Fitness staff on how to administer MTO Selection PFE to CAF members. **Qualified PSP Personnel Fitness Staff are the only ones that can administer this evaluation.** The evaluators must follow the MTO Selection PFE protocols in the operations manual to ensure the evaluation results are valid and reliable for all candidates.

Requirements and Responsibilities

10. The following orders, directives, and publications are associated with the MTO Selection PFE and this Operations Manual.
 - a. [DAOD 5023-2, Common Military Tasks Fitness Evaluation](#);
 - b. [DAOD 5045-0, Canadian Forces Personnel Support Programs](#);
 - c. [DAOD 8009-0, Canadian Forces Diving](#);

- d. Latest active version of the [FORCE Evaluation Operations Manual](#)

MTO Selection PFE Evaluator's Responsibilities

11. The MTO Selection PFE is only administered by local PSP Fitness staff after completing the qualification on-the-job (OJT) training. Annually, the PSP MTOAC OPI will ensure that the local PSP Fitness staff have the qualification training to administer the MTO Selection PFE. Contact the Navy Strength and Conditioning Specialist in Esquimalt for support and additional information.
12. Ensure that the facility has all the required equipment and space to administer the MTO Selection PFE, prior to the evaluation.
 - a. PSP Fitness staff should consult [TOOL 2: MTO Selection PFE Equipment List](#) to ensure they have all the required equipment to administer this portion of the evaluation.
13. It is recommended that local PSP Fitness staff is organized in such a manner as to ensure that the maximum ratio of one-to-one (1:1) evaluator-participant is achieved to ensure standardised delivery process.
14. The MTO Selection PFE should be performed in the same location as the FORCE Evaluation. Cold or heat can exacerbate the physiological strain of exercise and thus may influence performance. The ideal environmental conditions for the conduct of the MTO Selection PFE Evaluation are between 20-22 degrees Celsius with a relative humidity of less than 60 percent and adequate airflow¹.
15. When the MTO Selection PFE is properly administered, there are minimal risks to the applicant. **Nevertheless, the emergency protocol developed by each local PSP Fitness staff in conjunction with their respective locations Standard Operating Procedures will be reviewed.** Also, the local PSP Fitness staff will ensure that:
 - a. All Evaluators are First Aid and Cardio-Pulmonary Resuscitation (CPR) qualified.
 - b. Evaluators have briefed all applicants on safety requirements and emergency procedures before the start of the MTO Selection PFE.
 - c. The location of the closest Automated External Defibrillator has been identified, when available.
16. Completion and accuracy of all sections of [TOOL 1: MTO Selection PFE Reporting Form](#).
17. Process and send the MTO Selection PFE Reporting Forms of completed evaluations to the emails listed at the bottom of the form.

¹ American College of Sports Medicine [ACSM], 2014.

MTO Applicant/Candidate Responsibilities

18. Consult the [MTO Candidate-Aide](#) document.
 - a. Bring all necessary equipment and follow pre-evaluation guidelines listed in the Candidate-Aide.
19. Prepare for the MTO Selection PFE with the guidance of the Physical Fitness Preparation Program available to all candidates in the Candidate-Aide document available on the [CFMWS website](#).
20. Comply with the evaluation protocol as directed by PSP Fitness staff.

DRAFT

CHAPTER 2: REGISTRATION

Evaluation scheduling

1. The evaluation needs to be scheduled in advance via the PSP Fitness Coordinator or Fitness Instructor. Candidates should be advised to consult the [CFMWS website](#) to know more about the requirements.
2. Given that the **MTO Selection PFE performance results are valid for six (6) months** and that MTOAC is typically held at the end of November/early December, the administration of the test may start in May. Evaluation schedules /booking procedures will vary by location.

Information protection

3. The [MTO Selection PFE Reporting Form](#) is ‘Protected A’ once completed and must be treated as such.
4. Firmly and legibly, print all service particulars in the boxes located on the applicable Reporting Form. If a number has fewer digits than the allocated spaces on the form, use zeros, beginning at the left side (for example, record MOS ID of 00010 as 0001000000)

MTO Selection PFE Reporting Form – Section A: Service Particulars

MARITIME TACTICAL OPERATORS (MTO) SELECTION PHYSICAL FITNESS EVALUATION (PFE) REPORTING FORM													
FORMULAIRE D'ÉVALUATION DE CONDITIONNEMENT PHYSIQUE DES OPERATEURS TACTIQUE MARITIME													
Section A: Service Particulars - Détails du service													
Surname - Nom								Init.		Rank - Grade		Military ID Pièce d'identité milita	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
DOB / DN-YYA: MM				DJ		Age		SN- NM					
<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Location - Lieu				Unit - Unité				UIC - CIU		MOS ID - ID SGPM			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

Figure 2.1 Section A: Service Particulars

CHAPTER 3: PRE-EVALUATION ADMINISTRATION

Evaluation set-up

1. At the beginning of the evaluation, the PSP Fitness evaluator will ensure the weighted vest of 14kg is adequately loaded and securely fitted on the candidate using the [TOOL 3: Weighted vest instructions and calibration of equipment](#).
 - a. Once it is verified by PSP Fitness evaluator at the beginning of the evaluation, it is then the responsibility of the candidate to ensure the vest is worn for the entirety of the MTO Selection PFE.

