

PARTICIPATION IN CIVILIAN SPORT COMPETITIONS AND OUT-SERVICE REQUEST HANDBOOK

References

A: DAOD 5045-2: SPORT

B: PSP Policy Manual – Part 5: SPORT

Objective

1. This handbook describes the participation of CAF members in civilian sport competitions, including through the means of the Out-Service Request of the CAF Sport Program.

Application

2. This directive applies to any CAF member who wishes to take part in a civilian sport competition, as part of the CAF Sports Program.

3. As per Ref A, sport is defined as an activity that involves two or more participants engaged for the purpose of a competition. Sport involves formal rules and procedures, requires tactics and strategies, specialized neuromuscular skills, and a high degree of difficulty and effort. The competitive nature of sport implies the development of trained coaching personnel.

4. Commanders are responsible for establishing a comprehensive competitive sports program within their respective Area of Responsibility (AOR) in which all CAF members have the opportunity to participate.

5. As the opportunities within the normal activities of the CAF Sport Program may be insufficient, entry of a CAF member into a civilian sport competition, including through the Out-Service Request, may be another opportunity for CAF members to take part in sports activities, as part of the CAF Sport program.

6. Civilian competitions and Out-Service Request activities can be authorized when it is expected that such participation may bring credit to the CAF. Unless within exceptional circumstances, participation in a civilian sport competition shall not take priority over the development of the local Base/Wing sport programs or conflict with participation in the CAF Regional or National Championships.

7. Acceptable Out-Service Request application can lead off to another event of a superior level of competition. Among some examples are provincial, national championships or international competitions, but are not only limited to these examples.

8. It is the privy of the CO to authorize participation in sport activity, some limitations can be fixed, such as:

- a. Activity;
- b. Numbers of hours and/or days;

9. While it is impossible to create a list of all acceptable sports, the following guidelines will assist local stakeholders, including Commanders and CO's to decide if an activity can be integrated in their local sport program or the participation of a CAF member is acceptable:

- a. Is the sport already part of the CAF Sport program (Base/Wing, Regionals/Nationals, CISM)?
- b. Does the sport/activity have a recognized governing body (provincial, and/or national and/or international)?
- c. Will the activity be performed in the interest of service?
- d. Will the activity bring credit/credibility to the CAF?
- e. Is the activity a combat or extreme sport? If yes, which measures have been taken for the safety of the athlete and to mitigate any risks?
- f. For civilian team competitions:
 - i. The activity can be used to complement the current intramural sport program;
 - ii. B/W team competing towards the CAF Sport Championship Program;
- g. Does the participation in a civilian competition will require the participation in other events later-on? If so, what will be the impacts? It's details shall be considered
- h. Does the event/activity assist in meeting the expected group attributes of the CAF Sport Program by promoting and developing them within the Base/Wing/Formation/Unit?
 - i. to develop unit cohesion;
 - ii. team work;
 - iii. morale, pride and identity;
 - iv. to instill a high degree of esprit de corps;
- i. Does the event/activity assist in meeting the expected individual attributes of the CAF Sport Program by promoting and developing them within the Base/Wing/Formation/Unit?
 - i. leadership,
 - ii. self-discipline,
 - iii. self-sacrifice
 - iv. self esteem
 - v. warrior spirit
 - vi. to promote physical fitness.

Unauthorized Sport Activities

10. **As per paragraph 84 through 90 of Ref B**, some activities are not authorized as part of the CAF Sport program, and shall not be considered for Out-Service Request. This includes:

- a. Boxing competitions (including styles of kickboxing);
- b. Extreme combat competitions such as ultimate fighting, mixed martial arts;
- c. Motorized sporting activities such as rally, motor racing and **ultralight flying**;
- d. Humanitarian and charitable projects;
- e. Organized military marches, such as the Nijmegen Marches; and
- f. Bungee jumping.

11. Since recreation activities are not part of the CAF Sports program, they shall not be considered for Out-Service Request. Where needed, the application should clearly demonstrate that the competition/event is not a recreation event.

