

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)

Table of Contents This DAOD contains the following topics:

Topic	Page
Definitions	3
Policy Direction	4
Authorities	6
References	13

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• 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 – Business Continuity Planning (BCP) Program dictate that DND and CF critical services must remain available to assure the health, safety, security and economic well-being of Canadians, and the effective functioning of government.

At the operational level, within DND and 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 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 VCDS and ADM(Fin CS) share the development and maintenance of the DND and CF BCP. Under the Defence Management Oversight Committee, the Director or Staff – Strategic Joint Staff (DOS (SJS)) and Assistant Deputy Minister of Finance and Corporate Services (ADM(Fin CS)) are responsible for the development of a comprehensive DND and CF BCP. 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 of the application of the DND and CF BCP Program.

Continued on next page

Policy Direction

Requirements

The DND and CF shall:

- institute and maintain a BCP Program;
 - establish protocols and understandings with other government departments and 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 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 to the greatest extent possible;
 - ensure appropriate training; 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.
-

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.
ADM (Fin CS)	<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.
VCDS	<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; andapprove 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">approve:<ul style="list-style-type: none">departmental BCP program policy and governance;the DND and CF Business Impact Analysis template, and other templates and activities;the commitment of financial and other resources and endorse the budget for the BCP program; andidentified critical services and associated assets after completion of the Business Impact Analysis;

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)
-

Related References

- 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
 - Privacy Act <http://laws.justice.gc.ca/en/P-21/index.html>
 - 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
-