

DEPARTMENT OF NATIONAL DEFENCE

INSTRUCTION

SECURITY OF PERSONNEL

AIM

1. The aim of this instruction is to effect uniformity in the field of personnel security investigations and clearances throughout the Department of National Defence particularly as to:

- a) Minimum standards of investigation
- b) Criteria upon which clearances may be granted

GENERAL

2. No person is entitled to access to classified information or material solely by virtue of rank, appointment, or security clearance. Access to such information will be authorized only when the governmental duties of the individual require such access and he has been cleared. A security clearance serves only to indicate that the person is eligible for access to classified military information as required by his duties and does not, in itself, authorize access.

3. This instruction is applicable to all personnel, military and civilian, employed by or on behalf of the Department of National Defence.

STANDARDS OF INVESTIGATION

4. The standard of investigation as detailed hereafter is related to the level of clearance required and is to be interpreted as a minimum. Higher standards may be ordered by competent authority if desired.

TYPES OF INVESTIGATIONS

5. Personnel security investigations are of three types:

- a) a check of the subversive and fingerprint indices of the Royal Canadian Mounted Police (hereafter referred to as an "indices" check).
- b) a background investigation which, in addition to sub-paragraph a) above, will include a detailed examination of all federal government records applicable to the individual's service in the federal government covering an uninterrupted period of ten years of federal government service. This investigation may also include the taking up of references.
- c) a field investigation which covers:
 - i) place of birth and citizenship,
 - ii) attendance at last school,
 - iii) employment,
 - iv) standing in the community through a neighbourhood investigation,
 - v) local police records.

SCOPE OF INVESTIGATION

6. The types of investigation required to support a clearance are as follows:

* As applicable,
 Citizenship and Immigration
 External Affairs (Passport Division)
 Department of Veterans Affairs

Civil Service Commission
 Department of National Defence
 DNI, DMI, DAFS, D Sci Int
 Other Departments and Agencies

a) TOP SECRET - Military and Civilian Personnel

- i) a check of indices and a background investigation, or
- ii) a check of indices and field investigation when the background investigation does not provide a minimum of ten years continuous coverage or develops derogatory information or appears insufficient to give adequate assurance of the loyalty, integrity and discretion of the individual.

b) Aliens will not normally be cleared to Top Secret but in special cases, clearances may be authorized on the authority of the Deputy Minister or the Chief of Staff of the Service concerned.

c) Interim Top Secret clearances will not normally be granted. However in special cases interim clearances may be authorized on the authority of the Deputy Minister or the Chief of Staff of the Service concerned.

d) SECRET - Military and Civilian Personnel

- i) indices check and a ten years satisfactory Service record, or
- ii) indices check and background investigation, or
- iii) indices check and field investigation.

e) SECRET - Aliens

Aliens may be cleared to Secret on the basis of a field investigation and indices check covering a minimum period of ten years.

f) Interim clearances to Secret may be granted both military and civilian personnel on the basis of indices check but these will be held to a minimum. Interim clearances to Secret will only be granted to aliens with the authority of the Deputy Minister or the Chief of Staff of the Service concerned.

g) CONFIDENTIAL - Military and Civilian Personnel

A check of indices.

h) CONFIDENTIAL - Aliens

Aliens may be cleared to Confidential on

- i) indices check
- ii) a check of Citizenship and Immigration records

i) No formal clearance is required for Restricted.

CRITERIA

7. In assessing information developed as a result of the investigations outlined above, the following criteria should be used as a guide. Information of the type listed hereunder may preclude the issuance of a clearance or permit only a low level clearance. Each case, however, must be considered on its own merits:

- a) Committed or attempted to commit, conspired to, or aided or abetted another to commit or attempt to commit any act of espionage, sabotage, treason or sedition.
- b) Established an association with espionage agents of a foreign nation; with individuals who are reliably reported or suspected of espionage; or with representatives of foreign nations whose interests are inimical to the security of Canada, except where those associations are official or are maintained on other reasonable grounds.

- c) Advocated or supported the overthrow of the Government of Canada by force or violence.
- d) Sympathetic interest in totalitarian, fascist, or communist, or other subversive political ideologies.
- e) Identification with a "front" or infiltrated organization when there is also other information which indicates that he may be part of, or sympathetic to, the infiltrating element.
- f) Close continued association with individuals (including those to whom he may be bound by ties of kinship, affection, or obligation) who have subversive interests or associations as defined above when the circumstances are such that he may be presumed to know of such associations or interests.
- g) Present or recent alien status.
- h) Convictions for felony which indicate habitual criminal tendencies.
- i) Conviction for, or manifested tendencies of homosexuality or perversion.
- j) Addiction to the use of alcohol or narcotics habitually and to excess, without evidence of rehabilitation.
- k) Manifested tendencies demonstrating unreliability, abuse of trust or dishonesty.
- l) Record of a dishonorable discharge from Her Majesty's Service.
- m) To have been adjudged insane, have been committed to an insane asylum, or treated for serious mental illness or serious neuropsychiatric disorders without evidence of cure.
- n) To have wilfully violated or disregarded security regulations to a degree which could have endangered national security.
- o) Demonstrated a lack of discretion or honesty essential to the handling of classified information.
- p) The loyalty, character or discretion of any person may be vulnerable through those to whom he is bound by ties of kinship, affection, or obligation. Therefore, in justice to the individual as well as in the interest of security, serious thought should be given to the clearance of anyone whose near relatives are resident in a communist nation or a satellite thereof, under circumstances permitting coercion or pressure to be brought on the individual through them.

ATOMIC ENERGY INFORMATION

8. Within the Department of National Defence, clearance for access to atomic information classified Top Secret, Secret, or Confidential will be governed by the clearance procedures as set forth in this instruction.

REVIEW OF CLEARANCES

9. Clearances will be reviewed as the occasion demands.

3 June, 1955.