

"C" SECTION ADMIN.

This section is responsible for support to the branch as a whole.

The senior NCO prepares and maintains a personnel card (example 1) on all personnel in the branch. He also stands in for the Officer i/c in the absence of the officer.

Lectures are given to security service classes and other Government departments, *as required by Senior NCO or designate*

Sr NCO
Attends Inter Department Committee on Immigration. This involves speaking to briefs when representations have been made.

Statistics are supplied to the Security Panel quarterly.

The following are collected:

- a) Name Index daily record (example 1) correlated into a summary (example 4)
- b) Listings of 'B' and 'C' cards prepared in the B-3 and B-4 sections (Example 2-3).
- c) A summation of briefs (Example 4).
- d) Listings of files reviewed, number of summaries, number of name checks (Example 5).
- e) Listing of loyalty checks requested by Minister of Manpower & Immigration (Example 6).
- f) Listing of adverse information to other agencies (Example 7).

SPECIAL PROJECTS

Projects are conducted as they arise. An example is an F.S.O. survey to determine reason for delays in completing checks.

SICK REPORT

A sick report (Example 6) is completed daily from phone calls received from Branch members.

CREDIT CARDS

Credit bureau checks carried out by field investigators or HQ Security Service are authorized by a three part form (Example 7). One copy is sent to HQ and two retained by the credit bureau. Each file is stamped (Example 8) on the inside cover to indicate result of check.

Semi-monthly, an account sheet is submitted by the Ottawa Office of Associated Credit Bureaus of Canada, listing amount to be paid and number of the check. A 100% audit is carried out and exceptions above ^{\$1.50 - \$2.00} ~~#1-50-2~~ queried. Details are entered in a ledger and checked on return of a reply. On the reverse of the listing the section correlates the costs by Division.

Approximately 3 days work per month is involved in the above.

RESEARCH

Studies are conducted on an as required basis. Charts are prepared and data collated for lecture material or papers.

MANHOUR REPORTS

S.S. Daily Work Sheets (C-76) are edited by the section for accuracy and passed to "C" Branch.

TELEX

All messages prepared by the Branch are assigned a number from a ledger maintained by the section.

MISCELLANEOUS

The organization chart is *maintained* by the section. Stationery and supplies are maintained.

FOLLOW-UP BRIEFS

If an adverse brief is sent to a Government Dept. the file is B/F for 3 months. If no reply has been received, a memo is sent to the department for the status of the individual. Occasionally the file is B/F if the file is not adverse for example if (say) a divorce is pending which may reflect on the individual's character.

"A" BRANCH
 DAILY RECORD

Date

F. Field Investigation

R. Records Checks

	F.	R.		F.	R.		F.	R.
<u>CDN. GOV'T DEPT.</u>			P.S.C.			Br. Pass. Office		
Agriculture			Public Archives ..			Br. Sec. Ser		
A.E. of C.L.			Public Works			Foreign by V.C.O.		
Bank of Canada			Reg. Econ. Exp. ..					
C.B.C.			Sec. of State					
C.C. of C.			Solicitor General			Edmonton City Pol.		
C.G.P.B.			Supply & Service .					
C.I.D.A.			Transport			Montreal City Pol.		
Communications					
Con. & Corp. Affairs							
E.M. & Res.					
Ext. Affairs-Pass.					Nor. Terr. Police		
Ext. Affairs-Pers.			<u>CITIZENSHIP</u>			Ottawa City Pol. .		
Finance			Br. Sub. & Aliens .			Quebec (Prov) Pol.		
Fisheries & Forestry							
I.A. & N.D.					
Industry, T & C			<u>VISA CONTROL</u>					
Justice					
Labour			Cdn. Sponsors					
Manpower & Imm.			Imm. G.F.					
Nat. Cap. Comm.			O.S. 8					
N.D. "C.F.H.O."			Non-Imm. Visas ...					
N.D. "D.R.B."					
Nat. Energy Bd.					
Nat. Film Bd.			Toronto Metro Pol.		
Nat. Harbours Bd. ..			<u>OTHER AGENCIES</u>					
N.R.C.					
N.R.C. "C.B."								
Nat. Health & Wel. .						Vancouver City Pol		
Nat. Revenue								
Post Office								
P.C.O.								