Component 1: Pre-fatigue

2. The access to the chin-up bar should be close to the Timed FORCE Circuit evaluation set-up (preferably close to the start line of the 20 m Rushes).
3. The platform (e.g. plyo box) below the chin-up bar should allow the participant to easily assume start position.
4. On the chin-up bar, place two pieces of tape such that there is a 12-inch gap in between the inside edges of the tape.

Component 2: Timed FORCE Circuit

5. PSP Fitness staff should refer to the latest active version of the [FORCE Evaluation Operations Manual](#) for this portion of the evaluation.
6. Unique FORCE Evaluation lanes are established for the timed FORCE circuit.
 - a. The applicant is assigned to a test lane consisting of a 20 m long straightaway used for the 20 m Rushes (20mR), Intermittent Loaded Shuttles (ILS), and Sandbag Drag (SBD). This lane should not be more than 20 m away from a Sandbag Lift (SBL) set-up. The transit between the FORCE Evaluation lane and Sandbag Lift set-up should not be obstructed by any hazards or other test lanes (Figure 3.1).
7. The sandbags and drag surface must be calibrated to 20 kg +/- 0.2 kg, and 330 N +/- 9.8 N (33.6 kg +/- 1 kg) respectively.
8. PSP Fitness staff should make sure that they have an (1) additional sandbag available for the ILS task, as two (2) sandbags are necessary for the first two (2) loaded shuttles (only). Place 2 x 20 kg sandbags at the start line, in comparison to the regular FORCE evaluation that has only one.

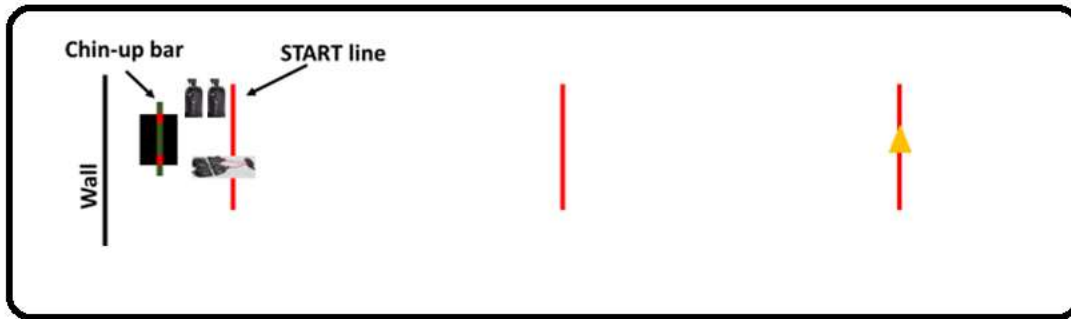


Figure 3.1: Example of an acceptable Timed FORCE Circuit set-up.

Information briefing

9. Before the warm-up and movement preparation, the PSP Evaluator will provide a clear explanation of each component being performed. During the MTO Selection PFE explanation, the PSP Evaluator will provide a walk-through of the tasks being performed.
10. The PSP Evaluator will provide support in loading and fitting the weighted vest on the candidate following [TOOL 3 – Weighted vest instructions and calibration of equipment](#).
11. The PSP Evaluator will make sure the candidate has brought all the necessary equipment of their own listed in the MTO Candidate-Aide document.

Pre-evaluation administration

MTO Selection PFE Reporting Form – Section A & B

12. The PSP Fitness staff should fill out the section A – Service Particulars and the section B – Health appraisal before the evaluation.

