

SECURITY CLEARANCE REVIEW BOARD (SCRB)

CHAIRMAN'S NOTES (U)

1. (U) INTRODUCTION OF MEMBERS AND ADVISORS
2. (U) BRIEF REVIEW OF BOARD AIMS AND METHODS -
Particularly for advisors who have not read this guide.
 - a. PURPOSE OF SCRB: To provide a security clearance recommendation to the appropriate deputy head (DM or CDS) on cases in which security analysts recognize some risk in granting the required level of clearance.
 - b. REVIEW REJECTION CRITERIA: Refer to Flag 3 and the need to isolate the clearance decision from its career implications or any assessment of the subject's value to the role or image of the Department or CF.
 - c. REVIEW PROCEDURE FOR HEARING EACH CASE: As at para 3 below.
3. CASE REVIEW PROCEDURE
 - a. (U) Chairman confirms that all members have reviewed the individual Security Clearance File, including the results of a SIU Fact Finding Interview with the subject and the recommendations of the CO or CPO. Are there omissions to be noted or clarifications required?
 - b. (U) Chairman summarizes the questions at issue for the specific case.
 - c. (U) Chairman may request advisors to elaborate on specific points.
 - d. (U) Chairman requests each member to verbally review his or her own concerns and views on the case.

- e. (U) The CPCS representative will summarize significant details from the subject's Confidential Personal File and PERs and will advise on critical junctions in the future evolution of the subject's career at which clearance limitations will have timely significance (re-engagement dates, promotion zone entry etc.)
- f. (U) Chairman assesses when productive discussion has terminated and will ask each member individually to vote on whether or not the subject should be granted the requested clearance. If the board votes, by simple majority, to recommend the denial of this clearance level the Chairman will conduct a similar vote at the next lower level and will continue this procedure until the Board agrees on a level which can be granted or that no clearance should be issued. Where the final vote is close, the Chairman may wish to explore members' rationale to ensure that an issue has not been missed or taken out of proportion by some members.
- g. (U) When any level of clearance is to be denied, the Chairman will lead a discussion to determine the earliest date at which the subject's circumstances could have evolved far enough to merit re-consideration by clearance analysts and, if necessary, a further SCRB hearing. In the case of personnel denied clearances for drug or alcohol abuse, if this prescribed mandatory review period exceeds the period of C & P imposed administratively, the SCRB must record their reasons for splitting the security and discipline responses.
- h. (U) In denial cases, the Chairman will have the Board stipulate the changes which they would expect to see demonstrated by the subject prior to a successful re-consideration of the clearance request.