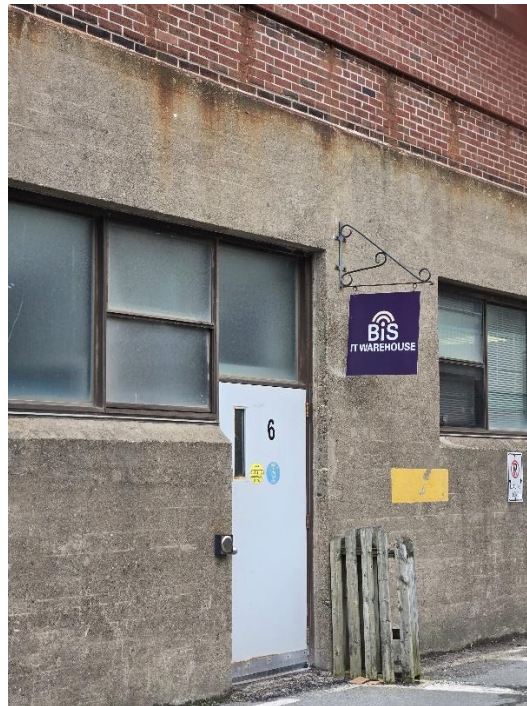


## Base Service Spotlight: Base Information Services (BIS) Inventory and Warehouse Team



### How many people work in the BIS Inventory and Warehouse team?

*There are ten members of the BIS Inventory and Warehouse team.*

### What are the responsibilities of the BIS Inventory and Warehouse team?

*The BIS Inventory and Warehouse team is responsible for the issue and return of IT equipment (new issues, break/fix and lifecycle). The team handles the shipping and receiving of IT equipment on behalf of BIS and Base Logistics (BLog) customers. The team is responsible for the management and disposition of IT equipment in both DRMIS and ASSYST. They work closely with BLog purchasers, the BIS Client Liaison Office, multiple BIS desktop support teams and various SCA holders and OPIs throughout the Formation to ensure IT requirements are met. The BIS inventory warehouse is also the current pickup area for mobile phones issued by Shared Services Canada.*

**How does the BIS Inventory and Warehouse team support CAF members and/or operations?**

*The BIS Inventory and Warehouse team supports CAF members and operations by providing the IT equipment needed to conduct daily business, which includes desktop workstations, laptops and docking stations, monitors and larger display screens, printers, scanners, keyboards, mice and software. The team supports His Majesty's Canadian Ships alongside and during the lead up to deployments by providing (in addition to the aforementioned items) network appliances in the form of routers, switches, KVM switches and TEMPEST-approved equipment in support of shipborne networks. They also provide the same equipment to BIS Network Services to support the various DND networks, and to customers in organizations such as Naval Fleet School (Atlantic), Canadian Forces Maritime Warfare Centre, TRINITY and Canadian Forces Health Services Centre (Atlantic) to name a few.*

**Where is the BIS Inventory and Warehouse team located and how can I contact them?**

*The BIS Inventory and Warehouse team is located at His Majesty's Canadian Dockyard in building D40, door #6. Defence Team members who require services can submit a service request using the service catalog offered via the EITSM portal at [assystNET - Home](#) (accessible via DWAN only) or by reaching out directly to members of the BIS Inventory and Warehouse team via email or telephone.*

**Are there any noteworthy achievements or interesting facts to share about the BIS Inventory and Warehouse team?**

*The BIS Inventory and Warehouse team, despite being a relatively small group, plays a critical role in supporting approximately 11,000 personnel stationed at CFB Halifax. Nearly every individual at the Base is equipped with at least one IT device—whether a laptop, desktop, tablet, mobile phone, or all of the above—all of which fall under the purview of the BIS team. Over time, more than 115,000 IT assets have been processed through the warehouse. Each item is meticulously received, recorded, and tagged with a unique asset identifier to ensure accurate tracking and accountability. This vital operation not only supports day-to-day technological*

*needs but also upholds the integrity of the Base's IT infrastructure through rigorous inventory management and asset control procedures.*