MARITIME TACTICAL OPERATORS (MTO) SELECTION PHYSICAL FITNESS EVALUATION (PFE) REPORTING FORM FORMULAIRE D'ÉVALUATION DE CONDITIONNEMENT PHYSIQUE DES OPERATEURS TACTIQUE MARITIME			
Section A: Service Particulars - Détails du service			
Surname - Nom		Init	Military ID Pièce d'identité milita
		Rank - Grade	<input type="checkbox"/> Yes <input type="checkbox"/> No
DOB / DN-YYA	MM	DJ	Age
Location - Lieu		Unit - Unité	SN- NM
		UIC - CIU	MOS ID - ID SGP/
Section B: Health Appraisal - Évaluation de la santé			
This questionnaire is a screening device to identify personnel for whom fitness evaluation and physical activity might be inappropriate at this time. / Ce questionnaire est un outil visant à identifier les personnes dont une évaluation de la condition physique et l'activité physique sont actuellement contre-indiquées.			Yes Oui
			No Non
1. To the best of your knowledge do you have a medical condition or Medical Employment Limitation (MEL) which restricts you from participating in a maximal fitness evaluation or a progressive training program? / À votre connaissance souffrez-vous d'une trouble médical ou avez-vous une contrainte à remplir pour raisons médicales (CERM) qui vous empêchent de participer à une évaluation de la condition physique avec effort maximal ou à un programme de conditionnement physique progressif?			<input type="checkbox"/>
			<input type="checkbox"/>
2. Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program? / 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?			<input type="checkbox"/>
			<input type="checkbox"/>
Name (print) - Nom (lettre moulées)		Signature	Date - (YAAA) / (MM) / (DJ)

Figure 3.2: MTO Selection PFE Reporting Form - Section A & B

CHAPTER 4: THE EVALUATION

Protocols

Component 1: Pre-fatigue

STEPS	Instructions
INFORMATION BRIEFING	<ul style="list-style-type: none">• Before the warm-up and movement preparation, the PSP Evaluator will ensure the candidate is aware of the Emergency Action Plan (EAP) and provide a clear explanation of the evaluation component being performed.• The candidates are encouraged to ask questions about this MTO Selection PFE if they have any. Then the warm-up and movement preparation are initiated.
EVALUATION	<ul style="list-style-type: none">• Once ready to start the pre-fatigue component, the candidate will stand under the chin-up bar (stand on a platform, if required) (Figure 4.1).• When the evaluator says “GO”, the applicant will stand on the provided box/step, grab the chin-up bar with their hands inside of the tape marks, and hang in the correct starting position of the flexed-arm hang (no full “chin-up” needed).<ul style="list-style-type: none">○ The candidate can bend at the knee, if required, to ensure they are not getting support from the ground during the hang.• The grip the applicant uses (overhand, underhand, or mixed grip) is at the applicant's discretion, and the bar must be between the chin and eye level for all 8 seconds (Figure 4.2).• As soon as the bar reaches the required level, the evaluator counts out loud, eight (8) seconds, while the applicant maintains the bar at this level for all eight (8) seconds.• The applicant is then instructed to extend their arms straight and perform a “dead hang” using the same grip.• The evaluator counts out another eight (8) seconds out loud, while the applicant must maintain the “dead hang” for all eight (8) seconds.
FINISH	<ul style="list-style-type: none">• This completes the pre-fatigue component.• If the applicant is unable to complete the 8-second flexed arm hang, or the 8-second dead hang, they will have to restart from the beginning of 8-second, of the type of hang they did not complete. For example, if a candidate completes the flexed arm hang for 8 consecutive seconds but does not hold the full 8 seconds for the dead hang immediately after, they have to re-start the dead hang portion only. If the 8-second flexed hang is not completed, then each portion needs to be redone.

	<ul style="list-style-type: none"> • If the candidate is unable to assume the correct pre-fatigue starting position, or if the candidate fails to complete the consecutive full 8 seconds consecutive hangs after two (2) attempts, it will result in the evaluation's failure.
TRANSITION	<ul style="list-style-type: none"> • Upon a successful pre-fatigue component, the candidate moves directly into the timed FORCE circuit. • Time starts as soon as the candidate receives the "GO" signal from the evaluator and gets up from the prone position at the start line (Figure 3.1). There should be no time wasted moving from the pre-fatigue to the red starting line. • If the applicant takes more than five (5) seconds to start the timed FORCE circuit due to circuit layout or for another reason, the evaluator should take note of the time difference and mark it in the comment section of the scoring sheet.