Out-Service Request Application

12. Out-Service Request application for individuals or teams to enter civilian competition (as athletes or officials) shall be submitted through proper channels in accordance with this handbook.

13. Out-Service Request application should be supported with the following information:

- a. Memo with the CAF member relevant information (Rank, SN, Unit), and the reason why the participation is requested (statement how sport/activity relates to service);
- b. **Annex A, Applications to Enter Civilian Sport Competition**
- c. Athletic resume/biography. Attach necessary document(s), if required;
- d. Confirmation of a valid CAF FORCE Evaluation, which will cover the period of the event/activity;
- e. for competitions or activities that contain any water related segment, the member must show proof of completing the copy of CF Basic Military Swim Standard test within six months of the commencement of the sports competition or activity;

- f. recommendation for support from participant's CoC (if applicable funded provided); and
- g. if International event, Recommendation from B Comd or Formation Comd (if applicable funded provided).

14. If applicable, application to enter civilian sport competition should also include a letter from the recognized sport body confirming that the member has qualified or been selected for the event, meeting all competition requirements needed to advance to the next higher level of competition and is eligible to compete accordingly (eg: won provincial to advance to national).

15. It is the responsibility of the CAF member(s) to collect all the necessary information and submit their Out-Service Request application to their local PSP authorities for individuals or teams to enter civilian sport competitions (as athletes or officials). The local PSP Sport office will review the application and confirm all the requirements are in place, prior to the approval. The file will then be forwarded to the appropriate authority for their approval, as per detailed in [Table 5-1-4](#).

16. Since a civilian sport competition or an Out-Service Request has previously never been considered and approved, [as per para 4](#), its approval shall be provided by a superior authority such as the B Comd or a Formation Comd (for domestic events) or DG-CFMWS (for international events).

17. Given they have received the necessary support/recommendation from the CAF member CoC, Out-Service Request applications can be approved as per detailed in [Table 5-1-4, Out-Service Request Approval](#). In the situation where funding is available from the CAF member Unit, Minute Sheet should reflect as such, in the recommendation/approval.

Table 5-1-4			
Out-Service Request Approval			
Activity Level	Recommended	Approval	Submission Deadlines
Local, regional, provincial and national competitions	FS(R) Mgr and CO	B Comd / Formation Comd / Military College Cmdt	Documents should be received by local PSP 30 days prior to the event/competition
Canadian National Championship competitions	FS(R) Mgr and CO	B Comd / Formation Comd / Military College Cmdt	Documents should be received by local PSP 30 days prior to the event/competition
International competitions	FS(R) Mgr and CO and B Comd / Formation Comd /	DG-CFMWS (DFit)	Documents should be received by DG-CFMWS 30 days

	Military College Cmndt		prior to the event/competition
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18. For its approval, the athlete **MUST** be on duty for the duration of the event.
19. It is the CAF member responsibility to raise the request and provide all the necessary details, in time to meet the prescribed deadlines as stated in [Table 5-1-4, Out-Service Request Approval](#). If necessary, when competitions do not allow for adequate lead time to make an application, all paper work including letters or substantiation less the latest competition results should be prepared in advance.
20. When necessary, [Annex B – Out Service Request Decision Process Tool](#) can be used by local authority to assist them in their evaluation to consider if an application is acceptable or not, as part of the CAF Sport Out-Service Request program.
21. Individuals receiving approval are required to submit a written report to their local FS(R) Mgr, within 30 days following the competition dates and include at the minimum:
- a. final cost;
 - b. results;
 - c. number of competitors; and
 - d. a photo.
22. It is strongly recommended that the individuals receiving approval submit an article in their local Base newspaper.

