

# DPFL (next 18 pages)

## (VCDS / DPFL) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED

**Critical Operation/Service: # LO 1.0 Safety and Security of Canadians. #LO 2.0 Effective Functioning of Government. #LO 3.0 Command and Control. #LO 4.0 Decision Support.**

**Critical Operation/Service: LO 1.3 Defend Canadian Interests Abroad. #LO 2.2 Defence Advice and Coordination with Other Government Departments. #LO 2.3 Management of Bilateral and Multilateral Defence and Security Relations. #LO 3.2 Management of Bilateral and Multilateral Defence and Security Relations. LO 3.3 Command and Control – Direct Operational Support. #LO 4.2 Information and Intelligence.**

## INTERDEPENDENCIES

### Impact of Other Business Functions on this Service:

Will the stoppage of another business function affect this one? **Yes Y No •**

If yes, list the business functions and their provider with their contact information. Please include essential contract support as an external dependency.

	Service / Business Function	Provider & Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
			NF	<1	<3	<7	<14	<30	
	<b>Internal</b>								
1	CDI, various clients within this organization	i.e. LCol Sauve, J2X Attaches, 9455093		Y					-provide liaison between foreign militaries and CF operations -coordinate NDHQ tasking of CDAs
2	All DGIS Pol directorates	i.e. DPK Pol, Col Hanrahan,		Y					-provide liaison

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		9923967							<b>between foreign militaries and CF operations -coordinate NDHQ tasking of CDAs</b>
3	Various SJS staff	i.e. SJS / Ops, Col Champagne, 9924655		Y					<b>-provide liaison between foreign militaries and CF operations -coordinate NDHQ tasking of CDAs</b>
	<b>External</b>								
1	Department of External Affairs, diplomatic authorities (i.e. over flights, passports) . Department of External Affairs, provided secure communications between Canadian Defence Attaches and NDHQ.	DFAIT / IDR, Ms. Baldwin - Jones, 9926205  DFAIT / Information Technology Section, 9444357		Y  Y					<b>-provide liaison between foreign militaries and CF operations</b>
2	Various foreign military attaches accredited to Canada	List of foreign Attaches contact info available from DPFL 3		Y					<b>-provide liaison between Foreign Service Attaches and the CF</b>

**Impact of This Service on Other Business Functions:**

Will the stoppage of this business function affect others? **Yes Y No •**

If yes, list the business functions and their owners with their contact information.

Service / Business Function	Provider& Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
		NF	<1	<3	<7	<14	<30	

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	<b>Internal</b>								
1	CEFCOM / OSCOM / CANCOM / SOFCOM	J3 / J4 and J5 staff		Y					<b>-provide liaison between foreign militaries and CF operations -coordinate NDHQ tasking of CDAs</b>
2	Various NDHQ clients such as DGIS Pol / SJS / CDI	(i.e. LCol Sauve, J2X Attaches, 9455093)		Y					<b>-provide liaison between foreign militaries and CF operations -coordinate NDHQ tasking of CDAs</b>
3	CAS / 1CAD Winnipeg	(Over flights)		Y					<b>-provide liaison between foreign militaries and CF operations</b>
4	CMS, MARPAC / MARLANT	(Ship visits)		Y					<b>-provide liaison between foreign militaries and CF operations</b>
	<b>External</b>								
1	Various Foreign Service Attaches accredited to Canada	List of foreign Attaches contact info available from DPFL 3		Y					<b>-provide liaison between Foreign Service Attaches and the CF</b>

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2									
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**(VCDS / DPFL) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: # LO 1.0 Safety and Security of Canadians. #LO 2.0 Effective Functioning of Government. #LO 3.0 Command and Control. #LO 4.0 Decision Support.**

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**OTHER DEPENDENCIES/ REQUIREMENTS**

**IM/IT Dependencies**

Indicate below whether this business function/service has any requirement for specific system access to special applications (i.e. FMAS, TITAN) or specialized software that is not available through the standard baseline software.

	<b>Special IT Applications/ Systems</b> (i.e. FMAS, TITAN, MASIS)	<b>Description</b> (include source, minimum number required, any special features and special support requirements i.e. air conditioning, remote access)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	TITAN	Qty 1		Y					-coordinate NDHQ tasking of CDAs -provide liaison between foreign militaries and CF operations
2	DFAIT / C4 (SECRET system)	Qty 1		Y					-coordinate NDHQ tasking of CDAs -provide liaison between

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									<b>foreign militaries and CF operations</b>
3	DFAIT / SIGNET D (UNCLAS system)	Qty 2		Y					<b>-coordinate NDHQ tasking of CDAs</b>
	<b>Specialized (non-Standard) Software</b> (i.e. MS Project, CAD, etc.)								
1	WordPerfect (to be compatible with DFAIT software)	Qty 2. Required for DWAN		Y					<b>-coordinate NDHQ tasking of CDAs</b>
2	DPFL 2000 "DATABASE"	Qty 1		Y					<b>-provide liaison between Foreign Service Attaches and the CF</b>
3									
	<b>Computers/ Laptops &amp; Peripherals</b>								
1	DWAN accessible	Qty 3		Y					<b>-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Attaches and the CF</b>
2	UNCLAS printer LAN'd to the three above DWAN assessable computers and the 2 DFAIT / SIGNET D computers	Qty 1		Y					<b>-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Service Attaches and the CF</b>
3									

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**(VCDS / DPFL) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: # LO 1.0  
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Defence and Security Relations. LO 3.3 Command and Control –  
Direct Operational Support. #LO 4.2 Information and Intelligence.**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Equipment Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for special equipment and/or office equipment

	<b>Special Equipment</b> (i.e., air conditioning, power conditioning, power backup, etc.)	<b>Description</b> (include source and any special features required)	<b>Maximum Allowable Downtime</b> (days)						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	Access to Photocopier	Qty 1		Y					-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Service Attaches and the CF
2									
3									
	<b>Specialized Office Equipment</b> (i.e. safes, specialized cabinets,	<b>Description</b> (include source, minimum number							

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	specialized tables, etc.)	required and any special features)							
1	3 door cabinet to store classified (up to level three) material	Qty 1		Y					<b>-coordinate NDHQ tasking of CDAs</b>
2	3 door cabinet to store UNCLAS material	Qty 1		Y					<b>-provide liaison between Foreign Service Attaches and the CF</b>
3	Access to Secure printer LAN'd to above both TITAN and DFAIT C4 systems.	Qty 1		Y					<b>-coordinate NDHQ tasking of CDAs</b>

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**(VCDS / DPFL) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

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Direct Operational Support. #LO 4.2 Information and Intelligence.**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Communications Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for specific communications systems support.