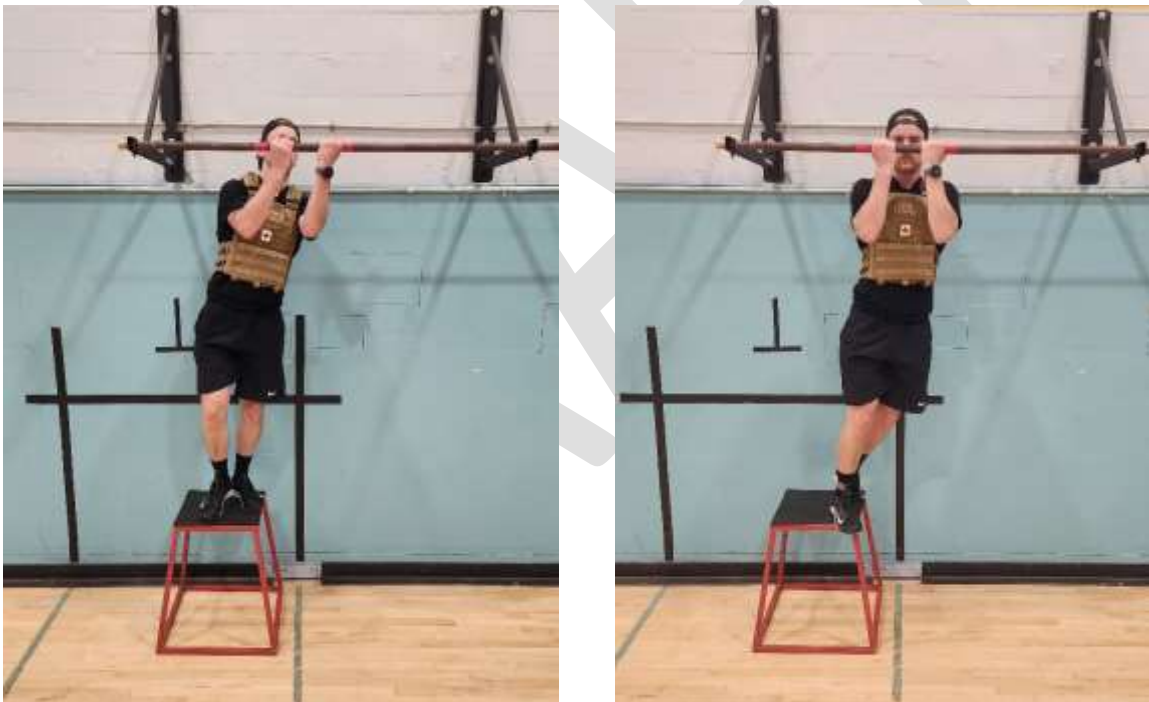


Figure 4.1 Appropriate set-up/starting positions



A) Flexed arms hang



B) Dead hang

Figure 4.2 Appropriate A) Flexed arms hang and B) Dead hang positions

Candidates cannot complete the Timed FORCE Circuit if they failed the Pre-fatigue component, unless otherwise advised by the evaluator. In this situation, the evaluation results will not include the Timed FORCE Circuit.

Component 2: Timed FORCE circuit

STEPS	Instructions
INFORMATION BRIEFING	<ul style="list-style-type: none"> • Instructions have already been provided at the initial briefing of the evaluation. Reminders can be provided for the next steps, if needed. • The MTO Selection PFE will be scored based on total completion time so the applicant must move as quickly as possible between tasks.
EVALUATION	<p style="text-align: center;">20 m Rushes (20mR)</p> <ul style="list-style-type: none"> • Performed as described in the protocol of the FORCE Evaluation Operations Manual.

	<ul style="list-style-type: none"> • The only difference is that the candidate will be coming from the pre-fatigue component and move directly into the 20 m Rushes. • Time starts as soon as the candidate receives the “GO” signal from the evaluator and gets up from the prone position at the start line. <ul style="list-style-type: none"> ○ The evaluator must record the split time for this task, without the transition time, on the Reporting Form.
	<p style="text-align: center;">Transition</p> <ul style="list-style-type: none"> • After completion of the 20 m Rushes, the candidate will move directly to the Sandbag Lifts station. <ul style="list-style-type: none"> ○ This period of time is only accounted for in the total Timed FORCE Circuit time.
	<p style="text-align: center;">Sandbag lifts (SBL)</p> <ul style="list-style-type: none"> • Performed as described in the latest FORCE Evaluation Operation Manual (Sandbag Lifts protocol). <ul style="list-style-type: none"> ○ The evaluator must record the split time for this task, without the transition time, on the Reporting Form.
	<p style="text-align: center;">Transition</p> <ul style="list-style-type: none"> • After completion of the Sandbag Lifts, the candidate will move directly to the Intermittent Loaded Shuttles station. <ul style="list-style-type: none"> ○ This period of time is only accounted for in the total Timed FORCE Circuit time.
	<p style="text-align: center;">Intermittent Loaded Shuttles (ILS)</p> <ul style="list-style-type: none"> • Performed as described in the latest FORCE Evaluation Operations Manual (Intermittent Loaded Shuttles protocol), except the candidate will be carrying two (2) sandbags (one (1) in each hand – farmers carry) for the loaded components. <ul style="list-style-type: none"> ○ The evaluator must record the split time for this task, without the transition time, on the Reporting Form.
	<p style="text-align: center;">Transition</p> <ul style="list-style-type: none"> • After completion of the Intermittent Loaded Shuttles, the applicant will move directly to the Sandbag Drag station. <ul style="list-style-type: none"> ○ This period of time is only accounted for in the total Timed FORCE Circuit time.
	<p style="text-align: center;">20 m Sandbag Drag (20m SBD)</p> <ul style="list-style-type: none"> • Performed as described in the latest FORCE Evaluation Operations Manual (Sandbag Drag protocol).

