

# **2137 Calgary Highlanders RCACC**



## **UNIT SECURITY ORDERS**

**Issued under the authority of Major J Sun  
Commanding Officer  
2137 Calgary Highlanders RCACC**

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## **2137 RCACC SECURITY ORDERS**

### **CHAPTER 1 DUTIES AND RESPONSIBILITIES**

#### **101 General**

101.01. The 2137 RCACC Security Orders are issued under the authority of the Commanding Officer 2137 RCACC, based on Security Orders issued by the Commanding Officers regular and reserve units within Calgary. These orders describe the procedures for the protection of information, material, personnel and cadets of the 2137 RCACC.

101.02. The authoritative manuals pertaining to security are A-SJ-100-001/AS-000 Security Orders for the Department of National Defence and the Canadian Forces and the AM-100 series of publications dealing with Automatic Data Processing (ADP) security and Cadet Administrative Training Orders (CATO).

101.03. These Security Orders will be displayed in prominent locations within Corps lines, so that all personnel may have easy access to them.

101.04. In the event of any discrepancies between the 2137 RCACC Security Orders and the publication listed above, the latter shall take precedence in all cases.

#### **102 Purpose**

102.01. The purpose of these orders is to detail the responsibilities and minimum procedures to be followed for the protection of information, personnel, cadets and materiel within the 2137 RCACC.

#### **103 Responsibility**

103.01. The Commanding Officer of 2137 RCACC is responsible for the overall security within the Corps lines. However every member of the unit is responsible for adhering to and enforcing security regulations, orders and principles.

#### **104 Corps Duty Officer**

104.01. In order to assist the Commanding Officer of 2137 RCACC in exercising his responsibility for security, a Corps Duty Officer shall be appointed. All officers and Civilian Instructors of 2137 RCACC shall rotate this appointment every month. This is to be considered a secondary duty relating to the terms of reference attached as Annex A.

#### **Assistance/Advice**

104.02. Any and all concerns or issues which arise regarding security shall be directed to the Military Police or Security Officer of the Area Support Unit (Calgary) and the OIC Mewata Armouries as required.

## **CHAPTER 2 SECURITY OF INFORMATION**

### **201 General**

20101. Sensitive material is identified as either classified or designated, depending on the nature of the material. The main difference between Classification and Designation is that Classification is usually used for information dealing with operations and designation for information dealing with personal/personnel subjects.

### **202 Access to Classified and Protected Information**

202.01. No person regardless of their rank or status shall be afforded access to sensitive matter unless they have a need-to-know, and:

- a. in the case of CONFIDENTIAL matter, they hold a valid LEVEL 1 (CONFIDENTIAL) security clearance; or
- b. in the case of SECRET matter, they hold a valid LEVEL 11 (SECRET) security clearance; or
- c. in the case of TOP SECRET matter, they hold a valid LEVEL III (TOP SECRET) security clearance; or
- d. in the case of Special Material, they hold a valid LEVEL III (TOP SECRET) security clearance, and are included on the appropriate access list.

202.02. If there is any doubt as to whether a unit person is allowed access to any sensitive matter, the Commanding Officer is the deciding authority on granting access.

202.03. An enhanced reliability check and a need-to-know are prerequisites for access to any level of designated information for all Cadet Instructor Cadre (CIC) officers.

202.04 Any information or sensitive material shall be afforded to cadet personnel on a need-to-know basis and in accordance with CATO and Freedom of Information and Privacy Legislation (FOIP).

### **203 Release of Information**

#### **General**

203.01 The government security policy clearly states that classified and protected information shall only be released to persons having a need-to-know in relation to the

performance of their duties and an appropriate security clearance.

### **Release of Information to DND Personnel**

203.02. Classified and protected information may be disclosed to members of DND who:

- a. require the information for the performance of their duties;
- b. in the case of classified matter, hold an appropriate security clearance or, with respect to protected information, an enhanced reliability check; and
- c. Have available to them the requisite secure storage facilities prescribed in A-SJ-100001/AS-000 National Defence Security Policy.

