

The procedure for applying for an export license is as follows:

- a) The United States prime contractor or DoD program manager forwards a Non-Transfer and Use Certificate (DSP-83) to the Canadian subcontractor who certifies the document as "End-User". It is then returned to the United States Prime/Project Office;
- b) The United States project officer or prime now forwards to the United States State Department, Office of Munitions Control the following:
 - i) form DSP-83, and
 - ii) application for export of classified defence articles/technical data DSP-85.
- c) The Office of Munitions Control will either:
 - i) approve the application or
 - ii) send to the following for a recommendation:
 - Assistant Secretary of Defense (International Programs and Technology) Export Control,
 - Navy, Army or Air Force Technology Transfer Office. i.e.: Navy is OP-623 (Technology Transfer).
- d) If approved, the Department of Defense, Defense Investigative Service (DIS) will be notified to release the equipment/document(s) to Supply and Services Canada Industrial Security, for delivery to the customer.

11.0 Defence Industrial Security

Whether responding to a solicitation, making a marketing call or working on a classified project there may be a requirement for facility and/or personnel clearances.

Prior to becoming involved in any U.S. defence activity, whether it be a DoD agency or prime contractors you should verify security and visit requirements.

11.1 Security Clearance

To facilitate these procedures, agreements have been entered into between the United States and Canada whereby Canadian contractor personnel, with security clearance in Canada, can be sponsored by the Department of Supply and Services (SSC) for access to U.S. projects. Subject to the approval of the U.S. DoD, visits to U.S. contractors or manufacturer establishments can then be made.

Clearance requests for either facilities or personnel should be directed to:

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

In the case of visits to U.S. agencies the minimum processing time is 45 days.

11.2 Visits by Canadian Personnel to the United States

It should be determined, when making exploratory enquiries of U.S. service personnel concerning visit arrangements, whether formal visit approvals are required to enter their facility. It will probably be necessary to process a visit request even for access to unclassified U.S. information and/or to discuss purely Canadian industrial capabilities and products.

There are U.S. visa requirements for Canadian contracting personnel working in the U.S.

When cleared Canadian government and/or industrial personnel wish to visit U.S. government and/or industrial establishments on classified matters, or unclassified matters where visitor controls are exercised, formal visit approvals are obtained as follows:

- a) The request is submitted by the plant/department security office to the Security Branch, SSC, giving the following details:
 - i) full name of agency or company submitting the request;
 - ii) alphabetical listing of individuals concerned in the proposed visit, giving their full name, citizenship, date and place of birth, social insurance number and security clearance. The prerequisite here is that such personnel must have a Canadian security clearance granted by the Security Branch, Department of Supply and Services;