Application for Combat/Extreme Sports and Activities

23. Applicants who wish to participate in an combat/extreme sports and activities are required to complete an Out Service Request application [Annex A, Applications to Enter Civilian Sport Competition](#), including the information in para 12 (a) through (g) and provide the following additional information:
- a. a detailed resume outlining the members experience, qualifications, certifications and preparedness relating to participation in the extreme sport competition or activity (should include contact information while attending the activity);
 - b. identify potential risks of injury and casualty and steps taken to mitigate them; and
 - c. *where applicable, a statement describing how participation in the extreme sport or activity relates to the service as a military member.*

Finance

24. As a component of the CAF Sports program, Public Funds shall be used to support the Out-Service Request.

25. Depending on the level of activity, funding may be available from the various levels of support. Possible sources of financial support for Out-Service Request can be found in [Table 5-1-5 – Out-Service Request Financial Responsibility](#).

Table 5-1-5 Out-Service Financial Responsibility	
Local, regional, provincial and national competitions	Unit, Base, Local PSP
Canadian National Championships and International competitions	Unit, Base, Local PSP, DG-CFMWS/DFIT

Note 1: The CAFSO may be able to provide some financial support for an Out-Service Request from an OUTCAN member which the participation is for the National Championships of the country they are currently posted in.

Note 2: Although, the Approving Authority remains at the local level, the CAFSO may be able to provide financial support for an Out-Service Request, for an international event being held in Canada.

26. Financial claims shall not be finalized until the items (a) through (d) from para 21 have been provided with the necessary documents, including receipts for its completion.

Annex A

PROTECTED A

Annex A Applications to Enter Civilian Sport Competition

PART 1: SERVICE PARTICULAR						
Service Number	Rank	Name & Initials	Unit	Phone	FORCE (last eval.)	BMSS (if appl.)

PART 2: EVENT INFORMATION	
a. COMPETITION NAME:	
i. SPORT OR ACTIVITY:	
ii. LOCATION:	
iii. COMPETITION DATES (INCLUDING TRAVEL):	
iv. NAME OF ORGANIZATION CONDUCTING EVENT OR SPORTS GOVERNING BODY:	
v. LEVEL OF COMPETITION (LOCAL, PROVINCIAL, NATIONAL, INTERNATIONAL):	
vi. IF APPLICABLE, INTENT TO CONTINUE ONWARD TO SUBSEQUENT COMPETITIONS?	YES, NO OR N/A
vii. IF YES, DATES AND LOCATIONS:	
b. PARTICIPANT ATHLETIC INFORMATION:	
i. DETAILS OF PREVIOUS TRAINING OR COMPETITION EXPERIENCE(S) IN THE SPORT/ACTIVITY:	
ii. PROVIDE DETAILS OF PARTICIPANTS PREPERATION FOR REQUESTED EVENT:	
iii. PROVIDE DETAILS OF QUALIFICATION(S) AND CERTIFICATION(S) RELATED TO THE SPORT/ACTIVITY:	
iv. REPRESENTING THE CAF OR CIVILIAN ORGANIZATION:	CAF OR CIVILIAN

c. FOR COMBATIVE SPORTS (IF APPLICABLE):	
i. STATEMENT ON HOW THE ACTIVITY RELATES TO THE MILITARY SERVICE OR THEIR MILITARY OCCUPATION CODE (MOC):	
ii. DETAILS OF PREVIOUS EXPERIENCE IN THE SPORT/ACTIVITY, INCLUDING TRAINING AND ANY RELEVANT CERTIFICATION(S):	
iii. THE EVENT/ACTIVITY RULES AND REGULATIONS, INCLUDING DETAILS OF WEIGHT CLASS :	
iv. DETAILS OF MEDICAL STAFF AVAILABLE ON COMPETITION/TRAINING SITE:	
d. FOR EXTREME SPORTS (IF APPLICABLE):	
i. STATEMENT ON HOW THE ACTIVITY RELATES TO THE MILITARY SERVICE OR THEIR MILITARY OCCUPATION CODE (MOC):	
ii. DETAILS OF PREVIOUS EXPERIENCE IN THE SPORT/ACTIVITY, INCLUDING TRAINING AND ANY RELEVANT CERTIFICATION(S):	
iii. IDENTIFICATION OF RISKS AND STEPS TAKEN TO MITIGATE THEM:	
iv. DETAILS OF MEDICAL STAFF AVAILABLE ON COMPETITION/TRAINING SITE:	
e. FINANCE:	
i. ESTIMATED COST OF TEMPORARY DUTY (INCLUDING ACCOMODATIONS AND MEALS)	\$0.00 CDN
ii. PROPOSED METHOD OF TRAVEL:	
iii. TRANSPORTATION ESTIMATED COST:	\$0.00 CDN
iv. ACCOMODATION ESTIMATES COST:	\$0.00 CDN
v. OTHER COST:	\$0.00 CDN
vi. COST BEING MET, IN WHOLE OR IN PART, BY THE CONDUCTING ORGANIZATION (PROVIDE DETAILS):	-\$0.00 CDN
vii. LOCAL FUNDS AVAILABLE (IF APPLICABLE):	-\$0.00 CDN
viii. TOTAL:	\$0.00 CDN

