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CHANGES TO CAF PER FOR 2019/2020

UNCLASSIFIED

REFS: A. CFPAS HELP FILE 2019-20

B. CANADAS DEFENCE POLICY - STRONG, SECURE, ENGAGED

C. A-AD-121-F01/JX-000 DATED 2018-08-09 MANUAL OF ABBREVIATIONS

D. DM/CDS DIRECTIVE ON SAFEGUARDING CLASSIFIED AND PROTECTED INFORMATION 10 JULY 2016

1. ALL UPDATES PROVIDED FROM PREVIOUS CANFORGENS HAVE BEEN INCORPORATED IN THE CANADIAN FORCES PERSONNEL APPRAISAL SYSTEM (CFPAS) HELP FILE AT REF A. THE UPDATES TO REF A AND ADJUSTMENTS TO THE ANNUAL EVALUATION PROCESS THAT FOLLOW ARE PART OF REF B, CANADAS DEFENCE POLICY - STRONG, SECURE, ENGAGED - TO MODERNIZE THE CAF CAREER MANAGEMENT SYSTEM
2. FORMAL ANNUAL SELECTION BOARDS FOR PROMOTION YEAR 2020 HAVE COME TO A CLOSE, SELECTION BOARDS FOR PROMOTION YEAR 2021 WILL COMMENCE 21 SEPTEMBER 2020 AND THE NEW CFPAS CYCLE OF ANNUAL PER REPORTING WILL BEGIN SOON. LEVERAGING LESSONS LEARNED FROM PROMOTION SELECTION BOARD REPORTS, THIS CANFORGEN PROVIDES GUIDANCE AND DIRECTION FOR 2019/20 CFPAS PREPARATION AS WELL AS FOR PROMOTION YEAR 2021 SELECTION BOARD PLANNING AND CONSIDERATIONS. THE THREE AREAS OF FOCUS OF THIS MESSAGE ARE:
 - A. (PART I) PER PROCESSING AND CFPAS OBSERVATIONS
 - B. (PART II) SELECTION BOARD OBSERVATIONS
 - C. (PART III) CFPAS UPDATES FOR THE UPCOMING REPORTING YEAR
3. PART 1 - PER PROCESSING AND CFPAS OBSERVATIONS. THE FOLLOWING GENERAL COMMENTS ARE PROVIDED TO AID IN EVALUATIONS:
 - A. NINE LINE LIMITATIONS WERE ADHERED TO WITHOUT IMPACTING THE

CLARITY AND QUALITY OF NARRATIVES. DUE TO REDUCED NARRATIVES, IT IS IMPORTANT THAT DRAFTERS OF EVALUATIONS AVOID DUPLICATION OF CONTENT BETWEEN PERFORMANCE AND POTENTIAL SECTIONS. AS IN PREVIOUS YEARS, PERS THAT EXCEED THE NINE LINE LIMIT WILL BE RETURNED TO UNITS