	<ul style="list-style-type: none"> • Candidates are allowed to stop at any time during the SBD. However, the recorded time will not be stopped until they have completed the prescribed distance. <ul style="list-style-type: none"> ○ The evaluator must record the split time for this task on the Reporting Form.
FINISH	<ul style="list-style-type: none"> • The evaluator will stop the timer once the sandbag drag is completed, which marks the completion of the MTO Selection PFE. • In addition to every split time of each task (20mR, SBL, ILS, 20m SBD), the evaluator will also record the total Timed FORCE Circuit completion time when the candidate crosses the finish line of the Sandbag Drag.

Evaluation termination

2. A MTO Selection PFE is terminated when one of the following scenarios occurs:
 - a. The applicant completes all the specific events of the MTO Selection PFE;
 - b. The applicant chooses not to continue. Reasons for this could be fatigue, pain, injury, etc.;
 - c. The evaluator becomes concerned for the applicant's safety due to immediate signs of serious distress. In the event of a medical issue, activate Emergency Medical Services;
 - d. A physical incident occurs, resulting in the applicant being physically unable to continue;
 - e. An equipment failure (e.g. sandbag, facility issue) occurs and requires immediate actions by the evaluator.
3. When the MTO Selection PFE is terminated for reasons **2. b, c, d**, the test attempt does not result in a performance score level and is reported as Incomplete, but still counts towards the maximum of two (2) trials per MTOAC attempt (year). Only when the MTO Selection PFE is terminated for reason **1. e**, the applicant can re-attempt the MTO component after a mandatory 15 min rest.
4. If it is evident that an applicant will not complete the MTO Selection PFE, the evaluator may allow them to continue until exhaustion. This is encouraged to provide specific fitness programming and training recommendations to the applicant, as part of their debrief.

CHAPTER 5: POST-EVALUATION ADMINISTRATION

Cool down

1. A 5-minute supervised recovery walk within the evaluation area must take place upon completion of the MTO Selection PFE components, allowing applicants to recover. If requested by the applicant, guidance will be provided for an active recovery with stretching.

Evaluation results

2. Section C is divided into two (2) sub-sections, one for each of the MTO Selection PFE components. The sub-sections are designed to allow the PSP Fitness Evaluator to directly record the results as the MTO Selection PFE is administered.
3. Upon completion of each MTO Selection PFE component, the evaluator must record the result in the box designated for each respective MTO Selection PFE component:

Section C: Test Results / Résultat de l'évaluation		Attempt # / # de l'essai 1 <input type="checkbox"/> 2 <input type="checkbox"/>	
Pre-Fatigue Component / Composante Pré-Fatigue		Date <input type="text"/> YYAA/MM/DJ	
<input type="checkbox"/>	Completed the Pre-fatigue Component (flexed-arm hang followed by "dead hang") / A complété la composante Pré-fatigue (flexion des		
<input type="checkbox"/>	Did NOT complete the Pre-Fatigue Component (flexed-arm hang followed by "dead hang") / N'a PAS complété la composante Pré-fatig		
Comments / Commentaires		<input type="text"/>	
Timed FORCE Circuit Component / Composante Circuit FORCE Chronométré			
<input type="checkbox"/>	Completed the Timed FORCE Circuit / Complété le Circuit FORCE Chronométré.		
<input type="checkbox"/>	Did NOT complete the Timed FORCE Circuit / N'a PAS complété le Circuit FORCE Chronométré.		
<input type="text"/>	: 1) 20m Rushes split time	<input type="text"/>	: 3) Intermittent Loaded Shuttles split time
<input type="text"/>	: 2) Sandbag Lifts split time	<input type="text"/>	: 4) 20m Sandbag Drag split time
<input type="text"/>	Total completion time (mm:ss) for the Timed FORCE Circuit / Temps total de complétion (mm:ss) du Circuit FORCE chronomé		
Comments / Commentaires		<input type="text"/>	

Figure 5.1 Section C: Test Results

4. Write down the date of the attempt of the MTO Selection PFE, as well as the number of the attempt.
 - a. For example, if it is the second attempt of a candidate within the same cycle, check off box "2".

