

## 11.6 Transmission of Documents and Materials

It should be noted that a visit clearance to a U.S. establishment permits access to classified information and/or material on an oral and visual basis only. If an exchange of classified documents (for example, plans, specifications, etc.) or material (hardware, etc.) is envisaged, the Canadian company should so notify the SSC/Security Branch as soon as possible, preferably during the negotiation phase when a contract is being established. It is stressed that exchange of classified documents and/or material can be effected on a government-to-government basis only.

When negotiations with Canadian firms for defence work are conducted through the Canadian Commercial Corporation, classified bid sets and similar material are supplied to Canadian firms through that office after the facility security clearance and other industrial security requirements have been confirmed by the SSC Security Branch.

When Canadian companies are subcontracting to a U.S. prime and classified or designated unclassified, prime documents are required; the U.S. prime must be reminded to originate a request through the DoD Project Office and Office of Munitions Control/U.S. State Department for an Export Permit.

## 11.7 U.S. Representation

Canadian firms must often decide whether their own domestic sales force or locally appointed sales representatives can best penetrate the U.S. defence market. Where products or services are totally unclassified and there is no requirement to enter U.S. government or industrial facilities where material considered to affect the U.S. classified equipment is located, a Canadian firm should encounter few problems in employing U.S. citizens to promote their products.

On the other hand, should U.S. classified information, equipment or areas within facilities require security clearances, problems can be expected. These include determining how the U.S. citizens can establish themselves as cleared representatives of a Canadian firm under U.S. industrial security regulations. Even when U.S. citizens have been previously cleared on their own requirements, such a clearance may be affected when representing non-U.S. firms.

Before finalizing such relationships, the U.S. representatives should be advised to consult with the local office of the Defense Contract Administration Services (DCAS Regional, District or Office) nearest to his geographical location. Canadian firms should consult with the SSC/Security Branch for further information. Where possible, SSC will co-ordinate the matter with the DCAS.

## 11.8 Summary

The information in this section does not cover all aspects of security, and it is suggested, therefore, that specific guidance in this regard be obtained from the Security Branch of SSC in the initial phases of participation in the Canada-United States Production Sharing Program which might involve classified projects. There are three general rules to be adhered to

when applying for clearances in connection with this program:

- a) It is essential that complete and explicit reasons for visits be given to SSC/Security Branch outlining the exact subject matter to be discussed. The major source of delay in securing approvals is lack of adequate explanation of the "need-to-know".
- b) The request should be made as far in advance as possible to allow for the required processing.
- c) The focal point for all contact and follow-up on visit clearance and initial documentary exchange procedures is:

The Director  
Security Branch  
Supply and Services Canada  
Place du Portage, Phase III  
Hull, Quebec K1A 0S5  
Tel: (819) 953-3613