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# CMM - App. 4-1 Guidelines for Completing the Supervisor or Line Officer Non-Support Documentation

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## 1. Supervisor Recommendation for Non-Support

1. 1. You must be the candidate's current supervisor in order to complete [Form 5146, Supervisor/Line Officer Support - NCO Promotion Process](#) for a non-supported candidate.
  1. 1. 1. . If you have not supervised a candidate for at least four months, you must normally consult others deemed appropriate before completing [Form 5146](#).
  1. 1. 1. 1. Include the names and comments of these references.
  1. 1. 1. 2. Upon request, provide this information to the candidate.
  1. 2. Discussions between yourself and your subordinates concerning any identified developmental shortcomings must be ongoing and documented.
    1. 2. 1. When making a decision to recommend the non support of a candidate, consider the candidate's overall performance.
  1. 3. You may recommend the removal of support for a candidate at any time.

## 2. Considering the Information

2. 1. Review the candidate's performance of their current duties, together with their behaviour, and make a recommendation on whether to support the candidate for consideration.
  2. 1. 1. Do not score or otherwise rate a candidate's performance or behaviour.
  2. 2. Describe identified shortcomings in terms of competency requirements or unacceptable core value behaviour.
  2. 3. You may consider the information that is available on a candidate's annual assessment and any related forms (e.g. performance log) and any additional relevant information.
    2. 3. 1. You must document and include in a developmental plan, examples of performance or behaviour that is cause for non support.

2. 3. 2. After six months, you may support a non-supported candidate, provided that the candidate has successfully completed the required development, and corrected the shortcomings.

### **3. Recommendation**

3. 1. On the basis of your review of the candidate's overall performance of their current duties and behaviour, you must make one of two recommendations on [Form 5146](#):

3. 1. 1. support of a previously non-supported candidate for consideration in the noncommissioned officer (NCO) promotion process, or

3. 1. 2. the candidate is not supported.

### **4. Comments**

4. 1. Your comments for a non-supported candidate will form the basis for feedback to the candidate, and their continued developmental efforts.

4. 2. Ask the candidate if they want to include comments in the space provided.

4. 3. Forward the completed document to the line officer, and keep a copy for your records.

### **5. Line Officer Decision**

5. 1. Review the supervisor's recommendation, and give your support or non-support decision.

5. 2. Discuss any disagreements with the supervisor and, if possible, try to resolve them.

5. 3. Provide the candidate with the supporting rationale, together with developmental information regarding your decision. Your decision is final.

5. 4. Immediately notify the National Promotions Unit (NPU) when you remove your support of a candidate, or when you begin supporting a previously non-supported candidate.

5. 5. Forward the completed [Form 5146](#) to the NPU.

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