PART 3: MEMBER APPLICATION:	
Submitted by:	
_____ (SIGNATURE) _____	DATE:
PRINT RANK – INITIALS – LAST NAME - UNIT	

Apply to your local PSP Sport Office at XXXXXXXX

PART 4: PSP REVIEW

Comments:

(SIGNATURE)

DATE:

RANK – INITIALS – LAST NAME - UNIT

PART 5: UNIT CO RECOMMENDATION

Comments:

(SIGNATURE)

DATE:

RANK – INITIALS – LAST NAME - UNIT

PART 6: SR PSP MGR

Comments:

(SIGNATURE)

DATE:

RANK – INITIALS – LAST NAME - UNIT

PART 7: BASE COMMANDER APPROVAL

Comments:

(SIGNATURE)

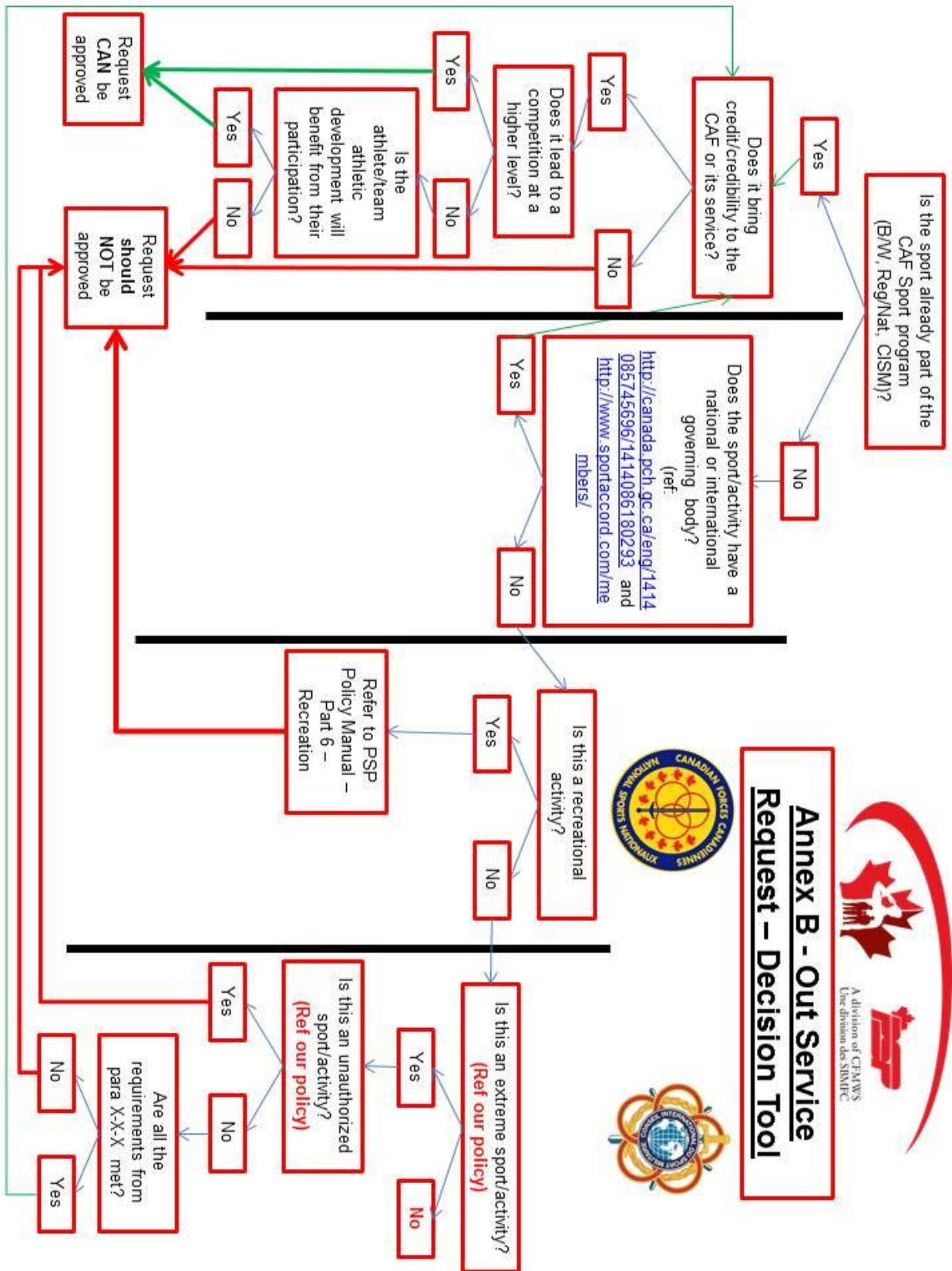
DATE:

RANK – INITIALS – LAST NAME - UNIT

Annex B – Out-Service Request Checklist

Date Received:	
Requirement:	Yes / No / N/A
1) Annex A Out-Service Request Application	
2) FORCE Evaluation (valid for the duration of the event)	
3) BMSS (valid for the duration of the event)	
4) Letter of Qualification/Selection	
5) Athletes Resume/Biography	
6) CO's Recommendation	
7) Base/Wing/Formation Comd's Recommendation/Approval	
8) DGMWS Approval (for international requests only)	
9) For Extreme/Combat Sports (additional information): experience qualifications/certifications preparation identification of risks and steps to mitigate statement on how activity relates to service	
10) Funding (indicate amount as applicable) Unit Base Local PSP DGMWS (for international requests only)	

Annex C – Out-Service Request: Decisional Tool Assistant



Annex D – Example of Complete File

PROTECTED A

Memorandum

678 (Pers)

15 Jul 16

CFSU(O) (thru CO)

OUT-SERVICE REQUEST APPROVAL (CIVILIAN SPORT COMPETITION)

Refs: A. DAOD 5045-2

B. PSP Policy Manual – Part 5: SPORT

C. Letter from World Karate & Kickboxing Council President (encl)

1. IAW Ref A and B, I request the authorization to compete in the first World Karate Council competition to be held in Dublin, Ireland 30 Oct to 4 Nov 16.
2. All competition and supporting details are contained within the enclosed attachments, IAW Annex A of Ref Ref B.
3. Although the competition is scheduled for 30 Oct to 4 Nov 16 as outlined in Ref B, I require TD to cover 29 Oct to 6 Nov 16 to allow for travel time.
4. For your approval

Smith J.S.
MCpl
Elint Supervisor
1111

Encl(s):
Out-Service Request
Competition and Supporting details

PROTECTED A
PROTECTED A

Annex A
Applications to Enter Civilian Sport Competition

PART 1: SERVICE PARTICULAR						
Service Number	Rank	Name & Initials	Unit	Phone	FORCE (last eval.)	BMSS (if appl.)
N11 564 567	MCpl	J.S. Smith	CFS Leitreim	1111	23 Mar 16	

