

UNCLASSIFIED

# **COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)**



## **PUBLICATION 1 ANNEX E**

### **SITE PROCESSING**

**Version 8.0  
July 2015**

UNCLASSIFIED

## DOCUMENT CONTROL AND TRACKING METADATA

<b>Security Classification</b>	Unclassified
<b>Access Status</b>	Version 8.0
<b>Usage Condition</b>	Publicly Releasable

<b>Scheme Type</b>	CFBLNet Documentation Control and Tracking Scheme
<b>Scheme Name</b>	CFBLNet Pub 1 – Annex G, CFBLNet Document Management
<b>Title Words</b>	CFBLNet Pub 1 – Annex E, CFBLNet Site Processing

<b>Function Descriptor</b>	Site Processing
<b>Activity Descriptor</b>	Informational

Event Date	Agent Type	Agent Name	Agent Details	Event Type	Event Description
30Oct09	C-EG	Steve Pitcher	C-EG Chair	Review/Approve Sign	Publication 1, Version 6.0
05Sep12	C-EG	Steve Pitcher	C-EG Chair	Review/Approve Sign	Publication 1, Version 7.0
24Jul15	C-EG	LTC Jacqueline Guillory	C-EG Chair	Review/Approve Sign	Publication1, Version 8.0

## TABLE OF CONTENTS

CHAPTER 1 – INTRODUCTION .....	4
<i>Purpose</i> .....	4
<i>Authority</i> .....	4
<i>Document Structure</i> .....	4
<i>Rationale</i> .....	4
<i>Amendments</i> .....	4
<i>Effective Date</i> .....	4
CHAPTER 2 - CFBLNET SITE INFORMATION AND STATES .....	5
<i>Definition of a CFBLNet Site</i> .....	5
<i>Site Information List</i> .....	5
<i>CFBLNet Site States</i> .....	5
CHAPTER 3 – CFBLNET SITE NOMINATION .....	7
<i>CFBLNet Initial Site Nomination</i> .....	7
<i>Step 1. Lead Representative Submits Site Information to Secretariat</i> .....	7
<i>Step 2. Secretariat Receive Site Nomination</i> .....	7
<i>Step 3. C-EG Accept/Reject Site Nomination</i> .....	8
<i>Step 4. Update the Site Information Library and Inform CFBLNet Mission Partners</i> .....	8
CHAPTER 4 - CFBLNET SITE INFORMATION CHANGE .....	9
<i>Procedure for Changing the CFBLNet Site Information</i> .....	9
<i>Step 0. Checking CFBLNet Site Information</i> .....	9
<i>Step 1. Send Updated Site Information Form to Secretariat</i> .....	9
<i>Step 2. Secretariat Checks for Exceptional Change</i> .....	9
<i>Step 3. Secretariat Refers Exceptional Change to C-EG</i> .....	9
<i>Step 4. C-EG Accepts/Rejects Site Information Changes</i> .....	9
<i>Step 5. Update Site Information and Inform CFBLNet Mission Partners</i> .....	10
APPENDIX 1: CFBLNET SITE INFORMATION SHEET .....	12

## **CHAPTER 1 – INTRODUCTION**

### **Purpose**

101. Annex E to the CFBLNet Pub 1 is guidance that contains the processes and procedures for the management of CFBLNet sites under the authority of the CFBLNet Technical Arrangement / Charter.

### **Authority**

102. The C-EG is the issuing authority for Annex E acting on behalf of the C-SSG. The provisions of this and all associated publications shall govern the conduct of all activities performed by the CFBLNet participants, subject to their respective laws and military regulations.

### **Document Structure**

103. Pub 1, Annex E has the following structure

- a. Site Information and State
- b. Site Nomination
- c. Site Information Change

### **Rationale**

104. Pub 1, Annex E defines the processes and procedures for the nomination, approval and withdrawal of CFBLNet sites.

### **Amendments**

105. Pub 1 Annex E may be amended when the IMWG determines that there is an identified requirement. The IMWG Chair will propose the text of the amendment to the IMWG members for endorsement. Once the IMWG members have endorsed the amendment, it will be submitted for C-EG approval. Upon approval by the C-EG, the Secretariat will re-issue a new version of Annex E.