- B. LAST YEARS CHANGE TO REF A ENSURING THAT EVERY PER HAS TEXT TO CAPTURE THE MEMBERS CONTRIBUTION DURING THE YEAR PROVED VALUABLE TO SELECTION BOARDS. THEREFORE LS/CPL TO CDR/LCOL PERS (FORM 1) WITHOUT TEXT IN SECTION 4 (PERFORMANCE) WILL NO LONGER BE ACCEPTED
- C. LATE PERS CONTINUE TO BE A CHALLENGE. 1939 PERS WERE RECEIVED DURING SELECTION BOARDS, AND ANOTHER 50 AFTER BOARDS HAD CLOSED. EACH LATE PER POTENTIALLY CAUSES UNNECESSARY RISK TO THE AFFECTED MEMBERS MERIT SELECTION PROCESS. LATE PERS INCREASE WORKLOAD FOR STAFF AND CAN RESULT IN TIME-CONSUMING SUPPLEMENTARY BOARDS RECEIVING PERS ON TIME ALLOWS FOR DGMC STAFF TO PROVIDE THE BEST QUALITY SERVICE TO BOARDS, ENSURING MEMBERS ARE FULLY REPRESENTED. AS PER REF A SECTION 203 AND 107, 01 JUNE 2020 IS THE DEADLINE FOR PER SUBMISSIONS FOR 19/20 EVAL YEAR
- D. IAW REF A SECTION 201, PERS SHALL BE WRITTEN IN THE OFFICIAL LANGUAGE OF CHOICE OF THE MEMBER, REGARDLESS OF THE LANGUAGE DESIGNATION OF THE UNIT
- E. ALL MEMBERS DESERVE A UNIQUE PER. THE PRACTICE OF CUTTING AND PASTING FROM PREVIOUS YEARS IS UNACCEPTABLE AND WILL RESULT IN THE PERS BEING RETURNED
- F. IAW REF A SECTION 118, THERE IS NO MINIMUM OBSERVATION PERIOD TO WRITE AN ANNUAL PER. WHERE OBSERVATION IS SO LIMITED AS TO RENDER IT IMPOSSIBLE TO ACCURATELY REPORT UPON A MEMBER PERFORMANCE AND POTENTIAL, THE UNIT CO MAY CONSIDER RENDERING A PERX. UNDER NO CIRCUMSTANCES SHOULD AN EXEMPTION BE SELECTED SIMPLY TO SAVE STAFF EFFORT
- G. FOR PERSONNEL POSTED TO THE ATL AND NOT RETURNING BEFORE THE END OF THE REPORTING PERIOD, THE LOSING UNIT IS RESPONSIBLE FOR WRITING AN ANNUAL PER OR PERX. THIS PER SHALL BE RENDERED PRIOR TO DEPARTURE AND COVER THE PERIOD FROM 1 APRIL TO THE CHANGE OF STATUS DATE
- H. IAW REF A SECTION 201 THE FINAL PRINTOUT OF A PER MUST BE DONE ON A LASER JET PRINTER. THE PERMON SCANNER CAN ONLY READ, VALIDATE AND EXTRACT INFORMATION FROM A PRISTINE ORIGINAL PRINTED FROM THE CFPAS APPLICATION. PHOTOCOPIES OR SCANS CANNOT BE PROCESSED

- I. UNITS SHOULD BE USING THE PER MONITORING FUNCTION IN MONITOR MASS. MONITOR MASS PROVIDES UNITS WITH REAL TIME STATUS OF PERS, INCLUDING PERS THAT WERE RTUD FOR CORRECTIONS. MANUAL 728 S WILL NOT BE ENTERED INTO MONITOR MASS LIMITING UTILITY FOR TRACKING