203.03. The QUEEN'S REGULATIONS & ORDERS (QR&Os) Chapter 19 prohibit by the OFFICIAL SECRETS ACT and the unauthorized release of any sensitive information to unauthorized persons or agencies. No person shall, without prior authority, communicate directly or indirectly, or otherwise disclose official information or any unpublished or classified document or the contents thereof, to an unauthorized person or persons.

203.04. Corps personnel shall observe the utmost caution with respect to divulging sensitive information to anyone concerning the contents of any correspondence, messages, or publication to which they have access. Personnel are reminded of their responsibilities with regard to the OFFICIAL SECRETS ACT.

203.05. Every CIC officer and CF staff shall acquaint himself with, obey and enforce the NATIONAL DEFENCE ACT, THE OFFICIAL SECRETS ACT, QR&O, and any other rules, regulations, orders and instructions necessary for the performance of his duties. Personnel should be thoroughly familiar with the QR&Os VOLUME 1, CHAPTER 19.

203.06. Security of information is the responsibility of every individual; therefore any person proposing to release defense information shall satisfy himself that he has the authority to do so.

203.07. All matters involving the disclosure of military information to the news media or public shall be referred to the Commanding Officer.

### **204 Discussion of official Information**

204.01. The inclusion of defense information in private conversation or correspondence can constitute a threat to security. Accordingly, DND personnel shall not discuss official matters in the presence or hearing of persons who do not have a need to know, and shall not refer to such matters in private correspondence, diaries, or other recorded form.

## **205 Private Correspondence**

205.01. The inclusion of defense information in private conversation or correspondence can constitute a threat to security. Accordingly, DND personnel shall not discuss official matters in the presence or hearing of persons who do not have a need to know, and shall not refer to such matters in private correspondence, diaries, or other recorded form.

## **206 Photography**

206.01. Unless authorized by competent authority, no person shall be permitted to take photographs of classified material or equipment or of defense establishments where such material or equipment is held. The 2137 RCACC through the Area Support Unit and 41 Canadian Brigade Group Headquarters shall stipulate the conditions under which photographic equipment may be brought on to that establishment.

206.02. Visitors may be permitted to take photographs of 2137 RCACC Corps lines, material or equipment provided that photography is authorized as part of the purpose of the visit or by the establishment head or by the approving authority.

## **CHAPTER 3 SECURITY OF MATERIEL**

### **301 Physical Security Surveys**

301.01. The Commanding Officer of 2137 RCACC is responsible to be aware of any threat and risk assessments (TRAs) which are conducted by the Area Support Unit for the Mewata Armoury Building and surrounding grounds as required.

301.02. Schedules for physical/environmental security survey, of the Mewata Armoury Bldg conducted by the 1 MP Unit Det Calgary will be made available to the Commanding Officer as ASU (Cal) deems necessary. In all cases, the Commanding Officer of 2137 RCACC will ensure the Corps complies with all directives given and will coordinate such actions with the appropriate contact personnel.

### **302 Small Arms and Small Arms Ammunition**

#### **General**

302.01. The Government Security Policy (GSP) directs that valuable or sensitive assets must be afforded special protection when their unauthorized destruction, removal, modification or interruption could reasonably be expected to cause injury to the national interest. The security of small arms and small arms ammunition clearly falls under this category.

302.02. The security measures applicable to the ammunitions and explosives held at Canadian Forces Ammunition depots, fixed ammunition facilities or temporary ammunition facilities are contained in C-09153-001/TS --00, Explosives Safety Manual, Volume 1, Ammunition Depots and Fixed Ammunition Facilities.