PART 2: EVENT INFORMATION	
a. COMPETITION NAME:	WKC World Championships
i. SPORT OR ACTIVITY:	Karate
ii. LOCATION:	Dublin, Ireland
iii. COMPETITION DATES (INCLUDING TRAVEL):	29 Oct – 6 Nov 16
iv. NAME OF ORGANIZATION CONDUCTING EVENT OR SPORTS GOVERNING BODY:	World Karate Council (WKC)
v. LEVEL OF COMPETITION:	International / Elite
vi. IF APPLICABLE, INTENT TO CONTINUE ONWARD TO SUBSEQUENT COMPETITIONS?	NO
vii. IF YES, DATES AND LOCATIONS:	N/A
b. PARTICIPANT INFORMATION:	
i. DETAILS OF PREVIOUS TRAINING OR COMPETITION EXPERIENCE(S) IN THE SPORT/ACTIVITY:	Practicing karate for over 20 years. Been competing provincially and nationally for the last 7 years.
ii. PROVIDE DETAILS OF PARTICIPANTS PREPERATION FOR REQUESTED EVENT:	Practice with my club twice per week, and take part in competitions once every other month. I also take part in other physical training such as weight training and swimming to assist my physical preparation
iii. PROVIDE DETAILS OF QUALIFICATION(S) AND CERTIFICATION(S) RELATED TO THE SPORT/ACTIVITY:	In June, I finished 5 th at the last Canadian National Championship in my category
iv. REPRESENTING THE CAF OR CIVILIAN ORGANIZATION:	CIVILIAN

c. FOR COMBATIVE SPORTS (IF APPLICABLE):	
i. STATEMENT ON HOW THE ACTIVITY RELATES TO THE MILITARY SERVICE OR THEIR MILITARY OCCUPATION CODE (MOC):	Being a combat engineer, the sport, assist my operational readiness.
ii. DETAILS OF PREVIOUS EXPERIENCE IN THE SPORT/ACTIVITY, INCLUDING TRAINING AND ANY RELEVANT CERTIFICATION(S):	Since 2011, I have a black belt, in my sport
iii. THE EVENT/ACTIVITY RULES AND REGULATIONS, INCLUDING DETAILS OF WEIGHT CLASS :	I will be competing in the Middleweight class (170-185lbs) Rules of the WKC can be found: http://www.worldkickboxingcouncil.com/rules.htm
iv. DETAILS OF MEDICAL STAFF AVAILABLE ON COMPETITION/TRAINING SITE:	Medical staff will be on site for the event and Team Canada will have an Athletic Therapist travelling with them.
d. FOR EXTREME SPORTS (IF APPLICABLE):	
i. STATEMENT ON HOW THE ACTIVITY RELATES TO THE MILITARY SERVICE OR THEIR MILITARY OCCUPATION CODE (MOC):	
ii. DETAILS OF PREVIOUS EXPERIENCE IN THE SPORT/ACTIVITY, INCLUDING TRAINING AND ANY RELEVANT CERTIFICATION(S):	
iii. IDENTIFICATION OF RISKS AND STEPS TAKEN TO MITIGATE THEM:	
iv. DETAILS OF MEDICAL STAFF AVAILABLE ON COMPETITION/TRAINING SITE:	
e. FINANCE:	
i. ESTIMATED COST OF TEMPORARY DUTY, INCLUDING MEALS (\$96.10/day)	\$864.90 CDN
ii. PROPOSED METHOD OF TRAVEL:	Air transportation (civilian)
iii. TRANSPORTATION ESTIMATED COST:	\$1600.00 CDN
iv. OTHER COST:	
Track Suit	\$282.50 CDN
Registration Fees (60 Euros)	\$95.00 CDN
Accommodations (110 Euros/night)	\$1216.60 CDN
v. COST BEING MET, IN WHOLE OR IN PART, BY THE CONDUCTING ORGANIZATION (PROVIDE DETAILS):	\$0.00 CDN
vi. LOCAL FUNDS AVAILABLE (IF APPLICABLE):	\$0.00 CDN
vii. TOTAL:	\$4059.00 CDN

