

Business Continuity Planning

Identification

Date of Issue 2008-XX-XX

Application This DAOD is a directive that applies to employees of the Department of National Defence (“DND employees”) and an order that applies to officers and non-commissioned members of the Canadian Forces (“CF members”).

Approval Authority Assistant Deputy Minister – Finance and Corporate Services (ADM (Fin CS))

Enquiries Director General Corporate and Shared Services (DGCSS)

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Definitions

Definitions Table The following table provides information on definitions used in this DAOD:

In this DAOD ...	has or have the same meaning as in ...
<ul style="list-style-type: none">• business continuity planning• critical service	Government Security Policy (GSP)
<ul style="list-style-type: none">• business impact analysis (BIA)• recovery	Operational Security Standard – Business Continuity Planning (BCP) Program
<ul style="list-style-type: none">• business resumption planning	Business Resumption Planning – Security Standard
<ul style="list-style-type: none">• departmental security officer	Government Security Policy (GSP)

Policy Direction

Context

Government Security Policy and the Operational Security Standard –BCP Program dictate that DND and CF critical services must remain available to help assure the health, safety, security and economic well-being of Canadians, and the effective functioning of government.

At the operational level, within the DND and the CF, BCP and business resumption planning are a fundamental consideration for all military missions and management tasks, whether in a domestic, continental or international operational setting, across the spectrum of conflict and the continuum of operations. BCP is driven down from the strategic level to the operational level.

At the tactical level, recovery and business resumption planning is a command and management responsibility. Commanders and managers at all levels are responsible and accountable for the protection of the assets entrusted to them in the performance of assigned duties. Assets include personnel, materiel, facilities, information and activities. Force Protection Assessments under the Force Protection Program include assessments of security safeguards and business resumption plans of base commanders.

The Vice Chief of the Defence Staff (VCDS) and ADM(Fin CS) share the development and maintenance of the DND and CF BCP. The Director of Staff – Strategic Joint Staff (DOS (SJS)) and ADM(Fin CS) are responsible for the development of a comprehensive DND and CF BCP in accordance with the guidance of the Defence Management Oversight Committee. Under their direction, SJS Director General Plans and ADM(Fin CS) DGCSS are co-chairs of a DND and CF BCP Action Team responsible for this task.

Policy Statement

The DND and CF shall be prepared to deliver critical DND and CF services in the event of any disruption of domestic, continental or international activities through the application of the DND and CF BCP Program.

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Policy Direction

Requirements

The DND and CF shall:

- institute and maintain a BCP Program;
 - establish protocols and understandings with other government departments and agencies, and provincial, territorial and municipal civil authorities, both domestic and foreign;
 - integrate the fundamentals of BCP into the decision making process for capability development and program design;
 - articulate and communicate responsibilities for BCP to ensure that the business continuity planning roles of DND employees and CF members are clearly defined and understood in a business continuity plan;
 - ensure that DND and CF BCP Program policy, procedures and equipment including software are interoperable with other government departments and agencies to the greatest extent possible;
 - ensure appropriate BCP training for DND employees and CF members; and
 - provide a system of accountability to report deficiencies and vulnerabilities through the appropriate chain of command in order to initiate and adopt appropriate corrective measures.
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Authorities

Authority Table

The following table identifies the authorities associated with the implementation of this DAOD:

The ...	has or have the authority to ...
DM/CDS	<ul style="list-style-type: none"> establish and direct a BCP Program to assure readiness of critical DND and CF services.
VCDS	<ul style="list-style-type: none"> provide corporate leadership in the BCP Program area by developing and maintaining the DND and CF BCP Program including policy and capability.
ADM (Fin CS)	<ul style="list-style-type: none"> direct the activity necessary to develop and regularly update a comprehensive DND and CF BCP Program to ensure continuity of critical operations and the availability of critical services and assets; and approve the commitment of financial and other resources to ensure the continuity of critical operations and the availability of critical services and assets.
DOS (SJS) ADM (Fin CS)	<ul style="list-style-type: none"> appoint a L1 representative to co-chair a DND and CF Action Team responsible for the development and maintenance of a comprehensive DND and CF BCP Program.
Departmental Security Officer (DSO)	<ul style="list-style-type: none"> direct and coordinate the Departmental Security Program.
DND and CF BCP Action Team	<ul style="list-style-type: none"> make recommendations to the DM/CDS regarding: <ul style="list-style-type: none"> departmental BCP Program policy and governance; the DND and CF BIA template, and other templates and activities; the commitment of financial and other resources and endorse the budget for the BCP program; and identified critical services and associated assets after completion of the BIA.

References

Source References

- Government Security Policy (GSP)
http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/gsp-psg1_e.asp
 - Operational Security Standard – Business Continuity Planning (BCP) Program
http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/TBM_12A/ossbcp-nsopca_e.asp
 - Security Policy – Manager’s Handbook
http://publiservice.tbs-sct.gc.ca/pubs_pol/gospubs/tb_j2/spmh1_e.asp#securit
 - Management of Government Information Policy
http://www.tbs-sct.gc.ca/pubs_pol/ciopubs/TB_GIH/mgih-grdg_e.asp
 - *National Defence Act* (NDA)
 - National Security Policy
<http://dsp-psd.pwgsc.gc.ca/Collection/CP22-77-2004E.pdf>
 - Draft National Defence Security Policy (NDSP)
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Related References

- Privacy Act <http://laws.justice.gc.ca/en/P-21/index.html>
 - DAOD 1005-2, *Business Continuity Planning Program*
 - DAOD 9001-1 *Appointment of an Acting Chief of the Defence Staff and Designation of an Alternative National Defence Headquarters*
http://admfincs.mil.ca/admfincs/subjects/daod/9001/intro_e.asp
 - DND/CF BCP website: <http://sjs.mil.ca/sites/page-eng.asp?page=1142>
 - Current Defence Plan On-Line http://vcds.mil.ca/DPOnline/Main_e.asp
 - DND/CF Business Continuity Plan
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