302.03. The 2137 RCACC storage facilities are authorized to store only small arms and ammunitions in accordance with Area Support Unit Security Orders, CATOS, GSP and NDSI 65

#### **Procedures for Processing Small Arms and Small Arms Ammunition**

302.04. Procedures governing material processing and related controls dealing with small arms (SA), SA components ammunition and explosives are contained in A-LM-185-002/JS-001, Special Supply Instructions for distribution and Static Unit Accounts, Volume 2. Specific details for shipment of small arms are contained in A-LM-158-004/AG-001, Transportation Manual, volume 4, Movement of Materiel, Chapter 17.

#### **Small Arms**

302.05. Small Arms include all firearms up to and including those that can be carried and operated by an individual or a dismounted crew. For the purpose of these orders the only classification of SA 2137 RCACC is authorized to store or transport are:

- b. Rifles - .22 calibre, Lee Enfield No. 7, and
- b. Rifles - .177 calibre Daisy 853C Air Rifle

### **Ammunition**

302.07. The only Small Arms ammunition (SAA) 2137 RCACC is authorized to store under these orders is .22 calibre single shot rounds and pellets.

### **Certification**

302.08. The Commanding Officers shall certify SA storage rooms on an annual basis with the assistance of the Area Support Unit Military Police section. The original certificate shall be prominently displayed in the storage room. Certification shall be based on the conduct of a physical survey, which confirms all the mandatory security requirements for a SA storage room has been met. Where deviations from minimum standards have been approved by a person in authority, the deviation, the particulars of that person in authority, and the date shall be noted on the certificate.

### **SA Storage Inspection**

302.08. The Corps Supply Officer is responsible for ensuring that any corrective measures that have been identified on the annual physical security survey are corrected within a timely manner and informing the Area Support Unit Military Police Section when these corrective measures are completed

302.09. Where SA does not conform to the requisite security standards, and the unsatisfactory conditions cannot be corrected, the SA shall be protected by an armed guard or removed to secure storage facilities.

### **Verification**

302.10. SA are subject to physical accounting on a quarterly basis. Physical accounting means the actual verification of the SA by type, quantity and serial number against inventory records.

302.11. The Commanding Officer shall appoint an independent checker to conduct the inventory verification. In addition, a physical accounting must also be conducted whenever a temporary or permanent change in the account holder occurs.

302.12. Physical accounting of weapons is also required when weapons are used (e.g. ranges, exercises, displays, etc) immediately upon termination of the event concerned.

### **Discrepancies/Loss**

302.13. Discrepancies of SA and SA components discovered on stocktaking, inventory verification; in shipments or on any other occasion shall be immediately reported to the Commanding Officer and the Area Support Unit Military Police Section and reporting through Area Cadet Office shall occur as per established procedures.

### **Shipment of Small Arms, Ammunition and Explosives**

302.14. When moving SA, ammunition or explosives, consideration must be given to the threat to this material and to the provision of effective security. The following methods of transportation are authorized for use:

- a. military motor vehicle;
- b. military aircraft;
- c. HMC Ship or auxiliary vessel;
- d. Commercial common carrier; and
- e. Private motor vehicle (under circumstances outlined in paragraph 28.40 of A-SJ-100-001/AG000, National Defence Security Policy).

### **Shipment by Military Motor Vehicle**

303.15. If the SA rendered inoperable by the removal of the essential operating components (bolt), and the components are forwarded to the consignee in distinctly separate shipments, the consignor may waive the requirement for an armed escort. Greater details are founded in Chapter 28 of A-SJ-100-001/AG-000 National Defence Security Policy).

#### **Shipment by Private Motor Vehicle**

303.17. Military SA may be transported in private motor vehicles (PMVs) only on the written authority of the Commanding Officer and:

- a. when it economically satisfies a requirement for members of an approved SA team to participate in competitive shooting or to take part in qualification or training exercises;

- b. when it economically satisfies the requirements for trail and proof officer to conduct trials and proof firings; or
- c. if it is necessary to meet an emergency situation or a bona fide urgent operational requirement.

