

October 22, 1957

Design for C.S.
 annexes them
 for R & M P -
 & Armed Services

cases who
 does in institution

appears when other
 cases are not
 procedure not done

These
 shall inform
 in part
 & request
 discussion
 - assignment
 - action
 - confidential inquiry

It shall take
 into account
 but his activities
 - assignment
 - action & inquiry

1. When it has been tentatively decided, in accordance with current government security policy,

(a) to discharge, *for to need the disclosure*

(b) to transfer from one position to another,

(c) to withhold promotion from,

any employee on security grounds, the procedure prescribed by this Order shall be followed before the proposed action is taken.

re-issuance
 revised policy

2. The Deputy Head, or a senior officer nominated by him for the purpose, shall interview the employee alone, shall during such interview advise the employee of the *general reason for the* proposed action, and shall give the employee a reasonable opportunity to elect

(a) to accept the proposed action, or

(b) to have a confidential inquiry conducted in the manner hereafter prescribed.

3. If the employee elects to accept the proposed action, it shall be proceeded with as if this Order had not been made.

4. If the employee elects to have a confidential inquiry, the proposed action shall be deferred until after such an inquiry has been conducted as hereinafter prescribed but, in the discretion of the Deputy Head, the employee may, during the inquiry and pending a decision thereafter, be placed on leave of absence with full pay.

5. (1) A confidential inquiry under this Order shall be conducted by a Committee to be known as the Security *Review* Advisory Committee consisting of a Chairman and four other members.

(2) For the purpose of a confidential inquiry under this Order, any three members of the Committee designated by the Chairman shall be a quorum.

6. Where an employee has elected to have a confidential inquiry under this Order, the Security Advisory Committee shall conduct a confidential inquiry in the manner hereafter prescribed and advise, ^{to the maximum practicable} whether the proposed action would be justified having regard to

- (a) the current security policy of the government, and
- (b) the security information obtained on the inquiry.

7. The procedure for an inquiry under this Order shall be as follows:

- (a) The inquiry shall be held in private;
- (b) Before the inquiry commences, the Deputy Head shall prepare and deliver to the Committee and the employee a document clearly indicating, in as much detail as is possible without risk of compromising sources of security information, the nature and duties of the position in question, the security implications with respect thereto of the government's current security policy, and the nature of what is alleged ^{about} against the employee;
- (c) The Committee shall first interview the appropriate departmental representatives alone and obtain the employee's employment record and other related information;
- (d) The Committee shall then interview representatives ^{of the appropriate government} of the Security Service alone and thoroughly examine all security information relating to the employee; satisfying itself as to the weight to be attached to such information;
- (e) The Committee shall then interview the employee alone (except that he may be accompanied by his counsel if he so desires), ^{receive from him any material he wishes to submit} and, as far as it can ^{be} without revealing anything that would compromise ^{the} sources of security information, give the employee

See the counsel separately.

an opportunity of answering what has been said against him;

- (f) In addition, the Committee shall interview such ^{reasonable} other persons as are nominated by the employee to ^{no of} testify as to his record of reliability or character;
- (g) The Committee shall then, if it considers it advisable, again interview the representatives of the Security Service alone;
- (h) If the Committee has interviewed the representatives of the Security Service after its interview with the employee, it shall again interview the employee alone, (except that he may be accompanied by his counsel if he so desires) to give him, as far as it can without revealing anything that would compromise sources of security information, a further opportunity of answering what has been said ^{already} against him.

8. The Security Advisory Committee, when it has completed an inquiry under this Order, shall communicate its advice to the ^{Minister responsible} Deputy Head.

9. When the advice of the Security Advisory Committee has been received by the ^{Minister} ^{the} Deputy Head, the department shall reconsider the tentative decision in the light of such advice but, in deciding whether to proceed with the proposed action, is not bound to act on such advice.

10. (1) There shall be a secretary to the Security ^{Review} ~~Advisory~~ Committee who shall, upon being advised by a department that an employee has elected to have a confidential inquiry, make all necessary arrangements for the necessary hearing or hearings.

(2) The Privy Council office shall arrange to have the Security Advisory Committee supplied with stenographic assistance, supplies and space as it may require.

as T B determined.

(3) The members of the Committee shall be paid \$..... per day for each day engaged on the work of the Committee.

It may appear in some cases that the emp. may be the member

11. (1) This Order shall apply to the Public Service of Canada including the Armed Forces of Canada and all persons employed by any agent of Her Majesty in right of Canada other than members of the Royal Canadian Mounted Police.

(2) Where this Order is being applied in the case of an employee who is not in an ordinary department of government, "Deputy Head" means the senior permanent executive officer of the agency in which he is employed.