

- iii) full address of place to be visited, including street address, and if applicable, the name, rank, title and telephone number of the person to be visited;
 - 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 SSC request number, U.S. approval number, 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 SSC 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) SSC 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 for the particular request, and SSC is so advised. The SSC 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.
- *It should be noted that the U.S. services normally require 30 days in which to conduct the required processing of a visit request. An additional 15 days is required for the Canadian portion. In general, you should submit your request two months in advance.*
- A visit clearance to a U.S. establishment permits access to classified information on an oral and visual basis only. Visit clearance 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.

11.3 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. manufacturer classified information is involved in the proposed visit, the request may then be transmitted through the Defence Industrial Security Clearance Office (DISCO), Columbus, Ohio, to the U.S. embassy in Ottawa for forwarding to the SSC Security Branch.

- c) Where release of classified U.S. manufacturer information is involved, the local DoD representative processes the request through his headquarters and, if approved, the requests are then transmitted to the Manufacturer Attaché of the U.S. embassy in Ottawa for direct transmission to the Security Branch, SSC.
- d) When the visit request is approved by the Security Branch, a visit clearance number for 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 SSC 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 three to five working days.

Visit requests by U.S. service personnel, on either classified or unclassified matters, are handled as outlined in sub paragraphs c), d) and e) above.

11.4 Contractual Requirements

Award of a prime or subcontract to a Canadian firm by the U.S. Armed Services 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.

11.5 Facilities Clearance for Canadian Firms

To enable a U.S. contractor or U.S. government procurement agency to determine the security status of a potential Canadian contractor, the following action is taken:

- a) The U.S. DoD transmits a written request for facility clearance to the SSC/Security Branch through the channels indicated above. If the Canadian company is already established as a cleared facility, immediate advice can be returned to the U.S. DoD. If no previous facility clearance has been recorded with the SSC/Security Branch, it will be necessary to institute inspection and clearance procedures before the U.S. DoD can be advised of the company's status. This can take considerable time.
- b) Industrial Security Division (ISD) advises the cognizant U.S. DoD in writing of the facility clearance of the Canadian company.
- c) Should a classified contract or subcontract subsequently be awarded to the Canadian company, the SSD/Security Branch assumes responsibility for security of the information or work on behalf of the U.S. DoD. Security requirements must be adhered to for the duration of such contract or subcontract.