Component 1: Pre-fatigue component

5. Check-off the appropriate box for the completion (completed) or not (did not complete) the pre-fatigue component. If part of the component were achieved, or not, please write it as comments.
6. Write down any valuable comments such as: had to reset, setup far from the circuit, etc.

Component 2: Timed FORCE circuit

7. Write down the split times of each task of the timed FORCE Circuit.
8. Write down the total completion time (mm:ss) of the Timed FORCE Circuit.

9. Write down any valuable comments related to the Timed FORCE Circuit such as: bad posture, hurt during this task, etc.

Debrief

10. The PSP Fitness Evaluator must debrief all applicants upon completion of their respective MTO Selection PFE component. The applicants must be provided with their completion time.
11. Applicants can attempt the MTO Selection PFE twice per MTOAC application cycle (year) regardless of the performance level achieved on the first attempt, even if only to improve their score.
12. There should be at least 30 days in between evaluations, or less at the evaluator's discretion. The MTO Fitness Preparation Program is highly recommended. Candidates should allow for proper preparation and recovery in between evaluation attempts and PSP Fitness staff should be mindful of the time and resources used to administer such evaluation.

MTO Selection PFE Reporting Form – Section D: Certification of evaluation

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

Section D: Certification of evaluation - Attestation d'évaluation	
_____ Evaluator name (print) - Nom de l'évaluateur (écrire en lettres)	_____ Evaluator signature - Signature de l'évaluateur

Figure 5.2 Section D: Certification of evaluation

MTO Selection PFE Reporting Form – Section E: Certification of understanding

14. The candidate must sign and date their acknowledgment of the Evaluation results. In cases where the applicant refuses to sign, the Evaluator must note “member refused to sign” in this Section.

Section E: Certification of understanding - Attestation																	
I acknowledge the above fitness evaluation results. - Je reconnais les résultats de l'évaluation de la condition physique.																	
_____ Signature of member - Signature du militaire	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">Date - (YYAA)</td></tr></table> / <table border="1"><tr><td> </td><td> </td></tr><tr><td colspan="2">(MM)</td></tr></table> / <table border="1"><tr><td> </td><td> </td></tr><tr><td colspan="2">(DJ)</td></tr></table>					Date - (YYAA)						(MM)				(DJ)	
Date - (YYAA)																	
(MM)																	
(DJ)																	

Figure 5.3 Section E: Certification of Understanding

Processing evaluation results

15. Each respective MTO Selection PFE reporting Form will be the only form used to record the applicant's MTO Selection PFE results. Following the Privacy Act, once completed, the reporting form is a Protected A document and must be treated as such.
 - a. Completed MTO Selection PFE reporting forms will be distributed by the Local PSP evaluator following the following procedures:
 - i. Copy 1: MTO Applicant
 - ii. Copy 2: DNP Selection cell at the following email address - RCN-PSEL@forces.gc.ca

- iii. Copy 3: PSP HQ Human Performance Research & Development (for validation of the MTO Selection PFE with MTOAC) at the following email address – RCN-PSEL@cfmws.com