	<b>Telecommunications</b> (i.e. telephones, secure phones, voicemail, answering machines, secure and unsecure video conferencing, etc.)	<b>Description</b> (include source, minimum number required and any special features)	<b>Maximum Allowable Downtime</b> (days)						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	Telephones with answering service	Qty 2		Y					-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Service Attaches and the CF
2	Telephone (secure) with answering service	Qty 1		Y					-coordinate NDHQ tasking of CDAs
3									
	<b>Fax Equipment</b>								

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1	Secure fax	Qty 1		Y						<b>-coordinate NDHQ tasking of CDAs</b>
2	Access to UNCLAS fax	Qty 1		Y						<b>-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Service Attaches and the CF</b>
	<b>Cellular Phones</b>									
1	NA									
2										
3										
	<b>Other</b>									
1	Blackberry Service	Qty 3  For: DPFL / DPFL 2-2 / DPFL 3-2		Y						<b>-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Service Attaches and the CF</b>
2										
3										

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**(VCDS / DPFL) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

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**OTHER DEPENDENCIES/ REQUIREMENTS**

**Facilities Dependencies/ Requirements**

Indicate below the business function/service accommodations requirements and any special facility dependencies/ requirements (i.e. secure conferencing).

	<b>Regular Facility Requirements</b> (i.e. offices, cubicles, central filing areas, conference rooms, etc.)	<b>Description</b> (include criticality, minimum number required and any special features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1	Office	Qty 1		Y					-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Service Attaches and the CF
2	Cubicles	Qty 2		Y					-coordinate NDHQ tasking of CDAs -provide liaison between Foreign Service Attaches and the CF

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3									
	<b>Minimum Restoral Facility Requirements</b> (i.e. minimum requirements to meet minimum service levels and max allowable downtime requirements for critical services)								
1	See above reqr for both secure and UNCLAS cabinets			Y					<b>-coordinate NDHQ tasking of CDAs</b> <b>-provide liaison between Foreign Service Attaches and the CF</b>
2									
	<b>Special Facility Requirements</b> (i.e. secure conference rooms, op centres, data centres, storage requirements, etc.)								
1	Access to secure conference room with a capacity of 12 persons	Qty 1			Y				<b>-coordinate NDHQ tasking of CDAs</b>
2									

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**(VCDS / DPFL) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

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**OTHER DEPENDENCIES/ REQUIREMENTS**

**Records/Information Dependencies/ Requirements**

Indicate below whether this business function/service has any requirements for specific records and/or information.

	<b>Legal Records</b> (i.e. personnel files, MOUs, contractual agreements, financial authorities, etc.)	<b>Description</b> (include source, amount and any special details/ features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	NA								
2									
3									
	<b>Business Records</b> (i.e. organization/ function, manual forms, working papers, transactions in process, special reference materials, etc)								
1	NA								
2									
	<b>Other Records</b>								

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	(i.e. OGD Contacts, Industry Contacts, etc.)								
1	NA. (already hold OGD contacts)								
2									
3									

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**OTHER DEPENDENCIES/ REQUIREMENTS**

Please identify any other dependencies or requirements that have not been addressed in the tables above. For example, specific staffing dependencies where the organization has a critical requirement for a minimum number of specialized staff that are hard to replace.

	Other Dependencies/ Requirements	Description (include source, minimum number required and any special features)	Maximum Allowable Downtime (days)						Minimum Service Level Required
			NF	<1	<3	<7	<14	<30	
1	NA								
2									
3									

**Comments:** The location of these offices must be within close proximity to DGIS Pol, CDI, SJS and COS / VCDS.

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**(VCDS / DPFL) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

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**EXISTING CONTINGENCY PLANS & GAPS**

Please identify any existing contingency plans for this critical operation/ service, including any alternate accommodations arrangements and backup facilities that are already in place. In addition, please identify any gaps that need to be addressed in the BCP development phase to ensure the continuity of this critical service and its interdependencies at the minimum service level required.

	<b>Existing Contingency Plans</b>	<b>Description</b> (Identify main features that are covered under the contingency plan, i.e. alternate location arrangements and data/system backup facilities)	<b>Gaps</b> (Identify any gaps that have not been addressed in the existing contingency plans, but need to be addressed to ensure the continuity of this critical service at the minimum service level required.
1	None exist for the level 2 (VCDS / DPFL).  Our level 3 (Canadian Defence Attaché Offices) each have a Contingency Plan for their respective embassies. These have been passed to VCDS / GMS		

# MILITARY POLICE (next 7 pages)

## CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED

**Critical Operation/Service: # LO 1.1**

**Critical Operation/Service: Protect Canadians at Home**

### INTERDEPENDENCIES

#### Impact of Other Business Functions on this Service:

Will the stoppage of another business function affect this one? **Yes • No •**

If yes, list the business functions and their provider with their contact information. Please include essential contract support as an external dependency.

	Service / Business Function	Provider & Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
			NF	<1	<3	<7	<14	<30	
	<b>Internal</b>								
1	Communication	76 comm Gp	X						24/7 provision of comms
2									
3									
	<b>External</b>								
1	Hydro	Hydro one	X						24/7 provision of Electricity
2	Corps of Commissionaires		X						24/7 Provides security personnel

#### Impact of This Service on Other Business Functions:

Will the stoppage of this business function affect others? **Yes • No •**

If yes, list the business functions and their owners with their contact information.

	Service / Business Function	Provider & Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
			NF	<1	<3	<7	<14	<30	
	<b>Internal</b>								
1	All DND		X						24/7 Policing/security services DND assets and personnel

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2	DPM Police	Support CFSU (O)	X						
3	NIS	NIS	X						Provision of invest expertise
4	NCIU	NCIU	X						Provision of criminal intelligence
	External								
1	Local law enforcement		X						24/7 assistance

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: # LO 1.1**

**Critical Operation/Service: Protect Canadians at Home**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**IM/IT Dependencies**

Indicate below whether this business function/service has any requirement for specific system access to special applications (i.e. FMAS, TITAN) or specialized software that is not available through the standard baseline software.

