

- (iv) Specific purpose of the proposed visit, including the type of information or equipment to which access is required and the particular areas of interest and capability of the applicant's company;
 - (v) To obtain a renewal of a previous approval, quote the previous DSS request number, U.S. approval No., expiry date of previous clearance and, when applicable, the number of visits made under this previous authority.
- b) Canadian government sponsorship is granted by the DSS/Security Branch if the request is submitted in sufficient detail and if the purpose of the visit is within the known capabilities of the company.
 - c) DSS then submits the request through its Washington office to the appropriate U.S. DOD agency, according to the project involved, and to the U.S. Service which has security cognizance over the facility to be visited. It should be noted that these are not necessarily identical.
 - d) If, after processing, the U.S. DOD authorities approve the requested visit, they allot a visit clearance number for the particular request, and DSS is so advised. The DSS Security Branch then notifies the company of the clearance number and duration of the clearance. The facility to be visited is also notified of this clearance number, which should be quoted by the visitor in making his arrangements for a specific visit. U.S. Army, U.S. Navy and U.S. Industrial facilities require 72 hours confirmation notice prior to a visit, while the U.S. Air Force requires 48 hours advance notice. Details will be included in the DSS notification of visit approval.

It should be noted that the U.S. Services normally require 30 working days in which to conduct the required processing of a visit request and an additional 10 working days is required by the DSS/Security Branch. Due to time factors and the complex routine involved in determining the acceptability of a proposed visit, it is essential to consider carefully the time element in any planning for participation in U.S. defence contracts.

Under extraordinary circumstances more rapid approvals can be obtained where invitations have been extended by U.S. Service Personnel to attend specific symposia, briefings, bid conferences, etc. In such cases it is essential that details of invitations, such as date, name, rank, and title of inviting officer, as well as other pertinent details be in writing so that a copy may be submitted with the visit request.

A visit clearance to a U.S. establishment permits access to classified information on an oral and visual basis only; see Section 4.4 of this Chapter regarding exchange of classified documents.

Visit clearances may be approved for either single or repetitive visits over a one-year period. In addition, similar clearance routes are available for visit arrangements where Canadian classified information is involved.

4.1.2 Visits by U.S. Personnel to Canada

In the event that U.S. businessmen wish to visit Canadian companies involved in classified projects, the procedure is as follows:

- a) Application is made by the U.S. Plant Security Officer to the local representative of the U.S. DOD which has plant cognizance, including such details as are required by normal U.S. visit procedure, i.e. names, purpose of visit, etc.
- b) The security clearance of the applicant is verified by the U.S. DOD representative and, if no release of U.S. military classified information is involved in the proposed visit, the request may then be transmitted through the Defense Industrial Security Office (DISCO), Columbus, Ohio, to the U.S. Embassy in Ottawa for forwarding to the DSS Security Branch.
- c) Where release of classified U.S. military information is involved, the local DOD representative processes the request through his Headquarters and, if approved, the requests are then transmitted to the Military Attaché of the U.S. Embassy in Ottawa, for direct transmission to the Security Branch, DSS.
- d) When the visit request is approved by the Security Branch, a visit clearance number for the particular request is allotted and the requesting company is advised through the U.S. Embassy. The Canadian company to be visited is also notified by the DSS Security Branch.
- e) Personnel who are thus cleared must advise the Canadian company at least 48 hours in advance of their arrival.
- f) The Canadian portion of the visit clearance procedure can normally be accommodated within 3-5 working days.

Visit requests by U.S. Service personnel, on either classified or unclassified matters, are handled as outlined in paragraphs iii, iv and v above.

4.2 Contractual Requirements

Award of a prime or subcontract to a Canadian firm by the U.S. Armed Service or their prime contractors is prima facie evidence that releasability and need-to-know have been established to the satisfaction of the U.S. Security Authorities. While visit requests are still required, the handling of such requests can be expedited with the inclusion of all contract and/or subcontract details in the formal visit submission.