### **Shipment by other Means**

303.18. Details on procedure for shipment by other approved methods of transportation (military aircraft, ships and commercial common carriers) are found in Chapter 28 of A-SJ-100-001/AG-000 National Defence Security Policy).

### **303 Storage of Privately Owned Small Arms**

303.01. Privately owned SA may be stored in CF weapons rooms if authorized in writing by the Commanding Officer. This will be subject to the limitations of space within the SA Storage facilities and directions under CATO.

### **304 Attractive Stores**

305.01. All attractive stores shall be properly accounted for at all times. The Corps Supply Officer will maintain an up-to-date inventory and conduct a physical accounting of all attractive items quarterly.

305.02. Stores are the responsibility of the distribution account (DA) holder. Sub-Distribution Accounts are allotted to individual members of the unit and are held by them on signature. An adequate accounting system will be maintained and physical security will be afforded to all stores holders.

305.03. Stores will not be loaned out of the unit without prior approval of the Commanding Officer.

305.04. All material and equipment and all tools will be locked up at the end of the day.

305.06. The Corps Stores will be kept locked at all times when not actually in use.

### **306 Security of Public and Non-public Funds**

306.01. Although not recommended, small amounts of cash may be kept "on-hand" when necessary for exercises and activities.

306.02. Any funds held within Corps lines may not exceed \$300.00 and must be kept in an approved filing cabinet with built in hasp or equipped with an approved locking bar set and secured with an approved lock.

306.03. Public funds shall not be placed in the same container as classified matter, narcotics, weapons or valuable stores, unless warranted otherwise under a TRA.

306.04. The Corps Administrations Officer shall ensure that public funds are secured in the approved manner. The Area Support Unit Military Police Section is to be informed of the location by the Commanding Officer if deemed necessary.

## CHAPTER 4 SECURITY OF PERSONNEL

### 401 ID Cards and Passes

401.01. The purpose of identification procedures is to provide a means of positively identifying officers and men of the Canadian Forces, civilian employees of the Department of National Defence (DND) civilian employees of other departments employed on DND establishments, as well as allied forces personnel and their dependants. To achieve such identification, people being processed for form NDI 10 shall be photographed and have his/ her physical description and signature recorded.

401.02. "I" cards are issued under the authority of QR&026.05,  
IDENTIFICATION CARDS.

401.03. "I" cards for military will be reissued when:

- a. Change of status occurs, i.e.: promotion of a man to commissioned rank, marriage of a female employee or legal change of name;
- b. The physical appearance of an individual is considerably altered;
- c. "I" card becomes deteriorated or lost; or
- d. a card becomes invalid because of the expiry date.

401.04 "I" cards are public property and are not transferable. An "I" card shall be carried by an officer or man at all times except:

- a. when he is in lawful military or civil custody and is lawfully taken from him by a military or civilian policeman or other competent authority;
- b. when he is admitted to hospital and a medical officer considers personal papers should not be retained in the hospital ward; or
- c. when he is required to surrender it in exchange for a special pass permitting entry to those maximum security units which from time to time are designated by the Chief of the Defence Staff.

401.05. "I" cards shall be produced on demand of a superior officer or military policeman, or by a member of the Corps of Commissionaires or a security guard when the commissionaire or security guard is employed on a defense establishment.

#### **406 Leave travel**

406.01 Any member of the Forces wishing to travel in, or through certain scheduled countries must submit a written request two months before the intended date of departure. Information concerning those countries for which a written request must be obtained from the Unit Security Officers. Further information is contained in A-SI-100-001/AS-00 National Defence Security Policy Chapter 25 and Canadian Forces Administrative Orders 16-1. An Example of countries where this is required that is a common tourist destination for Canadians is Cuba.

#### **407 Contacts with Foreign Nationals**

407.01 Members of the Canadian Armed Forces are of potential interest to certain foreign intelligence services. In order to avoid possible embarrassment, personnel who have engaged or propose to engage contacts with nationals of List "A" or "B" countries, Annex B, shall inform the Unit Security Officer, through their superior officer, where practicable, prior to contact.

