

**JOINT STATEMENT OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF NATIONAL DEFENCE  
AND  
THE CANADIAN FORCES PERSONNEL SUPPORT AGENCY  
RESPECTING HUMAN RESOURCES**

The parties to this Joint Statement of Understanding are accountable, through separate Chains of command, to the Minister of National Defence. Both parties are committed to ensuring full compliance with the requirements of all applicable legislation including the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act, the Employment Equity Act, and the Official Languages Act. Pursuant to this commitment to legislative compliance both parties have issued HR policies for its respective employees.

It is recognized that human resources management for the CFPSA<sup>1</sup> respecting management of Non-Public Fund employees<sup>2</sup> has been consciously developed in a framework that is separate and distinct from that of DND. As a Separate Employer<sup>3</sup> and in accordance with the provisions of the Exclusion Approval Order for Staff of the Non-Public Funds, Canadian Forces, (NPF) distinct NPF policies are necessary in areas such as labour relations, collective bargaining, staffing, classification, compensation and pensions.

It is the intent of the CFPSA to align certain Human Resources (HR) policies, namely employment equity and diversity, ethics, conflict management, human rights and harassment with those adopted by DND while respecting statutory requirements and obligations imposed on the CFPSA by virtue of its legal status as a Separate Employer.

The parties recognize that cooperation is mutually beneficial and necessary to promote harmony and consistency in shared workplaces and to capitalize on scarce resources and expertise. It is agreed that both parties will openly share and exchange information on policies, programs, services, performance standards and reports, and any other matters that arise in the area of HR management that could contribute to an effective, efficient, harmonized workplace for all employees of DND and CFPSA while still respecting the essential differences in the organizations.

---

<sup>1</sup> Canadian Forces Personnel Support Agency (CFPSA): the official title of the organization tasked by the Chief of the Defence Staff to provide welfare and amenities support to CF serving members and their families.

<sup>2</sup> Non-Public Fund (NPF) employees: pre-dates the stand-up of the CFPSA and by common practice is used to denote employees who work for the CFPSA or any of its separately identifiable components, i.e. Canadian Forces Exchange System (CANEX), SISIP Financial Services, Personnel Support Programs (PSP), and Base Fund.

<sup>3</sup> The Staff of the Non-Public Funds, Canadian Forces, is specified as a Separate Agency in Schedule V of the Financial Administration Act. Note that this legal title pre-dates the stand-up of the CFPSA and for various legal reasons has not been changed. As also noted in footnote 2, by common practice, the term NPF is used in policy and procedures in lieu of CFPSA or Staff of the Non-Public Funds, Canadian Forces.

To facilitate this harmonization the following will occur:

### **Employment Equity and Diversity**

- a. CFPSA Director Diversity and Equity (DDE) will be invited to attend the Defence Diversity Council.<sup>4</sup>
- b. CF/DND Advisory Group (AG) meetings will be open to CFPSA participation and the current AG structure will be available as a forum for CFPSA employees to raise concerns and issues. CFPSA-specific issues that arise will be referred directly to CFPSA DDE.
- c. The AG Secretariat will provide Terms of Reference for the AGs to DDE for review and information sharing so that CFPSA may better communicate the role and mandate of the individual AGs to CFPSA employees.

### **Awards and Recognition**

- a. While the CFPSA will continue to conduct its own awards program, CFPSA will be invited to present one or two key national awards during the Annual CF/DND Awards Ceremony.
- b. CFPSA is responsible for any incremental costs associated with the Annual CF/DND Awards Ceremony.

The Departmental Awards coordinator (DDWB) will work with the CFPSA Awards Coordinator to facilitate appropriate participation in CF/DND communication of awards and award celebrations.

### **Training and Development**

- a. The ADM (HR-Civ) website will be accessible for CFPSA to obtain information and reference material on policy and programs related to learning, training and development including:
  - The electronic matrix of “DND Civilian Learning and Professional Development Framework”;
  - The electronic matrix of “Personal Learning Plan Guide for DND employees”; and,
  - Learning and Career Centre (LCC) learning programs and services.
- b. To the extent that capacity exists, LCC courses will be available to CFPSA using a cost recovery formula. To streamline recovery of administrative costs, at the

---

<sup>4</sup> Pursuant to the terms of the Financial Administration Act (FAA), CF/DND resources cannot be spent on CFPSA participants, nor can CFPSA personnel hold a position within the Advisory Groups.

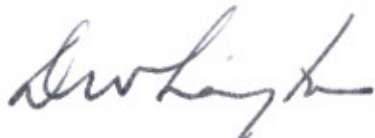
end of the FY a lump sum will be transferred from CFPSA to ADM (HR-Civ) based on the total number of CFPSA participants.

- c. Given the diverse courses offered by the various LCCs and the location-specific requirements of the CFPSA, DND and CFPSA will undertake to review and identify a mutually agreeable process for advertising available space/seats on courses at the LCCs.

### **Dispute Resolution Centres**

Dispute Resolution Centre services will continue to be made available to CFPSA.

For the CFPSA:



D.W. Langton, MGen  
Chief Executive Officer

Date: 2/09/06

For the DND:



Shirley Siegel  
ADM (HR-Civ)

Date: