



CFB HALIFAX SERVICE LEVEL UPDATE BASE SERVICES DIRECTORY

JULY 2, 2024

BASE ADMINISTRATION

BASE ORDERLY ROOM (BOR)

BOR Stadacona: Counter services are available for in-person service Monday, Tuesday, Thursday, Friday 0800-1130 & 1230-1430. The BOR will be closed every Wednesday. In addition, most pay and admin services can be provided by phoning 902-427-2274 or emailing your applicable HRA at the following:
hfxborsection1ak@forces.gc.ca
hfxborsection2lz@forces.gc.ca

If you require immediate assistance for urgent or exceptional reasons after regular business hours, please contact our Duty HRA by Tel: 902-476-5528.

BOR Shearwater: Counter services are available for in-person service. In addition, most pay and admin services can be provided by the Duty HRA by phone 902-943-0519 or by email
w12borpayrecords@forces.gc.ca.

Naval Reserve Coordination Centre (NRCC): Counter services are available for in-person service Monday, Tuesday, Thursday, Friday from 0730-1430. NRCC will be closed every Wednesday. In addition, pay and admin services can be provided by emailing
HFXNRCC@intern.mil.ca and
NRCCclaims@forces.gc.ca for claims admin.

If you require immediate assistance for urgent or exceptional reasons after regular business hours, please contact our Duty HRA by Tel: 902-943-2342.

BASE PERSONNEL SELECTION OFFICE

Tel: 902-721-8150
PSO appointments: psohalifax@forces.gc.ca
University Liaison Office (ULO) Students positional mailbox: ulohalifax@forces.gc.ca.

BASIC TRAINING LIST (BTL)

BTLHFX@forces.gc.ca

CAF RELOCATION COORDINATOR

Tel: 902-721-8589
CFIRPCoordinatorCFBHalifax@forces.gc.ca

HOUSEHOLD GOODS & EFFECTS

Joseph Ayoub: 902-721-8367
Joseph.Ayoub@forces.gc.ca
Maureen O'Ball: 902-721-3313
Maureen.O'Ball@forces.gc.ca

BASE ACCOMMODATIONS

Contact the Stadacona booking cell by email (LN45JUNO@forces.gc.ca) or phone (902-721-8633) and Shearwater booking cell at (LN45SHEARWATER@forces.gc.ca) or phone (902-720-1871).

BASE DINING FACILITIES

Juno Tower: Currently closed but is open for Continental Breakfast – 0630 – 0800 for Ration Card Only.

Tribute Galley: Serving live-in members with a ration card and cash only for other DND/CAF personnel.

Warrior Block: Serving live-in members with a ration card and cash only for lunch for other DND/CAF personnel.

Monday to Friday:	Weekends/Statutory Holidays:
Breakfast 0630-0800	Breakfast 0700-1030
Lunch 1130-1300	Brunch 1130-1300
Supper 1630-1800	Supper 1630-1800

CFB HALIFAX MESSES

Deputy PSP Manager (Messes):
Caitlin Andrecyk Caitlin.Andrecyk@forces.gc.ca

Officers' Mess (Wardroom & RA Park)

Mess Manager & Juno Catering Manager:
Monika Ackland Monika.Ackland@forces.gc.ca
RA Park Function Coordinator:
Tina MacNeil Tina.MacNeil@forces.gc.ca
Wardroom Function Coordinator:
Victoria Turner Victoria.Turner@forces.gc.ca

C&POs Mess

Mess Manager:
Steve Ehler Steven.Ehler@forces.gc.ca
Bar Supervisor Admin Assistant:
Annie McDonald Annie.McDonald@forces.gc.ca

Jr. Ranks Mess

Mess Manager:
Robert Benoit Robert.Benoit@forces.gc.ca
Bar Supervisor Admin Assistant:
Ben Johnson Ben.Johnson@forces.gc.ca

12 Wing Mess

Mess Manager:
Michelle Baumhour
Michelle.Baumhour@forces.gc.ca
Bar Supervisor Admin Assistant:
Crystal MacNeil Crystal.MacNeil@forces.gc.ca
Bar Supervisor Admin Assistant:
Heidi Kielhorn Heidi.Kielhorn@forces.gc.ca

FORMATION COORDINATOR OFFICIAL LANGUAGES

Second Official language training (MSLTP) and PSC testing, placement tests, Official Language (OL) guidance, RCN OL Action Plan and audit, and OL review of positions. For booking appointments or general inquiries:

Formation Coordinator: 902-721-8955
Gilles.St-Pierre@forces.gc.ca

Administration Officer: 902-721-8956
Lorena.Perron-Robles@forces.gc.ca

CAF RELEASE CENTRE

HFXreleasecenter@forces.gc.ca Monday to Friday,
0730-1430 hrs
902-721-7834
902-721-7826
902-721-8051

BASE COMPTROLLER

R&D CLAIMS & CASHIER
Monday to Friday, 0730-1430 hrs.
Email: hfxbcomptrandd@forces.gc.ca
Tel: 902-721-8534

CASHIER OFFICE & RGDF

Monday to Friday, 0730-1430 hrs.
Email: hfxcashier@forces.gc.ca
Tel: 902-721-8171

TRAINING & VERIFICATION CELL

IC Tel: 902-721-8162
2IC Tel: 902-721-0722

PARKING

Monday to Friday 0730 – 1430 hrs
Email: CFBHALIFAXPARKINGCONTROL@forces.gc.ca
For emergencies: Dockyard Security Office, Bldg D247. If the Parking Pass Control Office is closed, please utilize the Drop Off Box outside the Security Office to return passes.

PAYMENT CARD CELL

Email: hfxbcomptpaymentcard@intern.mil.ca
Tel: 902-721-1288

ACCOUNT SERVICES (INCLUDING PARKING & CREDIT CARDS)

Tel : 902-721-1998

TRAVEL CARDS & ARI CARDS

Tel : 902-721-3338

ACCOUNTS PAYABLE

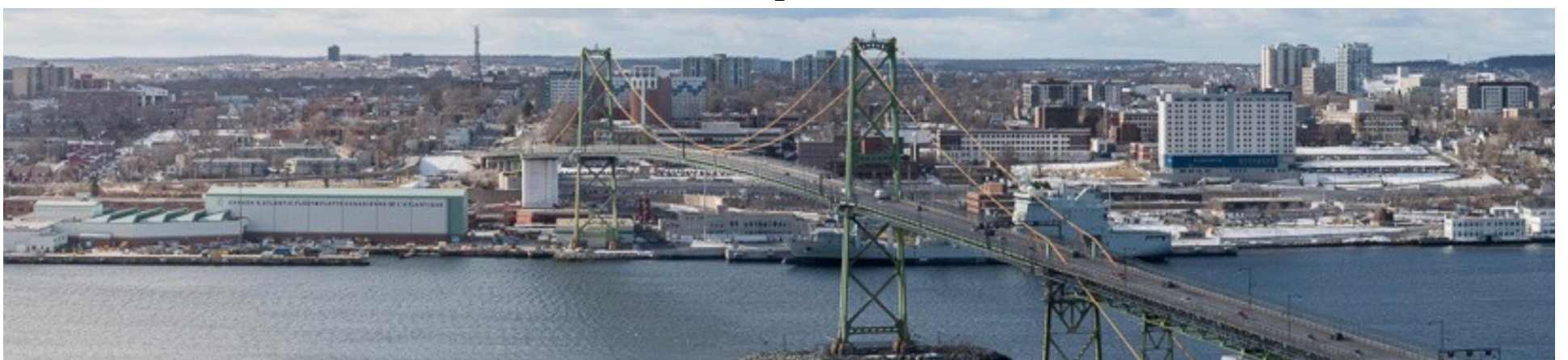
Email: hfxaccountspayable@forces.gc.ca

BCOMPT

Tel : 902-721-8361

BUDGET

Email: PL-HFX.BComptBudgetAdmin@forces.gc.ca





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BASE LOGISTICS

CLOTHING STORES

Monday to Friday 0800-1400 hrs, by appointment only in buildings SH30 and D206. Extended hours now available on Tuesdays & Thursdays, 1500-1800 in D206 only (no appointment needed).

D206 appointments: 902-427-3217 or P-HFX.BLog.Clothing@forces.gc.ca

Tailoring Services or individual non-medical mask issue: 902-427-3202

All Shearwater services: 902-720-1612

MOVEMENT/TRANSPORT, INCLUDING UNACCOMPANIED BAGGAGE

Building D206: 0730-1600 hrs, Monday to Friday
Contact: 902-427-6230 or 902-403-6723 (silent hours) BLogCargoOps@forces.gc.ca

Building SH30: 0730-1600 hrs, Monday to Friday
Contact: 902-720-1669 or 902-720-1667

DND 404

DND 404 service counter now open during regular business hours, 0700-1530 hrs. Contact: P-HFX.BLog.MSESafety@intern.mil.ca

TRANSPORTATION SERVICES

Base shuttle has resumed regular services (two shuttles). However, Base Taxi services will be available on call. Please Note: Base Taxi will not take personnel to and from medical appointments. To arrange for a Base Taxi, call 722-4046. Wearing of a non-medical mask is mandatory.

VEHICLE SAFETY

Email: P-HFX.BLog.MSESafety@intern.mil.ca
After hours: 902-489-3409

MAINTENANCE SERVICES

P-HFX.BLog.TEMPlanner@intern.mil.ca
After-hours duty recovery: 902-237-2753

CUSTOMER SERVICE

The BLog Customer Service plus box is monitored from 0800-1600 hrs daily:
P-HFX.BLog.CustomerService@intern.mil.ca

MAIN WAREHOUSE (D206)

Contact: Mr. Jamie Lockie, 902-401-2645
PO1 Michael Moloney, 902-427-3292

PROCUREMENT

New requirements for procurement must be submitted to BLog Customer Service:
P-HFX.BLog.CustomerService@intern.mil.ca

HAZMAT (D207)

Contact: Mr. John Harvey – Ext Warehousing Manager, 902-223-8568
I/C Hazmat: Mr. Curt Evans, 902-427-2297
Curt.Evans@forces.gc.ca

BASE INFORMATION SERVICES

IT Service Desk hours: Mon-Fri 0730-1600 hrs.

Please submit IT support requests through one of these methods:

Self-Service Portal: Clients with access to DWAN can log requests using the EITSM Assyst Gateway: <https://eitsm-gstie.forces.mil.ca/web/hrf/> by selecting the link for the Self-Service Portal: <http://assyst.forces.mil.ca/assystnet>

Tel: Dial 1-833-928-1577
Your call will be answered by a Service Desk Agent.

Appointments are required for visits to the IT Service Desk and Endpoint Support Teams at D40, S37 and SH376.

PORT OPERATIONS & EMERGENCY SERVICES

KING'S HARBOUR MASTER

Monday to Friday; 0730-1530 hrs
902-427-3199 (monitored 24 hrs; after hours, line forwarded to RJOC)
QHMHALIFAX.OPS@forces.gc.ca

BASE OPERATIONS

Base Operations Officer: Lt(N) Taylor McDonald
Email: taylor.mcdonald@forces.gc.ca
Contact: 902-427-6178 (W); 902-402-6699 (C)

Emergency Response Officer: Lt(N) Taylor McDonald
Email: taylor.mcdonald@forces.gc.ca
Contact: 902-427-0298 (W); 902-717-8784 (C)

Nuclear Emergency Response Officer: Lt(N) Rosemary Suen
Email: rosemary.suen@forces.gc.ca
Contact: 902-720-2110 (W); 902-499-7852 (C)

Plans and Requirements Officer: Lt(N) Duncan Wolfe
Email: duncan.wolfe@forces.gc.ca
Contact: 902-427-0367 (W); 902-718-9978

Physical Security Coordinator: Mr. Roger Beals
Roger.beals@forces.gc.ca | 902-427-0747

DOCKYARD IDENTIFICATION SECTION

Address: 2385 Valour Way, Bldg. D247, Dockyard (outside the fence line)

Mon-Thu: 0730-1130 hrs; 1230-1400 hrs
Friday: 0700-1130 hrs

Contact: 902-427-3680
Positional Mailbox (monitored daily):
Intranet: +IdentSection@MPU Halifax@Halifax
Internet : hfx.identsection@forces.gc.ca

- Processing of ID cards for regular and reserve force members, DND employees, and contractors.
- Military fingerprinting

SHEARWATER IDENTIFICATION SECTION

124 Bonaventure St., Bldg. SH35, Shearwater

Mon-Thu: 0730-1330 hrs
Friday: 0730-1130 hrs

- Processing of 12 Wing Area Passes;
- Processing of ID cards for regular and reserve force members, DND employees, and contractors; and
- Military fingerprinting.

Positional Mailboxes (monitored daily):

PW12.IdentSect@forces.gc.ca
PW12.IdentSect@intern.mil.ca

Phone Front Desk: 902-720-1226
Phone Back Desk: 902-720-1790

DOCKYARD SECURITY OFFICE

Address: 2385 Valour Way, Bldg. D247

- Coordination of contractor and visitor access
- Issuance of contractor parking passes, duty watch parking passes and short-term parking passes.
- Repository for all VALs, VCRs and CEALS

Mon-Fri: 0630-1530 hrs
Contractor access inquiries:
Cmre Cathy Wournell-Towill: 902-427-3482
Processing of temporary parking passes:
Cmre Ron Sadler: 902-427-3677

Positional Mailbox (monitored daily):
+CFB Halifax Security Office@CFB Comd@Halifax

CFB HALIFAX PARKING AUTHORITY

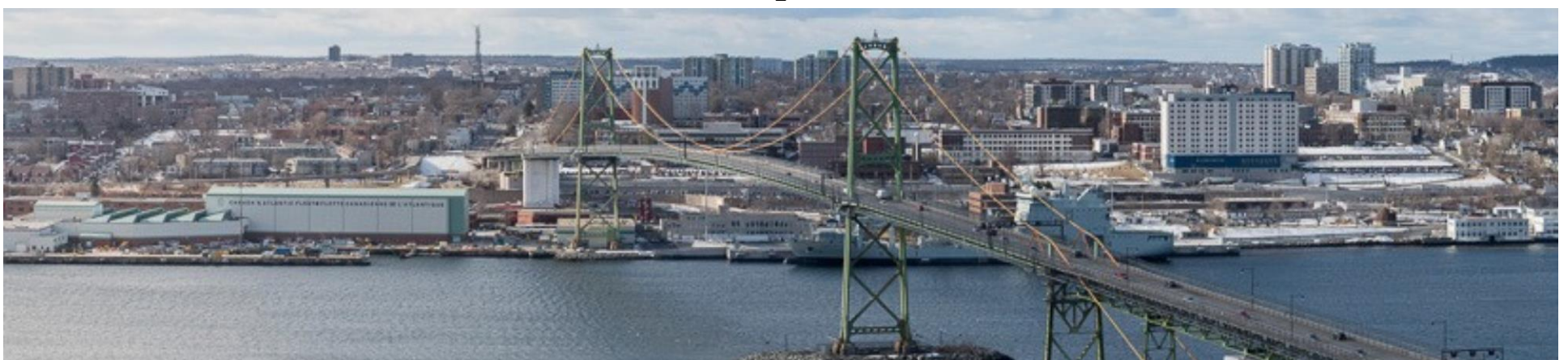
Mon-Fri: 0700-1500 hrs

Positional Mailboxes (monitored daily):
+CFB Halifax Parking Authority@CFB Halifax
Bops@Halifax
Leonard.leadbeater@forces.gc.ca

General Inquiries:
Cmre Len Leadbeater, 902-427-1505 or 902-223-3961 (BB)

Temporary parking passes contact the Dockyard Security Office, 902-427-3677

Inquiries for towed vehicles call Military Police Dispatch, 902-722-4446





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Questions regarding parking passes contact the Parking Pass Control Centre (S-90):
Jennifer.Maclsaac@forces.gc.ca and/or
Rayan.Sheikhoni@forces.gc.ca or
+CFB Halifax Parking Control@CFB Halifax
BOps@Halifax

Hours: Mon-Fri, 0730-1430 hrs
Tel: 902-721-1989 or 902-721-6719

CFB HALIFAX PHYSICAL SECURITY SURVEY SECTION

Hours: Mon-Fri; 0700-1500 hrs

Cmre Brian MacInnis, 902-722-7516 (W)
902-233-1043 (C)
Email: Brian.MacInnis@forces.gc.ca
Cmre Tom McMahon, 902-722-4195 (W)
Cmre Fletcher Madden, 902-722-4682 (W)
902-233-3330 (C)

EMERGENCY SERVICES

Base Fire Department Emergency:

902-427-3333

Dockyard Fire Hall Non-Emergency:

902-427-3500

Shearwater Fire Hall: 902-720-1544

CFAD Fire Hall Non-Emergency: 902-427-0646

Military Police Unit Halifax General Contact:

902-722-4445

Emergency Contact: 902-722-4444 or 911

BASE DUTY WATCH OPERATIONS

Duty Watch Coordinator:

PO2 William Cain, 902-440-9616

Officer of the Day (OOD) 902-880-4731

Petty Officer of the Day (POOD): 902-499-8790

Duty room: 902-721-6734

Master Seaman of the Day (MSOD) 902-721-8378 or

902-402-5420

Positional Mailbox (monitored daily):

+CFB Halifax Duty Watch@CFB Halifax BOps@Halifax

BASE STUDENT SERVICES

The CFB Halifax Student Services Coordinator is available remotely, Monday to Friday, 0800-1600 hrs. DND-BESStudentSvcs@forces.gc.ca

PSP HALIFAX

All booking inquiries can contact our fitness or aquatic coordinators:

Fleet: 902-427-3524

Briana Plante, briana.plante@forces.gc.ca

12 Wing: 902-720-1071

Mary Thompson, Mary.thompson@forces.gc.ca

Aquatics – matthew.mackenzie5@forces.gc.ca

Shearwater Gym – 0600-2100 hrs

Weekends – 0900-1700 hrs

Fleet Gym – 0600-2000 hrs

Weekends – Closed

Stadacona Gym – 0600-1800 hrs

Weekends – 0900-1600 hrs

Fitness and Sports - Inquires or Services:

Ashley.Stewart2@forces.gc.ca (Halifax)

Jason.Price@forces.gc.ca (Shearwater)

PSP Reconditioning Program:

Kerianne.Willigar@forces.gc.ca

Health Promotion Services:

HFXHealthPromotion@forces.gc.ca

PSP Recreation: Matthew.MacKenzie5@forces.gc.ca

(Shearwater – Recreation & Aquatics)

Green.Emily@cfmws.com (Fleet)

Website:

<https://www.cfmws.ca/halifax>

Facebook: @PSPHFXSW

H&R MFRC

Halifax site (6393 Homefire Crescent, Windsor Park):

Monday to Friday: 7am - 5pm

Shearwater site (30 Provider Road, Shearwater):

Monday to Friday: 8:00am - 4:00pm (closed between 11:30am - 12:30pm)

Sydney site (Victory Park, Sydney): Monday to Wednesday 9am – 2pm; Thursday 6 – 9pm ; Friday to Sunday closed

The H&R MFRC offers support in-person, via phone, email, and online (Zoom)

- **24/7 Information Line: 902-427-7788**

- Toll-Free: 1-888-753-8827

- Email: info@hrmfrc.ca

- Mental health counselling support available, call the 24/7 line and ask to speak with the Intake Coordinator

- Deployment support and services, career/employment counseling, relocation support, occasional and respite childcare, and programs for children, youth and families,

- Calendar of programs (virtual and in-person)

<https://www.hrmfrc.ca/store/calendar.php>

Child Care Centre

Shearwater Children's Centre is open 6:30am – 5pm

COUNSELLING SERVICES

EAP/Health Canada Employee Assistance Services:

1-800-268-7708 or 1-800-567-5803 (hearing imp.)

Local EAP Contact: 902-427-3237 and 902-240-8251

Family Information Line: 1-800-866-4546

CAF Member Assistance Program: 1-800-268-7708

VAC Assistance Service: 1-800-268-7708

CHAPLAIN SERVICES

For support during regular, daytime working hours, please call 902-721-8660. During silent hours and on weekends, the Duty Chaplain can be reached via the MFRC Admin Support Team (AST) at 902-427-7788.

CAF TRANSITION CENTRE

General inquiries: 902-722-1908

SISIP HALIFAX

Shane Robar

District Manager – SISIP Financial

902-471-9769

Robar.shane@cfmws.com

MEDICAL SERVICES

If you are experiencing a medical emergency, call 911 or go to the nearest local emergency department. Both Halifax and Shearwater clinics are under normal working operations. The main entrance should be the only point of entry for patients and visitors. Patients and visitors are asked to use the patient parking lot in the front of the medical clinic and log in your vehicle information on the Parking Register.

SICK PARADE

Clinic sick parade continues to be conducted Monday to Friday from 0730 to 1530 hrs and will require an appointment in order to be seen by a Health Care Provider. CFB Halifax members should call the Duty Triage PCN at 902-721-0537 to discuss their needs and book an appointment. 12 Wing members should call 902-720-1252.

For acute concerns during working hours, contact the appropriate Duty PCN listed below or after hours report to a local emergency department.

Halifax Duty Triage Nurse: 902-721-0537

Shearwater Duty Triage: 902-720-1252

After Hours Duty Nurse: 902-402-6832

BOOKED APPOINTMENTS

If you need to book a regular appointment with your respective CDU (i.e. PHA, OUTCAN screening, follow up, etc.), you should call the following numbers:

CDU 1: 721-8889 / 721-8890

CDU 2: 721-8868 / 721-1285

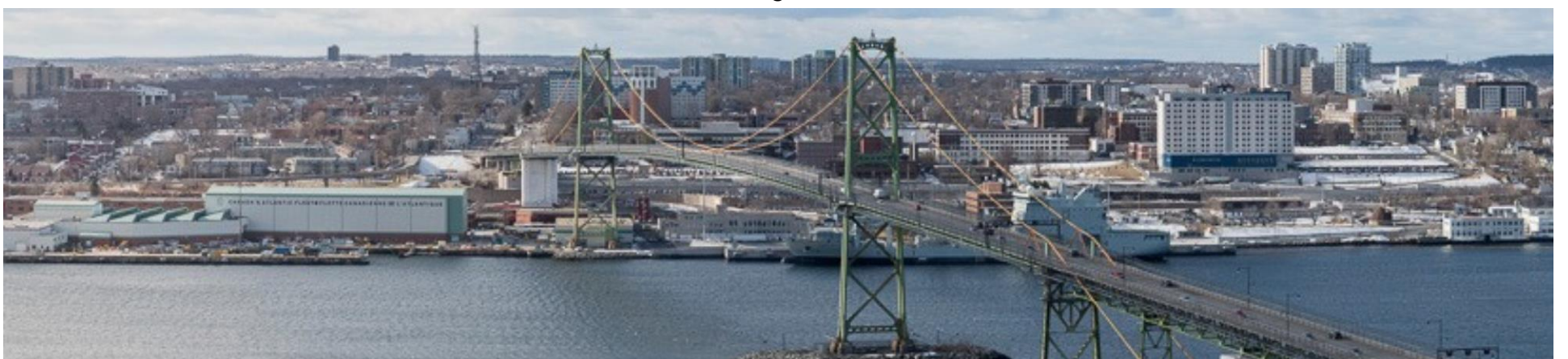
CDU 3: 721-8912 / 721-8764

CDU 5: 721-0815 / 721-0816

Shearwater Medical Clinic: 720-1558 / 720-1559

Women's Health Clinic Appts: Please call your CDU to book an appointment.

Sexual Health Clinic Appts: Please call your CDU to book an appointment.





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IMMUNIZATION APPOINTMENTS

To book an appointment please contact your CDU. For questions regarding immunizations, please email immunizationnursehalifax@forces.gc.ca

MENTAL HEALTH SERVICES

All mental health services are operational. Assistance during clinic hours: 902-721-8607 For operational screenings: 902-721-8607

1. **General Mental Health:** 902-721-8012
2. **Operational Trauma & Stress Support Centre:** 902-721-5703
3. **Addiction Prevention & Treatment:** 902-721-8600
4. **Psychosocial Services:** 902-721-8607

BLUE CROSS

Over the counter services are available, however, we encourage all personnel seeking payment centre services to contact the payment centre by email or telephone first, if possible @ 902-721-6717 and 902-721-8914 or CFHSVCSpaymentcentre_centredepaiement@forces.gc.ca

HEALTH AND RECORDS

Over the counter services are available. Contact us by email or telephone first. HSAHIRM@forces.gc.ca or 902-721-8853

PHYSICAL REHABILITATION SERVICES

The Physical Rehab Section at Stadacona and the Physiotherapy Det at Shearwater remain open 0730-1200hrs and 1300-1530 hrs for both in-person and virtual appointments as appropriate. Stadacona: 902-721-8738/Shearwater: 902-720-1608

SPECIALTY SERVICES CENTRE (SSC)

Appointments with specialists will be either in-person or through telehealth. To arrange or cancel a specialist appointment, call 902-721-8774.

PATIENT-HEALTH RELATED TRAVEL

For any upcoming medical appointments/procedures located outside the geographical area, contact the clerk of the respective medical service department (CDU, Mental Health, Physio, Specialty Services, Diagnostic Imaging) first for a Health-Related Travel Request NLT 2 weeks before your travel day. Once the Health-Related Travel Request is approved, you will be contacted by the Claims Section for further instruction. For claim follow-up or queries, contact us via email P-Hfx.CFHSVCSHealthRelatedTravel@intern.mil.ca, phone 902-721-8934 or in person at Rm. 2006/2007.

PREVENTIVE MEDICINE (PMed)

PMed continues to provide services and Occupational Health Workplace Assessments (OHWAs) and Public Health Inspections. To contact the PMed Dept: HFXN46007@intern.mil.ca or call 902-721-0502.

PHARMACY

For prescription pick up, please proceed to the pharmacy to pick up prescriptions. Please provide two (2) business days' notice for prescription refills.

CFB Halifax Pharmacy refill line: 902- 721- 8755
To speak to a pharmacist: 902-721-8757
Shearwater Clinic Pharmacy refill line: 902-720-1562
To speak to a pharmacist: 902-720-1983

DENTAL SERVICES

1 Dental Unit Det Halifax continues to provide operationally focused dental support as staffing resources allow. Priority will be given to high-readiness/deploying/members proceeding on courses.

The scope of our services will focus on the following treatment modalities:

- Sick parade/emergency. Members requiring emergency care should contact the clinic at 0730 hrs;
- Annual dental examinations and screenings;
- Routine dental treatment;
- Treatment to personnel who sustained a service related injury; and
- Dental hygiene. Priority to those who have been identified as having periodontal disease.

Reception: 902-721-8960 (Stadacona) or 902-720-1096 (12 Wing).

After hours emergency: 902-499-4133 (Duty Dentist) or 902-499-6346 (Duty Dent Tech)

RPOS(H)

Monday to Friday, 0730-1530
Contact: 902 722-4000

RPOPSHFXWorkReception@forces.gc.ca

After hours, weekend and holidays: 902-722- 4000
Calls will be forwarded to the fire hall to action.

SAFETY & ENVIRONMENT

Emergency Contact: 902-483-9757 (24 hrs)

Non-Emergency Contact: 902-427-1571 Positional mailbox:

+N48FormationSafetyandEnvironment@forces.gc.ca (monitored daily)

Spills or releases must be reported to both 902- 483-9757 and the positional mailbox and IAW the requirements in SEMS.

Hazardous occurrences must be reported IAW COVID-19 Communique - Hazardous Occurrence Reporting - 7 Apr 2020.

FLEET MAIL OFFICE

The Fleet Mail Office (FMO), located in lower level of D20, hours are from Monday to Friday, 0700-1500 hrs. providing full Canada Post services. We also accept morale mail along with the MFRC. For any questions or concerns please reach out to us. FMO contact numbers are 902-427-6682 or duty clerk at 902-476-5180.
+CFPU (OPS FMO)@CFPU Det Halifax@Halifax

FMO/CFB Halifax/12 Wing Mailing Address:

Unit/Section
PO Box 99000 Stn Forces
Halifax, NS, B3K 5X5

Civic Address (For Couriers ONLY)

Fleet Mail Office D20
2635 Provo Wallis Street
Halifax, NS, B3J 2Y5

CIVILIAN HR

Download the HR GO RH App to find critical human resources information for public service managers and DND employees.

LACTATION SPACES

To-date, 17 lactation spaces have been established across CFB Halifax and 12 Wing Shearwater in accordance with CANFORGEN 116-21 and MARLANTGEN 016-21. These lactation spaces are centrally located and available to all members returning from parental leave who wish to have a private space to pump, nurse or bottle-feed their child during work hours. See list of available lactation spaces below.

Dockyard, Bldg. D201 – Room 240, MARLANT HQ
Dockyard, Bldg. D126 – 2nd Floor, Unit EAP
Dockyard, Bldg. D200 – 3rd Floor, Rm 3359 FMFCS
Willow Park, Bldg. WL07 – Room 217, Unit RP Ops
Willow Park Armoury, WL-56 – Room 2300
Stadacona, Juno Tower – Room 303, Base Admin.
Stadacona, Bldg. S80 – Room 4082, Unit H Svcs.
Stadacona, Bldg. S37 – Room 218, Unit NFS(A)
Stadacona, Bldg. S17 – Room 0-31, Unit NFS(A)
Stadacona, Bldg. S15 – Room 132B, Unit NFS(A)
Shearwater, Bldg. SH251 – Room 105, Unit 12 Wing
Shearwater, Bldg. SH100 – Room 36, Unit H Svcs
Shearwater, Bldg. SH242 – Unit 12 Wing
Shearwater, Bldg. SH330 – Room 144, Unit 12 Wing
Shearwater, Bldg. SH344 – Room 123, Unit 12 Wing
Shearwater, Bldg. SH342 – Room 160, Unit 12 Wing
Shearwater, Sea King Club

Please note that accessing each individual room is subject to a given unit/building's standard operations and security protocols: please contact individual units/building managers for more details. For more information, please contact the Halifax Defence Women's Advisory Organization (DWAQ) at Halifax.DWAQ@forces.gc.ca.