	Special IT Applications/ Systems (i.e. FMAS, TITAN, MASIS)	Description (include source, minimum number required, any special features and special support requirements i.e. air conditioning, remote access)	Maximum Allowable Downtime (days)						Minimum Service Level Required
			NF	<1	<3	<7	<14	<30	
1	SAMPIS	Record Mass System SYSTEM	X						24/7 Officer Safety
2	CPIC (access to)		X						24/7 Officer Safety
3	IA Monitoring System		X						
	<b>Specialized (non-Standard) Software</b> (i.e. MS Project, CAD, etc.)								
1	IA Monitoring system	Alarm soft ware	X						24/7
2	NDIS	Name Index File				X			
3									
	<b>Computers/ Laptops &amp; Peripherals</b>								

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1	e.g. Secure &/or special requirements:	Protected B network for SAMPIS	X						24/7
2	DWAN Accesssible		X						
3	TITAN		X						
4	Printer pass control					X			

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: # LO 1.1**

**Critical Operation/Service: Protect Canadians at Home**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Equipment Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for special equipment and/or office equipment

	<b>Special Equipment</b> (i.e, air conditioning, power conditioning, power backup, etc.)	<b>Description</b> (include source and any special features required)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	Air Conditioning	CSC/Server Room	X						24/7
2	Power back up	CSC/Server Room	X						24/7
3									
	<b>Specialized Office Equipment</b> (i.e. safes, specialized cabinets, specialized tables, etc.)	<b>Description</b> (include source, minimum number required and any special features)							
1	Safe	1 (drugs)						X	24/7
2	Filling cabinet	4 (4 drawers)					X		24/7
3	Refrigerator	1 (Evidence)		X					24/7

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**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: # LO 1.1**

**Critical Operation/Service: Protect Canadians at Home**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Communications Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for specific communications systems support.

	<b>Telecommunications</b> (i.e. telephones, secure phones, voicemail, answering machines, secure and unsecure video conferencing, etc.)	<b>Description</b> (include source, minimum number required and any special features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1	Telephone	7	X						24/7
2	Secure phone	1	X						24/7
3	Radio comms	30/with recharging device	X	ASF					24/7
	<b>Fax Equipment</b>								
1	e.g. Secure	1	X						24/7
2	e.g. Unclas	1				X			24/7
	<b>Cellular Phones</b>								
1	e.g. Digital	15	X						24/7
2	e.g. Analogue								
3	e.g. Secure	5	X						24/7
	<b>Other</b>								
1	e.g. Iridium Satellite Phones	2		X					24/7
2	e.g. Blackberry Service	7		X					24/7
3	e.g. Pagers								

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: # LO 1.1**

**Critical Operation/Service: Protect Canadians at Home**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Facilities Dependencies/ Requirements**

Indicate below the business function/service accommodations requirements and any special facility dependencies/ requirements (i.e. secure conferencing).

	<b>Regular Facility Requirements</b> (i.e. offices, cubicles, central filing areas, conference rooms, etc.)	<b>Description</b> (include criticality, minimum number required and any special features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	Office (including interview room)	4	X						24/7
2	Conference room	1	X						24/7
3									
	<b>Minimum Restoral Facility Requirements</b> (i.e. minimum requirements to meet minimum service levels and max allowable downtime requirements for critical services)								
1	Kitchen	1		X					24/7
2	Showers & bathroom	1	X						24/7
	<b>Special Facility Requirements</b> (i.e. secure conference rooms, op centres, data centres, storage requirements, etc.)								
1	Vault	1/weapons & ammunitions storage	X						24/7
2	Temporary Detention Facility			X					24/7
3	Evidence Room (storage facility)		X						24/7
4	Interview Room			X					24/7

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #**

**Critical Operation/Service:**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Records/Information Dependencies/ Requirements**

Indicate below whether this business function/service has any requirements for specific records and/or information.

	<b>Legal Records</b> (i.e. personnel files, MOUs, contractual agreements, financial authorities, etc.)	<b>Description</b> (include source, amount and any special details/ features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1									
2									
3									
	<b>Business Records</b> (i.e. organization/ function, manual forms, working papers, transactions in process, special reference materials, etc)								
1	Electronic Battle Box (Police Ops)	Laptop, Ref. Document (i.e NDIS, NDA, CC etc) PPNS		X					
2	Electronic Battle Box (Admin)	Laptop, ref material (i.e. QR&Os, CFAOs, DAODs), PPNS		X					
	<b>Other Records</b> (i.e. OGD Contacts, Industry Contacts, etc.)								
1									
2									
3									

## CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED

**Critical Operation/Service: #**

**Critical Operation/Service:**

### OTHER DEPENDENCIES/ REQUIREMENTS

Please identify any other dependencies or requirements that have not be addressed in the tables above. For example, specific staffing dependencies where the organization has a critical requirement for a minimum number of specialized staff that are hard to replace.

	Other Dependencies/ Requirements	Description (include source, minimum number required and any special features)	Maximum Allowable Downtime (days)						Minimum Service Level Required
			NF	<1	<3	<7	<14	<30	
1	Orderly Room	RMS Clerk, Provide clerical support			X				1 Pers
2									
3									

**Comments:**

## CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED

Critical Operation/Service: #

Critical Operation/Service:

### EXISTING CONTINGENCY PLANS & GAPS

Please identify any existing contingency plans for this critical operation/ service, including any alternate accommodations arrangements and backup facilities that are already in place. In addition, please identify any gaps that need to be addressed in the BCP development phase to ensure the continuity of this critical service and its interdependencies at the minimum service level required.

	Existing Contingency Plans	Description (Identify main features that are covered under the contingency plan, i.e. alternate location arrangements and data/system backup facilities)	Gaps (Identify any gaps that have not been addressed in the existing contingency plans, but need to be addressed to ensure the continuity of this critical service at the minimum service level required.)
1			
2			
3			
4			

# DGS (next 9 pages)

## (Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS

<b>Critical Operation/Service: #L0 4.0</b>		<b>Responsible Level 2 Org:</b> D Safe G <b>Contact:</b> M. Braham		<b>Responsible Level 3 Org:</b> D Safe G 2 <b>Contact:</b> R. Day						
<b>Critical Operation/Service: Decision Support</b>		<b>Critical Operation/ Service Description:</b> Develop and promulgate Departmental OSH policy to ensure compliance with National OSH Legislation. Provision of interpretation and guidance pertaining to OSH legislation and standards. Provision of OSH promotional and motivational material.		<b>Minimum Service Level:</b> Maintenance of current OSH policies, standards and procedures. Interim changes can be promulgated via e-mail or other available comms. Maintenance of a source of OSH advice and guidance						
<b>External Obligation: Yes x No</b>		<b>Main Category:</b> Decision Support		<b>Maximum Allowable Downtime (days)</b>						
<b>Internal Enabler/Dependency: Yes x No</b>		<b>Sub-Category:</b> Policy, Information, Legal, Public Affairs		NF <sup>1</sup>	<1	<3	<7	<14	<30 X	
<b>Resource Requirements</b> (# Essential Personnel)		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>Normal Ops: 5</b>	<b>Minimum Service Level: 1</b>	<b>Days of Week:</b>	N/A	Mon	Tues	Wed	Thu	Fri	Sat	Sun
		<b>Months:</b>	Jan	Feb	Mar	Apr	May	Jun		

<sup>1</sup> NF = No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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**Present Service Location:** Lorne Bldg, 90 Elgin Street

**Can work be done remotely (i.e. from home)?**

**Yes   ☒   No**

Production of promotional material cannot be done from home, but could be suspended if necessary.