PART 3: MEMBER APPLICATION:
Submitted by:

_____ (SIGNATURE) _____ _____ PRINT RANK – INITIALS – LAST NAME - UNIT	DATE:
PART 4: PSP REVIEW	
Comments:	
_____ (SIGNATURE) _____ _____ RANK – INITIALS – LAST NAME - UNIT	DATE:

PART 5: SR PSP MGR	
Comments:	
_____ (SIGNATURE) _____ _____ RANK – INITIALS – LAST NAME - UNIT	DATE:

PART 6: UNIT CO RECOMMENDATION	
Comments:	
_____ (SIGNATURE) _____ _____ RANK – INITIALS – LAST NAME - UNIT	DATE:

PART 7: BASE COMMANDER APPROVAL	
Comments:	
_____ (SIGNATURE) _____ _____ RANK – INITIALS – LAST NAME - UNIT	DATE:



Joe's

Martial Arts & Fitness Centers



July 10, 2016

To: Maj Fitzgerald

Re: Mr James Scott Smith

We are please to confirm that Mr. James Smith has been chosen to represent Canada at the 1st WKC (World Karate & Kickboxing Council) World Championships, to be held in Dublin, Ireland from 30th Oct – 4th November 2016. The first step on the road to the World Karate Championship in Ireland was the provincial Karate tournament in London, Ont. where James came in 2nd place earning him a silver medal and advancing him to the National tryouts in Ottawa. At the National Karate competition from 15th of May - 17 May 2016 James came in 5th place. Although we only take the top three to the World Karate Championship two qualifiers dropped out putting James in the third seat to participate in the worlds. James' hard work, dedication and his drive to achieve a gold medal are inspiring. I hope he can participate at this prestigious event as the World Karate Championship is the Olympics of Karate.

To clarify, the title WKC is World Karate and Kickboxing Council. This title is actually two separate entities, one is Karate and the other is Kickboxing. James only studies Karate and will only be participating in Karate.

Sincerely,

Joe MacDonald
President – WKC Canada

PROTECTED A



National Defence
Canadian Forces Station Leitrim

3545 Leitrim Road
Ottawa, Ontario, Canada
K1A 0K4



Défense nationale
Station des Forces canadiennes Leitrim

3545, chemin Leitrim
Ottawa (Ontario) Canada
K1A 0K4

2222-2 (CO)

22 July 2016

Distribution List

MCPL J.S. SMITH (678)

1ST WORLD KARATE AND KICKBOXING COUNCIL WORLD CHAMPIONSHIP

References: A. CFS Leitrim 678 (Pers) 15 Jul 16 (enclosed)

B. DAOD 5045-2

C. PSP Policy Manual – Part 5: SPORT

D. Letter from Joe's Martial Art & Fitness Centers 18 September 2009 (enclosed)

1. Master Corporal J.S. Smith has requested to participate in the subject championship. As such, the following information is provided in accordance with Annex A of reference C.
2. Master Corporal J.S. Smith's request has my full support.
3. For your consideration. Should you require additional information on this matter, you may contact Major T.J. Fitzgerald at 613-999-4444.

