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Draft Supplement to the Cabinet Directive on Security
entitled "Security Screening of Government Employees"

1. In addition to the policies and procedures set out in the Cabinet Directive on Security tabled by the Prime Minister in the House of Commons on , 19 , the following procedural details are for the guidance of security officers in departments and agencies.

METHODS
PROCEDURES

21 ~~2~~ Security screening of applicants to the public service will be initiated by the Civil Service Commission, or by departments and agencies in the case of persons not employed under the Civil Service Act. Where persons already employed in a department or agency are to be given access to classified information, security screening will be initiated by the department or agency concerned.

22 ~~3~~ When it appears necessary on security grounds for the Civil Service Commission to reject an applicant, or a candidate for a position involving access to classified information who is already in the public employ, the Commission will when appropriate consult with the interested department in order to reach a joint agreement as to what action may finally be taken, bearing in mind the fact that the ultimate responsibility for security rests with the department.

23 ~~4~~ When it appoints to a department a new employee who has been the subject of a security screening, the Civil Service Commission will send forward to the department all the pertinent information and documentation relating to the security screening.

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above
24 ~~5~~ Within the policies and procedures set out in the ~~Cabinet Directive on Security~~, a security assessment and clearance will be made by the following means. These represent security criteria and *methods* ~~procedures~~

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which are consistent with present investigative services available interdepartmentally; they are minimum standards and do not limit in any way the right of the armed forces to conduct field checks, through their own resources, of personnel employed with or on behalf of the Department of National Defence.

(i) Persons to have access to Top Secret information

Before a person is employed in a position requiring access to Top Secret information he must be the subject of an investigation in the field by an appropriate investigative agency, his name must be checked against the subversive records of the R.C.M. Police, and he must be the subject of a fingerprint check by the R.C.M. Police. These procedures are mandatory.

(ii) Persons to have access to Secret information

(a) Before a person is employed in a position requiring access to Secret information his name must be checked against the subversive records of the R.C.M. Police, and he must be the subject of a fingerprint check by the R.C.M. Police. Both these procedures are mandatory.

(b) When the Chairman of the Civil Service Commission or the deputy head of a department or agency, or a security officer appointed by them, considers that information provided by the means set out in paragraph ²⁵5(ii)(a) may be clarified by an investigation in the field, or that such an investigation is necessary to satisfy him as to an applicant's or employee's loyalty, ^{and reliability} integrity or discretion, he may request that an inquiry be made of a person's background

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by a field investigation to be carried out by an appropriate investigative agency. Where it appears that requests from a department or agency dealing with the R.C.M. Police as the investigative agency exceed what seems to be a normal requirement, the R.C.M. Police may ask the Security Panel to allot priorities.

(iii) Persons to have access to Confidential information

Before a person is employed in a position requiring access to Confidential information, his name must be checked against the subversive records of the R.C.M. Police, and he must be the subject of a fingerprint check by the R.C.M. Police. Both of these procedures are mandatory.

(iv) Responsibility for granting clearances

The deputy head of a department or agency will be responsible for granting or withholding a security clearance and will assume a continuing responsibility for a person's access to Top Secret, Secret and Confidential information.

26. In addition, departments and agencies are reminded that consultation with the references listed by the employee in his Personal History Form may provide useful supplementary information about his character. References should therefore be consulted when it appears that a useful purpose would be served by so doing.

27. Comparable procedures set forth in paragraph ²⁵ 5, except those relating to fingerprinting, apply equally to persons employed in defence industry (and certain services related to defence) who may be required to have access to classified information which is the property of the Government of Canada or for the security of which the government is responsible. In defence industry (and certain services related to defence) the procedures will be administered by the Department of Defence Production in accordance with ^{a separate} the Cabinet Directive ^{relating to} on Security in Defence Industry.

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8. A person to be appointed to a permanent position in the public service will not normally be made the subject of security screening. But whenever a person to be appointed to such a position is, in the opinion of the deputy minister or head of agency concerned, likely to be required eventually to have access to classified information, that person shall before being given a permanent appointment, be made the subject of a fingerprint and file check if this has not already been done.

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9. The numbers of all persons who for security reasons are removed from eligible lists by the Civil Service Commission, or are in one way or another refused access to classified information by departments or agencies for security reasons, will be sent quarterly to the Secretary of the Security Panel in order that the Panel may from time to time review the number of persons or the type of cases involved, and assess the extent of the security problem in the public service. The figures provided should be broken down into the following general categories: persons dismissed, persons permitted to resign, persons transferred to non-sensitive posts, persons denied access to classified information, persons denied employment. In addition the figures should indicate whether the action was taken on grounds of disloyalty or unreliability. Figures should not include persons who are no longer given access to classified information because of a change in duties or other similar administrative reasons.

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10. It is the responsibility of each deputy head, or head of an agency, to nominate a competent senior official, preferably the Senior Personnel Officer, to act as security officer, and to notify the Secretary of the Security Panel of the appointment and of any subsequent change. The official so nominated shall be cleared for security in accordance with the procedures set out in paragraph 5(i) above. The person so named will be responsible to the deputy head or head of an agency for ensuring that all

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regulations relative to security are carried out within the department or agency. It will also be the responsibility of the departmental security officer to maintain close liaison with the government agencies responsible for security policy and procedures. It is important that wherever possible security officers should be persons who may be expected to continue their work over a long period of time, since effective security is difficult to maintain without considerable experience in a specialized field.

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