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Position Number ...X412-051...

Authorized Rank ...C/M 10.....

Job Title File Analyst Reliability

IDENTIFYING INFORMATION

Name DAWE J.E. Rank C/M 10 Reg. No. [REDACTED]

Branch, Section or Detachment "A" Branch Location Ottawa, Ontario

Sub/Division or Directorate Security Service Division Headquarters

Name and Rank of Immediate Supervisor S/Sgt. S. B. Maduk

JOB SUMMARY (For completion by analyst)

Special
Under the Supervising NCO i/c "B" Section, "A" Branch, Security Service, R.C.M.P. Headquarters, Ottawa, conducts the necessary research required and prepares adverse character briefs and/or summaries of information on incumbent employees or candidates for employment by the Federal Government of Canada, who require access to classified information; requests from foreign and domestic agencies; and, performs other duties.

SECTIONS 1 to 7 TO BE COMPLETED BY INCUMBENT

(If you require more space for your replies, continue on the back of the page, clearly marking the section number.)

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SECTION 1

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DESCRIPTION OF DUTIES

(A) Conducts the research required and prepares adverse character briefs and/or summaries of information on incumbent employees or candidates for employment by the Federal Government of Canada, who require access to classified information, or requests from foreign and domestic agencies; in accordance with the provisions of Cabinet Directive #35, and agreements with foreign and domestic agencies, in order to inform the requesting Federal Government Departments or other Agencies of the nature of the adverse information.

90%

✓ by - researching such reports on relevant files in order to determine the relevancy, significance and importance of it in relation to the candidate's character status.

Review all files (A) first

✓ by - compiling Assessment Sheets which outline the information. (The Assessment Sheet includes the date of the report, the source of the information and identifying detail which establishes that the information pertains to the subject and/or his relatives.)

✓ by - checking the assessment of the sources as to their reliability to assess the relevance of their information.

✓ by - composing and verifying a draft copy of the information.

by - referring cases to other Branches of the Security Service when contents are considered of interest to them, often soliciting comments or views.

✓ by - requesting clarification of any points in the original field report when there appears to be some ambiguity in the report as submitted, or where the information provided requires amplification before it can be incorporated in a character brief.

Requesting clarification on any points (B)

(B) Performs other duties, such as:

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by - occasionally giving instructions to junior personnel in A4, A5 or A6 Sections.

by - occasionally being responsible for ensuring office security of Briefing Section.

by - extracting reports or adverse character Briefs to related files.

by - having index cards prepared for statistical purposes.

100%

SECTION 1

% of Time

DESCRIPTION OF DUTIES

(1) Compiles necessary character analysis on employees or candidates for employment in Government of Canada ^{and} or foreign ^{but} or domestic agencies [redacted]

etc., to inform requesting department or agency on candidates character status in conjunction with access to classified information:

by - reviewing all reports and/or correspondence received on each individual candidate to determine relevancy of all or some of the information; *and to establish whether a more significant information is provided for a complete assessment can be made.*

by - requesting, by telex, telephone or memorandum to field divisions or verbally to Government Screening Section, clarification on certain points such as "statements" or "opinions" made by source or investigator to ensure the correct interpretation;

by - requesting and/or locating copies of criminal records and/or Criminal Investigation Branch files when criminal elements are mentioned in field reports; *to assess seriousness of the offence, and outline offences and conditions.*

by - checking reliability and standing of sources by checking available source index file or communicating verbally with established source section to determine relevancy of information with respect to likes, dislikes, biased views, etc., of source as compared to candidate;

by - determining whether or not combined information is of a briefable nature, if not, recording items of importance or possible interest on Form A-5 to advise Government Screening Supervisor of findings and to relay such findings to respective department or agency;

by - compiling "assessment sheets" outlining all factual and relevant information such as employment, dates, sources, relatives, etc., to verify beyond a reasonable doubt, that information is adverse and pertains to candidate and/or relative;

(2) Drafts adverse character briefs and/or summaries or "up-dating" requests to inform respective Government department or agency on nature of adverse information:

by - reviewing and comparing all characteristics on assessment sheets and personal history forms of ~~respective candidates~~ to make subjective judgements regarding classification sensitivity in relation to requesting department and to assist in determining kind of information being sought by such department or agency;

- 1 (b) -

SECTION 1 cont'd

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- by - appraising candidates' character factors such as debt, greed, drunkenness, drug addiction, mental imbalance, sexual behaviour, etc., to determine whether or not such adverse character information is such that it might seriously affect candidates' reliability and a possible threat to national security;
- by - taking into consideration personality and background of investigator with regard to experience, methods of investigation, interviews approach to try and ascertain if sources are withholding any valuable information due to lack of confidence in investigator;
- by - interpreting all information provided in proper context to ensure final analysis represents a fair, well-balanced and impartial judgement on character of candidate and to report all character defects to Department or agency as a measure of prevention in entering the Public Service bearing in mind subject's future and employment opportunities;
- by - deciding on classification of brief, i.e. confidential, secret, top secret, etc.;

(3) Performs related duties such as:

- carrying out various office tasks such as drafting and dictating reports, forms, letters, etc., filing correspondence and source index files; collecting and disposing of secret waste;
- proofreading all relevant material ensuring it is according to policy standards;
- photostating or requesting photostat copies of correspondence; ensuring appropriate number of copies made;
- requesting translation into English or French of local and foreign correspondence;
- discussing contentious cases with general supervisor, Briefing Section;
- consulting section heads and other personnel on cases of overlapping interest such as various organizations or groups, reliability of sources, etc.;
- reading and/or studying Cabinet Directives, Statutes, Policy, manuals, internal directives, to keep abreast of current developments in Government Briefing procedures.
- providing guidance and direction to junior personnel.

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- 1 (c) -

SECTION 1 cont'd.

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