



Personnel Security

is key in achieving operational tasks and keeping the safety of personnel

Personnel security is:

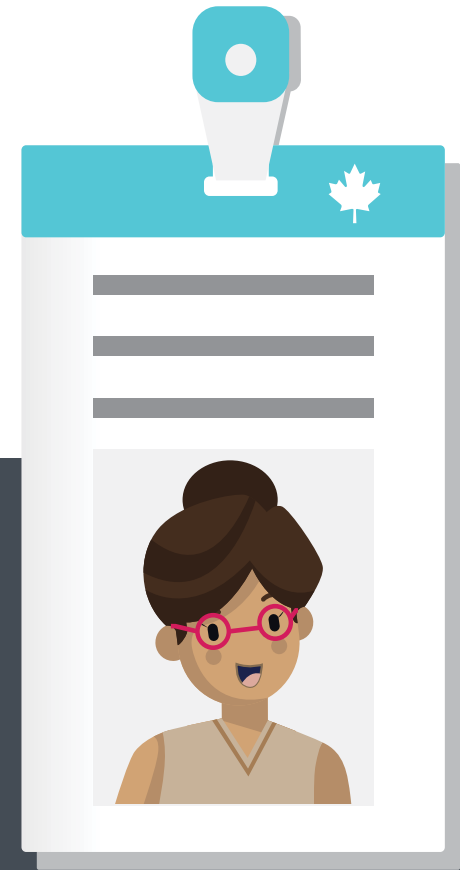
IDENTITY MANAGEMENT

Establishment of an individual's **identity**

SECURITY SCREENING

Assessing an individual's **honesty, trustworthiness and loyalty**

Applies to DND employees, CAF members, or those who by contract, exchange, or in some other way are affiliated with DND/CAF.



IDENTITY MANAGEMENT FOR PERSONNEL SECURITY

Establishing a person's identity is essential for security –

A National Defence Identification Card (NDI ID) is a document issued by DND/CAF to identify the bearer as a DND employee, CAF member or other personnel requiring official identification.

DND employees/CAF members are to:

- 1** Safeguard and maintain valid **identification cards** and **identity discs**.
- 2** Only carry NDI ID cards **when on duty or on defence facilities**.
- 3** Update their identification materials **before they expire**.
- 4** Update NDI ID cards in the event of a **change of name or significant/permanent change of appearance**.

Important tips

- Building access cards or access cards for specific zones **are not to be used for identification purposes**.
- **Defaced cards are considered invalid** – This includes punching holes in them.
- **A transgender DND employee and CAF member applying for a new NDI ID card:** one piece of foundational evidence of identity and at least one piece of supporting evidence that includes a photo must be provided to a Commanding Officer, Director or delegate.
- You must notify your manager or supervisor **of any lost or stolen identification credentials**.
 - The **DND 4154 form** has to be completed and submitted to National Defence Identification Services (NDIS) in order to register the security incident.
- Any lost or stolen NDI ID card **recovered subsequent to its replacement** must be forwarded to NDIS for disposal.



FOR MORE INFORMATION

About the National Defence Identification Program

NDSOD Chapter 4 – Personnel Security Standards

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INDIVIDUAL SECURITY SCREENING PROGRAM

Security screening ensures that individuals with access to government information and assets are reliable and trustworthy. In all cases, DND employees and CAF members must hold a reliability status.

Security Screenings:

SECURITY CLEARANCE

Appraises an individual's loyalty to Canada and their reliability as it relates to that loyalty. An individual with a granted security clearance may have access, on a need-to-know basis and in accordance with the security clearance level granted, to **DND/CAF information, assets, resources and facilities that are protected and classified.**

RELIABILITY STATUS

Assesses an individual's **honesty and trustworthiness** in safeguarding DND/CAF information and assets.



- **DND employees and CAF members must maintain valid reliability status and security clearances.**

- Reliability status – **every 10 years**
- Secret clearance – **every 10 years**
- Top Secret clearance – **every 5 years**

- **DND/CAF personnel may have to notify their manager/supervisor of any changes in personal circumstances that may affect their reliability status or security clearance.**

- **Individuals who are granted a reliability status or security clearance** must be briefed as to:

- The security responsibilities of their position
- The access requirements of their position
- Their authorized level of access before they commence duties

They must sign the Security Screening Certificate and Briefing Form (TBS 330-47)

- **A position's security requirement cannot be downgraded in order to facilitate the hiring of an individual.**

- **When the security requirement of a position has been upgraded:** the supervisor or manager must prohibit access to the sensitive information, assets, resources or facilities classified above the level of the security clearance held by the individual in that position, until the individual has been granted the required security clearance.

- **Everyone who has access to DND/CAF sensitive information, assets, resources and facilities** must hold and maintain the required reliability status or security clearance.

- **A security clearance ceases to be valid** effective upon a CF member's break in active military service or upon termination of DND civilian employment.



Reliability screening requests (new, updates, transfers and reactivation) and **Security Clearance screening requests (new, updates and upgrades)** must be initialized by the individual's unit, and submitted by the USS.



FOR MORE INFORMATION
About the Security screening

Contact your Unit Security Supervisor (USS)