DRAFT

TOOLS

Tool 1: MTO Selection PFE Reporting Form

MARITIME TACTICAL OPERATORS SELECTION PHYSICAL FITNESS EVALUATION FORM FORMULAIRE D'ÉVALUATION DE CONDITIONNEMENT PHYSIQUE DES OPERATEURS TACTIQUE MARITIME											
MARITIME TACTICAL OPERATORS (MTO) SELECTION PHYSICAL FITNESS EVALUATION (PFE) REPORTING FORM FORMULAIRE D'ÉVALUATION DE CONDITIONNEMENT PHYSIQUE DES OPERATEURS TACTIQUE MARITIME											
Section A: Service Particulars - Détails du service											
Surname - Nom				Init		Rank - Grade				Military ID Pièce d'identité militair	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
DOB / DN-YYAA		MM	DJ		Age			SN- NM			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Location - Lieu				Unit - Unité		UIC - CIU				MOS ID - ID SGPM	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Section B: Health Appraisal - Évaluation de la santé											
This questionnaire is a screening device to identify personnel for whom fitness evaluation and physical activity might be inappropriate at this time. / Ce questionnaire est un outil visant à identifier les personnes dont une évaluation de la condition physique et l'activité physique sont actuellement contre-indiqués										Yes	No
										Oui	Non
1. To the best of your knowledge do you have a medical condition or Medical Employment Limitation (MEL) which restricts you from participating in a maximal fitness evaluation or a progressive training program? / À votre connaissance souffrez-vous d'une 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 avec effort maximal ou à un programme de conditionnement physique progressif?										<input type="checkbox"/>	<input type="checkbox"/>
2. Is there any other reason you would need to talk to a physician prior to your fitness evaluation or training program? / 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?										<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>			<input type="text"/> <input type="text"/>			
Name (print) - Nom (lettre moulées)				Signature				Date - (YYAA)		(MM)	(DJ)
Section C: Test Results / Résultat de l'évaluation											
						Attempt # / # de l'essai 1 <input type="checkbox"/> 2 <input type="checkbox"/>					
Pre-Fatigue Component / Composante Pre-Fatigue								Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYAA/MM/DJ			
<input type="checkbox"/> Completed the Pre-fatigue Component (flexed-arm hang followed by "dead hang") / A complété la composante Pré-fatigue (flexion des											
<input type="checkbox"/> Did NOT complete the Pre-Fatigue Component (flexed-arm hang followed by "dead hang") / N'a PAS complété la composante Pré-fatigue											
Comments / Commentaires				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
Timed FORCE Circuit Component / Composante Circuit FORCE Chronométré											
<input type="checkbox"/> Completed the Timed FORCE Circuit / Complété le Circuit FORCE Chronométré.											
<input type="checkbox"/> Did NOT complete the Timed FORCE Circuit / N'a PAS complété le Circuit FORCE Chronométré.											
<input type="text"/> : <input type="text"/>		1) 20m Rushes split time				<input type="text"/> : <input type="text"/>		3) Intermittent Loaded Shuttles split time			
<input type="text"/> : <input type="text"/>		2) Sandbag Lifts split time				<input type="text"/> : <input type="text"/>		4) 20m Sandbag Drag split time			
<input type="text"/> : <input type="text"/>		Total completion time (mm:ss) for the Timed FORCE Circuit / Temps total de complétion (mm:ss) du Circuit FORCE chronométré									
Comments / Commentaires				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
Section D: Certification of evaluation - Attestation d'évaluation											
Evaluator name (print) - Nom de l'évaluateur (lettres moulées)						Evaluator signature - Signature de l'évaluateur					
Section E: Certification of understanding / Attestion											
I acknowledge the above fitness evaluation results / Je reconnais les résultats de l'évaluation.											
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>			<input type="text"/> <input type="text"/>			
Signature of member - Signature du militaire				Date - (YYAA)		(MM)	(DJ)				
"Local PSP Evaluator must send all completed MTO Selection PFE Reporting forms to: Copy 1: MTO Applicant (Applicant will share with appropriate authority [Personnel Selection Officer]) for MTOAC application. Copy 2: PSP HQ (Human Performance Research - for validation of the MTO Selection PFE with MTOAC) at RCN-PSEL@cfmws.com. Copy 3: DNP Selection cell at RCN-PSEL@forces.gc.ca."											

Tool 2: MTO Selection PFE Equipment list

1. The following lists equipment and resource requirements for the conduct of the pre-fatigue and timed FORCE circuit components of the MTO Selection PFE:
 - a. FORCE Evaluation setup ([Latest FORCE Operations Manual](#));
 - b. 1 x chin-up bar (as close to the course layout as possible – preferably inside 5-10 m of the 20 m rushes starting line);
 - c. 1 x platform (e.g. plyo box) – the height of the platform should allow the candidate/participant to hang in the correct starting position of the flexed-arm hang (no full “chin-up” needed).
 - d. 1 x luggage scale – measurement of the weight vest;
 - e. 1 x weighted vest (14 kg) - Candidates who do not have access to a vest can borrow one. They are encouraged to reach out to their location PSP Staff in advance.
 - i. Weight of the vest should be organized as per [TOOL 3: Weighted vest instructions](#).
 - f. 1 x additional 20 kg sandbag for the Intermittent Loaded Shuttles;
 - g. 1 x [TOOL 1 – MTO Selection PFE Reporting Form](#);
 - h. 1 x MTO Selection PFE Evaluation Operations Manual; and
 - i. 1 x Local Incident Report Form.

Tool 3: Weighted vest instructions & calibration of equipment

Weighted vest instructions

1. Every candidate must wear a 14kg weighted vest throughout the MTO Selection PFE.
 - a. Candidates who do not have access to a vest can borrow one. They are encouraged to reach out to their location PSP Staff in advance.
2. The weight of the vest should be organized in a way that it is distributed around the candidate's body, and not all stored in the front, or all stored in the back of the candidate.
3. The evaluator must verify the load distribution of the vest (as evenly as possible around the body) and make sure it is secured on the candidate.
 - a. If the vest does not hold up correctly on the candidate during the entire evaluation, the evaluator should advise the candidate to fix it. However, it is the candidate's responsibility to make sure the vest stays secured. The time will not be stopped for the candidate to fix their vest.

