

GUARDIAN ORDER

CG 1156

23 May 1974

GO Staff

G.O. SECURITY

Recently there have been instances reported where non G.O. staff or expeditors have been working in G.O. space. Also instances where persons who have not yet had their CSWs okayed or who have had requirements to be fulfilled before they may assume post have started their training or post.

It is the responsibility of Internal Security or Br II Dir in the Info Bureau to ensure that the Guardian Office premises are secure. The Br II Dir or Int Sec must ensure that the following regulations are adhered to:

1. No non G.O. staff may work in the G.O. office space. This includes non G.O. expeditors and audit project staff. If expeditors are used for, say, PR typing then this is done in a secure space outside of the G.O. No non G.O. expeditors may be used for filing, etc. In the case of maintenance work being done, then non G.O. staff may be used on this but they may not be allowed to be in the G.O. space alone.
2. No person who has not had an okayed CSW from the Guardian may be employed in the G.O. or put into training. A person who has a CSW enroute to the Guardian is not as yet a G.O. staff member and may not be employed or trained in the G.O. Only when an okay by the Guardian has been received and any requirements are met may a person start training or on post. Ref. GO 209 - all G.O. staff must be approved by the Guardian before assuming post.
3. No person who has requirements to fulfill before they begin training or post may do so before these requirements are met.
4. Any person used as a GAS must have clearance per the HCO PL on GAS members.
5. Any person used by Bureau I in the field must have security clearance from the Info Bureau after the person's records have been checked.
6. All new G.O. staff and students must receive a Status Verification Check before commencing post or training.

In the absence of a Br II Dir these regulations are the responsibility of the DG or DAG Info, and in his absence the DG or AG or the area.

Helen Budlong
Br II Dir W/

for

DG Info W/

for

Jane Kember
The Guardian W/