

INTRODUCTION TO:

"A" BRANCH

AUGUST, 1971

SGT. G.E. CREELMAN - A418

010308

AGC-0625\_0001

1.

August 9, 1971.

This paper, along with the referenced attachments, represents the combined efforts of many members of "A" Branch who, on arrival, were confronted with the same questions and/or problems typical of entering any new environment or area of responsibility.

The following introductory reading has been put together with the hope that the task of becoming familiar with the "A" Branch area of the RCMP Security Service ("I" Directorate) will be made easier and possibly more enjoyable. We have only attempted in broad, general terms to provide a small measure of assistance to our new arrivals in their acquisition of some insight and definition of the various challenges which are in store. This acclimatization period is considered to be extremely important, and therefore, each member reading this paper should keep the purpose of the exercise firmly in mind.

It is essential that this not be considered as an Instruction Paper or Policy Manual. Instruction is a responsibility of the Section Head and our Personnel and Training Section of "C" Branch. Policy, a very complex topic, is to be found on a variety of different files, which,

010309

AGC-0625\_0002

as required, will be made available. The attachments and/or referenced material have been carefully selected and updated to fulfill the "A" Branch basic indoctrination requirement.

The Director-General - Security and Intelligence is broken down into various Branches as set forth in C.S.O. 1331.

There is also meaningful outline of the Security Service responsibility contained in Section 6 of Appendix "H" of C.S.O.

To properly appreciate the total evolvement of security screenings, it is necessary to be exposed to the historical background of the various significant events. The history portion of the paper (Attachment #1) will provide some explanation for the development of our current policy and methodology. Hopefully, the historical notes will go a long way toward answering the "Why" question which crops up very frequently.

To develop this theme one stage further, we have attached two Hansard excerpts dated 25 October 1963 (Attachment #2) and 2 July 1964 (Attachment #3). The October issue reports what the Prime Minister (Pearson) announced to

3.

Parliament as the general policy of Security Screenings and thus this became the public pronouncement of the Government's position in this area. The July 1964 excerpt is a re-enforcement of that position which had been challenged by opposition critics in the House of Commons.

The recent Royal Commission on Security was officially established by Order-in-Council - P.C. 1966-2148 with instructions to conduct a -

"full and confidential inquiry into the operation of Canadian security methods and procedures, and having regard for the necessity of maintaining:

- (a) the security of Canada as a nation;
- (b) the rights and responsibilities of individual persons;
- (c) to advise what security methods and procedures are most effective and how they can best be implemented; and
- (d) to make such reports for this purpose as they deem necessary and desirable in the National interest."

We in "A" Branch were particularly interested and concerned with that aspect of the inquiry which addressed itself to "Personal Security" - which included:

010311

AGC-0625\_0004

4.

- (a) Immigration procedures, including follow-ups later in Canada. Citizenship.
- (b) Security clearances and updating procedures. Distinction between subversive tendencies and character defects. Need to screen people other than actual or potential Government employees.
- (c) Criteria for assessing security reports on individuals, relatives abroad, etc.
- (d) Rights of individuals to be made aware of and to challenge adverse security reports.
- (e) Disposal of employees of Government or sensitive industries judged to be security risks.
- (f) Exchange of visits with Iron Curtain countries, especially of official delegations.
- (g) Special security risks involved in overseas postings.
- (h) Training and supervision in security matters for Government personnel.
- (i) Recruiting and training in RCMP for Security and Intelligence work.
- (j) Risks to national security involved in separatist movements.

010312

AGC-0625\_0005

The other related areas examined by the Royal Commission included:

- (1) Requirement for Security (The Threat)
- (2) Legislation for Security
- (3) Organization for Security in Canada
  - (a) Interdepartmental
  - (b) Departmental
- (4) Security of Information
- (5) Physical Security

The overview of "A" Branch as outlined on the summary sheet and accompanying diagram of the physical separation is placed in perspective by the Introduction. The Procedures segment gives a simple characteristic answer to "HOW we get the job done!"

Introduction:

The total area of responsibility of "A" Branch encompasses the entire field of Security Screening. This function is carried out on behalf of about 55 Canadian Government departments and agencies; as well as for about 50 foreign agencies, security services and other police departments. In addition, we direct the screening of immigrants, their sponsors, and Iron Curtain visitors to Canada as well as applicants for Canadian Citizenship and

6.

Certificates of Identity. Personnel appointed to Task Forces, Royal Commissions, Boards of Enquiry and people intimately involved with Royal Visits, etc., are likewise processed for security purposes, at the request of the Security Secretariat.

The Security Screening of Canadian Government employees is done in accordance with the terms of reference set forth in Cabinet Directive #35 (Attachment #4). The broad principles of C.D. 35 are likewise applied to all of the other areas of security screening mentioned above.

