

PERSONNEL SECURITY SCREENING	22
Access to Government Assets (including information)	22
The Reliability Status	22
Procedures for Conducting a Reliability Check (Prerequisite to a Security Clearance) .	23
Forms Required	23
Procedures for Completing the Personnel Security Screening Request and Authorization Form TBS/SCT 330-23.	23
Process of Verification Used in Reliability Checks	24
The Security Clearance	25
Marriage or Cohabitation	25
Personal Behaviour	26
Downgrading/Revocation of Reliability Status or Security Clearance	26
 SECURITY OF INFORMATION TECHNOLOGY (IT)	 28
Why IT Security is Necessary	28
Departmental Networks	28
SIGNET 3	28
Working with Classified and Protected Data	29
SIGNET C4	29
Tips for Network Use	30
Your Password	29
Using Diskettes	29
Disposal and/or Reuse of Diskettes and Equipment	30
Safeguard Your System from Viruses	30
Use of DFAIT Networks	30
Use of the Internet	31
Tips for Responsible Use of the Internet	31
 PROCEDURES TO FOLLOW WHEN LEAVING EMPLOYMENT AT FAC and ITCan ...	 33
 Transport Standard	 (Appendix A)
Transmittal Standard	(Appendix B)