4. PART II - SELECTION BOARD OBSERVATIONS. PROPERLY PREPARED AND WELL WRITTEN PERS AND ACCURATE DATA IN GUARDIAN REMAIN THE FOUNDATION FOR A FAIR AND PRECISE SELECTION BOARD ASSESSMENT. PERS MUST FULLY REPRESENT THE NATURE AND EXTENT OF A MEMBERS DUTIES AND PROPERLY SIGNAL POTENTIAL TO SUCCEED AT THE NEXT RANK. WHILE NOT INCLUSIVE OF ALL FEEDBACK, THE FOLLOWING SELECTION BOARD OBSERVATIONS ARE PROVIDED FOR CONSIDERATION:
 - A. SOME SELECTION BOARDS WERE CHALLENGED WHEN PERS DID NOT EFFECTIVELY AND FULLY SUPPORT THE ASSESSMENT AND POTENTIAL FACTORS. SOME RATINGS SCORED AS MASTERED OR OUTSTANDING HAD LIMITED COMMENTS COMPARED TO OTHER FACTORS WITH LOWER SCORES. GIVEN REDUCED NARRATIVE IN PERS, MORE ATTENTION IS NEEDED TO FULLY JUSTIFY HIGHER SCORES AND UNSATISFACTORY OR LOW SCORES
 - B. SCORES REQUIRING JUSTIFICATION NECESSITATE THAT MORE MEANINGFUL INFORMATION AND SPECIFIC EXAMPLES BE USED. THE NARRATIVE SHOULD DESCRIBE THE NATURE OR CHALLENGE OF A TASK AND ILLUSTRATE CLEARLY THE OUTCOME. THIS IS PARTICULARLY IMPORTANT WHEN SUPPORTING THE LEADERSHIP PF
 - C. GUARDIAN ERRORS REQUIRE ADDITIONAL RESEARCH BY CAREER MANAGERS TO RESOLVE DISPARITIES OR TO VERIFY ACCURACY OF INFORMATION. UNITS, URSS AND MEMBERS MUST VERIFY DETAILS WELL IN ADVANCE OF SELECTION BOARDS TO ENSURE ALL INFORMATION IS RELEVANT. THE MOST COMMON ERRORS INCLUDED INCORRECT QUALIFICATION CODES AND LACK OF COMPLETION DATES FOR ACADEMIC OR PROFESSIONAL DEVELOPMENT. A LACK OF ACCURATE GUARDIAN DATA INCREASES THE RISK OF INACCURACIES DURING SELECTION BOARDS CAUSING MEMBERS TO NOT BE FULLY RECOGNIZED FOR THEIR ACCOMPLISHMENTS AND COULD RESULT IN DELAYS OR CHANGES TO BOARD RESULTS
 - D. SEVERAL OBSERVATIONS WERE RECORDED IN REGARD TO A GENERALIZED LACK OF KNOWLEDGE THAT GBA PLUS IS REQUIRED FOR MEMBERS TO OBTAIN CAFJOD EQUIVALENCY
 - E. A LARGE NUMBER OF FILES THAT DID NOT CONTAIN A VALID SECOND OFFICIAL LANGUAGE (SOL) PROFILE WAS CAUSE FOR CONCERN AND HAD A SIGNIFICANT IMPACT. SUPERVISORS ARE REMINDED TO ENCOURAGE AND SUPPORT MEMBERS TO IMPROVE THEIR SOL SKILLS AND MAINTAIN A VALID LINGUISTIC PROFILE

