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IP 8-3-4-13

BY HAND

August 6, 1971.

S E C R E T

Mr. D.F. Wall,  
Privy Council Office.

Dear Mr. Wall:

We have reviewed our procedures concerning the provision of adverse information to government departments and agencies and would now like to implement the practice of "making a formal recommendation on whether or not a clearance should be granted" as recommended at Item 295 (d) of the Royal Commission on Security.

2. [REDACTED]  
[REDACTED]  
You will notice that [REDACTED], as in Canada, the government department or agency has the responsibility for making the final decision as to whether or not a person can be employed on classified work.

3. It is our intention to use the examples of United Kingdom and Australian procedures as guidelines only.....our formal recommendation will be made after a review of the circumstances in each particular case and in relation to the level of clearance desired and the nature and sensitivity of the duties to be performed by the individual.

EA 10-3-4-2

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4. If you concur and the Security Service commences making formal recommendations, we foresee the following administrative changes would be required:

- (1) When responding to a screening request, at the time we advise a government department or agency that "traces appear", to assist us in making meaningful recommendations, we will request that they provide us with:
  - (a) the level of clearance desired, and;
  - (b) the nature and sensitivity of the duties to be performed by the individual.
- (2) The contents of the Security Panel letter of 6 November 1970 to Departmental Security Officers concerning "Security Records - Transferability" will require amendment as naturally the type of recommendation made would depend heavily upon not only the information we had, but the nature and sensitivity of the duties to be performed by the applicant and the level of clearance required for the job. In view of this, we would suggest that when an employee (on whom we have previously provided adverse information and our recommendation) is transferred from one department or agency to another, the adverse information along with our recommendation be returned to the Security Service. The new parent department or agency would then be required to initiate another security check - submission of Personal History Form, level of clearance desired and the nature and sensitivity of the duties to be performed. This will enable us to re-evaluate our previous recommendation in the light of the employee's new position.
- (3) When an employee ceases to be employed in any form of government service, all material originating with the Security Service should be returned. This will reduce document security risks and also be of assistance to our current file destruction program.

(4) The memorandum to Security Officers from the Privy Council Office dated 18 November 1958 concerning "Security Information Requested by the R.C. Police" should be amended to provide that when adverse security information (either subversive or character) is forwarded to a government department or agency, it will be specifically requested that the Security Service be informed of the course of action which is taken as a result of the information provided. Currently, this is done only in the case of adverse subversive information. The receipt of departmental advice as to whether the individual concerned has been continued in employment in a non-sensitive position, dismissed or denied employment, etc., will improve the capability of the Security Service to evaluate the overall security threat in government departments and agencies and provide increased operational data.

5. Any benefits to be derived from the provision of formal recommendations by the Security Service to government departments and agencies will be dependent on a policy of updating security clearances at regular intervals. As you will appreciate, changes in the nature and sensitivity of the duties performed by an individual or the acquisition of additional or more serious information can drastically alter our view on the security considerations which departments need to take into account in deciding each case.

6. We would appreciate receiving your views concerning the proposals we have made.

Yours sincerely,

*John Starnes*  
John Starnes  
Director-General  
Security Service.