Procedures:

In all normal cases the security screening procedures are initiated by the department or agency who submit biographical data pertaining to an individual in a prescribed format. Usually the format is a Personal History Form or a similar document completed by the applicant. This data is compared by Records Management against existing data through the medium of Name Index. In those cases where the applicant is a candidate for (or possibly already an employee of) a Canadian Government department or agency having a requirement for a security clearance, then C.D. 35 provides for this person's fingerprints to be processed by "L" Directorate and returned directly to the

010314

AGC-0625\_0007

7.

requesting department or agency. A field investigation may also have to be carried out depending on the level of clearance (secret, top secret or S.A.) as specified by the requesting department or agency. The results of records checks and/or field investigations are made available to the requesting department or agency who are responsible for the decision taken on the applicant's security status. In other words, we just provide all the facts, commenting where necessary, on their relevance and importance. In those cases where we provide adverse political fact, then the department or agency inform us of their decision.

010315

AGC-0625\_0008



"A" BRANCH - AREA RESPONSIBILITIES

SECURITY SCREENING:-

- |  |  |
|--|--|
| GOVERNMENT DEPARTMENTS<br>AND AGENCIES:      | - For 54 Departments and/or<br>Agencies of Canadian<br>Government.   |
| FOREIGN & DOMESTIC<br>LIAISON:               | - All friendly services and<br>selected Domestic Agencies.   |
| RCMP PERSONNEL:                              | - All members (Regular and<br>Civilian) and all Public<br>Service members in our<br>employ.  |
| CITIZENSHIP AND<br>CERTIFICATES OF IDENTITY: | - For all Applicants for<br>Canadian Citizenship and<br>Certificates of Identity.  |
| U.S. VISAS:                                  | - For all Canadian residents<br>applying for U.S. Visas.   |
| IMMIGRATION:<br>(19 VCO Posts)               | - Security Screening through<br>VCO Posts and friendly<br>links of Nominators, Spon-<br>sors and Applicants for<br>landed immigrant status or<br>Visitors' Visa for Canada<br>from Soviet Bloc Applicants. |

SECRET

"A" BRANCH

9.

Officer i/c - SUPT.  
2 - Assistant Officers  
65 Members

SECURITY  
SCREENING

BRIEFING

IMMIGRATION

GOVERNMENT  
DEPARTMENTS

CONTROL  
ANALYSTS

CANADA  
POLICY

FOREIGN &  
DOMESTIC  
LIAISON

CLARIFICATION  
ANALYSTS

OVERSEAS  
POLICY

TEMP PERSONNEL  
SCREENING  
Regular &  
Civilian

SUBVERSIVE  
ANALYSTS  
"B" BRIEFS

CANADA  
OPERATIONS

CHARACTER  
WEAKNESSES

CHARACTER  
ANALYSTS  
"C" BRIEFS

OVERSEAS  
OPERATIONS

SECRET

This position may now be expanded by tracing, for example, a typical request for a security screening. We will commence by picking up this request as it leaves Name Index:

(1) Cross Reference Section - (X-Ref.):

All files containing screening requests and all loose Personal History Forms are dispatched to X/Ref. from Name Index. The reference files as listed on the check sheet are provided by Records Management staff. When these files are examined in a comparative manner, great care must be taken because the whole future course of action for the file or correspondence under study is determined. This is the primary responsibility of this section and it is this initial decision which makes this comparative operation the "lynch-pin" of our Security Screening program.

(a) In cases where there are "adverse traces" which are or may be identical to persons listed on the Personal History Form, the whole matter is referred to the appropriate section of the Branch for

processing. (The criteria for defining "adverse traces" will be clarified by the Section Head.)

- (b) In those instances where field enquiries or foreign records checks are necessary, then the file is referred to proper section of the Branch for action.
- (c) Other cases, in which there are no "adverse traces" and no further activity required, are returned directly to the requesting department or agency with the proper notation (stamp) appearing thereon.

(2) Government Sections and Foreign Liaison Sec.:

These Sections are responsible for our total non-adverse production of Security Screenings, excepting Visa Control operations which will be dealt with separately, by attending to the following activities:

- (a) Field enquiries and records checks are completed in accordance with Operational Manual - CHA (Attachment #5).

- (b) Re-examine those cases on which "adverse traces" appear. Affirmative cases are referred to the Briefing Section for processing. The only exceptions are those cases which reflect sexual deviations and these are handled by the Character Weakness Section.
- (c) Upon completion of the enquiries or records check, a suitable reply is dispatched to the requesting department or agency.