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LIST OF PERSONS ON WHOM "C" BRIEF
OR LETTERS WERE FORWARDED TO
CANADIAN GOVERNMENT DEPARTMENTS OR
AGENCIES DURING THE PERIOD OF
OCTOBER 1, 1971 to DECEMBER 31, 1971

CANADIAN CORPS OF COMMISSIONAIRES

[REDACTED]

[REDACTED]

5-10-71
22-12-71
1-10-71
10-11-71
19-10-71
12-11-71
3-12-71
10-11-71
19-10-71
29-10-71
18-11-71
27-10-71
13-12-71
10-12-71
21-12-71
15-11-71
21-12-71
15-10-71
24-11-71

COMMUNICATIONS

[REDACTED]

EXTERNAL AFFAIRS

[REDACTED]

[REDACTED]	[REDACTED]	20-10-71
[REDACTED]	[REDACTED]	4-11-71
[REDACTED]	[REDACTED]	22-12-71
[REDACTED]	[REDACTED]	13-12-71
<u>FINANCE</u>		
[REDACTED]	[REDACTED]	2-11-71
<u>INDUSTRY, TRADE & COMMERCE</u>		
[REDACTED]	[REDACTED]	22-12-71
[REDACTED]	[REDACTED]	23-11-71
[REDACTED]	[REDACTED]	27- 9-71
<u>JUSTICE</u>		
[REDACTED]	[REDACTED]	9-12-71
<u>LABOUR</u>		
[REDACTED]	[REDACTED]	6-12-71
<u>MANPOWER & IMMIGRATION</u>		
[REDACTED]	[REDACTED]	21-10-71
[REDACTED]	[REDACTED]	15-11-71
[REDACTED]	[REDACTED]	22-12-71
[REDACTED]	[REDACTED]	5-10-71
[REDACTED]	[REDACTED]	10-11-71
[REDACTED]	[REDACTED]	18-11-71
<u>NATIONAL DEFENCE - CANADIAN FORCES HEADQUARTERS</u>		
[REDACTED]	[REDACTED]	25-11-71
[REDACTED]	[REDACTED]	23-11-71
[REDACTED]	[REDACTED]	6-12-71
[REDACTED]	[REDACTED]	26-10-71

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NATIONAL DEFENCE - DEFENCE RESEARCH BOARD

[REDACTED] [REDACTED] 1-12-71

NATIONAL RESEARCH COUNCIL - COMMUNICATION BRANCH

[REDACTED] [REDACTED] 20-10-71

[REDACTED] [REDACTED] 4-10-71

NATIONAL HEALTH & WELFARE

[REDACTED] [REDACTED] 1-10-71

NATIONAL REVENUE

[REDACTED] [REDACTED] 4-11-71

[REDACTED] [REDACTED] 28-10-71

POST OFFICE

[REDACTED] [REDACTED] 23-11-71

PRIVY COUNCIL OFFICE

[REDACTED] [REDACTED] 16-12-71

PUBLIC ARCHIVES

[REDACTED] [REDACTED] 24-11-71

PUBLIC WORKS

[REDACTED] [REDACTED] 3-12-71

SECRETARY OF STATE

[REDACTED] [REDACTED] 17-12-71

SUPPLY & SERVICE

[REDACTED] [REDACTED] 29-10-71

[REDACTED] [REDACTED] 21-12-71

[REDACTED] [REDACTED] 20-10-71

[REDACTED] [REDACTED] 18-11-71

[REDACTED] [REDACTED] 8-12-71

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TRANSPORT

[REDACTED]

[REDACTED]

21-10-71

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January 17, 1972

S E C R E T

Mr. D.F. Wall,
 Secretary of the Security Panel,
 Privy Council Office.

The following statistics refer to security screening requests received from Canadian Government Departments and Agencies for the period of October 1, 1971 to December 31, 1971.

AGENCY	FIELD RECORDS		TOTAL	ADVERSE REPORTS		
	INVESTIGATION	CHECK		LOYALTY	CHARACTER	TOTAL
Agriculture	8	25	33			
A.E. of C.I.	29	104	133			
Bank of Canada	1		1			
C.C. of C.	20	14	34	2	15	17
C.G.P.B.	46	36	82			
C.I.D.A.		65	65			
C.P.C.	1		1			
C.T.C.	1	89	90			
Communications	58	372	430		1	1
Con. & Corp. Affairs	9	17	26			
C.M. & C.H.		3	3			
E.M. & Resources	2	118	120			
Environment	11	66	77	1		1
Ext. Affairs - (C. of I.)		807	807	5		5
Ext. Affairs - Pers.	147	97	244	4	7	11
Finance	1	67	68		1	1
Imm. Appeal Board		5	5			
Information Canada		1	1			
I.A. & N.D.	18	58	76	1		1
Industry, T. & C.	14	125	139	1	3	4
Justice	16	41	57		1	1
Labour	7	9	16		1	1
Manpower & Imm.	13	939	952	4	6	10
Nat. Cap. Comm.		5	5			