**N/A**

**Jul**

**Aug**

**Sep**

**Oct**

**Nov**

**Dec**

**X**

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**INTERDEPENDENCIES**

**Impact of Other Business Functions on this Service:**

Will the stoppage of another business function affect this one? **Yes x No**

If yes, list the business functions and their provider with their contact information. Please include essential contract support as an external dependency.

	Service / Business Function	Provider & Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
			NF	<1	<3	<7	<14	<30	
	<b>Internal</b>								
1									
2									
3									
	<b>External</b>								
1	National OSH Legislation & Policy	HRSDC & TBS						x	Access by telephone
2									

**Impact of This Service on Other Business Functions:**

Will the stoppage of this business function affect others? **Yes x No**

If yes, list the business functions and their owners with their contact information.

	Service / Business Function	Provider & Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
			NF	<1	<3	<7	<14	<30	
	<b>Internal</b>								

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1	Provision of OHS advice and guidance	DND/CF wide					x		Provision of advice and guidance via telephone
2									
3									
	<b>External</b>								
1									
2									

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**IM/IT Dependencies**

Indicate below whether this business function/service has any requirement for specific system access to special applications (i.e. FMAS, TITAN) or specialized software that is not available through the standard baseline software.

	<b>Special IT Applications/ Systems</b> (i.e. FMAS, TITAN, MASIS)	<b>Description</b> (include source, minimum number required, any special features and special support requirements i.e. air conditioning, remote access)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1	N/A								
2									
3									
	<b>Specialized (non-Standard) Software</b> (i.e. MS Project, CAD, etc.)								
1	N/A								
2									
3									
	<b>Computers/ Laptops &amp; Peripherals</b>								
1	DWAN Accessible								Only if work is to be done from home
2									
3									

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Equipment Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for special equipment and/or office equipment

	<b>Special Equipment</b> (i.e, air conditioning, power conditioning, power backup, etc.)	<b>Description</b> (include source and any special features required)	<b>Maximum Allowable Downtime</b> (days)						<b>Minimum Service Level</b> <b>Required</b>
			NF	<1	<3	<7	<14	<30	
1	N/A								
2									
3									
	<b>Specialized Office Equipment</b> (i.e. safes, specialized cabinets, specialized tables, etc.)	<b>Description</b> (include source, minimum number required and any special features)							
1	Filing Cabinet/Space Saver	To hold hard copy files that are required by legislation to be retained						X	Not needed unless a permanent move from current location is contemplated.
2									
3									

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Communications Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for specific communications systems support.

	<b>Telecommunications</b> (i.e. telephones, secure phones, voicemail, answering machines, secure and unsecure video conferencing, etc.)	<b>Description</b> (include source, minimum number required and any special features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	Telephones	Minimum 3				x			Telephone access to minimum 3 members of Directorate within 7 days.
	<b>Fax Equipment</b>								
1	Unclas	Minimum 1 unit				x			Fax access within 7 days
2									
	<b>Cellular Phones</b>								
1	N/A								
	<b>Other</b>								
1	Blackberry Service	Minimum 3 units				x			Access to Maintenance of current OSH policies, standards and procedures. Interim changes can be promulgated via e-mail or other available comms.
2									
3									

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Facilities Dependencies/ Requirements**

Indicate below the business function/service accommodations requirements and any special facility dependencies/ requirements (i.e. secure conferencing).

	<b>Regular Facility Requirements</b> (i.e. offices, cubicles, central filing areas, conference rooms, etc.)	<b>Description</b> (include criticality, minimum number required and any special features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	N/A							x	Work can be conducted from home given access to required comms equipment.
	<b>Minimum Restoral Facility Requirements</b> (i.e. minimum requirements to meet minimum service levels and max allowable downtime requirements for critical services)							x	
1	N/A								
2									
	<b>Special Facility Requirements</b> (i.e. secure conference rooms, op centres, data centres, storage requirements, etc.)							x	
1	N/A								
2									

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Records/Information Dependencies/ Requirements**

Indicate below whether this business function/service has any requirements for specific records and/or information.

	<b>Legal Records</b> (i.e. personnel files, MOUs, contractual agreements, financial authorities, etc.)	<b>Description</b> (include source, amount and any special details/ features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1	N/A							x	Access to hard or electronic copies of latest General Safety Manuals (Vols 1 and 2). Access to internet provides majority of other references required.
2									
3									
	<b>Business Records</b> (i.e. organization/ function, manual forms, working papers, transactions in process, special reference materials, etc)								
1	N/A							x	
2									
	<b>Other Records</b> (i.e. OGD Contacts, Industry Contacts, etc.)								
1	N/A							x	Access to internet provides majority of references required.

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**OTHER DEPENDENCIES/ REQUIREMENTS**

Please identify any other dependencies or requirements that have not be addressed in the tables above. For example, specific staffing dependencies where the organization has a critical requirement for a minimum number of specialized staff that are hard to replace.

	Other Dependencies/ Requirements	Description (include source, minimum number required and any special features)	Maximum Allowable Downtime (days)						Minimum Service Level Required
			NF	<1	<3	<7	<14	<30	
1	N/A								

**Comments:**

**(Level 1 Name) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #L0 4.0**

**Critical Operation/Service: Decision Support**

**EXISTING CONTINGENCY PLANS & GAPS**

Please identify any existing contingency plans for this critical operation/ service, including any alternate accommodations arrangements and backup facilities that are already in place. In addition, please identify any gaps that need to be addressed in the BCP development phase to ensure the continuity of this critical service and its interdependencies at the minimum service level required.