### **Effective Date**

106. The current version of CFBLNet Pub 1, Annex E is effective upon the latest approval by the C-EG.

## **CHAPTER 2 - CFBLNet Site Information and States**

### **Definition of a CFBLNet Site**

201. A CFBLNet site is the physical location accredited through national/organizational assurance agencies in accordance with the CFBLNet security process and approved by the C-EG.

### **Site Information List**

202. The information maintained for a site is:

- a. Principal Participant for site
- b. CFBLNet Mission Partner
- c. Site reference number
- d. Site Name
- e. Site Location (City and country)
- f. Site time zone
- g. Site type (i.e. normal / PoP)
- h. Site purpose
- i. Site PoC
- j. Engineering PoC
- k. Security PoC
- l. List of Permanent Enclaves and Persistent Enclaves at the site
- m. Upstream site(s)
- n. Downstream site(s)
- o. Site notes (e.g. planned activation date; planned de-commissioning date)
- p. Site status (see Publ Annex E)
- q. Date of site nomination
- r. Date of site approval
- s. Accreditation start date
- t. Accreditation expiry date

203. The Secretariat maintains the site information in the CFBLNet site library. The Secretariat makes the site information library available to the CFBLNet Mission Partners with read-only access.

### **CFBLNet Site States**

204. The status of a CFBLNet site must be one of the following states:

- a. Nominated
- b. Rejected
- c. Approved
- d. Accredited
- e. Withdrawn

205. The site status recorded in the CFBLNet site information library can only be changed by the Secretariat, following the processes described in this Annex.

## **Chapter 3 – CFBLNet Site Nomination**

### **CFBLNet Initial Site Nomination**

301. A CFBLNet Mission Partner can nominate:

- a. The First Initial Primary CFBLNet site. The flowchart in Figure E-1 illustrates the steps required to nominate a Primary initial CFBLNet site
- b. A Secondary CFBLNet site. The flowchart in Figure E-2 illustrates the steps required to nominate a secondary CFBLNet site

The steps are described below:

#### **Step 1. Lead Representative Submits Site Information to Secretariat**

302. The CLR/GLR of the CFBLNet Mission Partner fill out the Site Information Sheet (see Appendix 1) and submit this by email to the Secretariat.

#### **Step 2. Secretariat Receive Site Nomination**

303. On receipt of the:

First Initial Primary Site Information Sheet the Secretariat takes the following actions:

- a. Register the nomination
- b. Assign site reference number of the form [<CFBLNet Mission Partner><three digit number>]. The first number (of the 3-digit number) in the sequence 001.
- c. Add site information to the library of CFBLNet sites.
- d. Record site status as "Nominated".
- e. Secretariat distributes nomination to C-EG with suspense date (normally 28 days)

Secondary (next) Site Information Sheet the Secretariat takes the following actions:

- a. Register the nomination;
- b. Assign site reference number of the form [<CFBLNet Mission Partner><three digit number>]. The next unused number (of the 3-digit number) in the sequence, starting from 002.
- c. Add site information to the library of CFBLNet sites.
- d. Record site status automatically as "Approved".
- e. Go to Step 4 and Execute Step 4a and 4b.

**Step 3. C-EG Accept/Reject Site Nomination (This step only applies to the first site for any given mission partner)**

304. On receipt of the Site Information the C-EG takes the following actions:

- a. Each C-EG representative must respond to the Secretariat with an accept or reject.

**Step 4. Update the Site Information Library and Inform CFBLNet Mission Partners**

305. When the Secretariat receives the C-EG decision it takes the following actions:

- a. Update the Site Information in the CFBLNet site library as either "Rejected" or "Approved"
- b. Inform all CFBLNet Mission Partners of result.

In case of secondary site approval, CFBLNet Mission Partners have the opportunity to raise a concern to the C-EG representative within 28 days of publication.