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S E C R E T

N.D. - "CFHQ"	48	7217	7265	22	4	26
N.D. - "DRB"	103	148	251		1	1
Nat. Energy Bd.	1	12	13			
Nat. Film Bd.		5	5			
Nat. Harbours Bd.	2	30	32			
N.R.C.	7	112	119			
N.R.C. - "C.B."	15	1	16		2	2
Nat. Health & Welfare	8	38	46		1	1
Nat. Revenue	28	34	62		2	2
Post Office	2	93	95		1	1
P.C.C.	70	32	102		1	2
P.C.O. - Referred to				11		11
P.S.C.	167	736	903	1		1
P.S.S.R. Bd.		6	6			
Public Archives		89	89	1	1	2
Public Works	3	55	58		1	1
Reg. Econ. Exp.		72	72	1		1
R.C.M.P.	102	1858	1960	11		11
Sec. of State	29	60	89	1	1	2
Solicitor General	9	15	24			
Statistics Canada	1	1	2			
Supply & Services	25	1889	1914	10	5	15
Transport	6	718	724	6	1	7
Urban Affairs	1	9	10			
Veterans Affairs	2		2			
U.I.C.		1	1			
Cit. Applicants		13051	13051	10		10
	1031	29345	30376	93	56	149

A list of persons on whom "B" Briefs or letters were submitted to the various Departments and Agencies is attached.

L.R. Parent
 Assistant Commissioner,
 Deputy Director General
 Security Service

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SECRET

LIST OF SECURITY SCREENING REQUESTS
 RECEIVED FROM FOREIGN GOVERNMENTS
 AND OTHER AGENCIES, WHICH WERE NOT
 INCLUDED IN SUBMISSION TO THE PRIVY
 COUNCIL OFFICE FOR THE PERIOD OF
OCTOBER 1, 1971 TO DECEMBER 31, 1971

AGENCY	FIELD RECORDS		ADVERSE REPORTS				
	INVESTIGATION	CHECK TOTAL	LOYALTY	CHARACTER	TOTAL		
		25					
		91					
		127					
		1					
	1	40					
		3					
	2	168					
		2					
		1					
	21	15		1	1		
	87	4		5	5		
		4					
	1	16					
		9	1		1		
		44					
		1					
		5					
		1					
		11					
		4	1	1	2		
		2					
		23					
		531	1	1	2		
		1					
		1					
		6					
		9					
	1	1					
		2					
	1	10					
		82					
		1					
		94					
		1					
	19	15	1		1		
		190					
		42	2		2		
		9					
		<u>133</u>	<u>1592</u>	<u>1725</u>	<u>7</u>	<u>8</u>	<u>15</u>
			2981				
		<u>133</u>	<u>4573</u>	<u>4706</u>	<u>7</u>	<u>8</u>	<u>15</u>
TOTAL							

SECRET

Visa Control

Cdn. Sponsors	12313	12313		
Imm. G.F.	993	993		
O.S. 8	8080	8080		
Non-Imm. Visas	1977	1977		
	23363	23363	31	31

Number of cases
 processed overseas
 by Visa Control
 (Sept., Oct. & Nov.)

9775	9775
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Brought forward from Government Departments	1031	29345	30376	93	56	149
	1164	67056	68220	131	64	195

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B.1 (1) Number of Files Reviewed

- Nothing to add	25
- Traces	1
- Cleared	3
TOTAL	<u>29</u>

A4 } (2) Number of Summaries
A5 }

Favourable	255
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A4 } (3) Number of Name Checks
A5 }
A6 }

By Telephone	531
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POLICY SECTION :

SOURCES

Information on all overseas sources is retained in this section. The Visa Control Officer deals with British, and American sources because they have embassies and access to political and criminal information.

To establish a source a memorandum is submitted to HQ requesting approval. If agreed to, the VCO completes form 282 and returns to this section. From the form 2 cards are prepared, one filed in the section office and the other in briefing. (approx. 300) and the report filed in a docket on the subject's file. Source files have a cover file [REDACTED] with a note which says "See NCO i/c Source Section".

Grading of all sources starts [REDACTED] until it is properly assessed.

POLICY

Reviews are continuous to improve and update the Visa Control Manual. The section must be continually aware of immigration plans so that it may react to them; an example is the Re-unification of Families Program. Ideas are solicited from overseas posts and answers to their policy questions given.

STATISTICS

a) A sheet (Example 1) is received monthly from 18 overseas posts. The columns are summed and filed by country. This takes approx. 2 hrs. per month. At year end these forms are collated onto a master report using the same form.

The information is retrieved on request for example "How many cases are outstanding" could be a typical question.

b) Files handled by operations (12/Day) are passed to the section for updating of a "ledger" (example 2). This takes approximately $\frac{1}{2}$ hr/day.

MISCELLANEOUS

Special projects as required by the O. i/c are carried out on demand. An example could be to "determine the work load of V.C. Posts, in Europe.