Calibration of equipment

4. Calibration of equipment (weights, distances, and friction resistance) is essential to ensure the accuracy and the validity of the evaluation results. The equipment used in the FORCE circuit must be calibrated using the directions in the FORCE Operations Manual.
 - a. The sandbags and drag surface must be calibrated to 20 kg +/- 0.2 kg, and 330 N +/- 9.8 N (33.6 kg +/- 1 kg) respectively.
5. The weight of most equipment is not expected to change from day to day.
6. Before the conduct of any evaluation, the evaluator will complete a facility, equipment, and floor surface inspection to eliminate any tripping/slipping hazards, equipment malfunctions, obstacles, inappropriate surfaces, and general safety risk.

Tool 4: MTO Selection PFE: Warm up

1. Before the MTO Selection PFE, applicants must undergo a warm-up and evaluation preparation led by the PSP Fitness Evaluator. The PSP Fitness Evaluator will provide the applicant with the following specific warm-up/evaluation preparation exercises before the MTO Selection PFE:
 - a. Mandatory dynamic movements (5-8 minutes) performed before the start of the **pre-fatigue component**:
 - i. 2-3 min of light aerobic activity
 - ii. 5 x per side Reaching side bends (knees and hips unlocked)
 - iii. 3 x Squats
 - iv. 3 x per side Lunges forward / backward complex
 - v. 3 x per side Alternating lateral step lunges
 - vi. 3 x per side Spiderman steps
 - vii. 5 x Hand release push-up to get up.
 - b. An additional 2-5 min warm-up period is recommended to be completed at the applicant's discretion.

Tool 5: MTO Selection PFE: Pre-evaluation instructions for candidates

1. A minimum of 48 hrs prior to the MTO Selection PFE, the CAF member (MTO applicant) must be informed of the following dress, equipment and guidelines:
 - a. Exercise clothing (shorts & T-shirt);
 - b. Running shoes;
 - c. Water bottle;
 - d. Weight vest – evenly loaded between front and back (14 kg total)²;
 - e. Avoid exercise six (6) hrs prior to the evaluation;
 - f. Avoid alcohol consumption for at least six (6) hrs prior to the evaluation; and
 - g. Avoid large meals, smoking/vaping, chew smokeless tobacco, or stimulants (tea, coffee, energy drinks, pharmaceuticals, etc.) at least two (2) hrs prior to the evaluation.
2. Non-compliance with the above instructions does not necessarily mean the MTO Selection PFE postponement. However, applicants must be informed that it may have a negative effect on their results. Not having the proper dress or equipment will lead to the test component postponement.

² Candidates will be able to borrow a weight vest from the gym if they do not have their own. Weight vest will need to be weighed by the PSP staff before the evaluation.

ACRONYMS AND ABBREVIATIONS

ACSM	American College of Sports Medicine
BP	Blood Pressure
CAF	Canadian Armed Forces
CFMWS	Canadian Forces Morale and Welfare Services
CO	Commanding Officer
CPR	Cardio-Pulmonary Resuscitation
CSEP	Canadian Society of Exercise Physiology
DNP	Director of Naval Personnel
DAOD(s)	Defence Administrative Orders and Directive(s)
DND	Department of National Defence
DOB	Date of Birth
DWAN	Defence Wide Area Network
D Prog	Directorate of Programs
EAP	Emergency Action Plan
hrs	Hours
ILS	Intermittent Loaded Shuttles
kg	Kilogram(s)
km	Kilometres
m	Metre(s)
MO	Medical Officer
Mgr FS&R	Manager Fitness, Sports, and Recreation
MTOAC	Maritime Tactical Operator Assessment Center
MTO	Maritime Tactical Operator
min	Minute(s)
mmHg	Millimetres of Mercury
N	Newtons
OPI	Office(s) of Primary Interest
PFE	Physical Fitness Evaluation

PHA	Periodic Health Assessment
PSO	Personnel Selection Officer
PSP	Personnel Support Programs
RCN	Royal Canadian Navy
SBL	Sandbag Lifts
20m SBD	20m Sandbag Drag
20mR	20m Rushes

REFERENCES

[FORCE Evaluation Operations Manual \(3rd version\)](#)

American College of Sports Medicine (ACSM) (2014). *ACSM's Guidelines for Exercise Testing and Prescription, 9th Edition*. Wolters Kluwer / Lippincott Williams & Wilkins.

[DAOD 5023-2, Common Military Tasks Fitness Evaluation](#)

[DAOD 5045-0, Canadian Forces Personnel Support Programs](#)

[DAOD 8009-0, Canadian Forces Diving](#).