	<b>Existing Contingency Plans</b>	<b>Description</b> (Identify main features that are covered under the contingency plan, i.e. alternate location arrangements and data/system backup facilities)	<b>Gaps</b> (Identify any gaps that have not been addressed in the existing contingency plans, but need to be addressed to ensure the continuity of this critical service at the minimum service level required.
1	D Safe G Web Site	Backup maintained on disc, provides access to most of reference material required.	N/A

**TSO (see files attached below)**

**Next 25 pages**

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>										
<b>Operation/Service: #L0 6.3</b>		<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Supply Officer					
		<b>Contact: Lcol Sabourin</b>			<b>Contact: Capt Lemieux</b>					
<b>Operation/Service:</b> <b>Contract Management</b>		<b>Critical Operation/ Service</b> <b>Description: Procurement</b> <b>locally of using SOA</b>			<b>Minimum Service Level:</b> Manage contracts for additional transportation, clothing and other equipment and supplies as required.					
<b>Obligation: Yes ? No X</b>		<b>Main Category:</b> (i.e. Command and Control) <b>Support/Sustainment</b>			<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>		<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Logistics Support</b>			NF <sup>1</sup>	<1 X	<3	<7	<14	<30
<b>Service Requirements (# Essential Personnel)</b>		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>ps:</b>	<b>Minimum Service Level: 2</b>	<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: Basement 101 Col to relocate to NPB)</b>		<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Work can be done remotely (i.e. from home)?</b>		N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes X No ?</b>		X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>										
<b>Operation/Service: #L0 6.3</b>		<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Supply Officer					
		<b>Contact: Lcol Sabourin</b>			<b>Contact: Capt Lemieux</b>					
<b>Operation/Service:</b> <b>Ammunition Support</b>		<b>Critical Operation/ Service</b> <b>Description: Ammunition</b> <b>Support</b>			<b>Minimum Service Level:</b> Maintain storage and disposal services and provide advice to VCDS					
<b>Obligation: Yes X No ?</b>		<b>Main Category:</b> (i.e. Command and Control) <b>Support/Sustainment</b>			<b>Maximum Allowable</b> <b>Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>		<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Logistics Support</b>			<b>NF<sup>1</sup></b>	<b>&lt;1</b> X	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>
<b>Service Requirements (# Essential Personnel)</b>		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>ps:</b>	<b>Minimum Service</b> <b>Level: 1</b>	<b>Days of</b> <b>Week:</b>	<b>N/A</b> X	<b>Mon</b> ?	<b>Tues</b> ?	<b>Wed</b> ?	<b>Thu</b> ?	<b>Fri</b> ?	<b>Sat</b> ?	<b>Sun</b> ?
<b>Service Location: Ammunition Depot</b> <b>s</b>		<b>Months:</b>	<b>Jan</b> ?	<b>Feb</b> ?	<b>Mar</b> ?	<b>Apr</b> ?	<b>May</b> ?	<b>Jun</b> ?		
<b>Work can be done remotely (i.e. from home)?</b>		<b>N/A</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>		
<b>Yes ? No X</b>		X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>											
<b>Operation/Service: #L0 6.3</b>			<b>Responsible Level 3 Org: TSO</b>			<b>Responsible Level 4 Org: Transport Officer</b>					
			<b>Contact: Lcol Sabourin</b>			<b>Contact: Capt Dearing</b>					
<b>Operation/Service: F&amp;E Moves</b>			<b>Critical Operation/ Service Description: Booking F&amp;E Moves</b>			<b>Minimum Service Level:</b> Liaison with moving companies, Royal LePage, members other bases. Support and briefings to personnel moving internationally and domestically.					
<b>Obligation: Yes X No ?</b>			<b>Main Category: (i.e. Command and Control) Support/Sustainment</b>			<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes X No ?</b>			<b>Sub-Category: (i.e. Direct Operational Support) Logistics Support</b>			NF <sup>1</sup>	<1	<3 <b>X</b>	<7	<14	<30
<b>Service Requirements (# Essential Personnel)</b>			<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>ps:</b>	<b>Minimum Service Level: 1</b>		<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: 101 Col By – 5<sup>th</sup></b>			<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Can be done remotely (i.e. from home)?</b>			N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes X No ?</b>			X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>												
<b>Operation/Service: #L0 6.3</b>			<b>Responsible Level 3 Org:</b> TSO				<b>Responsible Level 4 Org:</b> Supply Officer					
			<b>Contact: Lcol Sabourin</b>				<b>Contact: Capt Lemieux</b>					
<b>Operation/Service:</b> <b>Varehouse Services</b>			<b>Critical Operation/ Service</b> <b>Description: Provide clothing</b> <b>and procurement</b>				<b>Minimum Service Level:</b> Provision of clothing and kit to personnel assigned for operational deployment, and supplies for local emergencies.					
<b>Obligation: Yes X No ?</b>			<b>Main Category:</b> (i.e. Command and Control) <b>Support/Sustainment</b>				<b>Maximum Allowable</b> <b>Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>			<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Logistics Support</b>				<b>NF<sup>1</sup></b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>
<b>Service Requirements (# Essential Personnel)</b>			<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)									
<b>Personnel:</b>	<b>Minimum Service</b> <b>Level: 5</b>		<b>Days of</b> <b>Week:</b>	<b>N/A</b> X	<b>Mon</b> ?	<b>Tues</b> ?	<b>Wed</b> ?	<b>Thu</b> ?	<b>Fri</b> ?	<b>Sat</b> ?	<b>Sun</b> ?	
<b>Service Location: Basement 101 Col</b> <b>location planned for NPB FY 08/09)</b>			<b>Months:</b>	<b>Jan</b> ?	<b>Feb</b> ?	<b>Mar</b> ?	<b>Apr</b> ?	<b>May</b> ?	<b>Jun</b> ?			
<b>Work can be done remotely (i.e. from home)?</b>			<b>N/A</b> X	<b>Jul</b> ?	<b>Aug</b> ?	<b>Sep</b> ?	<b>Oct</b> ?	<b>Nov</b> ?	<b>Dec</b> ?			
<b>Yes ? No X</b>												