## **CHAPTER 5 - REPORTING OF INCIDENTS**

### **501 Responsibility**

501.01. Enforcement of security orders is an overall responsibility of supervisors at all levels. Any person who becomes aware of any loss, compromise or possible compromise of classified/designated matters or incidents shall promptly report the circumstances to the Commanding Officer.

### **502 Loss or Compromise of Classified Matter**

502.01. Upon being advised of a possible security infraction, breach or incident the Commanding Officer shall take action as prescribed in CATO and/or A-SJ-100-001/AS-000, Chapter 34.

### **503 Loss of ID Cards, Discs or Passes**

503.01. When a form NDI 10 or 20 is lost, stolen or damaged:

- a. the loss, theft or damage shall be reported within 24 hours of the occurrence to the Base or Unit Security Officer;
- b. Annex A of CFAO 26-3 shall be completed in triplicate and distributed as shown in the annex;
- c. the loss, theft or damage shall be investigated to determine the circumstances under which the "1" card has been lost, stolen or damaged; and
- d. if the findings of the investigation indicate that the loss or damage was caused or contributed to by willfulness or negligence in the case of an officer or man, the Commanding Officer shall consider whether an administrative deduction of \$3.00 is warranted pursuant to QR&O Chapter 38 and whether, in addition, disciplinary action is warranted.

503.08. When loss, theft or damage to an "I" card is reported by an officer or man or is about to be released, Annex A of Canadian Forces Administrative Orders 26-3 shall be completed in duplicate. The original shall be placed in his unit personnel record and the duplicate shall be forwarded to NDHQ/NDIB. The "I" card shall not be replaced.

### **504 Suspicious Incidents**

504.01. Personnel are encouraged to report promptly to the Commanding Officer:

- a. any attempt to get from them by enticement, compulsion or blackmail, unauthorized access to official information, or
- b. any attempt to subvert their loyalty to Canada.

504.02. The methods of attack are many and varied and often ruthless. They are designed to exploit every human weakness, and everyone having access or who could gain access to information of any value to a hostile power, is a potential target.

504.2 To safeguard our resources against theft, malicious danger, sabotage and subversion, personnel are responsible for the prompt reporting to the Commanding Officer of suspicious incidents/person.

### **Conclusion**

While there seems to be no immediate or direct threat to Canada; there are foreign security agents who are actively gathering information. Security is everyone's concern and all service personnel must be made aware and be on their guard.

## **Annex A - Office Security**

### **1. General**

1.01. Office security is *of* vital concern to all individuals who handle sensitive material or attractive items. Education and positive reinforcement *of* the good security habits will ensure that all help minimize any possible security infractions.

### **2. Handling of Classified Matter**

2.01. The classification /designation *of* documents is the responsibility *of* the originator. A-SJ-100001/AS-000, CHAPTER 6, provides guidance regarding selection of the proper classification/designation.

#### **Preparation, Handling and Transmission of Classified/Designated Documents**

2.02. The Administration Officer in accordance with A-SJ-100-001/AS-000, CHAPTER 45, will handle the packaging, handling, and transmission of classified/designated documents.

#### **Care and Handling of Classified/Designated Matter**

2.03. All Corps staff shall have a comprehensive knowledge and understanding of the policies and procedures associated with the following:

- a. Custody of Classified/Designated Matter A-S.1-100-001/AS-000, National Defence Security Policy, Chapter 8;
- b. Classification/Designation of Matter, A-SJ-100-001/AS-000, National Defence Security Policy Chapter 6;
- c. Preparation and Reproduction *of* Classified/Designated Documents, A-SJ-100-001/AS000, National Defence Security Policy, Chapter 14;
- d. Handling, Packaging, and Transmission of Standard Classified/Designated Documents, A-SJ-100-001/AS-000, National Defence Security Policy, Chapter 10;
- e. Shipment of Classified/Designated Material, A-SJ-100-001/AS-000, National Defence Security Policy, Chapter 9; and
- f. Destruction of Standard Classified/Designated Matter, A-SJ-100-001/AS-000, National Defence Security Policy, Chapter 11.

