

Certified to be a true copy

W. Robertson
Secretary to the Cabinet

MEMORANDUM TO SECURITY OFFICERS

Security Screening of Government Personnel

5-1-6
1. Effective January 1st 1961, as a result of a Cabinet decision taken to meet security screening standards applied in the North Atlantic Treaty Organization, a background investigation for persons being considered for access to material classified Top Secret will be a mandatory part of Canadian security policy.

2. The change in policy alters paragraph 13 of Cabinet Directive No. 29, dated December 21st 1955, which should now read:

"13. A security assessment and clearance will be made by the following means. These represent security criteria and procedures which are consistent with present investigative facilities available inter-departmentally; they are minimum standards and do not limit in any way the right of the armed forces to conduct field checks through their own resources of personnel employed with or on behalf of the Department of National Defence.

(i) Persons to have access to Top Secret information

Before a person is employed in a position requiring access to Top Secret information he must be the subject of an investigation in the field by an appropriate investigative agency, his name must be checked against the subversive records of the R.C.M. Police, and he must be the subject of a fingerprint check by the R.C.M. Police. These procedures are mandatory.

(ii) Persons to have access to Secret information

(a) Before a person is employed in a position requiring access to Secret information his name must be checked against the subversive records of the R.C.M. Police, and he must be the subject of a fingerprint check by the R.C.M. Police. Both these procedures are mandatory.

(b) When the Chairman of the Civil Service Commission or the deputy head of a department or agency, or a security officer appointed by them, considers that information provided by the means set out in paragraph 13(ii)(a) may be clarified by an investigation in the field, or that such an investigation is necessary to satisfy him as to an applicant's or employee's loyalty, integrity or discretion, he may request that an enquiry be made of a person's background by a field investigation to be carried out by an

appropriate investigative agency. Where it appears that requests from a department or agency dealing with the R.C.M. Police as the investigative agency exceed what seems to be a normal requirement, the R.C.M. Police may ask the Security Panel to allot priorities.

(iii) Persons to have access to Confidential information

Before a person is employed in a position requiring access to Confidential information, his name must be checked against the subversive records of the R.C.M. Police, and he must be the subject of a fingerprint check by the R.C.M. Police. Both of these procedures are mandatory.

(iv) Responsibility for granting clearances

The deputy head of a department or agency will be responsible for granting or withholding and will assume a continuing responsibility for a person's access to Top Secret, Secret and Confidential information."

3. Security Officers are requested to make the above amendments to all copies of Cabinet Directive No. 29 which are held by their departments or agencies. Any enquiries may be directed to the Secretary of the Security Sub-Panel.

R.B. Bryce,
Chairman of the Security Panel.

Privy Council Office,
Ottawa, December 14th 1960.

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