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>										
<b>Operation/Service: #L0 6.3</b>		<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Transport Officer					
		<b>Contact: Lcol Sabourin</b>			<b>Contact: Capt Dearing</b>					
<b>Operation/Service:</b> <b>Central materiel Traffic Terminal</b> <b>s – Shipping and Receiving</b>		<b>Critical Operation/ Service</b> <b>Description: Moving</b> <b>material to/from Ottawa</b>			<b>Minimum Service Level:</b> Ship and receive high priority shipments, forward freight to end-users and ship/receive unaccompanied baggage for deployed members.					
<b>Obligation: Yes X No ?</b>		<b>Main Category:</b> (i.e. Command and Control) <b>Support/Sustainment</b>			<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes X No ?</b>		<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Logistics Support</b>			NF <sup>1</sup>	<1 X	<3	<7	<14	<30
<b>Service Requirements (# Essential Personnel)</b>		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>ps:</b>	<b>Minimum Service Level: 2</b>	<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: Building 346 -</b>		<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Can be done remotely (i.e. from home)?</b>		N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes ?</b>	<b>No X</b>	X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>											
<b>Operation/Service: #L0 8.1</b>			<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Construction Engineering Officer					
			<b>Contact: Lcol Sabourin</b>			<b>Contact: Maj Trenholme</b>					
<b>Operation/Service:</b> <b>Environment Safety</b>			<b>Critical Operation/ Service</b> <b>Description: Environment</b> <b>Safety</b>			<b>Minimum Service Level:</b> Ensure DND's activities remain within the environmental laws.					
<b>Obligation: Yes X No ?</b>			<b>Main Category:</b> (i.e. Command and Control) <b>Other</b>			<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>			<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Environmental and Nuclear Safety</b>			NF <sup>1</sup>	<1	<3 X	<7	<14	<30
<b>Resource Requirements (# Essential Personnel)</b>			<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>Personnel:</b>	<b>Minimum Service Level: 1</b>		<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: 101 Col By – 5<sup>th</sup></b>			<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Can be done remotely (i.e. from home)?</b>			N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes X No ?</b>			X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>												
<b>Operation/Service: #L0 7.2</b>			<b>Responsible Level 3 Org:</b> TSO				<b>Responsible Level 4 Org:</b> Fire Marshall					
			<b>Contact: Lcol Sabourin</b>				<b>Contact: Sgt Ames</b>					
<b>Operation/Service:</b> Prevention, Investigation, Duty Fire Response			<b>Critical Operation/ Service</b> <b>Description: Provide Fire</b> Inspection, Investigation				<b>Minimum Service Level:</b> Provide Fire Inspection and recommendations.					
<b>Obligation: Yes X No ?</b>			<b>Main Category:</b> (i.e. Command and Control) <b>Personnel</b>				<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>			<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Civilian or Military personnel</b>				NF <sup>1</sup>	<1	<3 X	<7	<14	<30
<b>Resource Requirements (# Essential Personnel)</b>			<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)									
<b>Personnel:</b>	<b>Minimum Service Level: 1</b>		<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?	
<b>Service Location: Lorne Building –</b>			<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?			
<b>Can be done remotely (i.e. from home)?</b>			N/A X	Jul ?	Aug ?	Sep ?	Oct ?	Nov ?	Dec ?			
<b>Yes X No ?</b>												

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>										
<b>Operation/Service: #L0 5.1</b>		<b>Responsible Level 3 Org: TSO</b>			<b>Responsible Level 4 Org: GSO</b>					
		<b>Contact: Lcol Sabourin</b>			<b>Contact: Mr Stan Wentzell</b>					
<b>Operation/Service: Health and Safety</b>		<b>Critical Operation/ Service Description: Manage General Health and Safety Issues</b>			<b>Minimum Service Level:</b> <small>Ensure compliance with all applicable legislation, TB standards and departmental policies.</small>					
<b>Obligation: Yes X No ?</b>		<b>Main Category: (i.e. Command and Control) Personnel</b>			<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>		<b>Sub-Category: (i.e. Direct Operational Support) Civilian or Military personnel</b>			NF <sup>1</sup>	<1	<3 X	<7	<14	<30
<b>Service Requirements (# Essential Personnel)</b>		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>Personnel:</b>	<b>Minimum Service Level: 1</b>	<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: Lorne Building –</b>		<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Can be done remotely (i.e. from home)?</b>		N/A X	Jul ?	Aug ?	Sep ?	Oct ?	Nov ?	Dec ?		
<b>Yes X No ?</b>										

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>											
<b>Operation/Service: #L0 7.1</b>			<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Construction Engineering Officer					
			<b>Contact: Lcol Sabourin</b>			<b>Contact: Maj Trenholme</b>					
<b>Operation/Service:</b> DND Realty Assets			<b>Critical Operation/ Service</b> <b>Description: Manage DND</b> Realty Assets			<b>Minimum Service Level:</b> Provide essential oversight to ensure realty assets are being maintained properly.					
<b>Obligation: Yes X No ?</b>			<b>Main Category:</b> (i.e. Command and Control) <b>Facilities</b>			<b>Maximum Allowable</b> <b>Downtime (days)</b>					
<b>Enabler/Dependency: Yes X No ?</b>			<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Realty</b>			NF <sup>1</sup>	<1 X	<3	<7	<14	<30
<b>Service Requirements (# Essential Personnel)</b>			<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>ps:</b>	<b>Minimum Service</b> <b>Level: 1</b>		<b>Days of</b> <b>Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: 101 Col By – 5<sup>th</sup></b>			<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Work can be done remotely (i.e. from home)?</b>			N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes X No ?</b>			X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>										
<b>Operation/Service: #L0 6.3</b>		<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Transport Officer					
		<b>Contact: Lcol Sabourin</b>			<b>Contact: Capt Dearing</b>					
<b>Operation/Service:</b> ety		<b>Critical Operation/ Service</b> <b>Description: Provide</b> <b>collision investigation.</b>			<b>Minimum Service Level:</b> Provide collision investigation services.					
<b>Obligation: Yes X No ?</b>		<b>Main Category:</b> (i.e. Command and Control) <b>Support/Sustainment</b>			<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>		<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Logistics Support</b>			NF <sup>1</sup>	<1	<3	<7 X	<14	<30
<b>Service Requirements (# Essential Personnel)</b>		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>ps:</b>	<b>Minimum Service Level: 1</b>	<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: Hangar 14 -</b>		<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Can be done remotely (i.e. from home)?</b>		N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes X No ?</b>		X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>											
<b>Operation/Service: #L0 6.3</b>			<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Transport Officer					
			<b>Contact: Lcol Sabourin</b>			<b>Contact: Capt Dearing</b>					
<b>Operation/Service:</b> <b>Equipment Maintenance Services</b>			<b>Critical Operation/ Service</b> <b>Description: Maintain fleet</b> <b>of vehicles</b>			<b>Minimum Service Level:</b> Provide immediate vehicle and weapons maintenance services to emergency responders (police, fire and ASF Forces), the Reserve Territorial Defense Battle Group, and the TSO vehicle fleet.					
<b>Obligation: Yes X No ?</b>			<b>Main Category:</b> (i.e. Command and Control) <b>Support/Sustainment</b>			<b>Maximum Allowable Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>			<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Logistics Support</b>			NF <sup>1</sup>	<1 X	<3	<7	<14	<30
<b>Service Requirements (# Essential Personnel)</b>			<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>Personnel:</b>	<b>Minimum Service Level: 5</b>		<b>Days of Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: Hangar 14 -</b>			<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Can be done remotely (i.e. from home)?</b>			N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes ? No X</b>			X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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<b>CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS</b>										
<b>Operation/Service: #L0 8.1</b>		<b>Responsible Level 3 Org:</b> TSO			<b>Responsible Level 4 Org:</b> Supply Officer					
		<b>Contact: Lcol Sabourin</b>			<b>Contact: Capt Lemieux</b>					
<b>Operation/Service:</b> <b>Radiation Safety Services</b>		<b>Critical Operation/ Service</b> <b>Description: Radiation</b> <b>Safety advice</b>			<b>Minimum Service Level:</b> Liaise with DGNS and act in advisory capacity.					
<b>Obligation: Yes X No ?</b>		<b>Main Category:</b> (i.e. Command and Control) <b>Other</b>			<b>Maximum Allowable</b> <b>Downtime (days)</b>					
<b>Enabler/Dependency: Yes ? No X</b>		<b>Sub-Category:</b> (i.e. Direct Operational Support) <b>Environmental and</b> <b>Nuclear Safety Activities</b>			NF <sup>1</sup>	<1 X	<3	<7	<14	<30
<b>Service Requirements (# Essential Personnel)</b>		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>Personnel:</b>	<b>Minimum Service</b> <b>Level: 1</b>	<b>Days of</b> <b>Week:</b>	N/A X	Mon ?	Tues ?	Wed ?	Thu ?	Fri ?	Sat ?	Sun ?
<b>Service Location: Building 346 -</b>		<b>Months:</b>	Jan ?	Feb ?	Mar ?	Apr ?	May ?	Jun ?		
<b>Can be done remotely (i.e. from home)?</b>		N/A	Jul	Aug	Sep	Oct	Nov	Dec		
<b>Yes X No ?</b>		X	?	?	?	?	?	?		

