

## DEPARTMENT OF EXTERNAL AFFAIRS

## MEMORANDUM

File #

TO: Mr. Gill *DL 2 (through Personnel Div)* Security ... CONFIDENTIAL

FROM: D.L.(2) Division

REFERENCE:

SUBJECT: Security Clearance Procedures - Dept of External Affairs

Date ... November 18, 1960

File No. *N-29-B-2*

*10-19-4-4*

① Cabinet Directive 29 of December 21, 1955 on the security screening of government employees stipulates that:

- (a) The deputy head of a department or agency will be responsible for granting or withholding an appropriate security clearance and will assume a continuing responsibility for a person's access to classified information.
- (b) It is the responsibility of each deputy head, or head of an agency, to nominate a competent senior official to act as security officer and to notify the Secretary of the Security Panel of the appointment and of any subsequent change. The person so named will be responsible to the deputy head or head of an agency for ensuring that all regulations relative to security are carried out within the department or agency .....

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2. In 1958 we notified the Secretary of the Security Panel that Mr. Timmerman had been appointed by the Under-Secretary as Departmental Security Officer. Since that time the results of security clearance enquiries concerning applicants for entry into the Department have been sent directly to him by the RCMP in accordance with the terms of Cabinet Directive 29.

3. If the results of the RCMP enquiries are favourable, a memorandum signed by the Departmental Security Officer is sent to Personnel Division who in turn notify the Civil Service Commission that the Department is prepared to offer employment to the applicant concerned. On the other hand, if the information received from the RCMP raises a doubt about the reliability of a candidate from a security point of view the case, if it relates to an officer candidate or otherwise is difficult to decide, is discussed with me and, in some cases, with the Head of Personnel Division, with you and the Under-Secretary. A memorandum signed by the Departmental Security Officer is then sent to Personnel Division giving formal notice of the decision to accept or reject. Personnel Division in turn notify the Civil Service Commission of the decision.

4. It sometimes occurs that RCMP reports contain information which indicates that a candidate should not be offered employment on grounds of personal unsuitability rather than on security grounds. Such cases are discussed between the Departmental Security Officer and the Head of Personnel Division. The ensuing decision taken by the Head of Personnel Division, possibly after consultation with you, is then sent to the Civil Service Commission by Personnel Division.

CIRCULATION

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5. This procedure has been followed for over four years and has worked smoothly and well. However, we have now received from the Civil Service Commission the attached letter dated November 4, 1960 concerning [REDACTED] *see file*

[REDACTED] pointing out that rejections on security grounds must be over the signature of the deputy head or an official of the department to whom authority has been delegated to take this action on behalf of the deputy head.

6. I should be glad to know whether you would see any objection to the Civil Service Commission being informed that the Departmental Security Officer has been authorized by the Under-Secretary to sign letters to the Civil Service Commission rejecting candidates for employment in this Department on security grounds in appropriate cases. That is to say, the procedures we have followed in such cases in the past in the Department would remain unchanged; the only change would be that Mr. Timmerman would notify the Commission instead of a member of Personnel Division. This, incidentally, is what most other departments of government do.

②  
*Agree unless  
Pers Div have  
contrary views  
ES*

③ *Pers. Div.  
agrees.  
[Signature]*

*[Signature]*  
D.L.(2) Division