- g. CATO 12-18 CORPS/SQUADRON PERSONNEL RECORDS – CADETS
- h. CATO 12-31 ACCESS TO AND SECURITY OF SENSITIVE INFORMATION

2.04. The Administration Officer is responsible for the custody, control and systematic arrangement of files, documents and correspondence for the unit. The Administration Officer will ensure that the handling of correspondence is in accordance with A-S.1-100-001/AS-000, National Defence Security Policy, and Chapter 10.

2.05. Meticulous observance of SECURITY ORDERS is required in the corps Orderly Room. Classified/designated material shall be locked in secure filing cabinets when the office is unoccupied.

2.06. The requisition of CONFIDENTIAL PERSONAL FILES shall be in accordance with A-PM-245001/PF-001, Personnel Management Information System, and Chapter 14.

2.07. Classified matter up to SECRET shall be stored in the appropriate security containers. TOP SECRET, SECRET and SPECIAL HANDLING MATERIAL will be stored in the security shelf in the appropriate security or high security zones. Use guide as per A-SJ-100-001/AS-000, National Defence Security Policy, Chapter 7.

2.08. Designated documents may be removed to private quarters without written approval, provided that they are adequately protected against loss, theft and unauthorized access.

2.09. In exceptional cases classified matter shall be removed only on the written authority of the Commanding Officer, and authority written on a DND 728 signed by the Commanding Officer.

### **3. Classified Waste**

3.01. Classified/designated information pending destruction shall be:

- a. kept separate from unclassified/undesigned waste information, and
- b. handled and safeguarded in accordance with the highest classification/designation contained in the waste.

### **Destruction Equipment**

3.02. Waste classified/designated information shall be destroyed by shredding in equipment. The shredder must conform to criteria detailed in A-SJ-100-001/AS-

000, National Defence Security Policy, Chapter 11, and paragraph 11.20. For any destruction of classified/designated information, Commanding Officer shall contact the Area Support Unit Orderly Room.

## **Witnesses**

3.03. During the destruction of classified/designated information, a witness (cleared to the highest level of security clearance of the information to be destroyed) shall be in attendance until the destruction is fully complete. This witness may be military, of the rank Cpl or higher, or civilian, of equivalent rank.

## **Certificate of Destruction**

3.04. A form DND 779 will be completed for the destruction of the following:

- a. all documents, publications and material classified Secret or Top Secret, and
- b. all other forms of information for which a record of destruction has been directed by a higher authority.

3.05. For further information of the Destruction of Information refer to A-SJ-100-001 /AS-000, National Defence Security Policy., Chapter I for contact the USO.

## **4. Security Containers**

4.01. The Commanding Officer is responsible to ensure that adequate security facilities are available for the protection of sensitive (classified and designated) matter under their jurisdiction.

4.02. A security container is defined as any totally enclosed space for storage of an asset, and includes cabinets, safes, vaults, chests and secure rooms. Security containers must be built according to approved specifications.

4.03. Sensitive information shall not be stored in the same container as negotiables or attractive assets such as weapons, weapons components and liquor, unless warranted by a TRA. Containers shall not be marked externally with any reference to the level of classification or designation of the matter stored within.

## **5. Classified Key and Combination Control**

### **Keys**

5.01. Keys or recorded information that would allow a key to be produced shall be safe guarded commensurate with the highest level of classification or designation of information to which the key provides access.

5.02. Keyed alike and master key lock series are vulnerable to large scale compromise. Except where specifically authorized by NDHQ/DG SAMP, such locks shall not be used to secure security containers.