<sup>1</sup> NF – No Fail – This implies that there can be no interruptions to service and the supporting systems and infrastructure therefore require fail safe/ backup capability to ensure continuity of the service at the minimum service level required.

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Dispatch Services

**Description: Provide DND users with vehicles**

PROVIDE DND and Rental VEHICLES, including contracted bus service and cargo

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS**

<b>Critical Operation/Service: #</b> L0 5.1 - Military Personnel		<b>Responsible Level 3 Org:</b>	<b>Responsible Level 4 Org:</b>							
		<b>Contact: Col JPP Cyr</b>	<b>Contact: WO DC Mann</b>							
<b>Critical Operation/Service:</b> Provision of APRV training to personnel assigned for operational deployment		<b>Critical Operation/ Service Description:</b> Provision of APRV training to personnel assigned for operational deployment	<b>Minimum Service Level:</b> Ensure all NCR pers attain APRV currency once during Calendar year							
<b>External Obligation: No X</b>		<b>Main Category:</b> Military Personnel	<b>Maximum Allowable Downtime (days)</b>							
<b>Internal Enabler/Dependency: Yes X</b>		<b>Sub-Category:</b> Training						<30		
<b>Resource Requirements (# Essential Personnel)</b>		<b>Timing of Service Criticality:</b> (i.e. Is service is more critical at different times of the year or on certain days of the week?)								
<b>Normal Ops:</b> 5 Days @ week 48 weeks @ Year	<b>Minimum Service Level:</b> Ensure all NCR pers attain APRV currency once during Calendar year	<b>Days of Week:</b>	N/A	Mon	Tues	Wed	Thu	Fri	Sat	Sun
				X	X	X	X	X		
<b>Present Service Location:</b> Connaught Range and Primary Training Center		<b>Months:</b>	Jan	Feb	Mar	Apr	May	Jun		
			X	X	X	X	X	X		
<b>Can work be done remotely (i.e. from home)?</b>		N/A	Jul	Aug	Sep	Oct	Nov	Dec		
Yes No <b>X</b>			X	X	X	X	X	X		

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## CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED

**Critical Operation/Service: #**

**Critical Operation/Service:**

### INTERDEPENDENCIES

#### Impact of Other Business Functions on this Service:

Will the stoppage of another business function affect this one? **Yes • No •**

If yes, list the business functions and their provider with their contact information. Please include essential contract support as an external dependency.

	Service / Business Function	Provider & Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
			NF	<1	<3	<7	<14	<30	
	<b>Internal</b>								
1	Class V	CFSU Ottawa Ammo Section					X		On Going Resupply to stockage Levels
2	Class IX	CFSU Ottawa Maint Section Wpns						X	On Going Maint and inspection of Wpns
3									
	<b>External</b>								
1	Class II	CFPD						X	Provision of First Aid Publications
2	Class II	DND Special Center						X	Provision of First Aid Certificates

#### Impact of This Service on Other Business Functions:

Will the stoppage of this business function affect others? **Yes • No X**

If yes, list the business functions and their owners with their contact information.

	Service / Business Function	Provider& Contact Info	Maximum Allowable Downtime (days)						Minimum Service Level
			NF	<1	<3	<7	<14	<30	
	<b>Internal</b>								
1									
2									
3									

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	External								
1									
2									

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #**

**Critical Operation/Service:**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**IM/IT Dependencies**

Indicate below whether this business function/service has any requirement for specific system access to special applications (i.e. FMAS, TITAN) or specialized software that is not available through the standard baseline software.

	<b>Special IT Applications/ Systems</b> (i.e. FMAS, TITAN, MASIS)	<b>Description</b> (include source, minimum number required, any special features and special support requirements i.e. air conditioning, remote access)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1									
2									
3									
	<b>Specialized (non-Standard) Software</b> (i.e. MS Project, CAD, etc.)								
1									
2									
3									
	<b>Computers/ Laptops &amp; Peripherals</b>								
1	e.g. Secure &/or special requirements:								
2	e.g. DWAN Accessible:								
3	e.g. Peripherals (i.e. drafting printer)								

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #**

**Critical Operation/Service:**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Equipment Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for special equipment and/or office equipment

	<b>Special Equipment</b> (i.e, air conditioning, power conditioning, power backup, etc.)	<b>Description</b> (include source and any special features required)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1									
2									
3									
	<b>Specialized Office Equipment</b> (i.e. safes, specialized cabinets, specialized tables, etc.)	<b>Description</b> (include source, minimum number required and any special features)							
1									
2									
3									

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #**

**Critical Operation/Service:**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Communications Dependencies/ Requirements**

Indicate below whether this business function/service has any requirement for specific communications systems support.

	<b>Telecommunications</b> (i.e. telephones, secure phones, voicemail, answering machines, secure and unsecure video conferencing, etc.)	<b>Description</b> (include source, minimum number required and any special features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1									
2									
3									
	<b>Fax Equipment</b>								
1	e.g. Secure								
2	e.g. Unclas								
	<b>Cellular Phones</b>								
1	e.g. Digital								
2	e.g. Analogue								
3	e.g. Secure								
	<b>Other</b>								
1	e.g. Iridium Satellite Phones								
2	e.g. Blackberry Service								
3	e.g. Pagers								

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #**

**Critical Operation/Service:**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Facilities Dependencies/ Requirements**

Indicate below the business function/service accommodations requirements and any special facility dependencies/ requirements (i.e. secure conferencing).