(3) Briefing Section:

This Section holds the responsibility for all of the adverse production of the Branch. The section processes and forwards all relevant information concerning the subject and/or relatives (on Immigration cases - sponsors) in the form of a factual summary in which the sources have been carefully evaluated for individual reliability respecting information provided. There are some necessary stages evident in the course of production which are outlined below:

(a) Processing Adverse Information:

Any information which appears to relate to the subject and/or relative is carefully examined to determine that:

- (1) it is adverse;
- (2) it can be identified as pertaining to the subject and/or relatives;
- (3) it was provided by a source whom we can assess as to reliability;

(b) Clarification:

On occasion we have to institute enquiries to satisfy the condition of (a) above. This clarification and development of corroborative information is done under specific direction in order to:

- (1) clarify traces;
- (2) identify persons mentioned in these traces;
- (3) if necessary, re-interview the sources.

In all cases where the adverse information pertains to a relative or relatives of the subject and clarification enquiries are conducted, every effort is made to determine the association and degree of influence, if any, which may be exerted upon the subject by these persons.

(c) Forwarding:

All relevant information concerning the subject and/or relatives is provided to the requesting department or agency in the form of a Brief or Letter which has been prepared in accordance with the appended criteria (Attachment #6). This response also includes pertinent comments as to the significance, relevance and importance of the noted information. The extent of dissemination authorized is indicated by the caveat (warning) and the correspondence is appropriately classified.

(d) Reviewing:

There are certain situations where adverse information already provided to a requestor is reviewed, such as

- (1) when the requestor informs of their intention to update a security clearance and then the 'Forwarding' process is repeated;
- (2) when the requestor seeks advice and assistance in connection with a contemplated confrontation of the subject (as provided for in C.D. 35 - Para's. 14, 15 and 16) the 'Forwarding' process is repeated; in addition, we provide the requestor with our remarks as to the most advantageous use of those portions of the adverse information which have been cleared for use in such proceedings. (Only overt information may be used for this purpose.)



(4) Visa Control Section:

This Section has the responsibility for the security screening, with some exception, of all immigrants applying for entry to Canada. The screening is carried out by this section or through members of the Force stationed at about 20 different Canadian Immigration offices overseas. The operational control of our overseas posts is maintained by this section.

(a) The screening procedure is initiated by the Department of Manpower and Immigration who submit Personal History Forms concerning these applicants for "landed immigrant" status to our overseas representative or to this Section if the applicants reside in countries where we have no facilities. All applicants are checked with the security agencies in countries of present or previous residence.

(b) In cases originating overseas and after all the checks are completed,

our member will interview the applicant and provide a security decision (Passed Stage "B" or Not Passed Stage "B") to the Department of Manpower and Immigration representative at the post concerned. Criminal record information, obtained during agency checks, is passed to the Manpower and Immigration representative for assessment and decision as to its effect on the issuance of a visa. Subversive information developed during agency checks is referred to this Headquarters for further processing (Briefing).

- (c) The criteria for making security decisions is derived from recommendations made by the Security Panel. Rejection of an application by this Section is final with the exception of those cases in which representations are made to the Department of Manpower and Immigration by the applicant, nominator or sponsor.

In these latter cases, pertinent information, which caused our rejection, is prepared by the Briefing Section and passed to the Department of Manpower and Immigration for review and final decision by the Minister.

- (d) The foregoing "landing" procedures also apply to visitors in Canada who may apply for "landed immigrant" status.
- (e) Canadian citizens and some classes of "landed immigrants" are eligible to sponsor certain categories of relatives for entry to Canada from countries where we have no screening facilities (no access to security agencies willing to co-operate for this purpose - e.g. Communist-Bloc nations, etc.). These cases are referred by the Department of Manpower and Immigration to this Section for a check of our indices for adverse information on the sponsors. If there is such data avail-

able which meets the rejection criteria, then an objection is registered with the Department and a Brief prepared upon which a decision may be taken.

(5) Character Weakness Section:

This Section is exclusively responsible for the processing of all information pertaining to sexual deviation. The procedures and guiding criteria are basically similar to those outlined for the Briefing Section, with the exception that information, pertaining to the relatives of the subject, is only provided in cases where there is evidence that the relative in question may be able to exert considerable influence over the subject, i.e. - spouse.

(6) RCMP Personnel Screening:

This Section is responsible for the security screening of all RCMP Applicants, Regular Members, Civilian Members and other personnel employed by the Force. The procedure is similar to that for screening by the Government

departments with the exception that any further action, such as X/Ref, Traces, Enquiries, etc., as well as the final reply are done exclusively by personnel assigned to this section. Any adverse information is also assessed along the lines used by the Briefing Section and prepared by the Section for a decision by either the Security Officer for the R.C.M.P. or in cases of personnel of the Security Service, the decision rests with the Officer i/c Office of Internal Security.