5.03. A copy of all keys held by the Corps and Corps personnel shall be maintained and strictly controlled by the Commanding Officer or Administration Officer. Any personnel requiring use of the key, for access to a room, must be met the following criteria:

- a. on the access list to draw a key; and
- b. must sign the key control register.

5.04. Under no circumstances unless authorized by the Commanding Officer will any copies of keys be made.

5.05 All security controlled keys issued by OIC Mewata armouries MUST be signed out by the member holding with the OIC Mewata Armouries. These keys are currently the ASSA type. These keys MUST not be stored in a communal key press.

5.06 Any keys providing access to weapons, bolts or ammunition may be stored in a key press providing:

- a. key press is sufficiently secured to prevent unauthorized access;
- b. access to said key press is restricted to authorized uniform members only.

5.07 The Commanding Officer shall:

- a. retain a copy of all combinations;
- b. ensure that combinations are changed when lock is first taken into use and when any person knowing that combination is transferred, released, or no longer requires access to the contents of the containers;
- c. ensure that combinations are changed at least every six months; and
- d. ensure that combinations are changed if the combination has or may have been compromised.

5.08 The combination or key of a lock retains the highest classification of the material held in that container.

5.09 Knowledge of combinations shall be limited to persons, who are cleared, have a need to know and have a requirement for access.

5.10 Combinations shall not be written down, electronically recorded or otherwise kept unsecured.

## **6. Classified Publications**

6.01. All classified publications must be physically accounted for quarterly.

6.02. When not in use, all classified publication must be secured in the appropriate and approved security container.

6.03. In exceptional cases classified matter shall be removed only on the written authority of the Commanding Officer, and authority written on a DND 728 signed by the Commanding Officer

## **7. Control of Visitors**

7.01. All visitors to the General Currie Building holding corps business during scheduled cadet activities/parade nights shall be directed to the Corps Orderly Room. Any visitor must have been approved entry by a member staff personnel of the Corps. and shall be directed to Area Support Unit Orderly Room or the 2137 RCACC Commanding as the situation dictates.

7.02. No cadet or Officer shall attempt to gain access to "RESTRICTED" areas and shall report any insecurities to the Commanding Officer immediately. The Commanding Officer shall report to the Area Support Unit Military Police as appropriate.

## **8. Telephone Security**

8.01. Classified/Designated information shall not be discussed on the telephone. A-SJ-100-001/AS000, National Defence Security Policy Chapter 60 refers.

8.02. When using unsecured telephone lines, caution is to be used at all times. Avoid:

- a. talking around known or suspected classified information;
- b. conducting non-secure telephone conversations within hearing distance of classified discussions or briefings; and
- c. discussing communication difficulties being experienced during a deployment.

8.03. Use secure means of communication when discussing classified and designated information -voice and message whenever required, even within a building.

## **9. Photocopying**

9.01. All photocopying shall be done only by authorized personnel. Reproduction of classified/designated documents shall be in accordance with A-SJ-100-001 /AS000, Chapter 35.

9.02. Copyright protected documents shall not be reproduced without the written authority of the originator.

9.03.1 Accountable documents (registered and unregistered) shall not be reproduced in whole or in part.

## **10. Office/Building Security**

10.01 Personnel responsible for offices will ensure that they are locked and windows are secured when the office is not occupied.

10.02 At the end of each working day, the Corps Duty Officer shall ensure that a security check is made to confirm that:

- a. classified/designated matter has been properly secured with particular attention being paid to desk drawers, bookcases, file trays, etc, where classified/designated matter, including typists' material may have been placed and overlooked;
- b. classified/designated waste has been collected and secured in accordance with the highest classification/designation of matter in the waste;
- c. reproduction equipment has been immobilized or properly secured; and
- d. doors and windows have been secured in accordance with local procedures.

## **ANNEX B - Security of Automatic Office Equipment**

### **General**

The security of all ADP equipment shall be handled as attractive items.