	<b>Regular Facility Requirements</b> (i.e. offices, cubicles, central filing areas, conference rooms, etc.)	<b>Description</b> (include criticality, minimum number required and any special features)	<b>Maximum Allowable Downtime</b> (days)						<b>Minimum Service Level Required</b>
			NF	<1	<3	<7	<14	<30	
1									
2									
3									
	<b>Minimum Restoral Facility Requirements</b> (i.e. minimum requirements to meet minimum service levels and max allowable downtime requirements for critical services)								
1									
2									
	<b>Special Facility Requirements</b> (i.e. secure conference rooms, op centres, data centres, storage requirements, etc.)								
1	Ranges, Gas Hut							X	
2									

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #**

**Critical Operation/Service:**

**OTHER DEPENDENCIES/ REQUIREMENTS**

**Records/Information Dependencies/ Requirements**

Indicate below whether this business function/service has any requirements for specific records and/or information.

	<b>Legal Records</b> (i.e. personnel files, MOUs, contractual agreements, financial authorities, etc.)	<b>Description</b> (include source, amount and any special details/ features)	<b>Maximum Allowable Downtime (days)</b>						<b>Minimum Service Level Required</b>
			<b>NF</b>	<b>&lt;1</b>	<b>&lt;3</b>	<b>&lt;7</b>	<b>&lt;14</b>	<b>&lt;30</b>	
1									
2									
3									
	<b>Business Records</b> (i.e. organization/ function, manual forms, working papers, transactions in process, special reference materials, etc)								
1									
2									
	<b>Other Records</b> (i.e. OGD Contacts, Industry Contacts, etc.)								
1									
2									
3									

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

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**Critical Operation/Service: #**

**Critical Operation/Service:**

**OTHER DEPENDENCIES/ REQUIREMENTS**

Please identify any other dependencies or requirements that have not be addressed in the tables above. For example, specific staffing dependencies where the organization has a critical requirement for a minimum number of specialized staff that are hard to replace.

	Other Dependencies/ Requirements	Description (include source, minimum number required and any special features)	Maximum Allowable Downtime (days)						Minimum Service Level Required
			NF	<1	<3	<7	<14	<30	
1									
2									
3									

**Comments:**

**CFSU(O) DETAILED BUSINESS IMPACT ANALYSIS CONTINUED**

**Critical Operation/Service: #**

**Critical Operation/Service:**

**EXISTING CONTINGENCY PLANS & GAPS**

Please identify any existing contingency plans for this critical operation/ service, including any alternate accommodations arrangements and backup facilities that are already in place. In addition, please identify any gaps that need to be addressed in the BCP development phase to ensure the continuity of this critical service and its interdependencies at the minimum service level required.

	<b>Existing Contingency Plans</b>	<b>Description</b> (Identify main features that are covered under the contingency plan, i.e. alternate location arrangements and data/system backup facilities)	<b>Gaps</b> (Identify any gaps that have not been addressed in the existing contingency plans, but need to be addressed to ensure the continuity of this critical service at the minimum service level required.
1	Loss of Personnel (RESERVE AUGMENTATION)	Loss of skilled assigned personnel either through the absolute loss of personnel to other tasks, or the loss of capability though specific skills not posted in. The COA is to hire from reserve personnel sources to cover Deltas	Contingency O&M Funds - Reserve Pay
2	Loss of Personnel (NO RESERVE AUGMENTATION) MUST-SHOULD-COULD-DELAYED	Loss of skilled assigned personnel either through the absolute loss of personnel to other tasks or the loss of capability though specific skills not posted in. No Reserve Augmentation available. The COA would require a phasing of training to cover priorities first. MUST TRG, SHOULD TRG, COULD TRG, DELAYED TRG	
3	Loss of Personnel (FIRST AID TRAINING)	Loss of skilled assigned personnel either through the absolute loss of personnel to other tasks or the loss of capability though specific skills not posted in. No Reserve Augmentation available. The COA would require Out Sourcing this Training to St John Ambulance local Agency, either though hiring First Aid	Contingency O&M Funds - Temp Help

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		Instructors to work on-site training within their facilities.	
4	Loss of Facilities (LOSS OF SMALL ARMS RANGE)	Loss of use of Small Arms Ranges, Partial Loss, may require internal realignment with adjusting priorities and availability to Nor-Core Users. Complete Loss of Facilities requires re-alignment of training to cover essential minimum required standards. In the case of Wpns training this means only conducting Dry Training and TOETs, the minimum standard required under current guidance. Dry Training can be conducted on-site or off-site depending on conditions.	
5	Loss of Facilities (LOSS OF GAS HUT)	Loss of use of Gas Hut, Partial LossComplete Loss of Facilities requires re-alignment of training to cover essential minimum required standards. In the case of CRBN training this means only conducting Dry Training and TOETs, the minimum standard required under current guidance. Dry Training can be conducted on-site or off-site depending on conditions.	
6	Loss of Material (Loss of Small Arms)	Loss of Material existing allocation of small arms, would require the allocation of alternate wpns, these could come from Depot Loan, NDHW CWO Stores, or Local Reserve Units and Cadets	
7	Loss of Material (Loss of SA Ammo)	Loss of Allocation SAA, would mean either, transition to Dry Training if no ammo can be provided. Or in the Case of delivery interruption, either Direct Delivery for CFAD, or reallocation of existing SAA Stock from lower priority activities within the NCR. (Reserves + Cadets)	
8	Loss of Material (Loss of CRBN Eqpt)	Loss of the Allocation of CRBN Training Material, Masks, Suit, Filter Cartridges. The loss of the this specialized material, could be made up either from a reallocation of material in the CFSS (Depot Loan) tasking from another user. Partial Loss of material can be address by re-phasing training, MUST-SHOULD-COULD-DEFERRED	

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9	Loss of Material (Loss of FA Publications Support)	Loss of the allocation or FA Publications, could be made up either through Direct Purchase of Publications from Trade, training without publications, limited publication stocks can be managed, as MUST-SHOULD-COULD-DEFERRED	O&M Costs of publications currently borne corporately thru ADM-Mat. fund transfer or new directed funding required.
10	Loss of combination of Personnel, Facilities and Material (IN SOURCING)	Under this scenario, Personnel could be transferred for essential training to other CF Facilities, Such as CFB Petawawa, or PSTC for Urgent Operational Requirements	O&M Costs 2106 Funds
11	Loss of combination of Personnel, Facilities and Material (IN SOURCING)	Under this scenario, administrative requirement APRV could be delayed, deferred or Waived, on a Case-by-Case Basis during the duration of the Disruption	

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