

Base Service Spotlight: Base Duty Watch

How many people work on the Base Duty Watch team?

On a daily basis, the Base Duty Watch team is staffed by five Base Duty Watch personnel. The program is administered by the Base Duty Watch Coordinator and supported by approximately 20 Unit Duty Watch Coordinator positions representing participating units across Canadian Forces Base (CFB) Halifax.

In addition, the Base Duty Watch team works closely with the Base Operations Centre, which is staffed by three to four personnel and Commissionaires who provide continuous monitoring, communications, and coordination support.

What are the responsibilities of the Base Duty Watch team?

The Base Duty Watch operates in accordance with CFB Halifax Standing Orders and in conjunction with the Base Operations Centre to ensure continuous oversight of Base activities outside normal working hours. Base Duty Watch personnel are responsible for:

- Supporting the safety, security, and operational readiness of CFB Halifax by responding to incidents and emergencies;
- Conducting security rounds;
- Coordinating with emergency services and security personnel; and
- Providing after-hours command and control support when required.

Duty Watch personnel on the ground work collaboratively with a significant support system behind the scenes to ensure CFB Halifax maintains continuous duty watch coverage 24 hours a day, 365 days a year.

The Base Duty Watch Coordinator reports to the Base Chief Petty Officer (BCPO) and is responsible for the planning, coordination, staffing, and administration of the Base Duty Watch program. This includes:

- Developing the monthly duty watch schedule;
- Allocating duty positions among participating units using established unit-strength ratios;
- Coordinating nominations through Unit Duty Watch Coordinators;
- Monitoring staffing levels; and
- Ensuring personnel meet duty watch requirements.

The Unit Duty Watch Coordinators from participating units support the Base Duty Watch program by:

- Nominating qualified personnel;
- Ensuring members are informed of their assigned duties;
- Coordinating replacements when required; and
- Serving as the primary liaison between their unit and the Base Duty Watch Coordinator.

How does the Base Duty Watch team support CAF members and/or operations?

The Base Duty Watch team provides continuous support to Canadian Armed Forces members and Base operations 24 hours a day, 365 days a year. The team provides an immediate response capability for incidents, emergencies, security concerns, facility issues, and other after-hours matters affecting the Base.

The Base Duty Watch team helps ensure the safety and security of personnel, infrastructure, and government property while maintaining situational awareness across the Base when administrative offices are closed. The team works closely with the Base Operations Centre, Commissionaires, emergency services, and other stakeholders to coordinate responses to incidents and ensure timely communication to the appropriate authorities.

Where is the Base Duty Watch team located?

The Base Duty Watch program is administered from Port Operations and Emergency Services (POES), HMC Dockyard building D-200, where the Base Duty Watch Coordinator manages the planning, staffing, and administration of the program.

Are there any noteworthy achievements or interesting facts to share about the Base Duty Watch team?

One of the most significant developments for the Base Duty Watch team has been its integration with the newly established Base Operations Centre, which has enhanced coordination, situational awareness, information sharing, and incident response capabilities across CFB Halifax.

Another noteworthy achievement has been the modernization of the Base Duty Watch administration process since January 2026. The program has transitioned from a largely manual process to a more efficient, digital system. These improvements have streamlined communication between participating units, improved accountability, reduced administrative workload, and increased visibility of Duty Watch staffing requirements.