### **Passwords**

2. Passwords to allow access on computers must not be easily linked to the user. That is using the name of a dependant, close personal friend is not recommended.

### **Storage of information**

3. Classified information will saved on an floppy disk and will not be stored on the hard drive of the computer. The computer disk container the sensitive information shall be stored in the matter commensurate with its classification or designation.

### **Classified Material**

4. Only stand-alone computers, that is not like to any Area Net work, can used to work on classified material.

## **ANNEX C - Emergency Destruction Plan**

Not allocated.

## **ANNEX D - Bomb Threat/Fire Emergency Evacuation**

### **1. General**

The following procedures are to be followed by personnel of 2137 RCACC in response to bombs and bomb threats received to unit facilities. Bomb threats include not only threats received by telephone, correspondence or by other means but also the discovery for which no prior warnings were received.

### **2. Procedures on Receipt of a Bomb Threat**

On receipt of a bomb threat call, obtain the following information if possible:

- a. exact location of the bomb;
- b. time set for detonation;
- c. description of explosives or container;
- d. type of explosives; and
- e. reason for call or threat.

Immediately during the call, note the following information if possible:

- a. date and time of call;
- b. exact language used;
- c. sex of caller;
- d. estimate age of caller;
- e. peculiar and identifiable accents;
- f. possible race; and
- g. identifiable background noises such as a jukebox, traffic, machinery etc...

#### **Immediately notify:**

- a. the Area Support Unit Military Police section;
- b. Commanding Officer

3. Immediately upon receipt of a bomb threat or notification of such a call, the military police will take action in accordance with current regulations.

4. The senior military policeman at the scene will be the on-scene controller and all personnel shall follow his instructions and assist him as required.

5. Prior to any search, supervisors will ensure that classified/designated equipment and documents are secured.

#### **6. Discovery of a Bomb/Suspected Bomb**

On the discovery of a bomb or any other suspicious object, the following precautions, if not already effected, will be taken immediately:

- a. under no circumstances will the object be touched or disturbed; and
- b. the military police will be contacted at and the information as per paragraph A-SJ-100001/AS-000, National Defence Security Policy, Chapter 3, Annex A, above will be passed to the Commanding Officer immediately.

7. The military police will then take action as per current regulations. Unit personnel will then assist as requested.

### **8. Report Procedures**

1. All bomb threats shall be reported in a concise narrative form by priority message direct to NDHQ/D SECURE AND DOPS//, with information copies directed to 41 Canadian Brigade Headquarters and Land Force Western Area Headquarters. This report will be submitted by the Commanding Officer or his delegate. A certain amount of discretion must be exercised by the senior individual on duty at the time, i.e.: if supposed detonation time is very near, he may have to evacuate immediately after calling the military police. In doing so, he must ensure classified/designated material is secured and that personnel move outside to a 100-meter radius of the danger area.

2. The Detachment Commander and ACO will be made aware of the situation immediately by telephone and will be advised of the steps being taken including involvement of Military Police personnel

## **ANNEX E - RESPONSIBILITIES OF COMMANDING OFFICER**

- I. Commanding Officer will be responsible for:
  - a. the preparation, for appropriate approvals, of the security standing orders;
  - b. ensuring that newly arrived personnel are specifically briefed on security practices and requirements;
  - c. the conduct of frequent checks on the measures taken to protect classified and other sensitive matter, both during and outside normal working hours;
  - d. ensuring that persons who require access to classified matter in the performance of their duties are security cleared to the appropriate level;
  - e. ensuring that persons who are not security cleared, but who require access to sensitive as opposed to classified information, have been the subject of reliability checks;
  - f. Brief all cadets and Corps personnel required to handle classified/designated information on the security procedures relating to their immediate duties, the dangers of indiscreet conversation and relationships with the news media. The importance of immediately reporting any breach or violation of security to the Commanding Officer shall be stressed.



J Sun  
Major  
Commanding Officer  
2137 RCACC