

T  
O  
P  
  
S  
E  
C  
R  
E  
T

Descriptive Title: Non/Commissioned Officer i/c Security Service, "A" Section

- Divisional responsibilities in the control and coordination of character investigations and security screening.

Duties % of Time

(1) As per Cabinet Directive No. 35, the main objective of this section is to ensure a control of all activities of a subversive nature and available information pertinent to both loyalty and character on the personnel of the Canadian Government Departments, Applicants for our Security Service and other persons as requested. (WHY) To protect the interest of the State by maintaining a security program within the Public Service. 50%

by - accepting screening requests from and replying to Headquarters and other Divisions across Canada, as well as from the Officer i/c Administration and Personnel of this Division.

by - analysing incoming files and studying related information pertaining to subject and his relatives.

by - deciding which sphere of activities each case is of interest and causing investigation to be made by various Sections of our Security Service in Montreal and some 30 Detachments of our Division. On some cases and specially on applicants for the Force, this responsibility extends directly to all Divisions across Canada.

(2) Supervises administrative procedures delegated to two secretaries and the operational procedures to three N.C.O.s controlling production and two Special Constables under his immediate supervision. 30%

...

T  
R  
È  
S  
  
S  
E  
C  
R  
E  
T

T  
O  
P  
  
S  
E  
C  
R  
E  
T

...

Duties

% of Time

- by - assisting supervisors in the control of production and the counselling of some 96 investigators in the Division.
- by - coordinating inquiries between detachments and divisions concerned and formulating recommendation for or against applicants for engagement in the Force.
- by - submitting annual performance and rating reports as well as other recommendations and administrative reports related to personnel organization and program budgeting.
- (3) Elaborates instruction programs corresponding to the need established by the Administration and lectures members of the Security Service. 10%
- by - coordinating the exchange of the information on all effective courses conducted in Montreal by various members of other sections.
- (4) Evaluates the need to and formulates operational directives against changing requirements (WHY) To ensure adequate fulfilling of our commitments. 10%
- by - exchanging information between N.C.O.s i/c Security Service Sections and Detachments in this Division and studying methods of improving operations by making necessary changes to maintain efficiency.
- by - keeping the Administration informed of the actual progress made by investigators in their professional activities.

NOTE: contribute to file destruction on A inquiries negative checks - files destroyed in 3 months.

T  
R  
È  
S  
  
S  
E  
C  
R  
E  
T