

"A" BRANCH
PERSONNEL SECURITY

* OBJECTIVE(S)

1) In compliance with Cabinet Directive 35, to enable the Canadian Government to be in a position at all times to know those employees and applicants who pose an existing or potential security risk in order to take preventative or protective action.

2) To perform a similar function in regard to applicants for Canadian citizenship and certain designated classes of immigrants to Canada.

3) Through an active in-service security program to investigate and resolve all matters involving personnel documentation and physical breaches of security, including the granting, withholding, or voiding of security clearances on all personnel employed in the Security Service and the implementation and co-ordination of a uniform policy relating to Security Service standards, regulations and procedures.

* P.O.G. page 1, 1973/4 to 1977/8

☞ This function has been transferred to Security Officer Section.

008939

AGC-0598_0001

O I/C

Responsible for all aspects relating to Government screening, Visa Control, and evaluation of records for other agencies to determine whether or not the subject has or has not an adverse record.

Generally speaking, the day to day work is delegated to Branch personnel and only exceptionally adverse reports are viewed by the Officer i/c.

Visa Control aspect presents a policy problem inasmuch as subjects who do not meet entrance requirements by-pass the control by visiting Canada and subsequently getting admitted. *Attends Inter Departmental Committee on Immigration. This involves operating to Brief when representations have been made.*

X-REF SECTION (C-4)

This section consists of a Corporal and one P.S. who acts as a confidential messenger. In addition to the Cpl., three ^{up to & incl. rank of Cpl. daily} Branch members _{from a rotational Duty Roster.} are assigned to assist. The section reviews files to ascertain whether the trace is the same person ^(SP) or not ^(NSP) as per the Personal History Form. This cuts down the work load of the analysts ^{(SP) & (NSP)} by ensuring only possible traces are reviewed.

IF A POSSIBLE HIT

Check sheets, C-74's, are completed by Registry ^{Name Index (N.I.)} and passed to mail despatcher ^{for Registry staff to locate and provide all referenced files to X-Ref Section for examination.}

NO HIT

^{Assigned analyst & N.I. staff} Stamp PHF "No Record" and return PHF to enquirer. ^{Files} are obtained by the mail despatcher and passed to X-Ref. Reviewer. _{W/O Adverse Report - No Adv}

X-Ref Revised:

- (c) If it is the SP or PSP (approx. 25% of enquiries are hits) the file is charged out to a Section for further examination by an Analyst.
- (i) When a file listed with a name on the C-74 is not readily available it is called by completing an A-14 which is pinned to the charge out card.
 - (ii) If the file listed on the C-74 is "Restricted" it is called-for personal review by the NCO's C-4 - by attaching the Form at Fig. 1 to either the referenced file or, in the absence of a file, to the referenced correspondence.
 - (iii) If the file listed on the C-74 is ~~of~~ "Restricted" and of the [redacted] category - ~~the~~ all the referenced material is referred by Messenger to A-1 for examination.

(d) — OK.
(a) — ~~part of c (ii) above~~ — omit :-
(f) — ~~amend to - (c)~~

Reviewer

Files are reviewed and following action taken:

a) Each name in the C-74 is reviewed and one of three notations used to determine further action

- 1) SP - Same Person
- 2) NSP - Not Same Person
- 3) PSP - Possibly same person

b) Reviewer dates and initials

c) If it is the SP or PSP (approx. 25% of enquiries are hits) the file is charged out to an analyst, by completing an A-14 which is pinned to charge out card.

See amended sheet

d) If it is NSP the C74 is destroyed and the files returned to Records Management.

e) If Top Secret file complete and attach chit (Fig. 1) *is completed* and pass to analyst for review. Complete *A* charge out form A-152 and return to records.

Fig. 1

TO NCO I/C ROOM G-514
FROM G SECTION ROOM H-510
[REDACTED] CHECK PLEASE

Q x) If the file is not available, the PHF is retained for two weeks at which time the C-74 is passed to the appropriate analyst to endeavour to find the file.

C.I.B. CHECKS

C-74_s are received from C.I.B. for Reviewers,
Trustees for Bankruptcy and expungement of criminal
records. If any trace is important the files are passed
to i/c "A" Section. Unimportant or no traces are minuted
on the C-74 and returned to C.I.B.

CONFIDENTIAL MESSENGER

The prime responsibility of this function is to sort
files, find mislaid files which have been outstanding two
weeks or more, and carry files to and from analysts.

008943

AGC-0598_0005

File No.

A-14*

Pass To

Re:

X REF. — H510

008945

AGC-0598_0007