M.J. Jackson
Lieutenant-Colonel
Commanding Officer

Enclosed: 3

Distribution List

Action

CFSU(O) FSRM

Information

CFIOG HQ Ottawa/Comd
CFS Leitrim/Member (through Officer Commanding 1 Squadron)

PROTECTED A

PROTECTED A

1111-1-1 (FSRM)

29 Jul 16

CFSU(O) Commandant (through Sr Mgr PSP)

OUT-SERVICE REQUEST (CIVILIAN SPORT COMPETITION) – MCPL SMITH (678)

Ref: A. DAOD 5045-0

B. PSP Policy Manual – Part 5: SPORT

C. 2222-2 (CO) 22 Jul 16 (encl)

D. 678 (Pers) 15 Jul 16 (encl)

E. Letter from Joe's Martial Arts & Fitness Centers 10 Jul 16 (encl)

1. Please find enclosed a request by MCpl Smith to compete at the 1st World Karate & Kickboxing Council World Championship. This competition will be held in Dublin, Ireland from 30 Oct to 4 Nov 2016.
2. As per reference C, MCpl Smith has received supervisor's approval, as well as from his CO.
3. MCpl Smith is requesting to be on military duty during this event from 29 Oct to 6 Nov 09, including travel dates. MCpl Smith requires the CFSU(O) Commandant's support to participate as per reference B.
4. Furthermore, I recommend the allocation of \$200.00 to assist and support MCpl Smith for this event.
5. Upon support by the Commandant, this request will be forwarded to the DGMWS CAF Sports Manager for their approval and additional funding.
6. Nevertheless, I recommend his participation to this world championship.
7. For your support.

Robert Sharpe
Fitness, Sports & Recreation Manager
999-2222

PROTECTED A

PROTECTED A



Canadian Forces Support Unit Ottawa

Personnel Support Programs
MGen G.R. Pearkes Building, 5 CBS
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

0000-0 (Sr Mgr PSP)

Friday, August 19, 2016

To: Cmdt CFSU(O) (Through Sr Admin O)

MCPL J.S. SMITH (678)

REQUEST FOR OUT SERVICE SPORTS COMPETITION – KARATE

- Reference(s) A. DAOD 5045-0
- B. PSP Policy Manual – Part 5: SPORT
- C. 1111-1-1 (FSRM) 29 Jul 16
- D. 2222-2 (CO) 22 Jul 16
- E. 678 (Pers) 15 Jul 16
- F. Letter from Joe's Martial Arts & Fitness Centers 10 Jul 16

1. I am forwarding subject request for your consideration and formal support.
2. The request to be placed on military duty while competing at the World Karate & Kickboxing Council 1st World Championship (Dublin, Ireland from the 30 Oct to 4 Nov 16) requires the support of Cmdt CFSU Ottawa prior to being sent for approval by DGMWS CAF Sports Manager.
3. MCpl Smith has competed at local and national elite events to qualify for the World Championship and it is felt that his participation will benefit and reflect positively on the CAF (fit individual, performance, public visibility, etc.).
4. I recommend that MCpl Smith be placed on military duty while competing at this event. In addition, I recommend the allocation of a \$200.00 grant from the CFSU Ottawa NPF sports allocation in support of elite athletes so as to assist MCpl Smith in meeting all championship related expenses which will undoubtedly accumulate rapidly.

Submitted for your consideration

Senior Manager Personnel Support Programs
Canadian Forces Support Unit Ottawa

Mark Brown

Tel: 613-999-9999
E-mail: brown.m@forces.gc.ca

SUPPORTED NOT SUPPORTED

R. Jones
Capt (N)
Commandant
CFSU Ottawa

Annex E – Example of Transmittal Sheet that can also be used , as opposed to staffing using letters

TRANSMITTAL SHEET / BORDEREAU DE SIGNATURE

SUBJECT / OBJET:	OUT-SERVICE REQUEST – MCPL SMITH
DRAFTER/ SOURCE:	ROBERT SHARPE, FSR Mgr

SIGNATORY / SIGNATAIRE	REMARKS / EXPLANATIONS REMARQUES / EXPLICATIONS
<p>CFSU(O) Admin O</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Mark Brown, Sr Mgr PSP</p> <p>Date:</p>	
<p>CFSU(O) Cmdt</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Lcol Shape, CFSU(O) Admin O</p> <p>Date:</p>	
 <p style="text-align: center;">_____</p> <p style="text-align: center;">Capt (N) Jones, CFSU(O) Cmdt</p> <p>Date:</p>	