

TO: O i/c A, B, D, F, H, I, Operations; Admin. & F.S.S.; A.I.S.; Foreign Services; Internal Security; Policy-Planning & Co-ordination; Staffing & Personnel; Training & Development

FROM: O i/c Security Service Admin. & F.S.S.

SUBJECT: OLYMPIC DUTIES & ROYAL VISIT SUBMISSION OF FORMS C-76 & TRAVEL EXPENSE SECURITY SERVICE

SECURITY CLASSIFICATION - DE SÉCURITÉ: SECRET. OUR FILE - N/RÉFÉRENCE: IA50-4-3-1. YOUR FILE - V/RÉFÉRENCE. DATE: 14 MAY 1976.

In order to provide the total operational manhours expended, relating to the Olympic Games and the Royal Visit, the following will apply.

Members of Security Service seconded or posted to "C" Directorate will be required to submit Forms C-76 using their regular collator code number and are to show the hours worked under Interest Code 790 (Ass't to C.I.B. etc.). They will also be required to submit the regular force manhour reporting Form C-75D, using one of the following collator numbers, appropriate to their work site.

- W0374 - Ottawa W0395 - Kingston W0381 - Province of Quebec W0407 - Toronto

For full particulars relating to the submission of Forms C-75D, please refer to Adm. Bulletin 397 dated 28-4-76.

Those members of Security Service performing only S.S. duties or assisting other Security Service Branches are to submit Form C-76, using your own unit collator number. Hours worked are to be shown under Interest Code 784 (Olympics).

All Security Service members reporting manhours relating to the Royal Visit are to use Interest Code 998 on Forms C-76.

With respect to travel expenses, pay, etc., the contents of "HQ" Division Adm. Bulletin 243 dated 3 MAY 1976, will apply with the following deviations.

In each instance where "HQ" F.S.S. is shown, Security Service F.S.S. will apply.

(J.A.R. Rochefort), Supt. O i/c Admin. & F.S.S. Security Service

Handwritten initials and number 15.