F. THE USE OF UNCOMMON ABBREVIATIONS MADE PERS DIFFICULT TO READ, INTERPRET AND SCORE DURING SELECTION BOARDS. UNNECESSARY CONTRACTIONS OF COMMON WORDS CAUSED CONFUSION. ONLY STANDARD AUTHORIZED ABBREVIATIONS AND ACRONYMS SHOULD BE USED IAW REF C. MOSID SPECIFIC ACRONYMS AND PROFESSIONAL DEVELOPMENT SHOULD ALSO BE REFERENCED IAW EXISTING STANDARDS AVAILABLE FROM THE RESPECTIVE DGMC OCCUPATION PAGES OR CAREER MANAGERS. THE DMCSS 2 CFPAS WEBSITE (SEE PARA 6) OFFERS LINKS TO CAF REFERENCE TOOLS

5. PART III - CFPAS UPDATES FOR 2019/20 REPORTING YEAR

- A. SELECTION BOARDS FOR PROMOTION NO LONGER SCORE FITNESS AS PER CANFORGEN 132/19. UNITS ARE TO IGNORE PER FORM AUTOMATED MESSAGES RELATED TO FITNESS TEST REPORTING AND FOLLOW INSTRUCTIONS AT REF A SECTION 122
- B. OPTING OUT CONTINUES TO BE AN OPTION FOR MEMBERS WHO MEET THE CRITERIA IAW REF A SECTION 125. COMMANDING OFFICERS MUST RECEIVE CONCURRENCE FROM THE MEMBERS CAREER MANAGER PRIOR TO APPROVING THE OPT OUT REQUEST AND MUST INFORM CAREER MANAGERS OF MEMBERS WHO HAVE OPTED BACK IN. THEY SHOULD OPT OUT (OR BACK IN) 30 DAYS PRIOR TO END OF EVAL YEAR TO ALLOW FOR PROPER RANKING WITHIN UNITS OR ORGS. OPT OUT MEMO FORMAT IS CURRENTLY BEING REVIEWED IOT STREAMLINE THE PROCESS
- C. PER SECTIONS 4, 5 AND 6 (PERFORMANCE, POTENTIAL AND ADDITIONAL REVIEW) ARE TO BE SIGNED BY THE APPROPRIATE MILITARY PERSONEL OR THEIR CIVILIAN EQUIVALENTS IAW REF A CHAPTER 5
- D. SCORE CONTROLS AND THE PRACTICE OF USING UNIT/FORMATION/GROUP RANKING BOARDS TO DIRECTLY INFLUENCE PER SCORING IN ANY FORM HAS CEASED. PER SCORES ARE TO BE DERIVED BY HONEST AND PROFESSIONAL ASSESSMENT OF A MEMBER S PERFORMANCE BY THEIR SUPERVISOR AND NOT SUBJECT TO ADJUSTMENT TO MEET BOARD RANKINGS. SECTION 5 RANKINGS AT THE UNIT SHALL FOLLOW THE SUBSTANTIATED SCORING OF THE PER. SECTION 6 RANKINGS ARE DISASSOCIATED FROM THE PER SCORE. THIS ALLOWS FORMATION COMMANDERS TO RECOMMEND TO THE RANKING BOARD WHICH MEMBERS, IN THEIR PROFESSIONAL OPINION, SHOULD BE PROMOTED FIRST. THIS SHOULD ELIMINATE THE DESIRE FOR SCORE CONTROL AND ENSURE MEMBERS ARE RATED IN ACCORDANCE WITH REF A. FORMAT OF SECTION 6 REMAINS IAW CFPAS SECTION 507. IN THE CASE OF MEMBERS WHO WERE MERIT LISTED FOR IMMEDIATE PROMOTION, THEY MUST CONTINUE TO BE RATED ACCORDING TO THEIR OBSERVED PERFORMANCE/POTENTIAL AND THEY SHALL BE RANKED ACCORDINGLY IOT SUPPORT SUBSEQUENT CAREER ADMIN ACTIONS
- E. SECURITY RESPONSIBILITIES SHALL BE EMBEDDED IN PERS FOR ALL

COL/CAPT(N) AND ABOVE. THIS SUPPORTS THE CDS AND DM DIRECTIVE ON SAFEGUARDING AND PREVENTING UNAUTHORIZED DISCLOSURE OF INFORMATION WHILE RESPECTING THE PRINCIPLES OF OPEN GOVERNMENT AT REF D

- F. ALSO BASED ON A RECENT CAF CULTURAL AND NORMATIVE SHIFT TO PROMOTE GENDER DIVERSITY AND ASSOCIATED INCLUSIVENESS, CFPAS WRITING POLICY AND GUIDE WILL ALSO REFLECT THIS NEW REALITY WHERE SEX, GENDER IDENTITY AND GENDER EXPRESSION ARE PROHIBITED GROUNDS OF DISCRIMINATION UNDER THE CANADIAN HUMAN RIGHTS ACT. FORTHWITH THE USE OF GENDER PRONOUNS SUCH AS QUOTE HE/HIS AND SHE/HER UNQUOTE ARE NOT TO BE USED WHEN DRAFTING PERS. MEMBERS WILL BE REFERRED TO BY RANK AND NAME OR BY USING GENDER-NEUTRAL PRONOUNS SUCH AS THEY/THEIR.
6. THE UPDATED REF A IS AVAILABLE AND REFLECTS THE CHANGES INCLUDED IN THIS CANFORGEN. FURTHER CFPAS INFORMATION AND GUIDANCE IS AVAILABLE AT THE FOLLOWING DMCSS 2 WEBSITE:
[HTTP://CPM.MIL.CA/EN/RECRUITMENT-CAREERS/CFPAS/INDEX.PAGE](http://cpm.mil.ca/en/recruitment-careers/cfpas/index.page)
7. FOR ADDITIONAL INFORMATION OR ASSISTANCE REGARDING CFPAS OR THE SELECTION BOARDS, CONTACT DMCSS 2 STAFF:
- A. LCDR BUSSIERES, CSN 991-2687
 - B. CAPT GERVAIS, CSN 991-2673
 - C. PO1 CARRIER, CSN 991-2663 , OR
 - D. EMAIL [NDHQ4967\(AT SIGN\)FORCES.GC.CA](mailto:NDHQ4967(AT SIGN)FORCES.GC.CA)