## **Chapter 4 - CFBLNet Site Information Change**

### **Procedure for Changing the CFBLNet Site Information**

401. The information in the library of CFBLNet Site Information can be modified by a request to the Secretariat. The steps required to modify the CFBLNet Site Information are described below and illustrated in the flowchart in Figure E-1.

402. The Secretariat updates the site accreditation dates using the information in the MSAB certificates which it receives.

#### **Step 0. Checking CFBLNet Site Information**

403. CFBLNet Mission Partner CLR/GLR periodically checks the read-only (PDF) site information for their sites in the library of CFBLNet sites to validate the information. If the information is correct no further action is required. If the information is not correct then action is taken as described in the steps below.

#### **Step 1. Send Updated Site Information Form to Secretariat**

404. CFBLNet Mission Partner CLR/GLR populates a CFBLNet Site Information Form with the correct information for the site and emails this to the Secretariat. Note: the CLR/GLR may request a copy of the editable (MS Excel) Site Information from the Secretariat, if required.

#### **Step 2. Secretariat Checks for Exceptional Change**

406. The Secretariat receives the updated CFBLNet Site Information Form and takes the following actions:

- a. Review the changed information and make a determination whether this is a business-as-usual change or an exceptional change which must be referred to the C-EG.
- b. If the change is exceptional then Step 3 is followed, otherwise Step 5.

#### **Step 3. Secretariat Refers Exceptional Change to C-EG**

407. The Secretariat takes the following action:

- a. Distribute the updated CFBLNet Site Information Form to C-EG for accept/reject decision with suspense date (normally 28 days).

#### **Step 4. C-EG Accepts/Rejects Site Information Changes**

408. On receipt of the Site Information the C-EG takes the following actions:

- a. Each C-EG representative<sup>1</sup> must respond to the Secretariat with an accept/reject.

### Step 5. Update Site Information and Inform CFBLNet Mission Partners

409. The Secretariat takes the following actions

- a. Update the Site Information in the CFBLNet site library.
- b. Inform all CFBLNet Mission Partners of result.

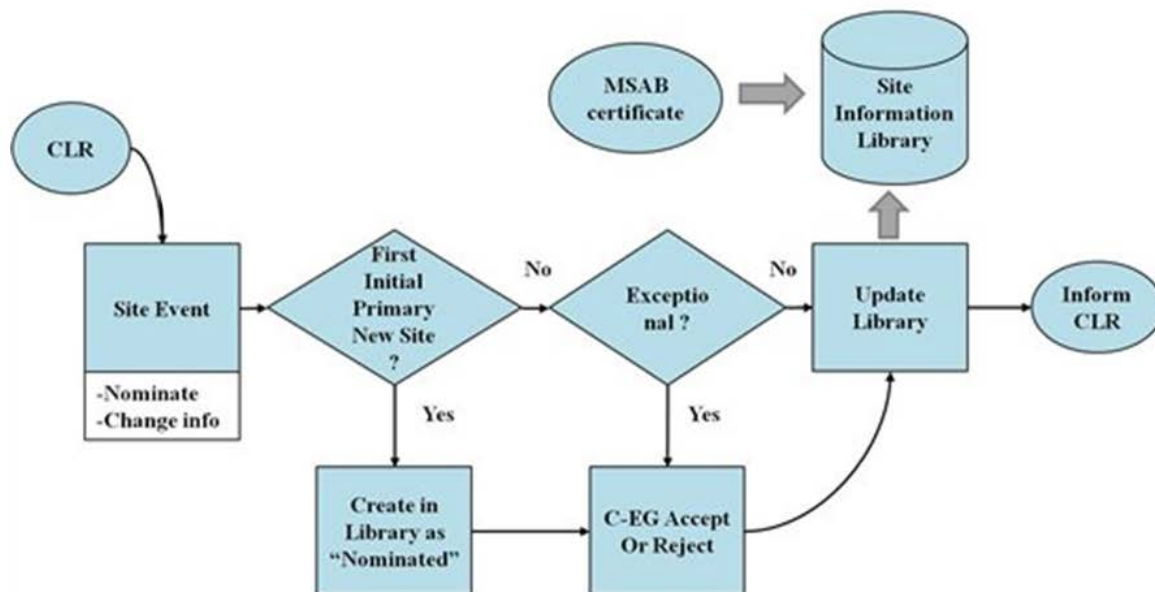


Figure E-1 CFBLNet First Initial Primary New Site Process Diagram

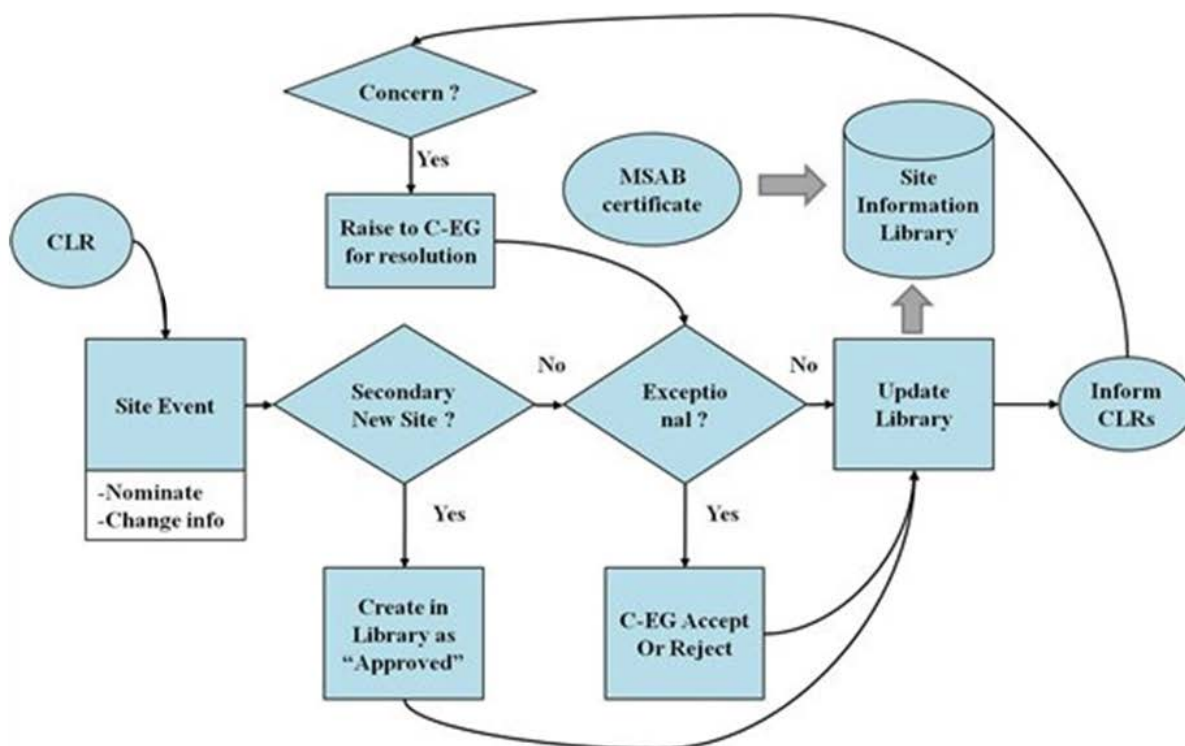


Figure E-2 CFBLNet Secondary New Site Process Diagram

**Appendix 1: CFBLNet Site Information Sheet**

CFBLNet Site Information Sheet	
Site Number	
CFBLNet Mission Partner	
Principal Represented	
Site Name	
Site Location (City)	
Site POC	
-Name:	
-Phone:	
-E-Mail:	
Engineering POC	
-Name:	
-Phone:	
-E-Mail:	
Security POC	
-Name:	
-Phone:	
-E-Mail:	
Purpose/Planned Activity	
Site Type (e.g. Normal or POP)	
Enclaves required	
Time Zone	
Upstream site and bandwidth	
Downstream sites (if any)	
Additional Notes: (e.g. Planned activation or stand-up, deactivation, etc.)	